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## **INTER OFFICE MEMO**

Ref : ENG/20

Dt. 23/10/2008

**FOR : STATE ENGG HEADS**

**FROM : DGM (ENGG) HO**

### **Sub : Control on Capex Contracts**

New guidelines for Capex rate Contract were issued vide circular no. Eng/20/195 dt 14.08.2007. As per these guidelines Divisional Offices shall place work orders against Capex Contracts and shall be responsible for equitable distribution of work and performance monitoring of the Capex contractors. State Office and operating locations also can place orders against capex contract in consultation with DO concerned, with regard to distribution of work.

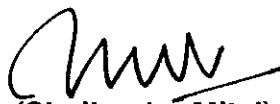
Some of the State Offices have pointed out that the new arrangement for executing works under Capex contract does not specifically address the issues of  
a) checking the MBs for works beyond Rs 5 lac for orders placed by DOs, and  
b) Authority to approve deviations in the work order amount.

In this regard, the following clarifications are being given:

1. Checking the MBs for works beyond Rs 5 lac for orders placed by DOs. – State Engineering Head will nominate the senior most Engineer at DO level to verify the MBs of works measured by other engineers. However, for the works measured by such engineer should be checked by an officer in State Office not below 'D' grade, also to be nominated by the State Engineering Head.
2. Authority to approve deviations in the work order amount – This shall continue to vest with the Divisional Manager who has originally approved award of work in line with DOA.

State Engineering Heads during their visits to DOs will also review the deviations in work orders, equitable distribution of work and performance of the contractors. Necessary advise of any corrective action shall be given in writing to the concerned engineers under intimation to the Divisional Manager.

The above is issued with the approval of ED(E&P), HO.

  
(Shailendra Mital)  
Dy GM (E) 23/10/08

**INTER OFFICE MEMO**

Ref : ENG/34  
Dt. 13/10/2008

**FOR : State Engg. Heads**

**FROM : ED(E&P), HO**

**Sub : Use of FRP tanks at Retail Outlets.**

As a part of our endeavor to upgrade the facilities at Retail Outlets as per international standards, management's approval has been obtained to introduce FRP tanks. However, keeping in view that at present most of the manufacturers of FRP tanks are located in the western region of the country, it is decided to provide these tanks initially in State Offices of Western Region for the following:

1. New 'A' Site ROs.
2. 'A' and 'B' Site ROs under major up-gradation/modernization (in case additional tanks or replacement of tanks is required).
3. Additional tanks for premium fuels.

It is expected that as the demand for FRP tanks picks up, more manufacturer may come in the market inducing better competition, thus lower rates. Hence as and when the availability of FRP tanks improves, FRP tanks are planned be standardized for use at all Retail Outlets and phasing out conventional MS tanks.

A brief write up on advantages of the FRP tanks, specifications to be followed as well as recommended makes and details of vendors is attached for further action at your end.

While, MSO, GSO and MPSO are required to take up usage of FRP tanks in a phased manner with immediate effect, other State Offices may also undertake this activity on selective basis for gaining the experience.

*Satwant Singh*  
13/10 .

(Satwant Singh)  
Executive Director (E&P)

Encl: a/a

**Copy to : All State Heads / ED (RS), HO / DGM, Dir (M)'s Sectt. - For information please.**

**Brief on Fiber Reinforced Plastic Tanks at Retail Outlets.**

**1.0 Advantages of Fiber Reinforced Plastic Tanks:**

The Fiber Reinforced Plastic Tanks has following advantages in comparison to conventional steel tanks:

- i. **Corrosion Proof:** FRP tanks are made from Glass reinforced Plastic. By virtue of its material of construction, FRP Tanks are totally corrosion free both external as well as internal. Due to this, there is no possible contamination of fuel due to rust as in case of steel tanks. As the tanks are corrosion resistant the need for painting/doping of tanks gets eliminated.
- ii. **Ethanol compatibility:** FRP tanks are compatible with ethanol whereas steel tanks are susceptible to corrosion with ethanol. As more and more ethanol blending is being carried out in the MS, ethanol compatibility of the FRP tank is of significant advantage.
- iii. **Uniform and consistent quality:** FRP tanks are manufactured in factory on computer-controlled process and results in excellent and consistent quality. The steel tanks are manufactured at the fabricators workshop with manual welding process and hence there is non-uniformity. Slight variations in steel tank dimensions cause discrepancies in tank calibration. While FRP tanks gives accurate results of tank gauging and hence are suitable for automation also.
- iv. **Longer Life:** The working life of FRP tank is reported to be fifty years, which is more than three times that of steel tanks that has a useful working life of about fifteen years.
- v. **Repairability:** Cold repair is possible in case of FRP tanks, while steel tanks require hot repair, for which de-gassing of the tank is required and extra safety precautions are needed.
- vi. **Easy Installation:** Installation of FRP tanks is easy and economical due to following reasons.
  - a. Due to less weight of FRP tanks (20 KL FRP tank is 1054 Kgs whereas steel tank is 2100 Kgs), handling is easy while loading/ unloading and installation into the pit.
  - b. For steel tanks RCC mat raft is cast at site over that tank is placed and anchored. In case of FRP tanks, pre-cast RCC dead weights (Deadmans) are used thereby considerably reducing the installation time.
  - c. FRP tanks do not require brick masonry bunker with RCC top slab if installed under the driveway, resulting in saving of cost and time.
- vii. **Saving in resources**

As the FRP tanks are pre-manufactured, bought out items, the present complex system of steel plates inventory management and tank fabrication management will be eliminated, thus reducing burden on the system.

## **2.0 Cost comparison between MS and FRP Tanks:**

The cost of FRP tanks is almost comparable to Steel tank after including the material, fabrication and installation cost. The advantages of FRP tanks as mentioned above outweigh the cost disadvantage if any, noticed at the time of installation. It is expected that as the demand for FRP tanks picks up, more manufacturer may come in the market inducing better competition, thus lower rates.

## **3.0 Approved makes**

Following manufacturers in the country are found to have facilities to fabricate FRP tanks as per the requirements prescribed in UL 1316 and also have the approval of Petroleum and Explosives Safety Organization (PESO).

1. M/s Amiantit Fibre Glass Industries India Pvt Ltd., Maina Road, Village Navelim (Near Amona) Taluka Bicholim, North Goa – 403505 Tel : 0832-2386551/2 Fax : 0832-2386444 E-Mail : amiantit@amiantit-india.com
2. M/s Graphite India Ltd, C-7, MIDC, Ambad, Nasik –422010 Tel : 0253-2382385 Fax :0253 – 2302300 E-Mail : mktggrp@graphiteindia.com
3. M/s Sintex Industries Ltd., Plastic Division, Kalol, North Gujarat-382721 Tel: 02764-224301 Fax : 02764-220385 E-Mail : rajiv\_arora@sintex.co.in
4. M/s Ruia Chemicals Pvt Ltd, 105/2B, Ultadanga Main Road, Kolkata - 700 067.Tel: 033-23562656, Fax: 033-23563103 E-Mail: info@ruiachemicals.com
5. M/s Beluga Tanks India Pvt. Ltd, N.H. No.8, Chhani, Vadodara ~390001. Tel: 0265-6592675 Fax: 0265-3014562 E-Mail: sheny.jaffer@gmail.com

## **4.0 Implementation**

The installation of the tanks has to be done under strict supervision of the representatives of these manufacturers. Alternatively, the manufacturer can install the tanks themselves. Proper installation, testing and earthing should be ensured.

## **5.0 Accessories**

Standard accessories to be supplied along with FRP tank shall be similar to those supplied with MS tanks including anchoring system comprising of pre-cast RCC beams (Deadman), FRP deadman straps, turn buckle, wire rope, etc. In addition, manufacturers are also required to furnish a calibration chart for each tank.

## **6.0 Governing standards**

FRP shall be as per ASTM Specification D4021 for Glass Fiber Reinforced Polyester Underground Petroleum Storage Tanks. The design, manufacturing and testing of the tanks shall be as per the requirements prescribed under UL 1316 of Underwriters Laboratories, Inc., for Glass Fiber Reinforced Plastic Underground Storage Tanks for Petroleum Products.

Tank shall be suitable for storing ethanol blended petrol (Up to 100% ethanol) and diesel.

A deflector plate shall be embedded in the body of the tank below the location of each opening such as manholes and other nozzles provided directly on the shell to prevent damage to the shell due to accidental falling of pipes.

In addition, design & drawings shall have approval of PESO for use in petroleum Retail Outlets.

## **7.0 Documentation**

Manufacturers are required to furnish Quality Control cum Final Inspection and Testing Certificate showing serial number of the tank, dimensions, wall thickness, test pressure and other requirements are per UL 1316 for each tank.

In addition a certificate that the tank has been installed and tested at site using correct backfill material and procedure under their supervision, or thru a contractor trained by them, shall also be issued by the manufacturer.

## **8.0 Tank Marking Details**

Every FRP tank shall have marking on the both end caps showing name of the manufacture, year of manufacturing, tank serial number, conforming standards, size of the tank, maximum test pressure, and caution regarding the risk or damage to the tank from filling prior to back filling. The marking shall be either stenciled or laminated.

## **9.0 Tank dimensions**

Directional dimensions and wall thickness for 20 kL capacity tanks are given below:

- a) Overall length - 5540 mm
- b) Nominal diameter - 2340 mm
- c) Shell thickness - 6 mm to 7 mm
- d) Dish end thickness - 10 mm to 11 mm

The dimensions of the FRP tanks may vary from manufacturer to manufacturer for the same capacity. Therefore while procuring FRP tanks details of capacity in KL, number of manholes and sketch showing required orientation of nozzles should be given.

## **10.0 Loading requirements**

Tank should be able to take external hydrostatic pressure of up to 2.3 M of over burden. When installed, tank shall withstand axle load of 14500 kg/axle.

## **INSTALLATION OF FRP PETROLEUM STORAGE TANKS**

There is not much difference between the procedure for installation of FRP tanks and the installation of steel tanks except that FRP tanks are required to be handled more carefully. Basic difference is that for FRP tanks to be installed under driveway, the backfilling material needs to be pea gravels or stone ballast for transfer of load to the ground below. Also, for under driveway installation, FRP tanks do not need brick masonry pits or RCC slab. Instead, RCC strips are required for manholes on the full width of the pit. General arrangement drawings for installation of FRP tank in earth pit and under driveway are attached.

Following general guidelines need to be followed for installation of FRP tanks:

### **1. Handling and Inspection**

a) Inspection at Site On arrival: On arrival of the FRP Fuel tank at site, the visual inspection is to be carried out for the following

- Size and capacity
- Availability of fittings and lifting lugs
- Availability of connecting pipes and steel blinds
- Availability of all hold down straps and marking of hold down straps
- Damage to end caps, rib, shell or accessories.

b) Handling and unloading at Site: Each tank is provided with 2 numbers of Lifting Lugs. Both lifting lugs shall be used during the tank lifting. Tank shall be handled carefully to prevent from any major or minor damages. Following is to be ensured for safe handling of the tank.

- Tanks should not be dropped, rolled or impacted.
- Tank shall be lifted through the lift lugs provided on the tank top positions.
- Do not use chains or cable around the tank.
- Tank shall be stored on plane smooth ground, free from rocks, stones and foreign objects.
- The tank shall be properly choked after placing on the ground. Use rubber tires or partially loose sand bags, or wooden supports or wooden wedges provided until moved for further installation.

### **2. Installation Instructions**

#### a) Bed and Backfill Material

FRP Tanks to be fully supported with backfill material and this backfill material provides the required support for these tanks. Contractors must use approved bed and backfill material and follow the instruction exactly.

The backfill material shall be free from deleterious material and the easy way to achieve this is to wash the backfill material as needed. The backfill material should not contaminate with native soil and must be kept in dryness.

i) For tanks installed away from the driveway

Back fill material shall be clean sand similar to that used for steel tanks.

ii) For tanks installed in the driveway

Recommended material is 'Pea Gravel', naturally rounded with a mix of particle size from 4.75mm to 12.5mm or crushed stone with angular particle size of 4.75mm to 12.5mm with not more than 5% passing 2.36 mm IS Sieve (IS 460 – 1985).

The quality and soundness criteria shall meet in general as that of aggregates for Reinforced Concrete. The aggregate crushing value when determined in accordance with IS 2386 Part IV shall not exceed 45 Percent. The maximum quantity of deleterious material shall not exceed the limits specified in Table 1 of IS 383.

**b) Excavation of Tank Pit / Trench.**

FRP Tanks need to be placed in trenches or pits and bedding and backfilling need to be carried out in such a way that the bedding and backfill material shall provide the necessary support all around for these tanks and this support should not be lost over the period of time even during water table fluctuations, and any other adverse conditions related to soils.

**Dewatering**

De-watering needs to be carried out in all cases from the beginning of the tank installation until complete backfilling up to the grade. Failure of De-Watering OR accumulation of rain or floodwater in the Tank pits without backfilling will cause buoyancy of tanks. However, if the there, one can proceed for the complete backfilling up to grade.

**General Trench Details**

General criteria of the trench details along with the requirement in following conditions are described below:

**For Stable soil Conditions**

For stable soil conditions, minimum clearance in all direction is 600 mm.

**For Unstable (Filled up) Soil Conditions**

In muck, bog, peat, swamp or landfill type areas where the soil is soft, a larger Tank Pit or hole size is required to support tanks. In these types of conditions the pit must be large enough to allow  $\frac{1}{2}$  the tank diameter from ends and sides of tanks to Tank Pit walls.

**c) Bedding Preparation**

Provision of 300 mm layers of approved backfill material underneath the tank bottom is called as bedding. For bedding, following methodology needs to be followed:

- Selected bed and backfill material shall be equally spread over the excavated pit base in minimum 300 mm thickness and 300 mm beyond the tank out line in all direction.
- The bedding shall be compacted thoroughly.
- The tank shall not be placed in the pit on wooden timbers, beams, concrete pad or cradles. It shall be placed on pre-prepared gravel bedding only.
- If soil is poor then Bedding need to be done on the Concrete (1:4:8) base.

#### d) Deadman Anchor Straps and its Anchoring Arrangement

All Deadman straps need to be placed on the Ribs (as per Rib Marking Locations on the Tank) and tightened only after Site Air Test. Use only the FRP Deadman Straps & Turn Buckles supplied along with the tank. Following precautions should be taken in this regard:

- Deadman straps shall be tightened at correct (Arrow marks) locations. These locations have a maximum tolerance of  $\pm 25$  mm on either side.
- Turn buckles shall be fixed to tight the hold down straps.
- Tighten Turn Buckles to maximum Hand Free only.
- Don't use any rod or equivalent to tight buckles as it will create the deflections in the tank Shell
- Use individual Turn Buckles and Anchoring system for each tank.
- The dead man anchors could be at different locations for different capacities. Make sure that these dead man anchors are made per the specific tank drawings.
- Place the Anchor straps on the ribs by using the Guides provided in the FRP Deadman straps.
- While assembling the FRP Deadman straps, please ensure that, these FRP straps are not located on the Tank shell. The straps must be located and tighten on the marked locations of the ribs.

#### e) Tank Placement

Once the bedding is ready, tank needs to be placed inside the trench. Following should be ensured during tank placement inside the trench:

- Inspect the Tank for Visual Defects, if any once again, prior to placement in the Trench and make sure that the trench is as required.
- Installation supervisor should guide the crane operator for proper lifting lugs. The guide ropes are tightened correctly at both ends of the tank.
- Installation Supervisor should check proper position of the tank and its level before releasing the crane. Tank alignment shall also be done at same time.
- Ensure that the tank is aligned in such a way that Deadman straps match the Dead man.
- After the alignment & the inspection is done, the tank shall be choked inside the pit by putting additional gravels into the pit and place it in tank bottom surfaces to prevent the tank movement and mis-alignment.

#### f) Pneumatic Test at Site

Pneumatic test need to be conducted for every tank being installed at site. Pneumatic test shall be conducted on the ground as well as in the Tank pit. The following general precautions need to be followed for the Pneumatic Test.

- Pneumatic Testing is done without placing and tightening the deadman straps and its arrangement.
- Prepare the testing device with one opening for air inlet & other opening for pressure release. Any existing fitting could be utilized to fix the pressure gauge.
- The test shall be conducted at the test pressure of 5 psi (0.34 kg per sq cm) with a tolerance of +1 psi and - 0 psi held for 30 minutes.
- Make use of any commercially available low pressure Air Compressor to build the pressure of 6 Psi gradually. Avoid the usage of high and fast buildup Compressors.
- Once the air compressor connection is made, slightly open the air-in-let valve for air entry into the tank. Keep open the vent nozzle.
- Continue air to circulate for 5 minutes.
- Close the vent valve & pressure will start building up.

- Do not open the in-let valve in full range. Let pressure to build-up gradually.
- As the pressure reaches to the required level, close the in-let valve & remove the compressor hose.
- There could be slight pressure drop as the tank makes a temperature adjustment, but it shall not continuously drop. Do not start the test until the pressure is settled & the tank holds the pressure. Make adjustment to the tank pressure to maintain the required pressure during this setting period.
- In case of continuous drop in pressure or leakage, the leak location shall be traced out by applying soap/ detergent solution on the body and corrective action shall be taken.
- If the leakage is detected after lowering the tank in the pit, the tanks shall be brought on the ground for investigation and rectification.
- Release the pressure through Vent Nozzle slowly and gradually and carry out further activities.

#### g) Tank backfilling

Backfilling of the Tank Trench need to be carried out in layers of 300 mm and initial 3 layers of 300 mm each need to be well hunched and well placed after that placement of 300 mm layers up to tank top and then up to Tank Grade need to be carried out. Following guidelines should be followed for backfilling:

- After testing tank inside the Trench, deadman anchor straps should be placed and tightened as per the instructions above.
- These anchor straps need to be placed only on the ribs, by adjusting the guides provided on the FRP hold down straps.
- Do not tighten the anchor straps on the shell.
- Straps should be snug but cause no deflection
- Also please ensure that tightening of Turnbuckles to be done by Hand Only
- Use only Approved Backfill material.
- The tank shall be kept vented during all backfill process.

Backfilling is to be done in following steps:

##### i) Place first lift of 300 mm evenly around the tank

- The backfill material must be moved completely beneath the tank bottom area, which is termed as "Haunching". All efforts shall be applied to push the material under the tank bottom curvature. Use special tools / rods if not reached manually.
- Recommended probes are of wooden with the maximum dimension of 25-30 mm.
- The backfill shall also cover between ribs area and under the end-caps.
- The compaction shall be done by wooded rammers.

##### ii) Place second and subsequent lift of 300 mm around the tank

- Repeat the same process of pushing the backfill under the tank from all sides.
- The backfill material shall be well leveled all around and compacted using wooden rammers.

##### iii) Backfill final 300 mm all around the Tank Above Tank Top

- Once piping accessories are finalized, continue back filling the compacted backfill material in 300 mm lifts, till reached to ground level.

iv) For tanks installed under driveway

- During the construction of the Chambers and casting the RCC slabs, make sure to provide the well compacted backfill material cushion of 150 mm all around the tank between the tank shell and the bottom of the chamber wall.
- v) Backfilling should be done continuously and should not be left midway. To avoid buoyancy, during rainy season, it is recommended to fill the tank with water gradually as per progress of backfilling, till commissioning.

h) Burial depth guidelines

Tanks not subject to Traffic Loading: In such situations, a cover depth of 300 mm of selected backfill material is recommended.

Tanks with Traffic Loading: If tanks are under driveway and subjected to traffic loading, then it is recommended to have another cover of 150 mm of reinforced concrete above the tank above the required cover depth of 900 mm. The design of this RCC cover should suit the specific loading.

i) Fixing of Piping and other accessories

- Piping need to be provided with proper supports so as to avoid over loading of the Flanged nozzles.
- All piping needs to be fixed in such a way that there is no undue stress on the joints on the tank.
- Care need to be exercised in making the final connections of the piping with FRP Flanged nozzle.
- FRP Flanged Nozzles should not be over tightened. It is recommended to use maximum Torque of 25 to 30 N-m on these FRP nozzles.
- During pipe fixing and Chamber construction care need to be taken to avoid Loading of Heavy equipment over the tank.
- All piping connected inside the tank should have a minimum clearance of 100 mm to 150 mm from bottom.

j) Earthing

- Double earthing shall be provided for the tank.
- The earthing strips shall be connected to different bolts of the MS flange in the fill pipe at the manhole cover plate.

**INSTALLATION REPORT FOR FRP TANK**  
**(To be typed on letterhead)**

1. Name of the RO :
2. Date of Comencement of work :
3. Date of Completion of work :
4. Name of Principal Contractor :
5. Name of FRP tank supplier :
6. Nominal capacity of the tank :
7. Serial No. of the tank :
8. Whether tank inspected for damages prior & after installation :
9. Whether the back-fill material used was satisfactory :
10. Have the instructions given in the installation manual followed :
11. Location of the tank : Away from driveway / under driveway
12. Whether design of concrete slab over the tank is verified to suit the loading requirement, if the tank is installed under driveway :
13. Were all piping connections tightened adequately :
14. Whether pressure testing of the tank is found OK :

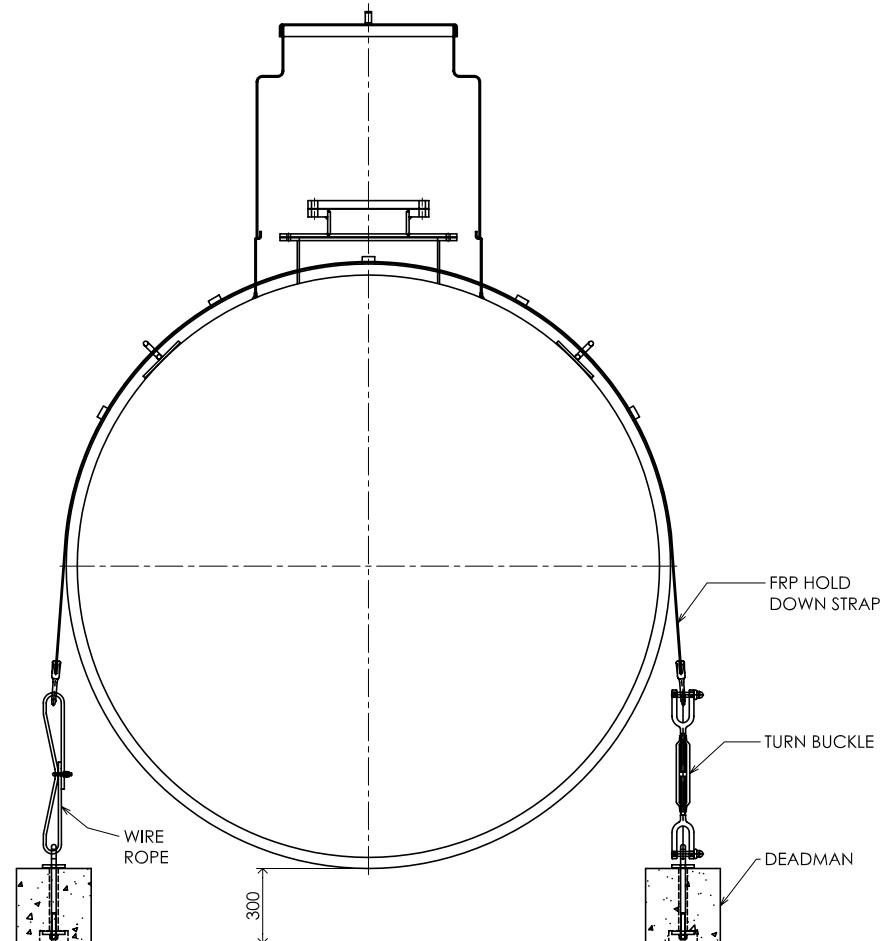
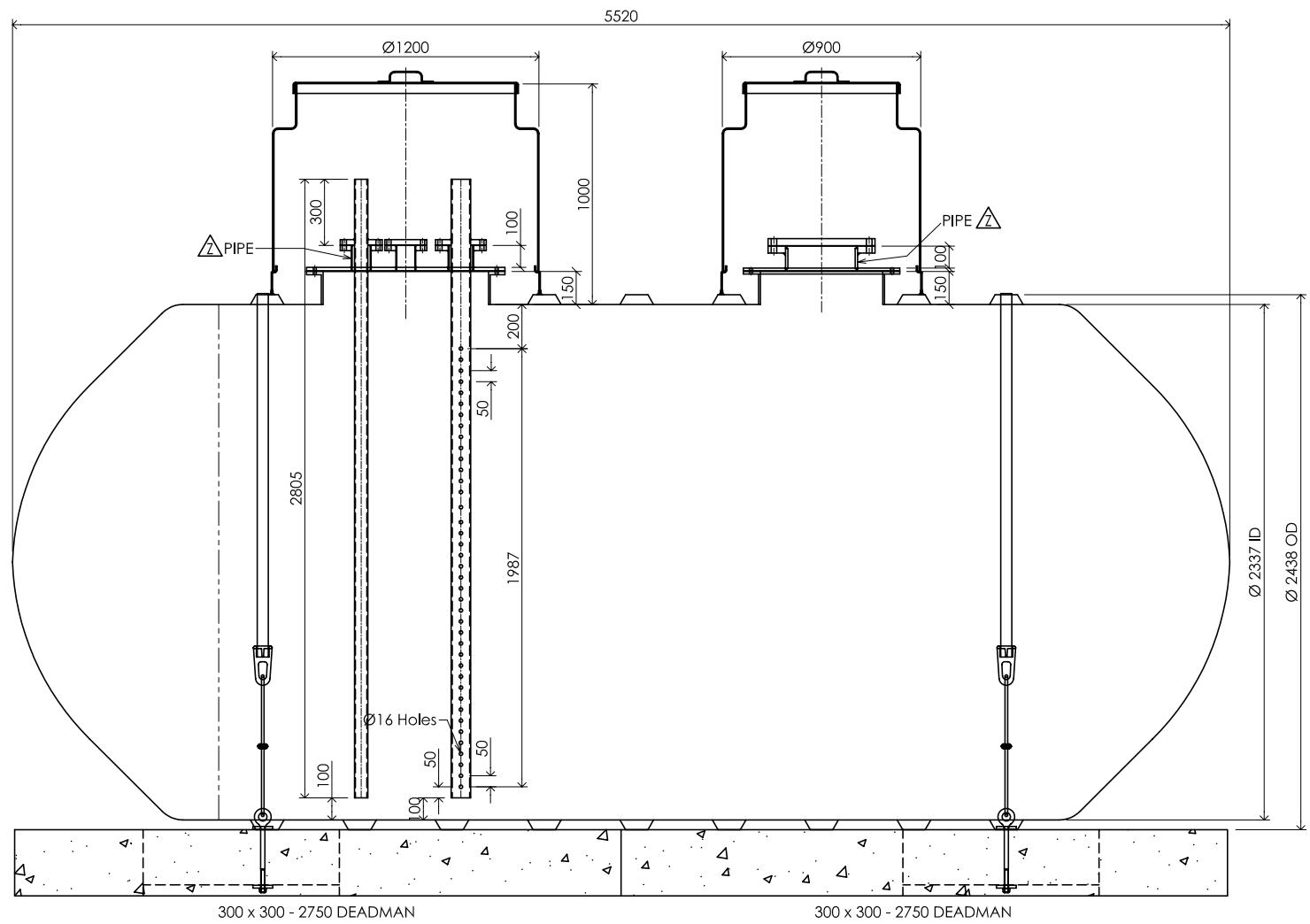
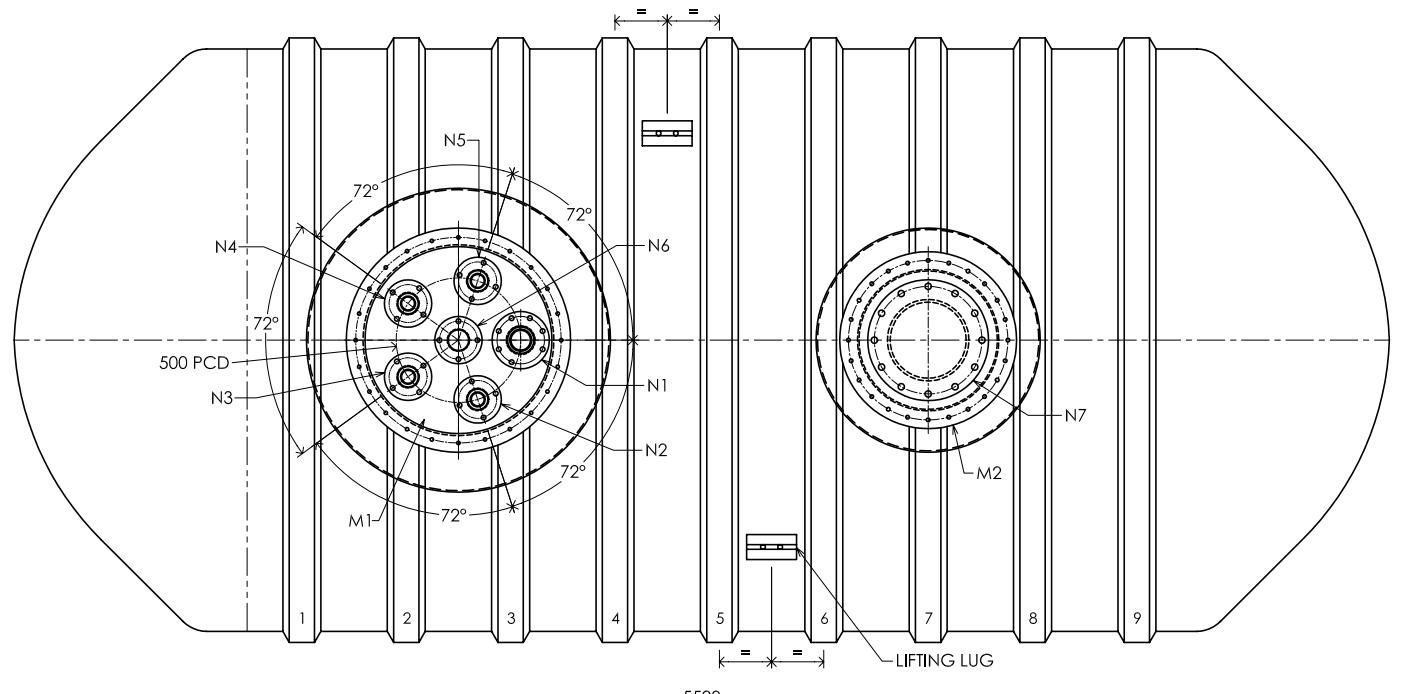
**We hereby certify that the above information is correct and that we have received training on the proper installation procedures for the FRP tank from the above-mentioned manufacturer. The above installation is in conformance to the installation procedures prescribed in the product manuals of the manufacturer.**

**Signature of the installer**

**Date**

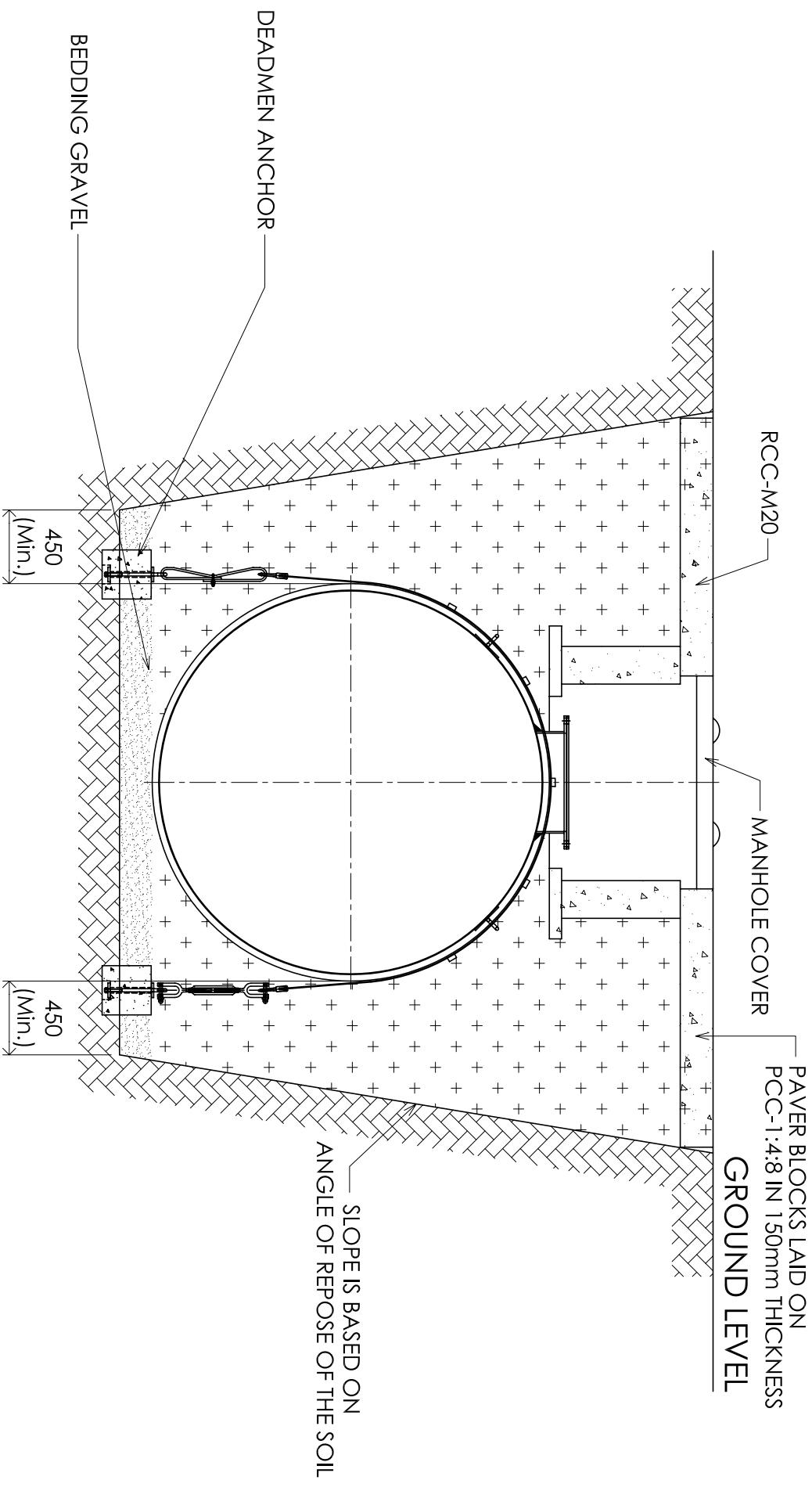
SPECIFICATION	
DESIGN SPECIFICATION	UL-1316
DESIGN TEMP.(MAX./MIN.) C°	55.0/-5.0 C°
WORKING PRESSURE Kg/Cm <sup>2</sup> g	ATMOSPHERIC+1000mm SAND/EARTH COVER
WORKING TEMPERATURE C°	AMBIENT
HYDRO TEST PRESSURE Kg/Cm <sup>2</sup> g	AS PER CODE
TEST PRESSURE Kg/Cm <sup>2</sup> g	AS PER UL1316

MATERIAL OF CONSTRUCTION	
SHELL	FRP
DISHED ENDS	FRP
NOZZLE NECKS (ON SHELL)	FRP
MANHOLE NECK	FRP
MANHOLE FLANGE	FRP
MANHOLE COVER	MS
GASKET	NEOPRENE
FASTNERS	M.S. IS:1367
FIXED INTERNALS	FRP
HOLD DOWN STRAP	FRP WITH RUBBER PAD FIXED WITH STRAP
ANCHOR FOR STRAP	STEEL



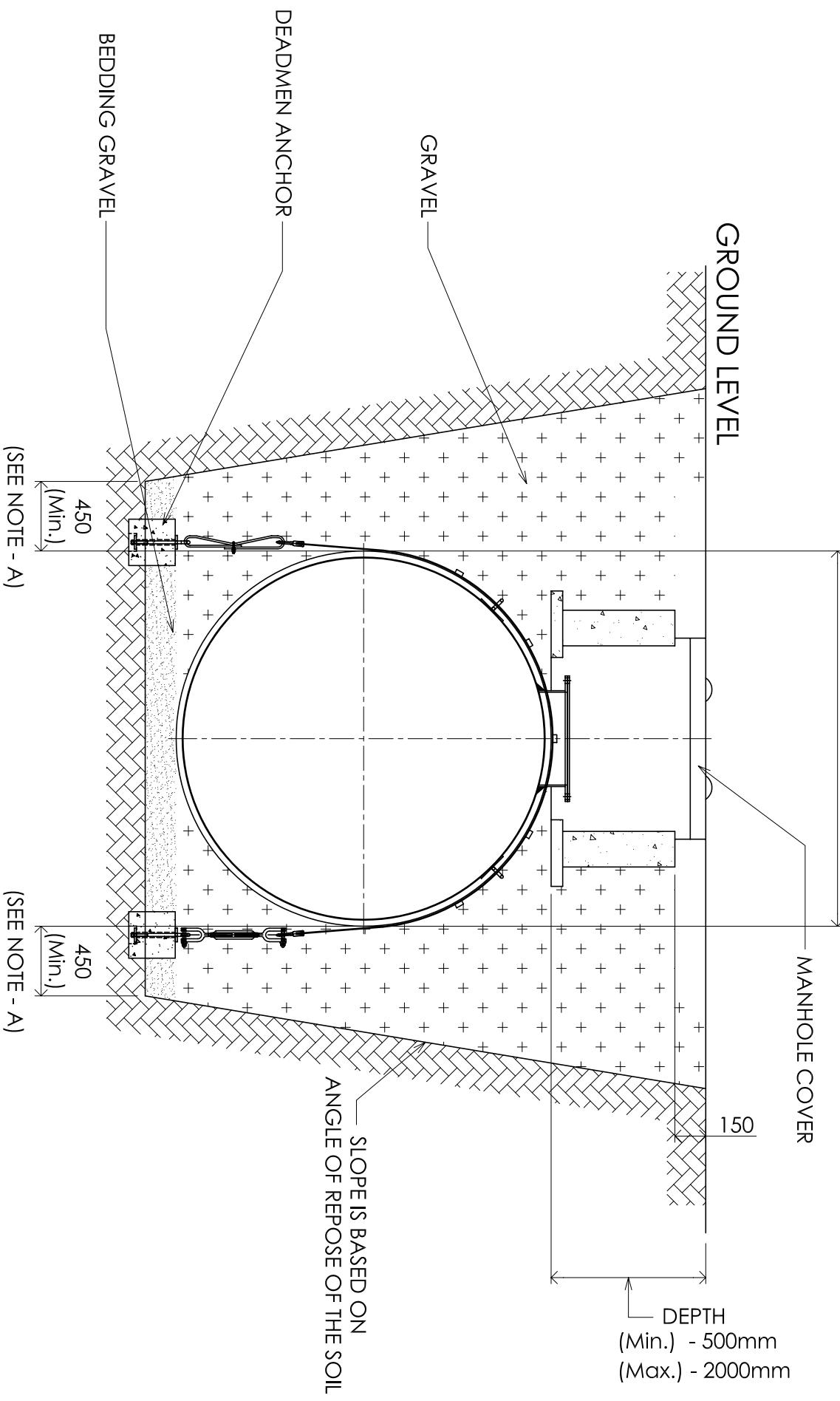
Mk.	SERVICE	QTY.	NOM.SIZE	FRP FLANGE DETAILS						BLIND FLANGE DETAILS						PIPE N.B. △	PIPE DETAILS		
				OD	THK.	Bolts			PCD	OD	THK.	Bolts			PCD				
						Ø Bolts	Ø Bolts	Bolts Length				Nos. Holes	Ø Bolts	Ø Bolts	Bolts Length				
M1	MANHOLE	1	750 N.B.	900	15	5/8"	3/4"	3"	24	825	900	15	5/8"	3/4"	3"	24	825	-	
N1	DECANTATION	1	80 N.B.	-	-	-	-	-	-	230	23.9	5/8"	3/4"	3"	8	190.5	100	80NB SCH.40 (L=2805 ±10) M.S.	
N2	SUCTION	1	50 N.B.	-	-	-	-	-	-	190	23.9	5/8"	3/4"	3"	4	152.4	80	50NB SCH.40 (L=2805 ±10) M.S.	
N3	SUCTION	1	50 N.B.	-	-	-	-	-	-	190	23.9	5/8"	3/4"	3"	4	152.4	80	50NB SCH.40 (L=2805 ±10) M.S.	
N4	SUCTION	1	50 N.B.	-	-	-	-	-	-	190	23.9	5/8"	3/4"	3"	4	152.4	80	50NB SCH.40 (L=2805 ±10) M.S.	
N5	DIP	1	50 N.B.	-	-	-	-	-	-	190	23.9	5/8"	3/4"	3"	4	152.4	80	50NB SCH.40 (L=2805 ±10) M.S.	
N6	VENT	1	50 N.B.	-	-	-	-	-	-	190	23.9	5/8"	3/4"	3"	4	152.4	80		
M2	MANHOLE	1	550 N.B.	710	12	1/2"	15	2.5"	24	640	710	12	1/2"	15	2.5"	24	640	-	
N7	ATG	1	300 N.B.	-	-	-	-	-	-	485	32	7/8"	1"	100	12	431.8	300		

## TYP. CROSS SECTION (WITH TRAFFIC) / (WITHOUT WATER TABLE)



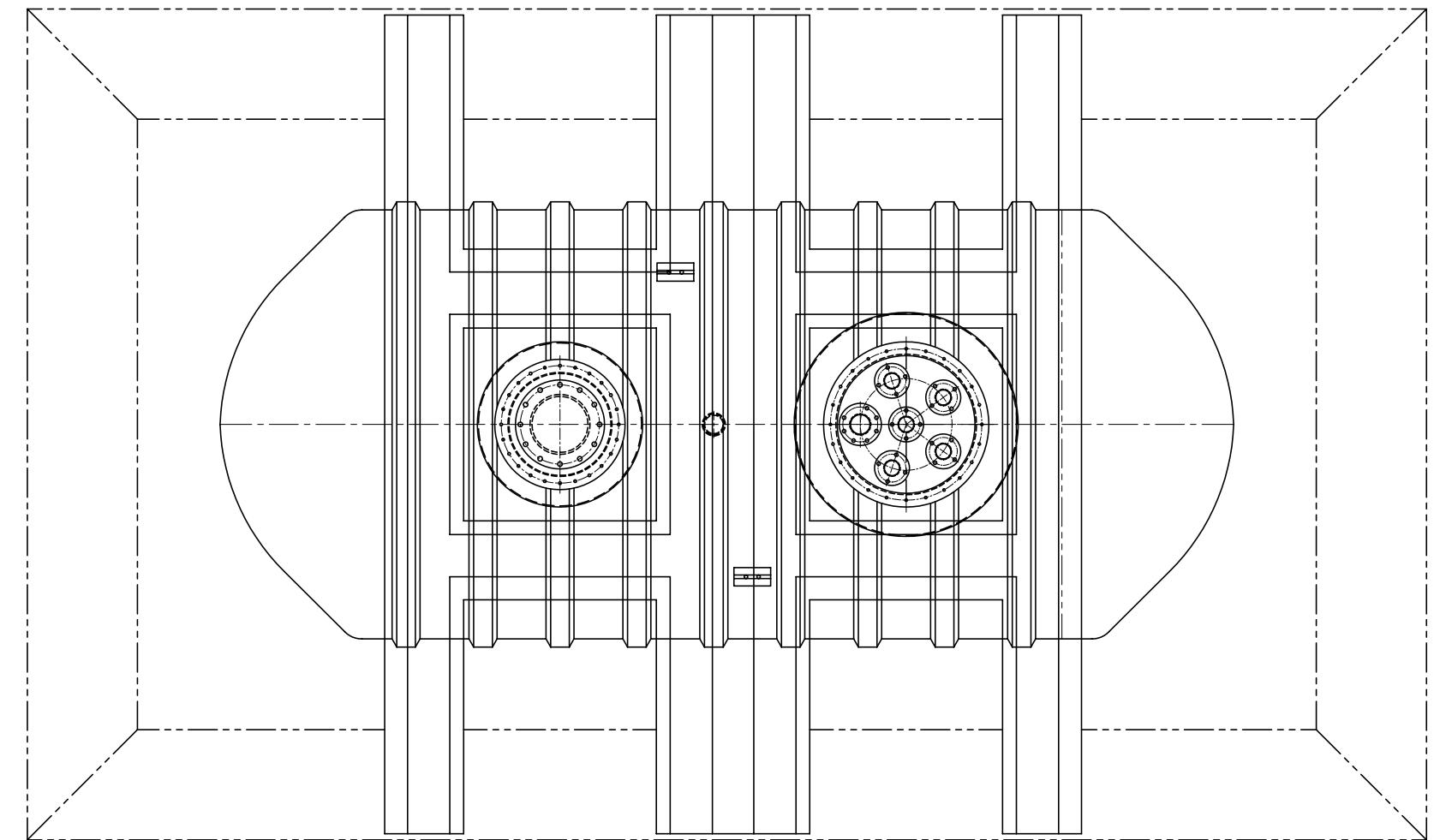
## TYP. CROSS SECTION (WITHOUT TRAFFIC) / (WITHOUT WATER TABLE)

NOTE - A :- IF SOIL IS POOR INCREASE TO Min. 1000mm

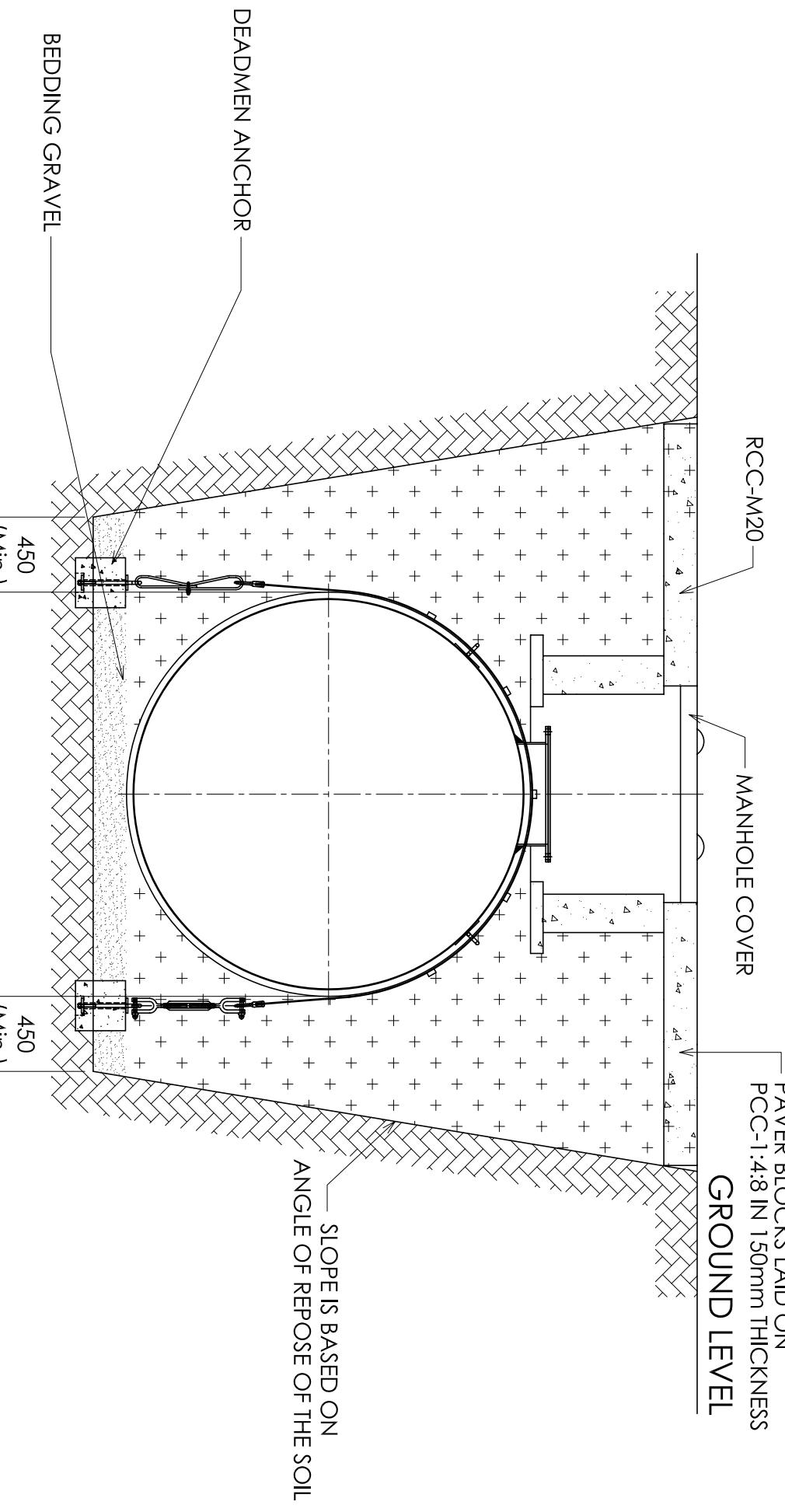


NOTE - A :- IF SOIL IS POOR INCREASE TO Min. 1000mm

## INSTALLATION UNDER DRIVE WAY



TOP VIEW



(SEE NOTE - A)

SECTIONAL VIEW

(SEE NOTE - A)



## Retail Automation, HO.

RA/01  
13/10/2008

For:

All State Retail Heads  
All State Engineering Heads

### Sub: Procedure for Handing over of Automated RO to Dealer.

This is in reference to earlier communications sent regarding new SAT Procedure.

New SAT procedure at Automated RO is to be carried out in 03 (three) parts as under:

- ❖ Part A- By Third Party Inspecting Agency appointed by State Office
- ❖ Part B- By concerned Field Officer after compliance of punch points, if any, observed during Part A or noticed post Part A before Part B exercise.
- ❖ Part C- By IS Department of concerned State Office.

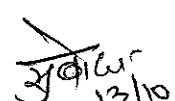
Based on the feedback & interaction during State Retail Heads conference held in HO on 9<sup>th</sup> Sept 08, the following is clarified:

After completion of Part A, Part B & Part C as above including compliance of punch points, the concerned Engineer from SO/DO will compile the documents of these three Parts for formal handing over copy of the same along with other documents as listed on page 17 of 18 of SAT document to Field Officer (RS) for the Retail Outlet. Concerned Engineer shall also mention the date of commencement of warranty while handing over the documents, which shall be the date of compliance of punch points in Part A/ Part B, whichever is later. The Field Officer (RS) shall in turn handover the automated RO complete with these documents to the concerned dealer. Liquidation of any punch point noticed after completion of SAT exercise and at the time of handing over of RO may not be treated as a pre-requisite for successful completion of SAT and for handing over of RO.

Similar modalities, as above, shall also be followed for handing over in case of automated ROs where SAT has been completed as per the old procedure.

This procedure shall be followed with immediate effect.

  
(AK Ganjoo)  
CM (RS) HO

  
13/10  
(S Mahajan)  
CM (RA) HO

**INTER OFFICE MEMO**

FROM : GM [F] - HO

TO : **STATE OFFICE HEADS  
GM (RS) – NR/ER/WR/SR**

REF. : AC/EST/EMD&SD/RS/13/12 (2008-09)

DATE : 03/10/2008

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**Sub : Guidelines for release of Security Deposit / EMD  
Amount to erstwhile IBP Vendors**

There are laid down procedures / guidelines for release of SD and EMD to vendors in various Manuals like Engineering Manual - Volume V, Accounts Closing and other Manuals. However, State Offices / Regions were encountering difficulties in releasing payment to erstwhile IBP vendors' claim towards EMD and SD in view of certain inherent deficiencies and shortcomings in the systems of IBP due to non availability / non issuance of primary and essential documents like Cash Receipts, etc. Also, in many cases, the details of work order reference, bill reference, etc. against SD generated at IBP towards recovery from bills, etc. could not be automatically uploaded into IOC SAP systems.

Based on the feedback / requests received from State Office / Regions, desired guidelines for release of EMD and SD to erstwhile IBP vendors were put up to ED [F] and accordingly approval has been obtained vide ref.AC:EST dated 8.9.08. Given below are the procedures for making refund of EMD and SD which have been classified broadly under three scenarios.

- a) Refund of EMD to an unsuccessful bidder but the party cannot produce original CR.
- b) Refund of EMD / SD (wherever SD is paid by DD/Pay Order) to a successful bidder but the party cannot produce original CR.
- c) Refund of SD, recovered from running bills, wherein either the vendor is unable to produce the relevant copy of the PV / Bills or relevant records / documents were not made available to IOC by erstwhile IBP.

**1. Refund of EMD to an unsuccessful bidder but the party cannot produce original CR**

- a) This shall be dealt with according to the existing procedure / practice of obtaining ID Bond. The format of the Bond, as available in the Engineering Manual, Vol. V, (dealing with mislaid or lost CR), has been suitably amended by HO Law Department and the format of the revised Indemnity Bond is enclosed along with the approved guideline.
- b) A request letter from the vendor on its letter-head for release of payment shall be obtained.
- c) Vendor to furnish Bank Account /PAN details of the vendor; and
- d) Bank certified copy of the bank statement showing that the instrument mentioned by the vendor has actually been debited to his account. In case the DD has been purchased by the vendor from the bank by payment of cash, the counterfoil of the pay in slip for purchase of DD or a certificate from the DD issuing bank mentioning the DD no., date and amount, etc.

**Sub : Guidelines for release of Security Deposit / EMD  
Amount to erstwhile IBP Vendors**

**2. Refund of EMD / SD (wherever SD is paid by DD/Pay Order) to a successful bidder but the party cannot produce original CR :**

- a) The procedure here under this scenario is same as stated under 1 (a to d) above with the addition that instead of Tender no., Work Order reference should be incorporated in the Indemnity Bond.

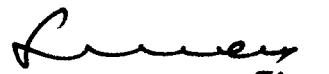
**3. Refund of SD, recovered from running bills, wherein either the vendor is unable to produce the relevant copy of the PV / Bills or relevant records / documents were not made available to IOC by erstwhile IBP :**

- a) Functional dept. shall forward the recommendation for the release of payment along with a copy of the "Payment notice / payment voucher", wherever available.
- b) In case the vendor is unable to produce original copy of "Payment notice / payment advice", it has to submit the Indemnity Bond, as per modified format as mentioned under Sl.1 above.
- c) The vendor to give a request letter in its letter-head for release of payment giving his Bank Account and PAN details.

Further to what has been stated above, release of payment of EMD / SD will be done by SO / Region / HO finance only on complying with the following conditions:

- a) The authorized official of the functional dept has invariably certified the vendor's claim.
- b) The EMD / SD is appearing as an open item in the respective vendor/one-time vendor code. In other words, payment shall not be released if there is no balance in SAP under the relevant code (viz. EMD / SD or linked to Misc. Income, if already transferred).
- c) The refunds should be passed by Regional / State Finance head and DGM (Fin), HO, as the case may be.
- d) Locations shall not be authorized to make any refund but seek authorization from concerned State Office.
- e) It is advisable that the balance / details are also verified from the IBP company code in SAP before refund.
- f) A Memoranda Register of payment of EMD and SD is to be maintained in the prescribed format as per earlier HO Finance guidelines vide no AC/MMA/110/RS/01/21(2007-08) dated 11.3.2008.

**Encl.** Revised Indemnity Bond Format.

  
(Sukumar Das)  
GM [Finance] *03/x/*

Copy to – Core Group Members, HO.  
Regional / State Finance Heads  
GM s [F] / DGMs [F] – HO.  
DGM, Dir. Mktg. Sectt., HO.  
CVM,

(On non-judicial Stamp paper of proper value)  
*(As per applicable rule of the State)*

**INDEMNITY BOND FOR RELEASING EMD/SECURITY DEPOSIT**

To,  
Indian Oil Corporation Ltd.  
(Address)

**WHEREAS**

- a) Tender No. \_\_\_\_\_ dated \_\_\_\_\_ was floated by the then IBP Co. Limited for the purpose of \_\_\_\_\_.
- b) Work Order/Purchase Order/Supply Order No. \_\_\_\_\_ dated \_\_\_\_\_ was placed by the then IBP Co. Limited for the purpose of \_\_\_\_\_.
- c) M/s. \_\_\_\_\_ (name & add. of the tenderer) had submitted quotation against the aforesaid tender by depositing an amount of Rs. \_\_\_\_\_ towards Security Deposit/EMD by Cheque/DD/Cash with the then IBP Co. Ltd. office at \_\_\_\_\_.
- d) Objective of the said Security Deposit/EMD having been fulfilled the said tenderer is entitled to refund of the above mentioned amount of Rs. \_\_\_\_\_.
- e) The said IBP Co. Limited has merged with Indian Oil Corporation Ltd. w.e.f. 02/05/2007 and all transactions then pending including the rights and obligations of the Contracts also have been taken over by Indian Oil Corporation Ltd. from the then IBP Co. Ltd.
- f) The aforesaid sum of Security Deposit/EMD is due for refund to the above mentioned tenderer M/s. \_\_\_\_\_.

.2.

- g) Indian Oil Corporation has agreed to refund the said sum of SD/EMD to the tenderer subject to their submitting this Indemnity Bond:

We, the undersigned (name and address) \_\_\_\_\_ for ourselves and our heirs, executors, administrators, and our successors and assigns do hereby agree covenant and undertake to Indian Oil Corporation Limited and its successors and assigns to fully and effectually indemnify and keep Indian Oil Corporation Limited and its, successors and assigns fully and effectually indemnified against all claims, actions, demand, losses and damages and costs, charges and expenses respectively that they and / or their successors and assigns might suffer and be put to by reason of refunding to us the sum covered by the said SD/EMD and we our heirs executors and administrators and our successors and assigns hereby record having agreed to reimburse Indian Oil Corporation Ltd., the amount of all claims, losses, damages, costs, charges and expenses suffered by them in the premises aforesaid.

We hereby agree, undertake and covenant that in the event of any loss or damage that your Corporation may suffer or be put to, we hereby give and record our unfettered right and authority to your Corporation to recover and /or adjust the amount of loss or damage so suffered from any payment/s they may be due to us from your Corporation.

IN WITNESS WHEREOF we the undersigned have hereunto set and subscribe our signature this \_\_\_\_\_ day of \_\_\_\_\_ and year\_\_\_\_\_

Signature of the Executors

Witness:

1) Name & Address:

2) Name & Address:



**INDIAN OIL CORPORATION LIMITED  
(CORPORATE OFFICE)  
NEW DELHI**

**INTER OFFICE MEMO**

<b>FROM:</b> ED (P&T)	<b>TO :</b> ED(F) – HO,PL, Noida
<b>REF :</b> CO/PAG/19	HO, Ref, Scope BD, CO, Scope HO,Mktg.,Mumbai
<b>DATE :</b> 30th Sept., 2008	GM(F) - R&D, FBD DGM(F) - AOD, Digboi

**Sub:      Revision of Tender Fees and EMD**

**The following revisions have been carried out in Tender Fees and EMD.**

**Tender Fees**

S.No.	CO Circular dtd. 19/5/04		Proposed Now	
	Range	Amount	Range	Amount
1.	Upto Rs.1 lac	Nil	Upto Rs.5 lacs	Nil
2.	Above Rs.1 lac & upto Rs.10 lacs	Rs.1000	Above Rs.5 lacs & upto Rs.10 lacs	Rs.300
3.	Above Rs.10 lacs & upto Rs.500 lacs	Rs.2000	Above Rs.10 lacs & upto Rs.500 lacs	Rs.1000
4.	Above Rs.500 lacs & upto Rs.5000 lacs	Rs.5000	Above Rs.500 lacs & upto Rs.5000 lacs	Rs.2000
5.	Above Rs.5000 lacs & upto Rs.10000 lacs	Rs.20000	Above Rs.5000 lacs	Rs.5000
6.	Above Rs.10000 lacs	Rs.1 lac		

In addition to the downward revision in the fees, the following rules/regulations are also revised.

**Applicability** – The above fees will be applicable to all Purchase/Work Tenders except the tenders for proprietary item procurements and single tenders.

**Exempted Categories –** As per MSME Act, 2006 (or Erstwhile NSIC Registered Parties), Central/ State PSUs and JVs of IOC.

**Incentive for downloading from IOC's Website/Electronic Media –** If the tender document is downloaded by the bidder from the tender site in internet/Electronic Media and there is no requirement of IOCL to give the tender in hard copy/computer media like CDs/other similar means, the vendor is exempted from paying the above tender fees.

**Waiver in Special Cases -** Where it is decided not to charge tender fees in a specific case, approval should be obtained, from the competent authority before the issue of tender, by giving full justification.

The competent authority for this purpose will be “the Approving Authority as per D.O.A” but not above the level of ED.

### **Earnest Money Deposit (EMD)**

Sl. No.	CO Circular dtd. 24/5/97		Proposed Now	
	Range	Amount	Range	Amount
1.	<b>Upto Rs.1 lac</b>	<b>Nil</b>	<b>Upto Rs.5 lacs</b>	<b>Nil</b>
2.	<b>Above Rs.1 lac &amp; upto Rs.500 lacs</b>	<b>2%</b>	<b>Above Rs.5 lacs &amp; upto Rs.500 lacs</b>	<b>1%</b>
3.	<b>Above Rs.500 lacs &amp; upto Rs.1500 lacs</b>	<b>Rs.10 lacs + 1.5% on addl. Value over Rs.500 lacs</b>	<b>Above Rs.500 lacs &amp; upto Rs.2500 lacs</b>	<b>Rs.5 lacs + 0.5% on addl. Value over Rs.500 lacs</b>
4.	<b>Above Rs.1500 lacs &amp; upto Rs.2500 lacs</b>	<b>Rs.25 lacs + 1% on addl. Value over Rs.1500 lacs</b>		
5.	<b>Above Rs.2500 lacs</b>	<b>Rs.35 lacs + 0.5% on addl. Value over Rs.2500 lacs</b>	<b>Above Rs.2500 lacs</b>	<b>Rs.15 lacs + 0.25% on addl. Value over Rs.2500 lacs</b>

In addition to the downward revision in the EMD, the following rules/regulations are also revised.

**Applicability** – The above EMD will be applicable to all Purchase/Work Tenders with the following exceptions.

The EMD will be nil in respect of

- a) the tenders for proprietary item procurements & single tenders and
- b) the limited tenders for procurement of material (POs) valuing up to Rs.50 lacs

**Other Provisions** – Besides, the provisions relating to “exempted categories” and “waiver in special cases” as applicable to “Tender Fees” above will be equally applicable to EMD also.

Further, the EMD will be returned/released in cases of “Technically Unqualified Parties” immediately after the Technical evaluation is approved by the Competent Authority, with out waiting for the finalization of the tender.

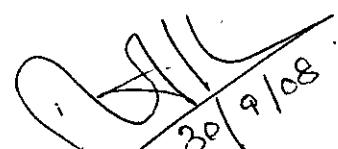
**General:**

**1) Effective date of Revision** -The revised rates/amounts along with the revised rules/regulations as given above will be applicable to tenders issued on or after 1/10/08.

**2) Validity period** -The rates/amounts of tender fees/EMD will be reviewed after 2 years, in the normal course.

**3)Changes by Divisions** -To ensure uniform applicability, the changes, if any, desired by individual Divisions may be carried out **only after approval of Dir(F)**.

The above guidelines are issued with the approval of Dir(F).

  
30/9/08  
( D. Lilly )  
ED(P&T)

Cc to: Dir(P&BD), Dir(HR), Dir(M), Dir(R), Dir(PL) &Dir(R&D) – for kind information pl.

Cc to: ED(IA) – for kind information pl.

## **INTER OFFICE MEMO**

Ref : ENG/20  
Dt. 23/09/2008

***FOR : State Engg. Heads***

***FROM: DGM (E), HO***

### **Sub : Issuance of Measurement Books and Scrutiny of Tender Documents.**

1. During scrutiny of the files by Corporate Vigilance, it has been reported that at one of the Divisional Offices, the record of MBs issued for various works were not being maintained properly since it was found that there was a gap of 5 months between issuance of two MBs. Maintenance of improper record of MBs defeats the purpose of control as envisaged in the Engineering Manual, Volume 5 (Procedures).
2. It is also reported that due care was not exercised by the Engineering member of the TCC while verifying details of payments submitted by contractors for empanelment under capex contract. Whereas, it was mentioned in the NIT that proof of payment duly certified by a Chartered Accountant should be submitted, uncertified details of payment were accepted.
3. In view of the foregoing, you all are advised to ensure that provisions of Engineering Manual regarding issuance of MBs are strictly followed. Also, the type of documents required to be verified should be carefully decided and accordingly mentioned in the NIT. All verifications should subsequently be done strictly in line with NIT conditions.

  
23/9/08  
(Shailendra Mital)  
DGM (Engg)

## **INTER OFFICE MEMO**

Ref : ENG/34

Dt. 12/09/2008

**FOR :State Engg. Heads**

**FROM: ED(E&P), HO**

### **Sub : Introduction of Flexible Piping System at Retail Outlets.**

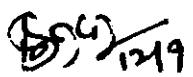
As a part of our endeavor to constantly upgrade the material specifications in line with international practice, Flexible Piping was tried at more than 25 ROs across the country and based on the experience gained, it has been decided to provide this system initially under following situations:

- a) 'A' Site New ROs
- b) 'A' Site & 'B' Site ROs under major upgradtaion/ modernization
- c) 'A' Site ROs, wherever there is need of pipeline replacement

As more and more experience is gained in the field on handling the Flexible Piping System, it shall be standardized for all Retail Outlets and conventional MS pipes shall be phased out.

The Flexible Piping System is also found to have cost advantage over conventional piping system, if the total cost of installation is considered, as the Flexible Piping does not require elaborate trenching system. A brief write up on advantages of the Flexible Piping System, specifications to be followed as well as recommended makes and details of vendors is attached for further action at your end.

You all are advised to take up provision of Flexible Piping System with the immediate effect.

  
(Satwant Singh)  
Executive Director (E&P)

**Encl: a/a**

**Copy to :**

**All State Heads / ED (RS), HO / DGM, Dir (M)'s Sectt. - For information please.**

**Brief on Flexible Piping System at Retail Outlets.****1.0 Background**

There has been tremendous up gradation in dispensing units' technology from the days of mechanical pumps. Today there is an array of electronic pumps with multi product configuration, multiple display units and enhanced flow rates. On the hydraulics part also there has been introduction of new pressure system in place of the conventional suction principle.

With such strides in advancement of Dispensing unit technology it is imperative that commensurate development in technology of the support system mainly product pipeline should also take place with the induction of contemporary technologies. One such development is introduction of Flexible Piping system.

**2.0 Advantages of Flexible Piping system:**

The flexible piping system has following advantages in comparison to conventional steel piping system:

- i. **Non-Corrosive:** The flexible pipes are made from High density Polyethylene (HDPE) and hence are not corrosive in nature thus ensuring a life of at least 30 years. Due to elimination of corrosion, there is no product quality problem that is associated with steel pipes where the rust particles normally contaminate the product. The rust particles entering in meter assembly of Dispensing Unit are one of the major cause of excessive wear and tear.
- ii. **Low Frictional Loss:** Due to material of construction and non-corrosive nature of the flexible pipes, the frictional loss is very low and is constant throughout the entire working life of the piping systems. The table below gives the values of frictional loss at various flow rates for Petrol per 30 m (Typical pipeline length at a Retail Outlet) length of pipes. As it can be observed from the table the frictional loss in the flexible piping systems is comparatively very low and hence the flow rates with these systems are higher when compared to identical MS piping systems.

TYPE OF PIPES	FRICTIONAL LOSS (IN M) FOR 30 M LENGTH OF PIPE FOR VARIOUS FLOW RATES		
	40 LPM	70 LPM	120 LPM
Corroded Steel Pipes	0.8124	2.2881	6.2022
Medium Corroded Steel Pipes	0.4911	1.3836	3.7503
New Steel	0.3837	1.0806	2.9292
<b>HDPE Flexible Pipes</b>	<b>0.2538</b>	<b>0.7152</b>	<b>1.9386</b>

- iii. **Less number of Joints:** The flexible pipes are manufactured as a single pipe of 85 m. This when combined with the flexible nature of the HDPE pipes, we can use a single pipe without any joints at retail outlet. Thus, there are no sharp bends or joints in the pipes, which reduces frictional losses and reduces possibility of leakages.
- iv. **Faster Site Installations:** With specialized tools and fixtures, minimal weld joints, and trained manpower, flexible pipelines can be installed on a grassroots site in a maximum time span of two to three days. This is because as in MS pipes, installation of flexible pipes does not require trenching work or installation of Hume pipes.
- v. **Environment Friendly:** As these pipes are corrosion resistant and joints if any present are leak proof, leakage of petrol or diesel causing ground pollution is averted. With increasing environmental concerns, stiff seepage norms are expected in near future.
- vi. **Longer Life:** Due to the inherent properties of non-corrosiveness and the strength of the material (HDPE), the pipes are expected to work trouble free for a longer period than conventional MS Pipes. It is expected that the flexible pipes would have trouble free operation for a minimum period of thirty years.
- vii. **Compatibility:** The Flexible piping systems have been tested successfully with various alternative future fuels like E10 (10% ethanol blended), E15, E85, Biofuels as well as Methanol (which is more corrosive in nature than ethanol). The system has been found to work satisfactorily at various sites across the world with the alternative fuels.
- viii. **Multiple Applications:** The Piping systems are designed to work with suction as well as pressure systems. The working pressure of the FPS is 10 Bars (~10.20 Kgf/Sqcm) and the burst pressure is 45 Bars (45.89 Kgf/Sqcm).
- ix. **Elimination of Vapour Lock Problems:** Vapour Lock is one of the major reasons why suction loss is reported in summer especially in high temperature regions for MS piping system. Using Flexible Piping Systems can help in eliminating this. This is possible in FPS since the outer surface of HDPE due to its considerably lower thermal conductivity relative to steel does not allow the heat to get dissipated to the fuel that is flowing inside, thereby eliminating the vaporization of fuel and subsequent formation of vapour lock.

### **3.0 Cost comparison between MS and Flexible Pipes**

The material cost for flexible pipe is higher as compared to MS pipes. But the cost of pipes is offset by elimination of cost of trenches and Hume pipe, lesser installation time and longer life of the pipe. Trenching is required to be done in steel pipes due to following reasons:

- a. For ease of maintenance: As MS pipes require frequent maintenance, provision of trench eases the process of maintenance. Flexible pipes are very less susceptible to maintenance.
- b. To avoid corrosion: Trench prevents direct contact of pipeline with surrounding soil and water accumulated due to seepage and hence prevents corrosion. HDPE pipes are not susceptible to any damage arising out of contact with soil and water.
- c. Prevention of ground pollution: As MS pipes are prone to leakages due to leaky joints or pipeline corrosion, absence of trench would lead to direct seepage in the ground creating ground pollution. Flexible pipes are leak proof and with very less number of joints and hence have lesser possibility of causing ground pollution.

**As seen from the cost comparison (Annexure-I) the cost of Flexible Piping is nearly equivalent to cost of MS pipes with trenches.** The cost comparison is however directional and may vary from location to location.

- 4.0 **Specialized Installation:** Flexible piping system is marketed presently mainly by reputed multinationals like KPS, NUPI SpA, UPP and Environ etc. In India these companies are represented by organized firms like L&T, GEMS, Oilco and Sumo-Hitech are involved in supply and installation of Flexible Piping Systems. As the job is of specialized nature and is being carried out by large and reputed firms only, better quality and timely completion of work can be expected.

<b>COST COMPARISON OF MS PIPE AND FLEXIBLE PIPING SYSTEM</b>					
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**A.PER RUNNING METER COST OF MS PIPELINE LAID IN TRENCH AS PER MSO RATES**

S.NO	ITEM DESCRIPTION	UNIT	QTY.	RATE	AMOUNT
1	EXCAVATION	CUM	1.00	97.00	97.00
2	PCC 1:3:6	CUM	0.10	2000.00	200.00
3	BRICK MASONRY 1:5	CUM	0.28	1800.00	504.00
4	S/F 2" DIA MS PIPELINE	RM	1.00	650.00	650.00
5	SAND FILLING	CUM	0.24	350.00	84.00
<b>GRAND TOTAL</b>					<b>1535.00</b>

**B.SINGLE CONTAINED FLEXIBLE PIPING SYSTEM OF 50 MM DIA**

S.NO	ITEM DESCRIPTION	UNIT	QTY.	RATE	AMOUNT
1	S/L OF 50 MM FPS INCLUSIVE OF ALL TAXES	RM	1.00	1525.00	1525.00
<b>GRAND TOTAL</b>					<b>1525.00</b>

## **SPECIFICATIONS FOR FLEXIBLE PIPES**

### **1. Description of Pipes:**

Primary Carrier (Single Wall) pipe system comprising of Non-metallic HDPE (flexible) pipelines with manufacturer supplied fittings for underground use in the distribution of petroleum-base flammable and combustible liquids, alcohol-blended fuels.

### **2. Sizes:**

- a. 2" ( 50mm )
- b. 4" ( 110mm )

### **3. Certifications and Approvals:**

- a. The non-metallic HDPE (flexible) pipelines and various types of fittings used shall be certified to be conforming to UL 971 / EN 14125 or equivalent standards.

Pipe-work / Pipe-system, certified as above, shall have designated means of connectors specified by the manufacturer or supplier.

- b. The pipeline system comprising of the HDPE pipeline along with other fittings shall be approved by CCOE.

### **4. Rating of Pipelines & Fittings:**

- a) Operating pressure : 3.5 bar ( $3.57 \text{ kg/cm}^2$ )
- b) Test pressure :  $5.0 \pm 0.1 \text{ bar}$  ( $5.10 \pm 0.1 \text{ kg/cm}^2$ )

### **5. Product Compatibility:**

The pipes shall be suitable for use with Petroleum and blended fuels (Alcohol-Gasoline mixtures, etc.).

### **6. Installation:**

- a. The manufacturer of the pipe system or an authorized representative of the manufacturer shall carry out installation.
- b. Piping trench width shall be such that a clearance of 100mm is available from the pipe edges to the sides of the trench. All piping within the trench shall be separated by at least 2" of clear spacing. Trench turns shall not be sharp.

- c. The bottom of trench shall be compacted to avoid high spots and also to obtain an even layer of bedding material. All sharp rocks/materials shall be removed before spreading the bedding material.
- d. Clean sand shall be used for bedding and back filling the trench. Minimum thickness of the bedding layer beneath the pipeline shall be 150mm.
- e. The joints in the pipelines, except the end connections at tanks and dispensers, shall be made by electro-fusion welding.
- f. Pressure Testing shall be done before the final backfilling.
- g. The minimum gap between the top of the paved surface and the top of the buried pipe shall be 450mm.

## **7. Recommended Makes:**

<b>S. NO</b>	<b>MANUFACTURER</b>	<b>DISTRIBUTOR / REPRESENTATIVES IN INDIA</b>
1	UPP SYSTEMS by PetroTechnik Limited	M/s Oilco Services (India) Limited, 39/44,scheme 6, Road 2, Sion (East), Mumbai-400022
2	Flex Works by OPW Fueling Containment system	Dover India Pvt Ltd - OPW Fueling Components Division, A/93 , Wagle Industrial estate, Road no. 16, Thane - 400604,  India Customer Service : Tel : 91 22 6710 0812,13,14 ext 202 , 204 Fax : 91 22 6710 0815 e mail : <a href="mailto:info@opwfc-in">info@opwfc-in</a>
3	KPS Petrol Pipe Systems Kungsors Plast AB	M/s Larsen and Toubro Limited, Petrol Dispensing Pump & Systems, Sales and Service Division, C-Bldg , 1st Floor, Gate No. 1, Powai , Mumbai – 400072  Tel : 022 6705 3889

<b>S. NO</b>	<b>MANUFACTURER</b>	<b>DISTRIBUTOR / REPRESENTATIVES IN INDIA</b>
4	SMARTFLEX by NUPI SpA	M/s General Energy-Management System Pvt. Ltd., 521-522, commercial tower, Le Meridien Hotel, Windsor Place, New Delhi-110001  Ph:011-23711643,23711637
5	Zeppini Industrial e Comercial S/A	M/s SUMO Hi-tech Marketing Pvt. Ltd., 406/407, 'ABHISHEK' off new link road, Andheri(W), Mumbai-400053  Tel: 022 - 26732961-62
6	Franklin Fuelling Systems	M/s Franklin Fuelling Systems, Representative: Shri Kartikay Khanna, Area Manager, D-1/42, Janak puri New Delhi-110058  Tel : 011 - 2852 0211 GSM : 0981066 6476  e-mail: <a href="mailto:kkhanna@franklinfueling.com">kkhanna@franklinfueling.com</a>

**Note:** Products manufactured by other manufacturers meeting the above mentioned standards and approvals may be added from time to time as and when they are identified.

**ANNEXURE-I****PRESSURE TEST REPORT**

1. Name of the Retail Outlet : \_\_\_\_\_
2. Purchase Order ref. : \_\_\_\_\_
3. Call Up Order ref. : \_\_\_\_\_
4. Date of Test : \_\_\_\_\_
5. Description/Make of Pipe : \_\_\_\_\_
6. Size of Pipe : \_\_\_\_\_
7. Construction (Fusion  
Welded or Mechanically  
Joined) : \_\_\_\_\_
8. Length of Pipeline Tested : \_\_\_\_\_
9. Type of Pressure test  
( Hydraulic/Pneumatic ) : \_\_\_\_\_
10. Pipeline tested at pressure : \_\_\_\_\_ Kg/cm<sup>2</sup>
11. Above Pressure held for : \_\_\_\_\_ Minutes
12. Pressure at end of Test Period : \_\_\_\_\_ Kg/cm<sup>2</sup>
13. Visual Inspection & Remark : \_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We hereby certify that each item listed above was individually tested as prescribed and that all test data of same is true and accurate.**

**Signature of Installer****IOCL Engineer-in-Charge  
Or  
Authorised TPI**

**INSTALLATION REPORT  
( To be typed on letter head )****FLEXIBLE PIPING SYSTEM**

1. Name of the RO : \_\_\_\_\_
2. Date of Comencement of work : \_\_\_\_\_
3. Date of Completion of work : \_\_\_\_\_
4. Name of Principal Contractor : \_\_\_\_\_
5. Type of Flexible piping installed : \_\_\_\_\_
6. Size of piping installed : \_\_\_\_\_
7. Type of fittings installed : \_\_\_\_\_
8. Whether piping inspected for damages prior & after installation : \_\_\_\_\_
9. Whether fittings inspected for damages prior & after installation : \_\_\_\_\_
10. Whether the back-fill material used was satisfactory : \_\_\_\_\_
11. Have the instructions given in the product manual followed : \_\_\_\_\_
12. Were there any pipeline Crossovers. If yes, were the Crossover supports used : \_\_\_\_\_
13. Were all piping connections tightened adequately : \_\_\_\_\_
14. Were all the connections/ pipe entries aligned properly : \_\_\_\_\_

**We hereby certify that the above information is correct and that we have received training on the proper installation procedures for the components of the flexible piping system from the above-mentioned manufacturer. The above installation is in conformance to the installation procedures prescribed in the product manuals of the manufacturer.**

**Signature of the installer****Date**

Ref : ENG/20  
Dt : 5<sup>th</sup> September 08

**Sub: Maintenance of site registers / statements**

Instructions have been issued through various means of communications on procedures to be followed on maintenance of records at site during construction works. These instructions are being reiterated time and again during various interactions and fora. The importance of following proper procedure and maintaining record is no less important than the actual quality of physical work itself. However, during inspection at one of the sites, following observations were made which were not in consonance with the laid down procedures.

1. Register of material consumption such as bricks, sand and other consumables not maintained.
2. Absence of cement consumption register.
3. Test report of materials for their acceptability before consumption.
4. Drawing released for construction not approved by IOC including those drawings prepared by consultant.
5. Works carried out not in accordance with construction drawing.

All the above observations are serious in nature and may lead to unsatisfactory work. The manualised procedures have been evolved after considerable time and experience of site works. It is firmly advised that no deviation whatsoever be made on such policy matters. Manual is quite elaborate on all such matters and it has been prepared for implementation in toto.

It is once again reiterated that procedures given in the manuals and through circulars must be adhered to without any exception.



(P.C. Mehta)  
GM (Engg.), HO

To,  
All State Engg. Heads

**Rajasthan State Office**  
**ENGINEERING DEPARTMENT**

**NOTE**

RSO/Engg/01/2008-09  
12/08/2008

**Sub : CAPEX RATE CONTRACT UNDER REVISED GUIDELINES –  
DEDUCTION OF SECURITY DEPOSIT.**

1. Revised guidelines with regard to CAPEX rate contract have been circulated vide H.O. circular no ENG/20/195 dated 14.08.07 (copy attached – **Annexure –'A'**).
2. As per the revised guidelines the above rate contract has to be confined to only one category with monetary ceiling of Rs 15 lacs.
3. Regarding recovery of Security Deposit, the circular states as under :

**QUOTE :**

Initial SD amount shall be Rs. 30,000/- and 5% of the value of individual work shall be deducted from running account bills.

**:UNQUOTE**

4. The above means that for every individual work order, recovery of SD @ 5% of work order value will have to be made.
5. All minor works including M&R jobs are carried out against the above contract and a large no. of work orders are in the range of few thousands of rupees. Deduction of SD @ 5% from these bills will mean deductions of a very small amount may be in few tens or hundreds of rupees. Value of an individual work order may be as low as Rs. 1136/- (for installation of a DU) requiring a deduction of Rs56.50 as SD.
6. Since at Divisional Offices such work orders are very large in numbers, keeping a record of such deductions and release of the same after security period is going to be a very tedious and time consuming job.
7. In view of the above, it is recommended that with advance SD of Rs.30,000/- being available with us, no SD from running bills should be deducted in respect of individual work order up to a reasonable value.

Rajasthan State Office  
ENGINEERING DEPARTMENT

NOTE

RSO/Engg/01/2008-09  
12/08/2008

Sub : CAPEX RATE CONTRACT UNDER REVISED GUIDELINES –  
DEDUCTION OF SECURITY DEPOSIT.

8. Under the previous policy guidelines for CAPEX/ Zonal Contract also, there was a provision for retaining advance SD and not recovering any SD from running bills for individual works up to value of Rs.2 lacs (Copy of circular attached – Annexure- 'B').

Similar ceiling, as was already available in the previous policy with regard to SD may be approved under the revised policy guidelines also.

Submitted for approval

*Alok Agrawal*  
12/08/08  
(Alok Agrawal)  
CEM, RSO

*Recommended for approval.*

*GM, RSO*

*Gaurav*  
12/08/08

*DGM (Engg.), HO*

*ED (Engg. & Projects), HO*

Circular no. Engg/20/195 dt. 14.8.2007 supersedes

the earlier Circular no. Engg/20/172 dt. 09.01.2003 only  
for monetary limit of Capex and requirement of  
EMD and ISD. Deduction of SD from bills will be  
continued to be recovered as given below:

a) NIL upto works of Rs 2 lacs

b) 5% of bill value for works above Rs 2 lacs.

ED (Engg) may kindly approve reiterating the above  
to the field to avoid any confusion

Submitted.

*AMW*  
13/08/08  
Page 2 of 2  
DAM (E)

*ED (Engg.)*

*BGD*  
12/08/08

**INTER OFFICE MEMO**

Ref:RS/36

Date: 03/07/2008

**FOR : All State Retail Heads / State Engineering Heads**

**Sub : Provision of PV (Pressure Vacuum) Valves in MS Tanks at ROs**

Generally, at Retail Outlets, the end of Vent Pipe of Under Ground Storage Tanks both for MS and HSD are covered by two layers of non-corrodible metal wire gauge. This allows free venting during the tank operation.

Provision of PV valves on MS tanks, though practiced in the Industry is not found common in our Retail Outlets. Though on high MS selling Retail Outlets, some of the State Offices have provided PV Valves.

It has been observed that at the ROs where PV Valves have been provided, stock losses are lower because free venting of vapours is restricted.

In order to avoid free venting of vapours in the atmosphere, which leads to improved air quality in and around the RO, and also reduction in MS stock losses, PV Valves need to be provided for all the MS Tanks. This should be done in a time bound manner for both 'A' site and 'B' site ROs by replacing the existing wire mesh. For MS tanks at new ROs, PV valves should be provided in the beginning itself.

The PV valve should be set on plus 3-inch to minus 7-inch water column and the make should have approval of CCOE, Nagpur.

Please advise all the Divisional Offices to do the needful and status report be submitted to HO Retail on the progress made.

  
(Shailendra Mital)  
DGM (E)

  
(KR Sureshkumar)  
GM (RS)

Copy – ED (RS) / ED (E&P) / DGM Dir(M) Section – for kind information.

तार “विस्फोटक”, नागपूर  
Telegram: 'EXPLOSIVES', Nagpur  
Website : <http://explosives.nic.in>  
Email: [explosives@explosives.gov.in](mailto:explosives@explosives.gov.in)  
दूरभाष/ Telephone : 0712-2510248  
फैक्स/ FAX : 2510577

कार्यालयीन उद्देश्य के सभी  
पत्रादि “मुख्य विस्फोटक नियंत्रक” के  
पदनाम से भेजे जाएं, उनके व्यक्तिगत  
नाम से नहीं।

All communications intended  
for this Office should be addressed  
to the ‘Chief Controller of  
Explosives’ and NOT to him by  
name.



भारत सरकार

GOVERNMENT OF INDIA

पेट्रोलियम तथा विस्फोटक सुरक्षा संगठन

PETROLEUM AND EXPLOSIVES SAFETY ORGANISATION

(पूर्व नाम- विस्फोटक विभाग)

(Formerly- Department of Explosives)

“ए” ब्लाक, पाँचवा तल, केन्द्रीय कार्यालय परिसर,

“A” Block, 5<sup>th</sup> Floor, CGO Complex,

सेमीनरी हिल्स, नागपुर-440 006 (महा.)

Seminary Hills, Nagpur- 440006

संख्या/No.: P.6(3) 68

नागपुर, दिनांक/Nagpur, dated:03/07/2008

To,

Indian Oil Corporation Ltd  
C-9, Ali yavar Jung Marg,  
Bandra, Mumbai - 400051

Sub:- Integrated automation system at retail outlets – reg.

Dear Sir,

Please refer to your letter No.RA/31 dated 30/04/2008.

In view of the clarification given by you, this office would not have any objection to your providing ‘e’ protected enclosure for housing tag readers installed on the dispenser pumps.

Yours faithfully,

[ R.C. Kaul ]

Dy. Chief Controller of Explosives  
for Chief Controller of Explosives

Copy to the Jt. Chief Controller of Explosives, Mumbai / Chennai / Agra / Faridabad / Kolkata. This has reference to this office letter of even no. dated 26/12/2005.

for Chief Controller of Explosives

**INTER OFFICE MEMO**

Ref :RS/36

Dated: 02/07/2008

**FOR :** All State Retail Heads / State Engineering Heads**Sub : Provision of paver blocks on approaches to Retail Outlets**

Vide policy circular no. 42 – 11/02 dated 03.12.2002 the standards for various facilities for Retail Outlets were specified. This circular envisages approaches to the Retail Outlets to be constructed with dense bituminous carpet over WBM.

It has been noticed that due to inadequate drainage arrangement along the road, the bituminous carpet at entry and exit gets washed off due to water logging in rainy season. The repair of the bituminous carpet is also not found up to the mark due to small quantum of work, and is generally ignored.

In order to keep approach to Retail Outlets in good condition, it has been decided to dispense with bituminous carpet and use paver blocks, since these are less susceptible to damage due to water logging and are easy to maintain.

In this regard following guidelines are being issued :

1. Wherever repair of approaches on existing 'A' site ROs is required, the same should be done by using paver blocks.
2. For new 'A' site proposals cost of paver blocks should be considered in approaches. This is however, not applicable for deceleration and acceleration zones for ROs on highways which shall continue to be constructed as per NHAI guidelines.
3. New 'B' site ROs shall be considered complete only after provision of paver blocks on the approaches.
4. Subsidy for driveways in existing 'B' site ROs shall include provision of paver blocks on the approaches. Other 'B' site RO dealers who are not availing the subsidy may be advised of the need to keep approaches "Pot hole free" by using paver blocks.

While providing paver blocks, it is to be ensured that necessary edge restraints in pre-cast PCC are used on all the sides to prevent shifting of the paver blocks.

Necessary instructions on the above may be issued to all concern for implementation.

  
(Sharadendra Mital)  
DGM (E)

Copy – ED (RS) / ED (E&P) / DGM Dir(M) Section – for kind information.

  
(KR Sureshkumar)  
GM (RS)

Ref : ENG/20/198

Date : 23.06.2008

To

**State Engineering Heads**

**Circular**

**Sub : Provision of escalation clause for steel in tenders.**

Consequent to liberalization of economy, various input costs of construction viz. cement, steel, fuel, labour etc. had been fluctuating significantly in the past few years. The impact of substantial fluctuation in prices of steel has been significant in the recent times, leading to difficulties in execution of contracts, due to lack of escalation clause in tenders. An escalation clause was earlier circulated for inclusion in Capex contracts based on Wholesale Price Index (WPI) & Consumer Price Index (CPI). However, this clause was broad based since Capex contract contained multiplicity of items, whose inputs varied widely. In order to address the issue of fluctuation in prices of steel & steel products in tenders involving significant steel items, an escalation clause is conceptualized which can be included in the tenders. The salient features of the clause and applicability thereof is given below:

i) The escalation clause shall be part of all future tenders where the value of work is more than Rs.25 lacs and have a completion period of more than 4 months. For these works, Escalation/De-escalation shall become applicable for the entire period of contract, without any 'No Escalation' period.

ii) Percentage of escalation to be applied shall be calculated based on the following formula:

% Escalation/De-Escalation =  $(WP2 - WP1) \times 0.85 \times 100 / WP1$  where,  
WP2 is the Wholesale Price Index for Iron & Steel (Ja1) in RBI bulletin for the month (Average) in which the Material was purchased.

WP1 is the Wholesale Price Index for Iron & Steel (Ja1) in RBI bulletin for the month (Average) in which the Technical Bid was opened.

iii) The escalation percentage so obtained shall be applied to the quantity of steel supplied to site by the contractor during the month. The quantity & date of purchase to be verified with vouchers and receipt at site by the project in-charge. For calculation of escalation percentage, date of purchase & not date of receipt at site to be reckoned.

iv) In case of downward revision of WPI, de-escalation shall be applied as per the above formula.

v) The escalation/ de-escalation clause shall be applied only to those contracts where the steel Structural Items constitute at least 30% of the total value of work and is identified separately in the schedule of rates. The clause can be applied to Contracts involving structural fabrication, re-enforcement steel, steel grating / chequered plates, etc. It should be applied on the rate for these items included in the Schedule (If the rate includes fabrication/erection, the escalation shall apply to the rate for the entire item)

vi) The above Escalation/De-Escalation clause can be applied to Horizontal Tank Fabrication also. However, the compensation shall be limited to 50 % of the rise in WPI, since normally it is a composite item including significant labour cost. Hence, for HT fabrication, the formula would be:

% Escalation/De-escalation =  $(WP2 - WP1) \times 0.50 \times 100 / WP1$

## ENGINEERING DEPARTMENT, HO

- vii) The escalation/ de-escalation clause shall be applicable only for the scheduled period of completion. In case of delays by contractor, no escalation is applicable for the delayed period. However, if the Corporation grants extension of time, the escalation clause may be applied with the approval of State Head or GM (Engg) with proper justification in writing. If no extension is granted, escalation for supply within the supply period only shall apply. However, in case of reduction in prices in the delayed period, de-escalation shall become applicable.
- viii) The functional Dept. shall work out the escalation to be paid as per the above provisions, which shall be vetted by finance, before payment.

The escalation/ de-escalation clause shall be included at the tendering stage itself with all the above provisions.

The above is issued with the approval of ED (E&P).



(V.M.Sasidhar)  
DGM (Engg)

### **Copy to :**

1. All State Heads
2. ED(F)/ED(E&P)/ED(LPG)
3. GM (IA), HO
4. DGM (Vig), CO
5. CVM, HO



Indianoil(M)  
Finance/H.O.

INTER OFFICE MEMO

To : ED [Supplies], ED [LPG], ED [Lubes], ED [Engg. & PJ]

From : GM [F]

Ref. : AC/MA/Integrity Pact

Date: 18.06.2008

**Sub : Implementation of Integrity Pact Program [IPP]**

Please refer to our communications to you from time to time on the subject. During meeting with Independent External Monitors [IEM] held at Corporate Office on 23.5.08, decision has been taken to implement the IPP effective 15<sup>th</sup> July, 2008. ED [CA] has forwarded us the copy of the Minutes of the meeting with IEM held on 23.5.08 at Corporate Office, wherein Director [F] and Director [HR] were also present along with ED [Proj.] and ED [F] of the Divisions. Also enclosed please find copy of IP Agreement, which has been finalized by Corporate Office, based on the feedback from the Divisions.

In view of the above, you are requested to take all required steps for implementation of IPP effective 15.7.2008. In this regard, the concerned official of other Divisions may be consulted with regard to the modalities being adopted by them in order to have uniform practices across the Divisions. Further, ED [CA], Corp. Office has been requested by the undersigned to depute the concerned official handling the IPP at CO to impart the know how and knowledge for effective handling of the subject at Marketing Division.

The concerned official in your Group may please be advised to identify the areas and other problems and issues connected with the implementation of IPP so that the same can be suitably addressed by the representative visiting from Corporate Office, a meeting with whom is tentatively being arranged any time during next week.

The above is for your information and necessary action.

(Sukumar Das)  
GM [F]

**Copy to –**  
ED [F]  
ED [Coordn.]  
Shri Koshy Eipe, DGM [F])  
Encl. As above.

ED (ENGG & PJ)  
RECD ON 18/6/08....



INDIAN OIL CORPORATION LTD.  
CORPORATE AFFAIRS

INTER OFFICE MEMO

U/W/J

From : ED (CA), CO  
To : ED (F), MKTG. HO, MUMBAI  
Rpt. to : ED (F), RHQ, NEW DELHI  
Rpt. to : ED (F), Pipeline HQ, NOIDA  
Ref. No. : CA/IEM - 1  
Date : 09.06.08

Smt. Dhar [initials]  
Guru [initials]  
Guru [initials]

**SUB : IMPLEMENTATION OF INTEGRITY PACT PROGRAM**

1. This has reference to the meeting held on 23<sup>rd</sup> May 2008, wherein the Independent External Monitors (IEMs), Director (F) and Director (HR) were present along with ED (Projects) and ED (F) of Refinery, Pipeline and Marketing Divisions. The record note of the meeting is enclosed.
2. The modalities of the implementation of Integrity Pact program and issues related to Integrity Pact Agreement were discussed in detail during the internal Divisional meeting held on 7<sup>th</sup> April 2008. Based on the discussions, we have finalized the IP Agreement and are forwarding the copy of the same along with the covering letter, which is required to be annexed to all the tenders above Rs. 10 Crore value, that shall be invited by all the Divisions from 15<sup>th</sup> July 2008 onwards (NIT date). Tenderers who fail to sign the IP Agreement shall be disqualified.
3. Meanwhile, we are in the process of preparing detailed modalities for handling of tender complaints as well as other related procedures as per the enclosed record of the minutes. These will be forwarded in due course.
4. As per the discussions held on 23<sup>rd</sup> May 2008, Division-wise information is required to be provided to IEMs regarding quantum of tenders invited for value above Rs. 10 Crore & above Rs. 150 Crore in last 3 years. This may be expedited. For uniformity, we are enclosing the format for the same.

(R)

Ram Narayan  
(R. NARAYANAN)

Copy to – Director (P&BD)/ Director (F)/ Director (HR) / Director (M) /  
Director (R) / Director (R&D) / Director (PL)

- for information please

Encl : A/a

ED (F) RECEIVED ON	16/6/08
GM (F) VR	
GM (F) UB	
GM (F) SK Das	
GM (F) SKP	
GM (F) PC	
GM (P) RK	
DGM (F) KE	
DGM (F) NVN	
DGM (F) VNG	
DGM (F) SKP	
DGM (F) VR	

## **ENGINEERING DEPARTMENT, HO**

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ENG/73

Dated: 20.05.08

To: All State Engineering Heads

### **Sub: Guidelines For Implementation of RVI Elements for 2008-09**

1. As you are aware, tendering for RVI works is now required to be done by HO Engineering. Based on the consolidated State Office wise requirement of the RVI elements for the year 2008-09 from HO, Retail, tenders are invited by HO engineering and work orders are likely to be placed by end of June, 2008.
2. Keeping in view the specific requirements for fabrication of various RVI elements, the tenders are invited in two parts viz. Part A & Part B covering the following :

#### **2.1 Part-A- Monoliths, Facility Signs & Direction Signs:**

Work shall be awarded up to a maximum of 4 parties viz. one party for all the states under one region.

#### **2.2 Part-B - Building/Canopy fascia, Building / Canopy cladding and spreaders:**

Work shall be awarded upto a maximum of 8 parties viz. one each for two contiguous state offices.

- a. LOT1 - Karnataka & Andhra Pradesh States.
  - b. LOT2 - Punjab and Rajasthan States.
  - c. LOT3 - Uttar Pradesh-I and Madhya Pradesh States.
  - d. LOT4 - West Bengal and North-East States.
  - e. LOT5 - Delhi and Uttar Pradesh-II States.
  - f. LOT6 - Gujarat and Maharashtra States.
  - g. LOT7 - Bihar and Orissa States.
  - h. LOT8 - Tamilnadu and Kerala States
- 3.0 It shall be the responsibility of the State Offices to construct the Monolith foundations, laying electrical cables up-to the junction box/power cable provided in the individual RVI elements and to get the finishing work done after installation of the elements. These works are required to be undertaken well in advance, to keep the site ready for installation of RVI elements.

4.0 The scope of electrical cabling works beyond battery limit of RVI element are as under:

<b>ITEM</b>	<b>IOCL SCOPE</b>	<b>CONVERTER's SCOPE</b>
MONOLITH	<ul style="list-style-type: none"> <li>i) Supply/laying of 4 corex1.5 sqmm armoured copper conductor cable upto buffer strip</li> <li>ii) Supply/fixing of weatherproof junction box fixed on angle iron frame (refer attached drawing IOCL-RVI-ML-10/R00).</li> <li>iii) S/L of 2 core x 1.5 sqmm armoured copper conductor cable from junction box upto the top of monolith foundation.</li> <li>iv) S/L of 2 core x 1.5 sqmm armoured copper conductor cables from junction box upto the two nos light fixtures (in case of front lit monolith)</li> </ul>	<ul style="list-style-type: none"> <li>i) Termination of the cable available at the top of the foundation in to monolith junction box/isolator.</li> </ul>
Spreaders/Backlit Facia	<ul style="list-style-type: none"> <li>i) S/L of 4 corex1.5 sqmm armoured copper conductor cable upto canopy roof (approx in middle portion of the canopy)</li> </ul>	<ul style="list-style-type: none"> <li>i) S/L of flexible 1.5 sqmm copper wire insulated with PVC insulation for both phase and neutral from each spreader and backlit facia upto available armoured cable at canopy roof. Flexible wires at canopy roof are to be provided in PVC conduits.</li> <li>ii) P/F of weather proof non corrosive powder coated suitable junction box and connection of all flexible wires and armoured incomer cable. Note : Converter to ensure proper distribution of electrical load in three phases.</li> </ul>
Direction Signs/Air Facility Sign	Ensuring availability of junction box at nearest yard light pole at entry/exit or at hoarding.	S/L of 1.5 sqmm armoured cable (max upto 10 m length) from direction signs and air facility signs upto nearest available junction box of yard light pole or Hoarding.
Facility Signs (Toilet/No Smoking etc.)	S/L of armoured cable upto the facility sign location	To Connect facility signs to the available armoured cable.

- 
- 5.0 The contract for RVI implementation shall be valid for a period of one year.

## **6.0 Completion Time**

- 6.1 Within 10 Weeks from the date of call-up order for works under Part-A in all State Offices except NESO.
- 6.2 12 weeks from the date of call-up order for works under Part-B in all State offices except NESO.
- 6.3 For the works in NESO, the converter shall be given an additional 3 weeks time for completing the works considering the local conditions prevailing there.
- 6.4 The completion time for the first call-up order from each State Office shall start from the 60<sup>th</sup> day from the date of work order. This initial period of 60 days is granted to the converter for completing all the contractual formalities, mobilization of all raw materials including ACM, development of proto types and obtaining approval for the proto types, etc. For subsequent call-up orders the completion time shall be 10 weeks & 12 weeks for Part-A & Part-B respectively, from the date of call-up order.

## **7.0 Execution of Contract**

- 7.1 The work orders shall be issued separately for works under Part-A & Part-B, from HO.
- 7.2 The execution of contract agreements with the converters and all other formalities pertaining to the work order viz. remittance of initial SD, etc. shall be made at the respective State Offices for which they have been awarded the works.

## **8.0 Control on Call-up orders:**

- 8.1 Each State Office shall place individual call-up orders based on the contract awarded by HO.
- 8.2 The quantum of work covered in a single call-up order shall be restricted to 5 ROs. The call-up orders shall include RO wise details of RVI elements, details of messages, etc. in a standard format (**Attachment -I**) and shall indicate the date of completion of the works in the scope of State Offices, such as, the civil works for foundations, laying of external cables for signages, date of site visit etc. This will facilitate proper planning by the converter and avoid disputes.

- 8.3 Since, the tendered requirement of quantities is for a period of one year the call-up orders from the State Offices are required to be spread over a period of time. To prevent initial flood of call-up orders on a converter, State Offices are required to restrict the call-up orders upto 1/4<sup>th</sup> of the total quantity in a block of 3 months.

#### **9.0 Development of Prototypes:**

- 9.1 Converters have to develop prototypes for monolith, direction signs and Facility signs under Part 'A' and Backlit Canopy Facia (Indian Oil Lettering) and spreader under Part 'B' complete in all respects as per tender specifications including electrification and mount a mock up unit " As Installed " at their factory premises.
- 9.2 The completed prototype would be inspected for its quality accuracy, specifications and overall aesthetics by IOCL/third party inspecting agencies.
- 9.3 Converters shall start regular manufacturing processes of monolith, direction signs and Facility signs under Part 'A' and Backlit Canopy Facia (Indian Oil Lettering) and spreader under Part 'B' only after approval of prototypes.
- 9.4 Prototypes shall be required to be preserved by the converter at their factory premises till completion of the contract for any reference purposes.

#### **10.0 Payment Terms:**

##### **10.1 Part - A**

- a. 90% on receipt of materials at site after factory clearance by TPI agency.
- b. Balance 10% on successful installation & commissioning and submission of all the documents.

##### **10.2 Part - B**

- a. 100% upon completion of the works with provision for two running bills per RO for the completed portion of the works.
- 11.0 Converters are required to submit the details of Tax Identification Number (TIN) in respect of the States for which work shall be awarded. In case, they do not have TIN for any particular State(s), they are required to obtain and submit the TIN within 30 days from the date of intimation of order. Only upon obtaining TIN, work order shall be placed on them.

---

## **12.0 THIRD PARTY INSPECTION SERVICES OF RVI ELEMENTS:**

- 12.1** To ensure compliance to the standardized specifications and desired quality of the RVI elements during execution, it has been decided that inspections of the RVI works be carried out by TPI. Tenders are invited by HO, Engg. for third party inspection services for RVI elements and work orders will be finalized by may end, 2008.
- 12.2** Work will be awarded to two agencies. Lot 1 comprising NR and ER, LOT 2 comprising SR and WR.
- 12.3** Scope of inspection shall be as per QAP, a copy of which will be available in tender document.

### **12.4 Contract execution:**

Contract shall be executed at IOCL Head Office. Upon acceptance of the work order and execution of the agreement, the TPI agency shall provide the details/contacts of their coordinating office for each of the State Offices, to IOCL Head Office as well as the respective State Offices. The details shall include the name, designation, contact no., e-mail ID, Fax No., address for correspondence, etc.

#### **a. Modality of Execution :**

- i. Each State Office would mark a copy of the work order placed on the RVI Converter to the TPI agency's coordinating office for that particular State Office. This shall be treated as a call-up order on the TPI agency by the particular state.
- ii. The State Offices would correspond with the TPI agency's Coordinators in their respective State Offices. The Coordinators shall be responsible for all the inspection services being rendered by their office and submitting the claims for payments. Respective State Offices shall arrange the payment for this item.

#### **b. Inspection calls and time duration for completion of Inspection:**

The RVI Converter/IOCL shall give inspection call to the TPI agency at least 7 days in advance for the inspections. This inspection call format shall be developed by the TPI agency immediately upon the award of work and shall be approved by HO, IOCL.

### **12.5 Inspection Stages:**

The TPI inspections shall involve the following stages:

- First stage; prior to commencement of the fabrication works for inspecting all the raw materials.
- Second stage; during the fabrication of the RVI elements to verify the use of approved materials & manufacturing processes, adherence to the specifications & drawings with respect fabrication and workmanship.
- Third stage; after completion of the fabrication works to inspect the finished RVI elements with respect to desired finishes, shapes and dimensions for release of the fabricated elements for dispatch to the respective RO sites. Any deviations from approved drawings such as dimensions, structural member sizes, nut bolting instead of welding , etc detected during inspection will result in rejection.

#### **12.6 Work order Amount:**

Finalized percentage rate on the executed value of converters work excluding VAT/Service Tax will be payable to TPI agency. In order to exclude VAT/Service tax from converters order value, a rate of 12.5% shall be considered.

#### **12.7 Payment Terms**

- 70% payment upon the release of fabricated material from converter's factory premises for installation at RO site.
- 30% after final completion of the work upon certification of 100% completion of installation of RVI elements at RO site.
- However, Security Deposit @ 5% of the value of the bills shall be recovered.

#### **13.0 Specific instructions to the State Offices:**

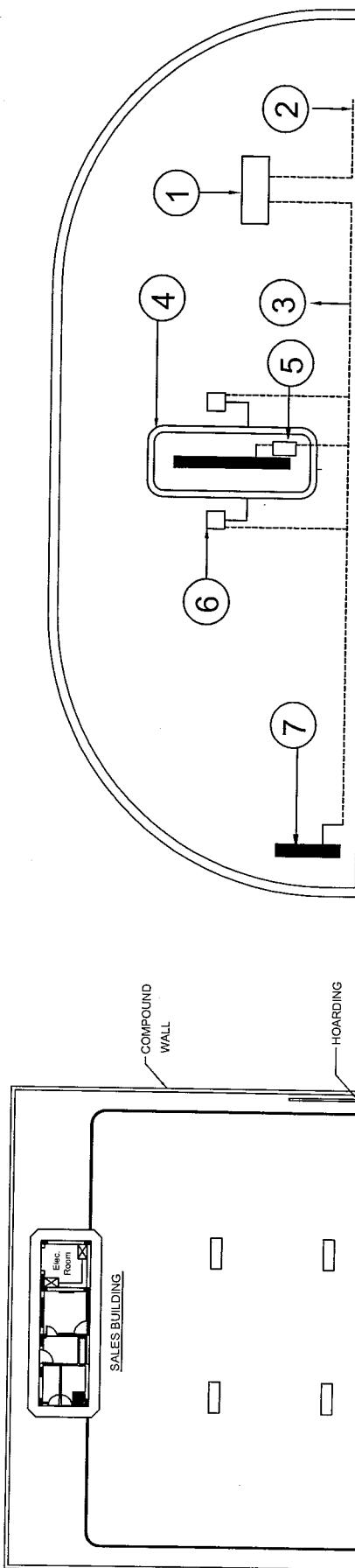
- a. State offices are required to nominate an Engineer in each Divisional Office who shall be responsible for handing over the sites and supervising the work including releasing the payments. Name and designation of such Engineer should be informed to HO for any required co-ordination.
- b. State offices are also required to nominate an Engineer at state office to monitor the progress of work, timely handing over the site, timely release of payments to converters and periodic site inspections and submission of progress report to HO.

- c. Start construction of foundations for monolith and electrical cabling, to keep the ROs ready for RVI converters.
- d. Call up orders to be issued after filling all required details such as date of completion of monolith foundation and electrical works etc.
- e. All payments to converters through RTGS only.
- f. While selecting the ROs for RVI elements, Policy Circular No 124-3/2008 dated 24.05.08 issued by DGM (RS) is required to be referred.
- g. In future, whenever new canopy work or realignment of pedestals etc are proposed to be taken at a RO, a spare armoured cable of size 4 corex1.5 sqmm is required to be provided approx. in middle of canopy roof for spreaders and backlit canopy facia to be provided in future.
- h. Change in any drawings without prior approval of HO. Drawings are to be followed strictly, no nut/bolting is allowed for any structural fabrication of RVI elements, unless it is specified in the drawings.
- i) No work is to be carried out without inspection of TPI.
- J) State office engineers are also required to carryout re-validation of some of the inspections done by TPI agency.
- k) Approved Prototype of RVI elements at converters factory premises will be available till execution of contract. Prototypes can be visited by our Engineers for reference purpose.

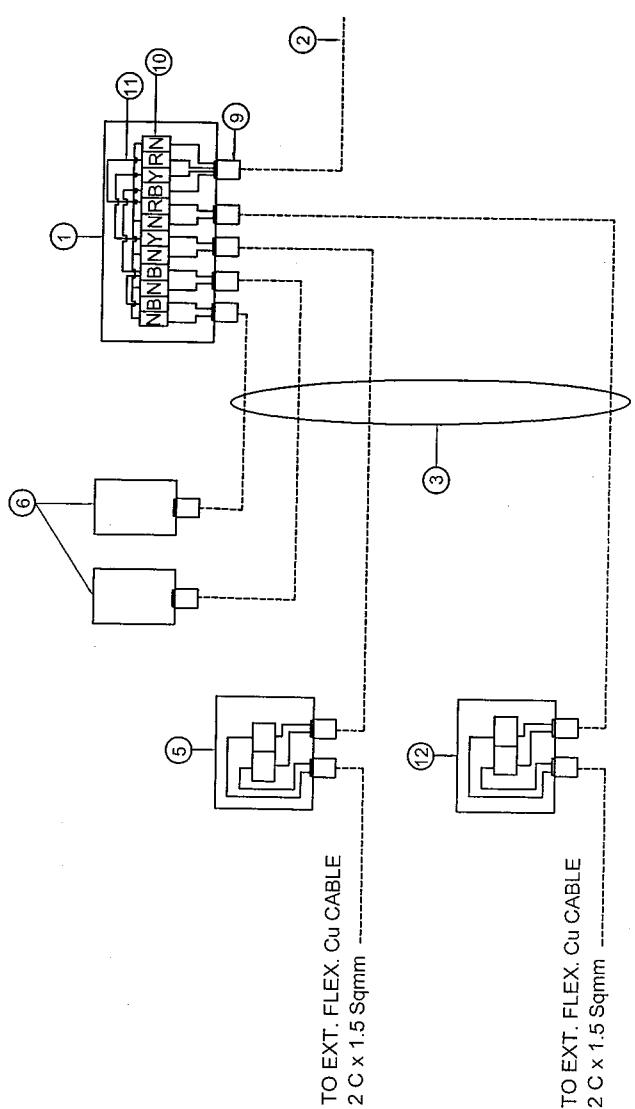
Please circulate the above guidelines to all the concerned.

  
(Shailendra Mital) 20/5/08  
DGM (Engg.), HO

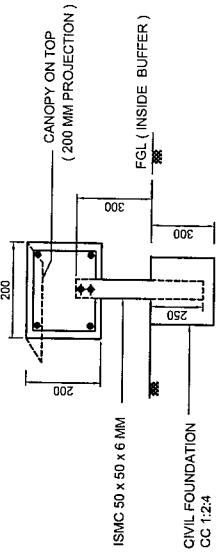
Copy to: GM (RS), HO: Since RVI works needs co-ordination between field officers and Division/State office engineers, suitable instructions may be released to concerned officers to start preliminary works such as finalization of location of monolith foundation, details of product names for spreaders etc.



## RETAIL OUTLET LAYOUT PLAN



#### DETAILS OF BUFFER



**① WEATHER PROOF JUNCTION BOX  
WITH CANOPY ( 200 x 200 x 100 MM )**

All dimensions are in mm

S.NO.	DATE	REVISION DETAILS

**INDIAN OIL CORPORATION**  
"INDIANOIL BHAVAN" G-9, ALI  
BANDRA (EAST), MUMBAI - 400  
REVISION

RVI ELEMENTS

**TITLE:** CABLING FOR MONOLITH AND ENTRY / EXIT SIGNAGE  
**CHCKD. BY:** *[Signature]*

APPD. B  
DRAWN BY : SHREE ENGINEERS  
DRAWING NO.: 10 / R00  
LOCN: RVI-MI  
DATE: 14.05.2000  
SCALE: -  
SHEET: 1 OF 1

**LEGEND:**

- 1 - 200 x 200 x 100MM WEATHER PROOF JUNCTION BOX  
( TWO INCOMING & 4 NOS OUTGOING )
- 2 - 4CX x 1.5MM ARMoured CABLE FROM MAIN DISTRIBUTION BOARD IN ELECTRICAL ROOM
- 3 - 2CX x 1.5MM ARMoured CABLE TO LIGHT FITTINGS & JUNCTIONS BOX
- 4 - MONOLITH
- 5 - 100 x 100 x 50MM EXISTING JUNCTION BOX INSIDE MONOLITH
- 6 - FRONTLIT FITTINGS
- 7 - ENTRY SIGN
- 8 - EXIT SIGN
- 9 - 19MM SINGLE COMPRESSION CABE GLAND
- 10 - 2.5MM PVC CABLE CONNECTOR
- 11 - LOOPING INSIDE JUNCTION BOX
- 12 - 100 x 100 x 50MM EXISTING JUNCTION BOX INSIDE ENTRY AND EXIT SIGN
- 13 - POWER CABLE FOR EXIT SIGN SHALL BE LOOPEP FROM LIGHT CONTROL GEARBOX OF HOARDING OR JUNCTION BOX OF NEAREST YARD LIGHT POLE

### LINE DIAGRAM SHOWING CABLE LOOPING DETAILS

**HO MATERIALS**  
**CIRCULAR**

MM/2/01/2008-09

23/04/2008

**Sub : Purchase Requisitions in SAP**

During the presentation made to Dir(M) on 18/04/08, on Business Plans for 2008-09, it was suggested that indent to payment will be handled through SAP only for effective control. It was decided that materials will be delivered to the respective locations directly by the vendor based on the tender finalized by RO/HO Materials.

At present all departments are not indenting their requirements in SAP due to which we are not able to utilize the SAP effectively. This will facilitate the user dept to monitor the status of indents. Moreover this will ensure faster processing of indents & reduce the inventory carrying cost. The cost of materials will be debited to the respective location directly resulting in proper cash flow utilization.

Hence, w.e.f. 01.05.08, all indents to HO, Materials should be placed in SAP only. SAP indents placed by locations should be vetted by concerned SO functional heads and subsequently by HO functional head. Based on the approval by HO functional head, HO Materials will create the SAP Contracts and SO will place the SAP POs & advise the vendor to supply the indented materials by concerned locations.

Indents for safety items must be routed through RO/HO Safety. Engineering items like valves, pumps, plates, pipes etc. will be indented by HO Engg. through SAP only.

Similarly, Materials which are being procured by RO Materials, actions for procurement will be taken by RO Materials based on approval by SO.

We once again reiterate that no manual indent will be accepted either by RO or by HO Materials w.e.f. 01.05.08. Please advise all concerned accordingly.

In case of any clarifications, Shri V. Kamesh Kumar, DGM(Materials) HO may be contacted.

  
S.K. Roy  
GM (Materials)

C.C. : All Core Group Members

C.C. : All State Office Heads.

C.C. : All GM (RS / S), Regions

C.C. : GM(ENGG.) / GM(Safety) / GM(M&I), HO

C.C. : Regional Materials-in-charges

C.C. : DIR(M)

C.C. : VKK/VZK/SP/AG

Indian Oil Corporation Ltd.  
Marketing Division  
S&EP Deptt., HO

Ref : SEP/HO/124

Date : 21.04.2008.

Communication

**SUB : Sealed Decantation of TT at ROs & Consumer Outlets.**

During the Apex Safety Council Meeting held on 07/04/08 at Marketing, HO, the methodologies of TT decantation in sealed environment at ROs & Consumer Outlets were deliberated. In this connection, following has been decided:

- (i) All TTs shall have approved type of electrically continuous rubber hose ( As per Petroleum rules) with both ends fitted with female section of camlock coupling.
- (ii) The manifold of all TTs to be fitted with male section of camlock coupling.
- (iii) The storage tanks at ROs & Consumer Outlets should be provided with male section of camlock coupling at the unloading point of each tank.
- (iv) With the above provisions unloading of product from TT shall, therefore, be carried out in sealed condition at ROs & Consumer Outlets.
- (v) Point (iii) shall be implemented by Marketing Division whereas points (i) & (ii) shall be implemented by the transporter(s).

Above provisions are to be implemented across the Division by the respective State Offices / DO (s) by 25<sup>th</sup> July, 2008. A Confirmation Report of the same to be submitted by each State Office by last week of July, 2008. **Beyond 25<sup>th</sup> July, 2008 in case of non-implementation of point no.(i) & (ii) by TT, such TT will not be utilized for supply. Similarly, in the event of non-compliance of point no.(iii) supply to such RO & Consumer Outlets will not be executed unless a specific approval for deviation is taken from State Head for such exceptional cases.**

Respective State Heads must ensure advice to all concerned under their jurisdiction i.e. all locations, all Consumers & ROs, DOs, respective State Functional Heads in respect of implementation of above decision within the time frame as outlined.

The above supercedes all earlier communications issued in the subject matter.

( A.M.K. Sinha )  
ED (RS)

( M. Nene )  
ED (Supplies)

( S.K. Gupta )  
ED (CS)

All State Heads  
All Regional Heads  
EDs / GMs - HO  
CEA to Dir (M)

Copy - File No. SEP/Ho/105

## **INTER OFFICE MEMO**

Ref : ENG/20

Dt. 04/04/2008

**FOR : STATE ENGINEERING HEADS**

**FROM: DGM(E), HO**

### **Sub: Inspection Of Retail Outlets During Defect Liability Period**

In line with contract conditions the contractor is required to maintain the facilities during defect liability period. In order to promptly inform the contractor on defects, Engineers are required to visit the RO after construction. In absence of clear guidelines, different practices and periodicity of visits are being followed in various State Offices.

To facilitate comprehensive inspection during defect liability period, a format has been developed as enclosed with the letter. Inspections shall be planned as per following schedule.

Visit no. I – After 6 months of completion.

Visit no. II – Before 12 months of completion (Before release of SD)

Inspecting Engineer is required to record his observations in the format and take immediate action for notifying the contractor to attend the observed defects. Damage to the facilities due to inappropriate handling by the dealer should also be recorded and informed to the Divisional Manager for necessary action. Thus a copy of the inspection report should be sent to the Divisional Manager as well as to the State Engineering Head.

State Engineering Head is required to examine the inspection reports before authorizing release of Security Deposit.

Please circulate the enclosed format and above instructions to all the field engineers for implementation with immediate effect.



(Shailendra Mital) 4/4/08  
DGM (Engg.)

**Copy to :**

**ED (E&P) – For kind information.**

INDIAN OIL CORPORATION LTD

**CHECK LIST FOR INSPECTION OF RETAIL OUTLETS DURING DEFECT LIABILITY PERIOD**

**NAME OF RETAIL OUTLET :**

**NAME OF DIVISIONAL OFFICE :**

**NAME OF CONTRACTOR :**

**WORK ORDER REFERENCE AND DATE:**

**DATE OF COMPLETION OF WORK:**

**VISIT NUMBER : I / II / III (tick)**

Visit no. I – After 2 months of completion.

Visit no. II – After 6 months of completion.

Visit no. III – Before 12 months of completion (Before release of SD)

**DATE OF VISIT:**

**DATE OF PREVIOUS VISIT:**

**DETAILS OF INSPECTION:**

S. NO.	DESCRIPTION	YES/ NO	PLAN FOR CORRECTIVE ACTION
1.	<b>STORAGE TANKS:</b>  ➤ No complaint by the Dealer on erratic tank behaviour.  ➤ No presence of water in the Tanks.		
2.	<b>T/T UNLOADING SUMP</b>  ➤ All Camlock couplings are available. ➤ T/T earthing point is not damaged. ➤ No damage to the sump or cover.		
3.	<b>VENT PIPES</b>  ➤ Brass/ SS wire mesh is not damaged. ➤ Painting of the pipes is not peeled off and all clamps are in place. ➤ All pipes are in plumb.		
4.	<b>SILICA GEL TRAP FOR ETHANOL BLENDED FUEL</b>  ➤ All nuts & bolts are tight  ➤ Colour of silica gel has not changed requiring replacement/ drying.		
5.	<b>DISPENSING UNITS</b>  ➤ All foundation bolts are tight ➤ Body of the DU is earthed with GI/ Copper wire at 2 places ➤ DUs are not tilted and are in correct plumb and plane.		

	<ul style="list-style-type: none"> <li>➤ No loose electrical connections.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ FLP cable glands are tight and cable is firmly held by the glands.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No fading of paint.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No reported malfunctioning of the DUs by the Dealer.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ All seals provided by W&amp;M and IOC are intact.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Voltage stabilizer provide for MPDs is in working condition.</li> </ul>		
6.	<b>PUMP ISLANDS</b>		
	<ul style="list-style-type: none"> <li>➤ No cracks on granite top</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No exposed electrical cable near pump island</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No apparent damage.</li> </ul>		
7.	<b>CANOPY</b>		
	<ul style="list-style-type: none"> <li>➤ Painting of columns is in good condition.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ False ceiling is not uneven</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ All lights are functioning</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Canopy structure earthing at 2 places with GI strips is intact.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No visible signs of gutter over flowing or water dripping from the ceiling.</li> </ul>		
8.	<b>DRIVEWAY</b>		
	<ul style="list-style-type: none"> <li>➤ No settlement around tanks.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No settlement along piping or drain or cable route.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No broken edge restraints (Kerbing).</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Sand filling is visible between paver blocks</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No local settlement is observed</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ No damage or settlement of Manhole covers for tanks or electrical/ drain chambers.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ All manhole covers are firmly seated in the frame.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damage or erosion of bituminous carpet</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No fading of kerbing paint.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damage to the open drains due to settlement.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damage to steel or concrete grating provided on open drains.</li> </ul>		
9.	<b>LIGHT POLES</b>		
	<ul style="list-style-type: none"> <li>➤ All lights are functional</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Earthing of each light pole is intact.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Junction boxes are firmly installed and not damaged.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damage to the foundation and foundation bolts</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No tilting of poles is observed.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No exposed electrical cable is seen</li> </ul>		
10.	<b>TYRE INFLATOR</b>		
	<ul style="list-style-type: none"> <li>➤ No visible damage.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Air compressor and type inflator is functional</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Air tower is installed firmly</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No exposed electrical cable is seen</li> </ul>		
11.	<b>SALES BUILDING</b>		
	<ul style="list-style-type: none"> <li>➤ No cracks in tiles in flooring or on walls</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No visible structural damage.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No water seepage is noticed</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damage to the doors and windows and powder coating of the aluminum frames.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damaged or missing fittings in toilets.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ All lights and fans are operational</li> <li>➤ No peeling of the paint is visible</li> <li>➤ Electrical control panel is installed firmly and cable trench is covered.</li> <li>➤ No unauthorized tapping of power is seen.</li> </ul> <p>No exposed electrical wire or cable is visible in the sales building</p> <ul style="list-style-type: none"> <li>➤ No settlement around Soak pit &amp; septic tanks and no overflowing of sewage.</li> <li>➤ Bore well is functional.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Shelves provided in the Lube Store for storing lube cartons and fuel sample containers are not damaged.</li> <li>➤ External painting is not fading.</li> </ul>		
12.	<b>HOARDING</b>		
	<ul style="list-style-type: none"> <li>➤ No fading of paint on steel structure.</li> <li>➤ All lights are functional</li> <li>➤ No exposed electrical cable is visible</li> <li>➤ Structure of hoarding is not tilted or damaged.</li> </ul>		
13.	<b>APPROACHES</b>		
	<ul style="list-style-type: none"> <li>➤ Interceptor drain / cattle trap at entry &amp; exit are not choked with garbage.</li> <li>➤ No settlement or damage of Interceptor drain.</li> <li>➤ No damage to the asphalting.</li> <li>➤ No visible sign of water logging of the driveway.</li> </ul>		
14.	<b>RVI FEATURES</b>		
	<ul style="list-style-type: none"> <li>➤ Canopy and Building fascia is in correct plane and joints have not opened up.</li> <li>➤ All lights inside back lit "Indianoil" box are functional</li> <li>➤ Spreaders are firmly installed.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ No dents / scratches are noticed in building / column cladding</li> <li>➤ GI flashing above canopy fascia is not loose.</li> <li>➤ Trims on column cladding are not loose and hold fast</li> <li>➤ No damage to the Granite pedestal of monolith</li> <li>➤ No opening of joints or missing screws on monolith.</li> <li>➤ No exposed electrical cable is visible.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Entry / Exit sign, Air / water / no smoking sign are installed firmly and no electrical cable is exposed</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ All lights on the signages and Monolith are functioning</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No damage or fading of vinyl stickers.</li> </ul>		
15	<p><b>SAFETY</b></p> <p>Emergency stop PUSH BUTTON to stop DUs operation is functional.</p> <ul style="list-style-type: none"> <li>➤ 2 X 10 KG DCP type fire extinguishers for each DU are available.</li> <li>➤ 1 no. 4.5 kg CO2 fire extinguisher conforming to IS :2878 is available in electrical room.</li> <li>➤ Sand buckets and their stand is not damaged and buckets are filled with dry sand.</li> <li>➤ No visible damage or breaking of earthing grid.</li> <li>➤ Earth pits are not damaged.</li> <li>➤ ISI approved rubber mats provided in front of the electrical control panel are not damaged.</li> </ul>		
16	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>➤ No settlement or damage of boundary wall / fencing is noticed.</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ No other telltale sign of defective workmanship or use of inferior material is visible.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ All items as per list of fittings, fixtures and equipment handed over to the Dealer are available.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No visible sign of misuse or mishandling of facilities by the Dealer.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ No unauthorized alterations or additions by the Dealer are noticed.</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Copies of following documents are available: <ul style="list-style-type: none"> <li>▪ CCOE licence approved layout.</li> <li>▪ As built pipeline drawing.</li> <li>▪ As built electrical cable cabling layout.</li> <li>▪ Electrical line diagram of control panel.</li> </ul> </li> </ul>		

Signature of Inspecting Officer.

Name & Designation

Copy :

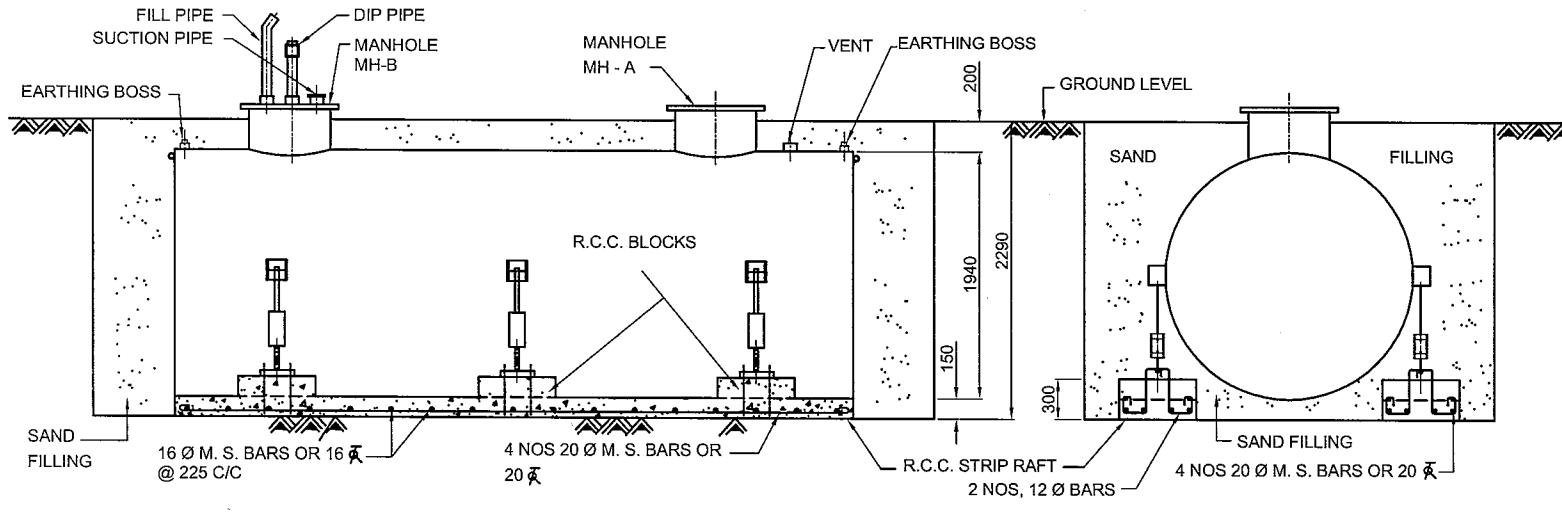
1. Divisional Manager
2. State Engineering Head.
3. WO file



**ENGINEERING MANUAL - VOL 6**

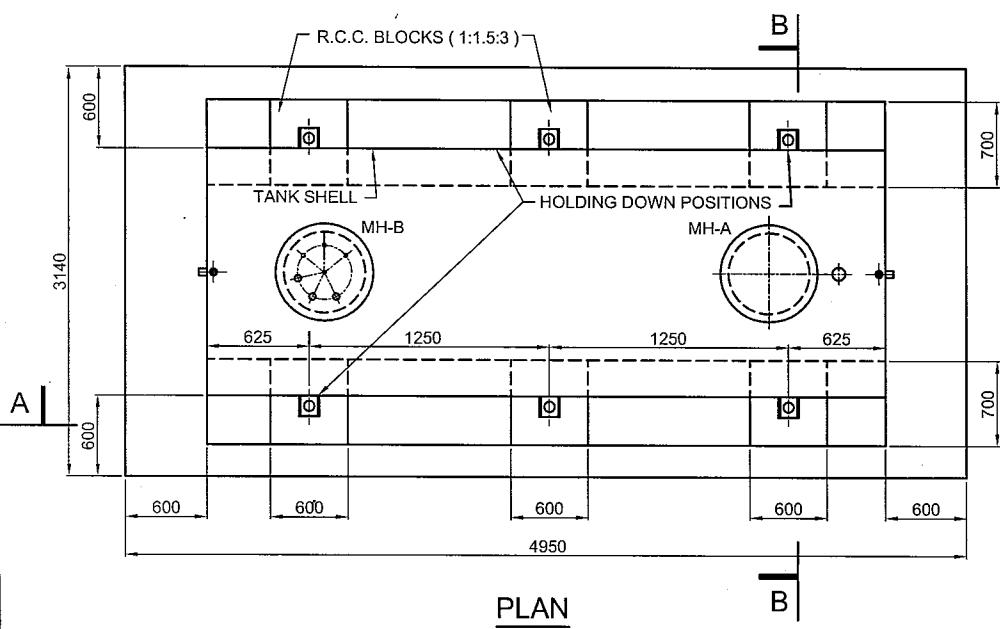
Drg. No. : Eng / 305  
Installation of 10 KL Tank in Earth Pit  
with Strip Raft

Page No. 7

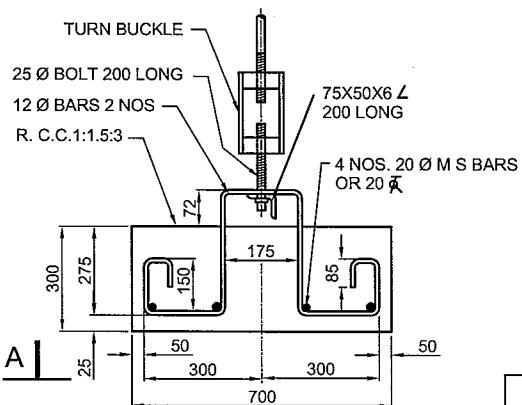


## SECTION AT A-A

## SECTION AT B-B



## DETAILS OF HOLDING DOWN REINFORCEMENT



R 1	10KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD  DRG. NO. ENG/305/R1	<u>INSTALLATION OF 10 KL</u>		
	<u>TANK IN EARTH PIT WITH</u> <u>STRIP RAFT</u>		
SGP  DRAWN BY	CHECKED BY	CHECKED BY	APPROVED BY

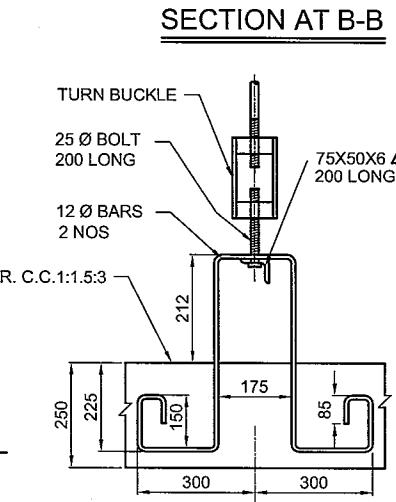
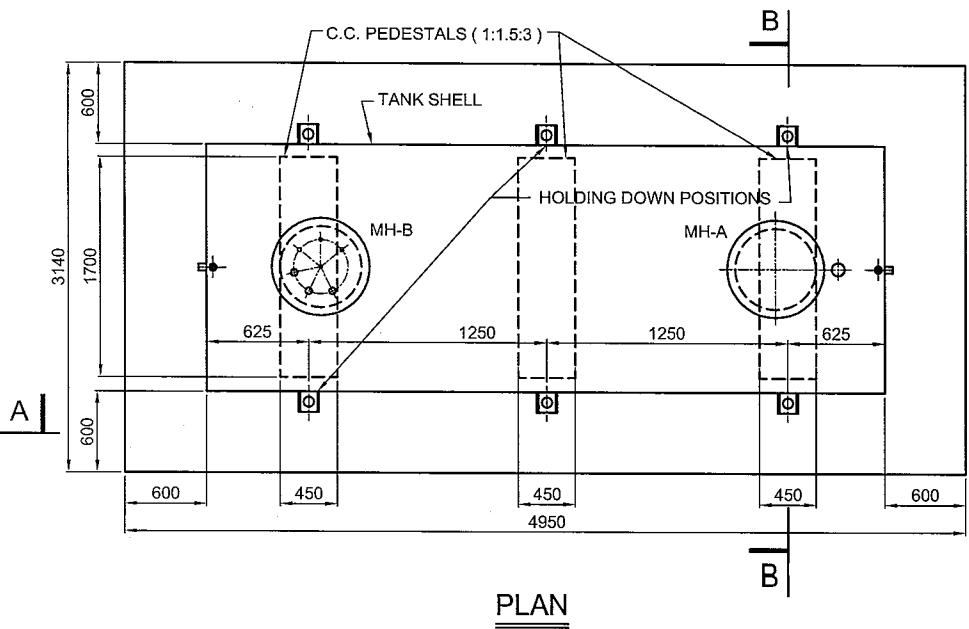
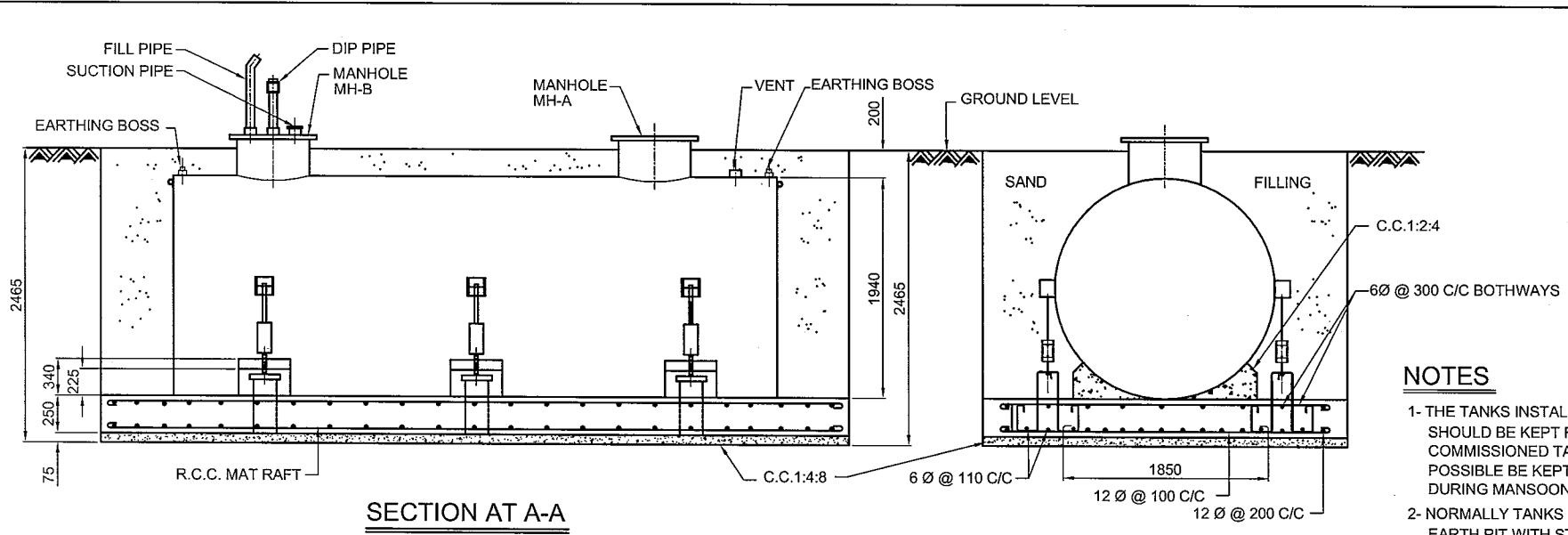


## ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 306

Installation of 10 KL Tank in Earth Pit  
with Mat Raft

Page No. 8



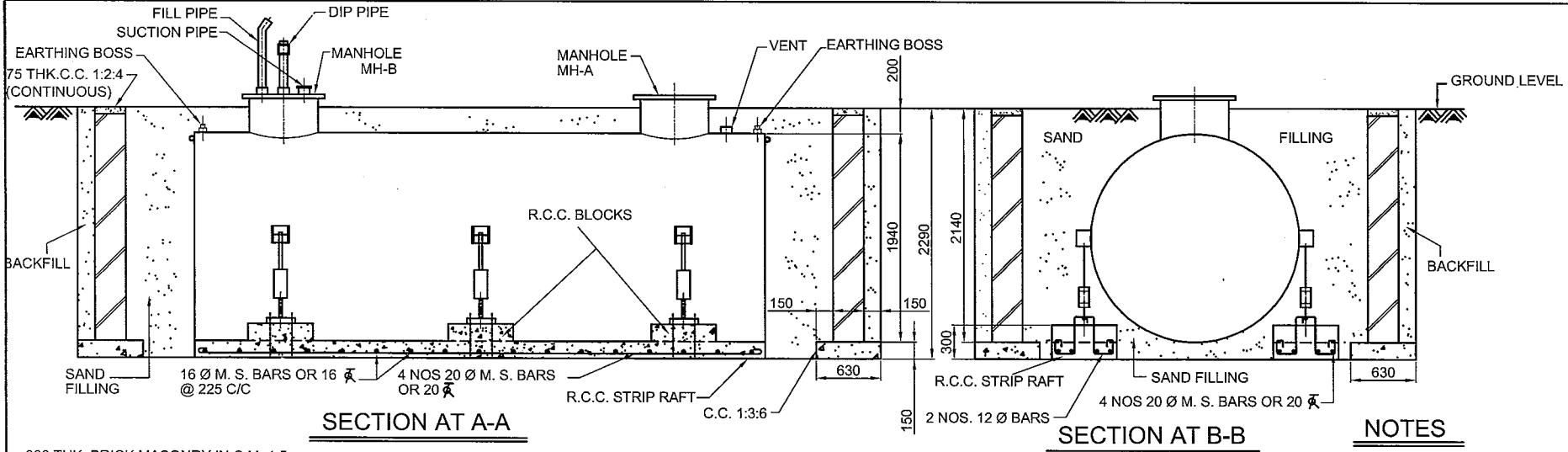
R 1	10KL TANK WITH TWO MANHOLES
INDIAN OIL CORPN. LTD. (HEAD OFFICE)	
STANDARD	INSTALLATION OF 10 KL
DRG. NO.	TANKS IN EARTH PIT WITH
ENG/306/R1	MAT RAFT
SGP DRAWN BY	-
CHECKED BY	31/5/08
CHECKED BY	W
APPROVED	W



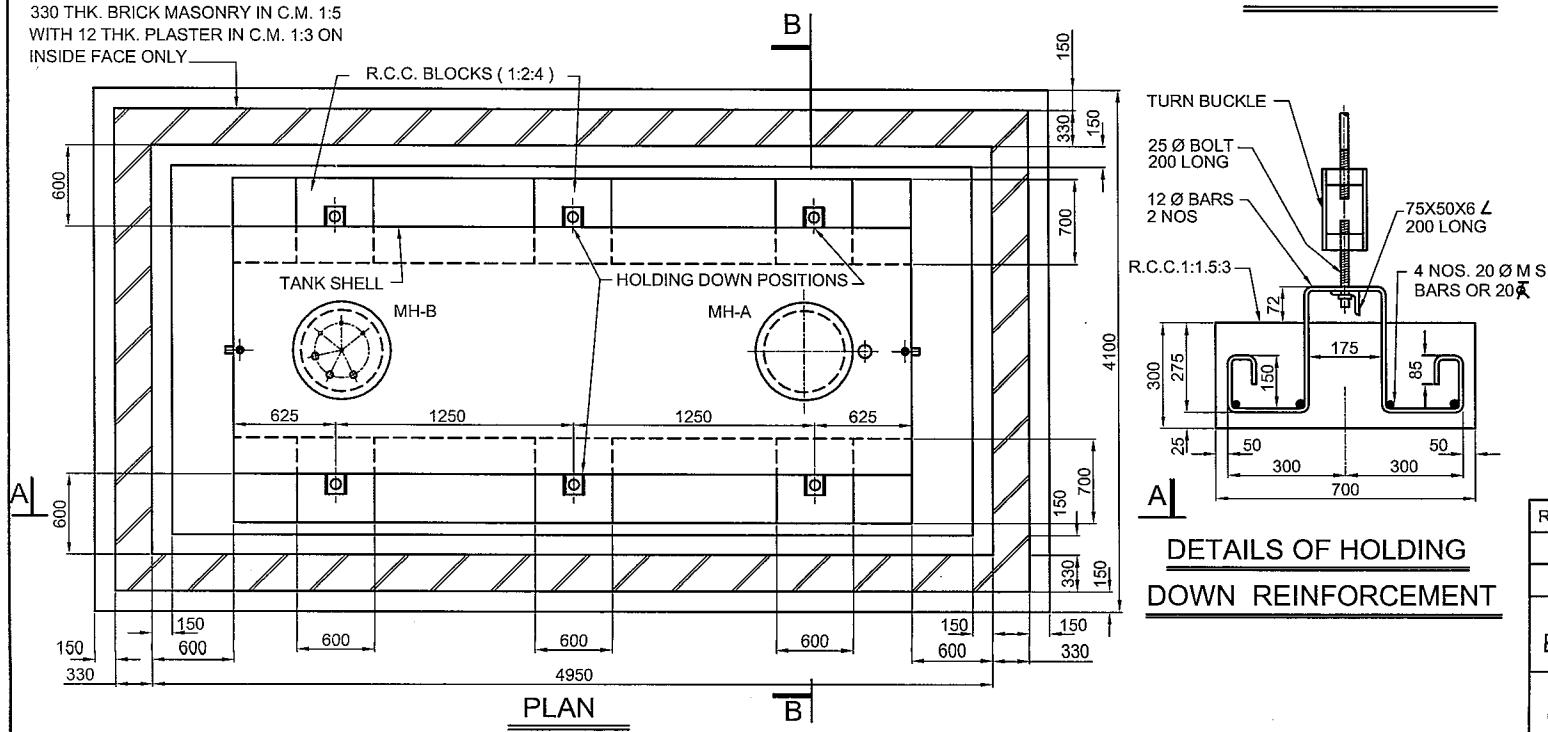
ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 307  
Installation of 10 KL Tanks in  
Masonry Pit with Strip Raft

Page No. 9



330 THK. BRICK MASONRY IN C.M. 1:5  
WITH 12 THK. PLASTER IN C.M. 1:3 ON  
INSIDE FACE ONLY \_\_\_\_\_



DETAILS OF HOLDING  
DOWN REINFORCEMENT

- 1- THE TANK INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MANSOON TO AVOID FLOATATION.
  - 2- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY SEWER LINE MASONRY PIT SHALL BE CONSTRUCTED.
  - 3- IN LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 4- IN CLAY/BLACK COTTON SOIL A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 5- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED

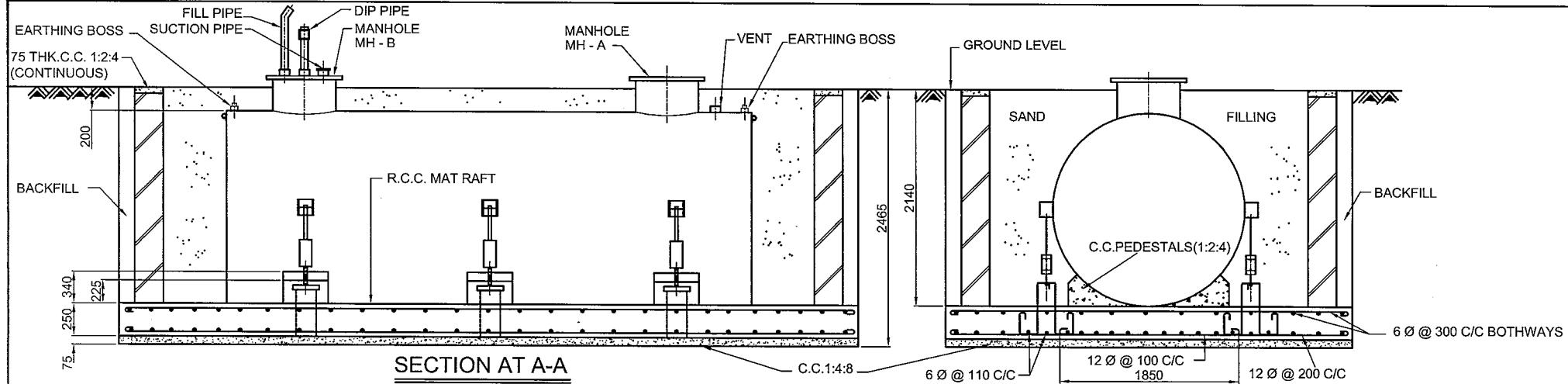
R 1	10KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD  DRG. NO. ENG/307/R1	<u>INSTALLATION OF 10 KL</u> <u>TANKS IN MASONRY PIT</u> <u>WITH STRIP RAFT</u>		
	SGP DRAWN BY	CHECKED BY	CHECKED BY
	<i>P</i> 8/12/08	APPROVED BY <i>J. T. 2003</i>	



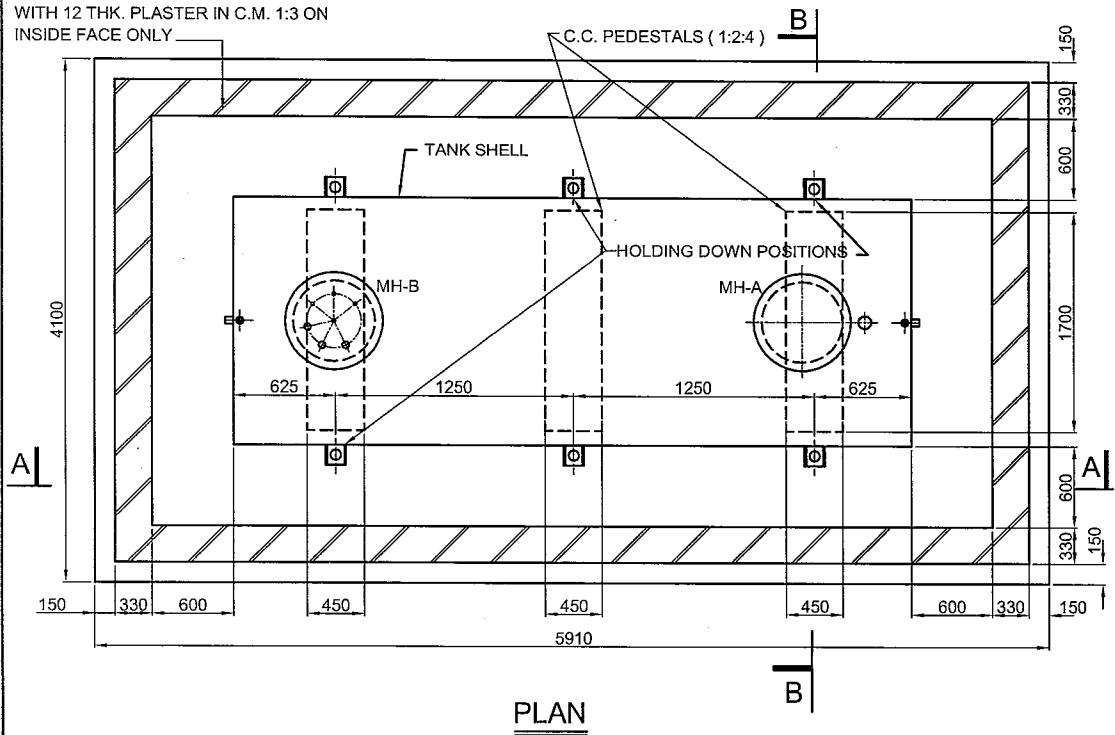
## **ENGINEERING MANUAL - VOL 6**

Drg. No. : Eng / 308  
Installation of 10 KL Tank in  
Masonry Pit with Mat Raft

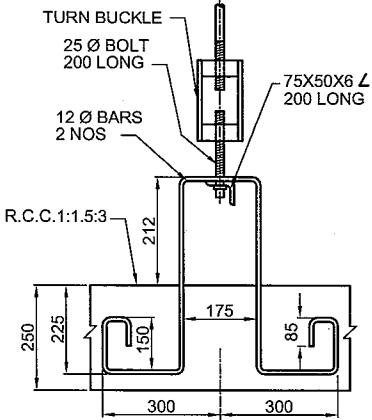
Page No. 10



330 THK. BRICK MASONRY IN C.M. 1:5  
WITH 12 THK. PLASTER IN C.M. 1:3 ON  
INSIDE FACE ONLY



**DETAILS OF HOLDING**  
**DOWN REINFORCEMENT**



## NOTES

- 1- THE TANKS INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MANSOON TO AVOID FLOATATION.
  - 2- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE MASONRY PIT SHALL BE CONSTRUCTED.
  - 3- IN LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 4- IN CLAY / BLACK COTTON SOIL A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 5- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.

R 1	10KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD  DRG. NO.  ENG/308/R1	<u>INSTALLATION OF 10 KL</u>		
	<u>TANK IN MASONRY PIT</u> <u>WITH MAT RAFT</u>		
SGP  DRAWN BY	~  CHECKED BY	 21/3/08 CHECKED BY	 APPROVED BY 5/10/08

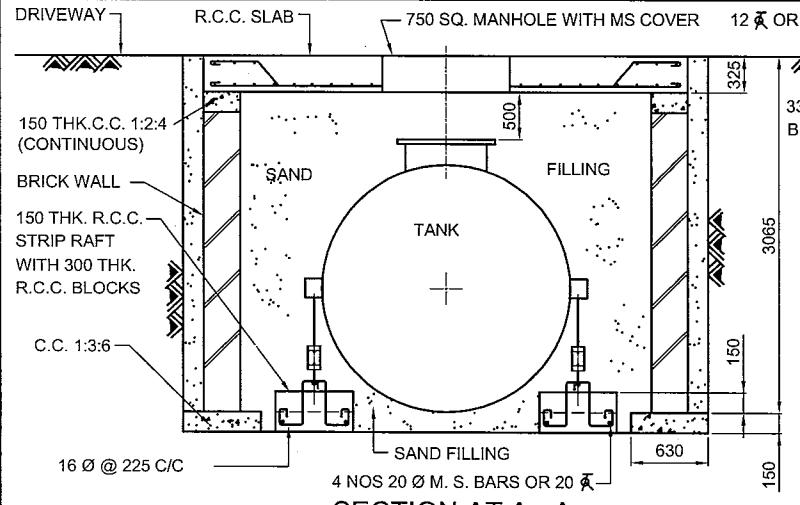


**ENGINEERING MANUAL - VOL 6**

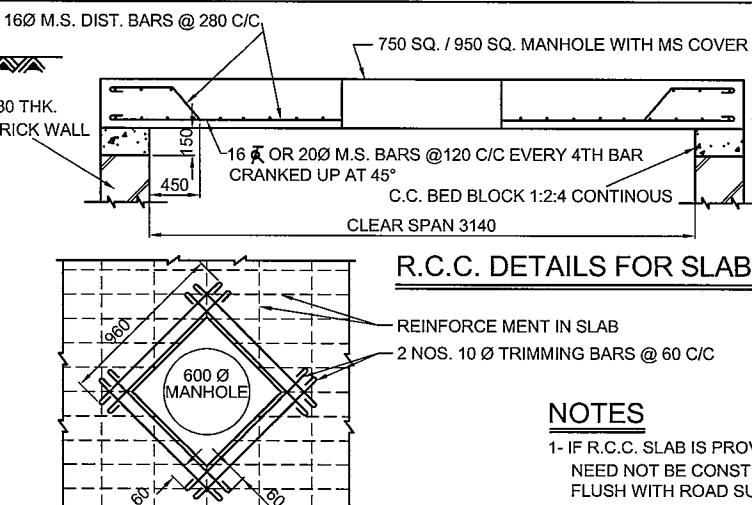
Drg. No. : Eng / 309

## Installation of 10 KL Tank under Driveway with Strip Raft

Page No. 11

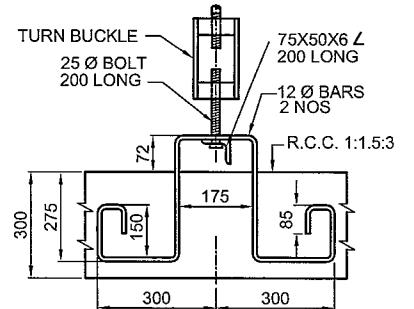


SECTION AT A - A



### R.C.C. DETAILS FOR SLAB

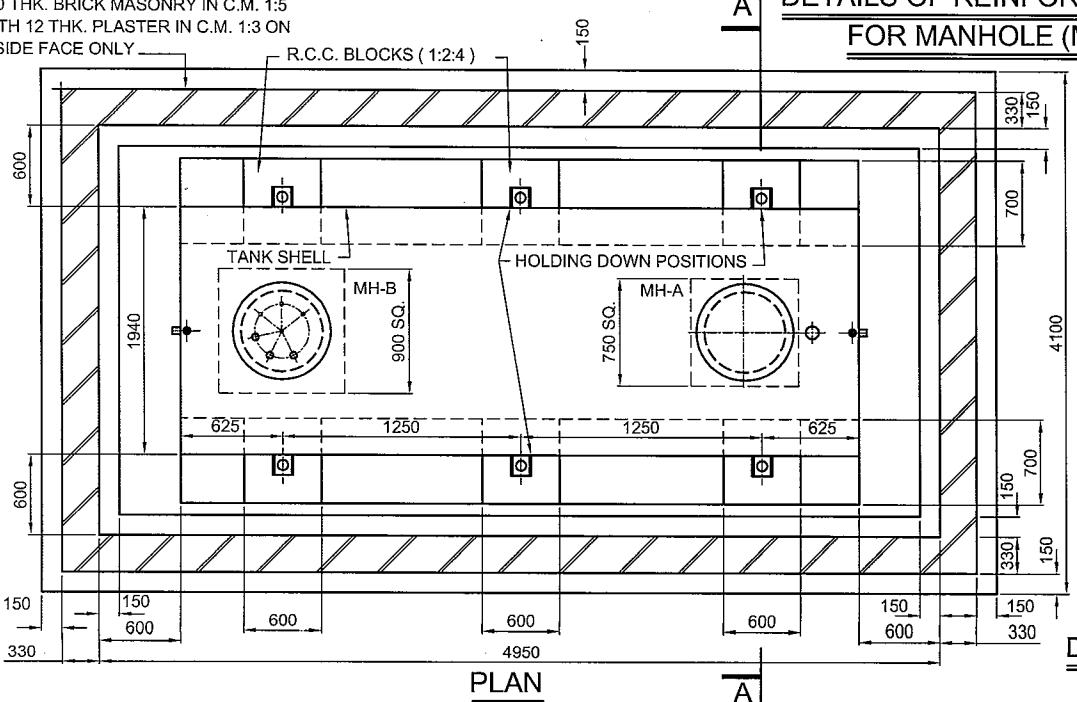
- REINFORCEMENT IN SLAB  
- 2 NOS. 10 Ø TRIMMING BARS @ 60 C/C



## DETAILS OF HOLDING DOWN REINFORCEMENT

## NOTES

- 1- IF R.C.C. SLAB IS PROVIDED ON THE TOP OF U/G TANK, THE DWARF WALL NEED NOT BE CONSTRUCTED, AND TOP OF THE MANHOLE COVER WILL BE FLUSH WITH ROAD SURFACE.
  - 2- THE DESIGN OF TOP SLAB CONFORMS TO I.R.C. CODE OF PRACTICE FOR ROAD BRIDGES CLASS A LOADING. CLEAR COVER TO MAIN REINFORCEMENT SHALL BE 30 mm.
  - 3- R.C.C. WORK SHALL CONFORM TO I.S. 456 / LATEST EDITION.
  - 4- THE TANKS INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MONSOON TO AVOID FLOATATION.
  - 5- NORMALLY TANKS SHALL BE INSTALLED IN EARTH PIT WITH STRIP RAFT.
  - 6- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE, MASONRY PIT SHALL BE CONSTRUCTED.
  - 7- IN LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 8- IN CLAY BLACK COTTON SOIL, A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 9- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.



## DETAILS OF REINFORCEMENT FOR MANHOLE (MH-B)

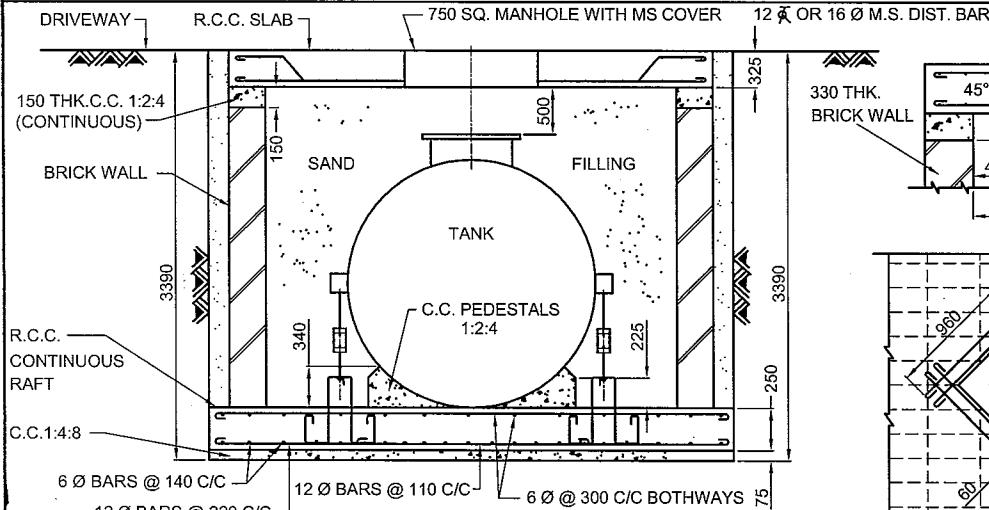
R 1	10KL TANK WITH MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD  DRG. NO. ENG/309/R1	<u>INSTALLATION OF 10 KL</u> <u>TANK UNDER DRIVEWAY</u> <u>WITH STRIP RAFT</u>		
	SGP DRAWN BY	CHECKED BY	SIGNATURE
	3/13/08	CHECKED BY	APPROVED BY
			3/13/08



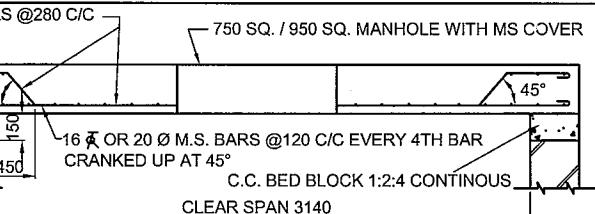
**ENGINEERING MANUAL - VOL 6**

Drg. No. : Eng / 310  
Installation of 10 KL Tank under  
Driveway with Mat Raft

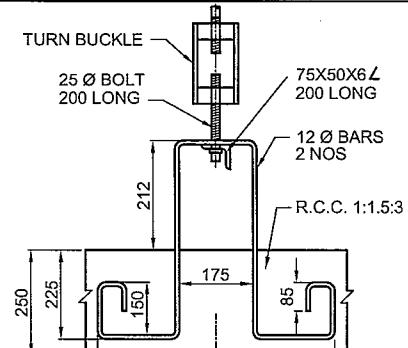
Page No. 12



## SECTION AT A - A



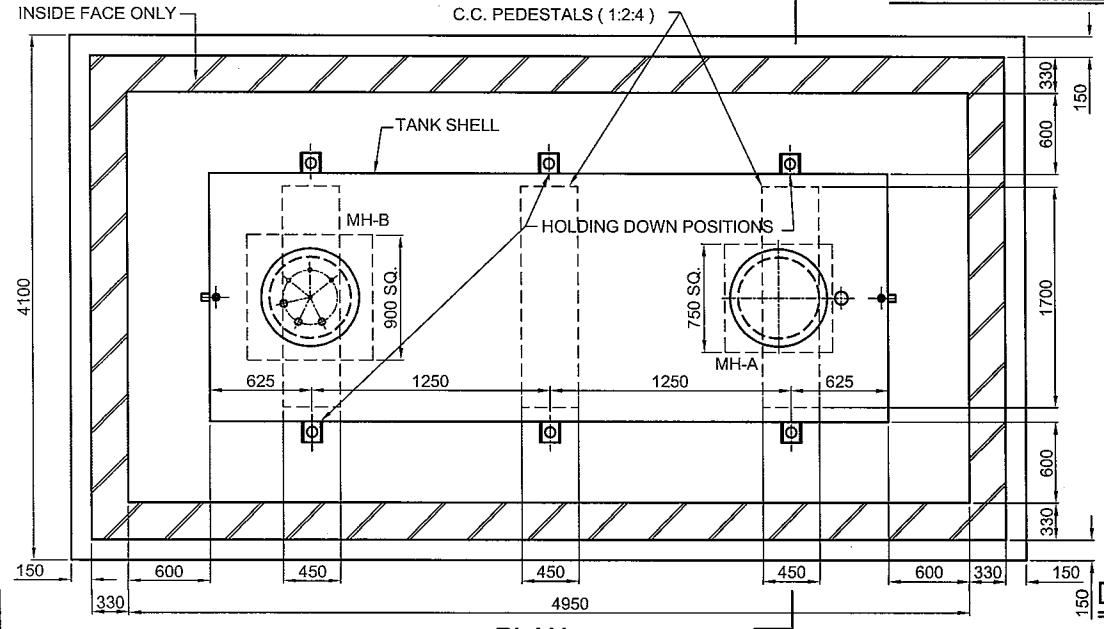
## R.C.C. DETAILS FOR SLAB



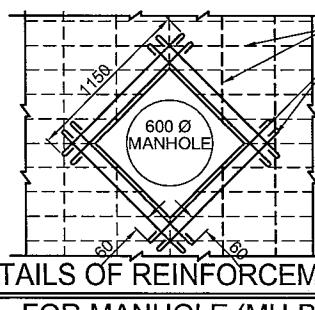
## **DETAILS OF HOLDING DOWN REINFORCEMENT**

## NOTES

- 1- IF R.C.C. SLAB IS PROVIDED ON THE TOP OF U/G TANK, THE DWARF WALL NEED NOT BE CONSTRUCTED AND TOP OF THE MANHOLE COVER WILL BE FLUSH WITH ROAD SURFACE.
  - 2- THE DESIGN OF TOP SLAB CONFORMS TO I.R.C. CODE OF PRACTICE FOR ROAD BRIDGES CLASS A LOADING. CLEAR COVER TO MAIN REINFORCEMENT SHALL BE 30 mm.
  - 3- R.C.C. WORK SHALL CONFORM TO I.S. 456 / LATEST EDITION.
  - 4- THE TANKS INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MONSOON TO AVOID FLOATATION.
  - 5- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE, MASONRY PIT SHALL BE CONSTRUCTED.
  - 6- IN LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 7- IN CLAY / BLACK COTTON SOIL, A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 8- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.



## **DETAILS OF REINFORCEMENT FOR MANHOLE (MH-A)**



## DETAILS OF REINFORCEMENT FOR MANHOLE (MH-B)

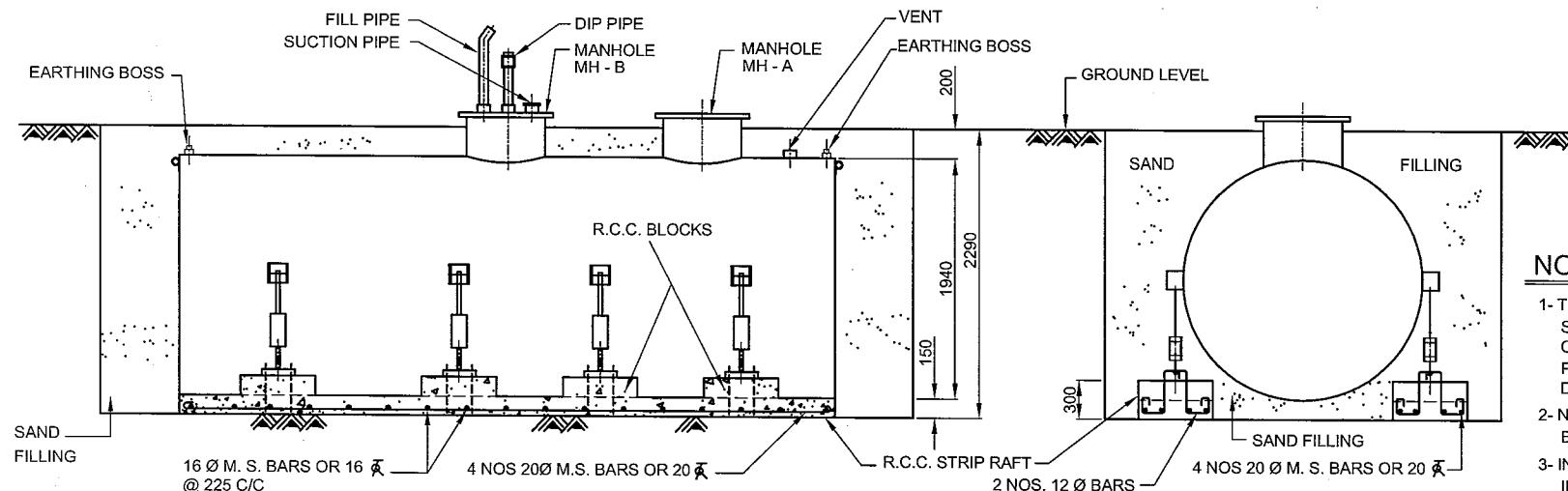
R 1	10KL TANK WITH TWO MANHOLES	
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )		
STANDARD	<u>INSTALLATION OF 10 KL</u>	
DRG. NO.	<u>TANK UNDER DRIVEWAY</u>	
ENG/310/R1	<u>WITH MAT RAFT</u>	
SGP		



ENGINEERING MANUAL - VOL 6

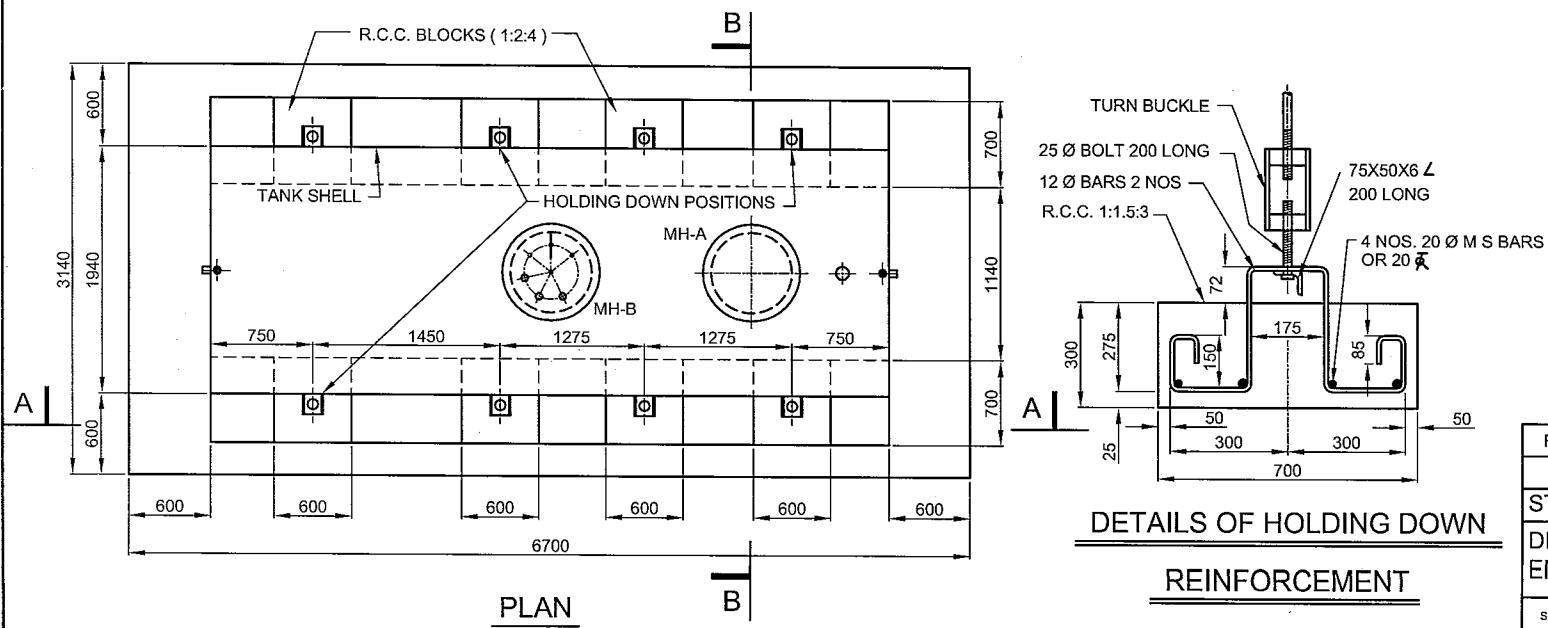
Drg. No. : Eng / 305  
Installation of 15 KL Tank in Earth Pit  
with Strip Raft

Page No. 7a



## SECTION AT A-A

**SECTION AT B-B**



## DETAILS OF HOLDING DOWN

## REINFORCEMENT

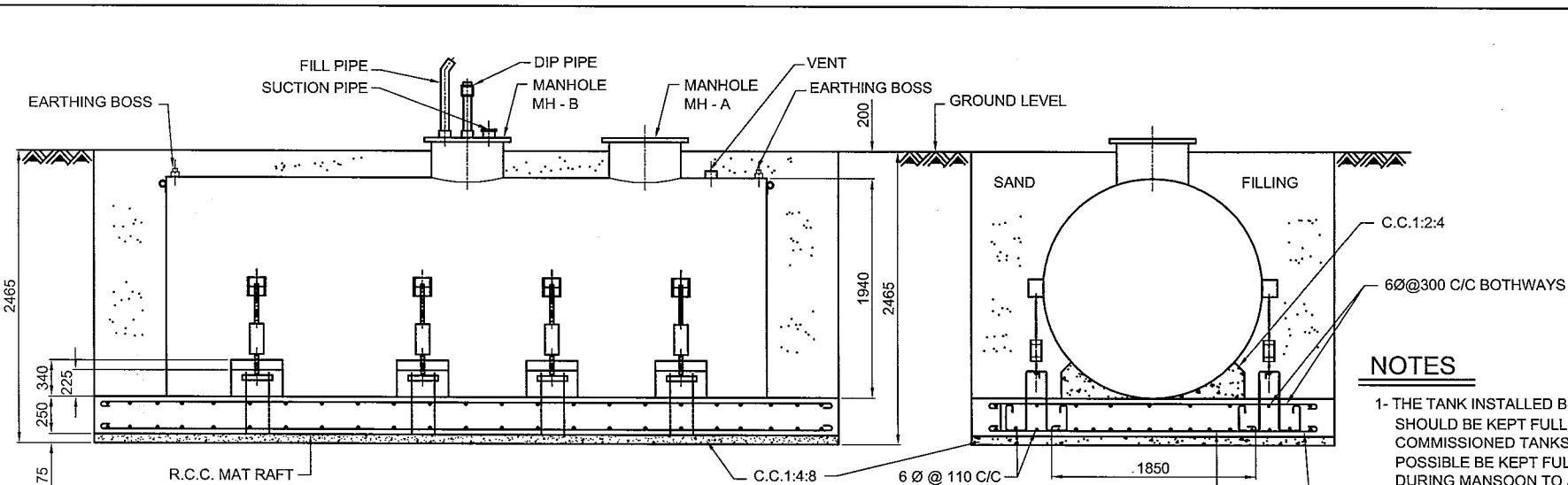
R 0	15KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD DRG. NO. ENG/305a/R0	<u>INSTALLATION OF 15 KL.</u>		
	<u>TANK IN EARTH PIT WITH</u> <u>STRIP RAFT</u>		
SGP DRAWN BY	-	<i>[Signature]</i> 31/3/08 CHECKED BY	<i>[Signature]</i> 31/3/08 APPROVED BY



## ENGINEERING MANUAL - VOL 6

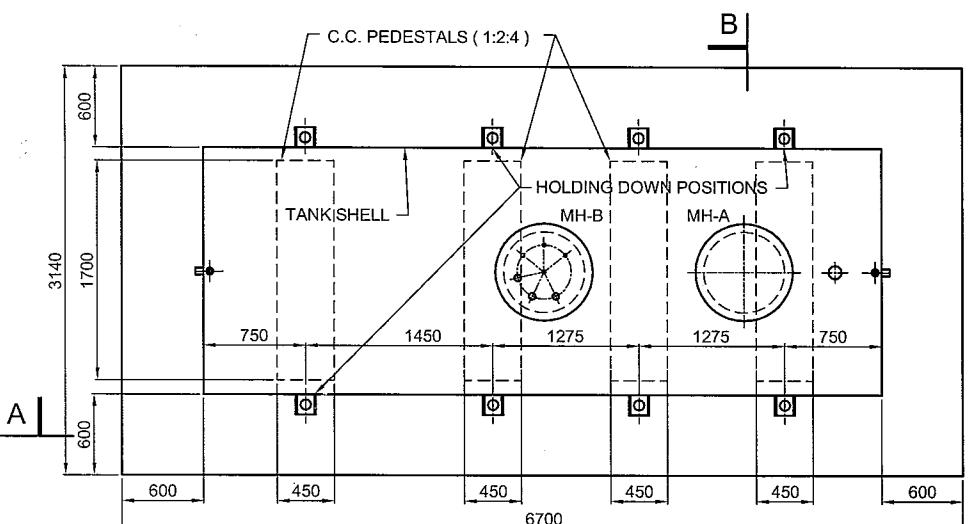
Drg. No. : Eng / 306  
Installation of 15 KL Tank in Earth Pit  
with Mat Raft

Page No. 8a

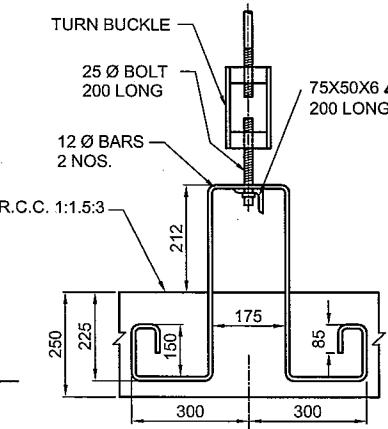


### NOTES

- 1- THE TANK INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MANSOON TO AVOID FLOATATION.
- 2- NORMALLY TANKS SHALL BE INSTALLED IN EARTH PIT WITH STRIP RAFT.
- 3- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE MASONRY PIT SHALL BE CONSTRUCTED.
- 4- IN LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
- 5- IN CLAY / BLACK COTTON SOIL, A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
- 6- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.



### SECTION AT B-B



### DETAILS OF HOLDING DOWN REINFORCEMENT

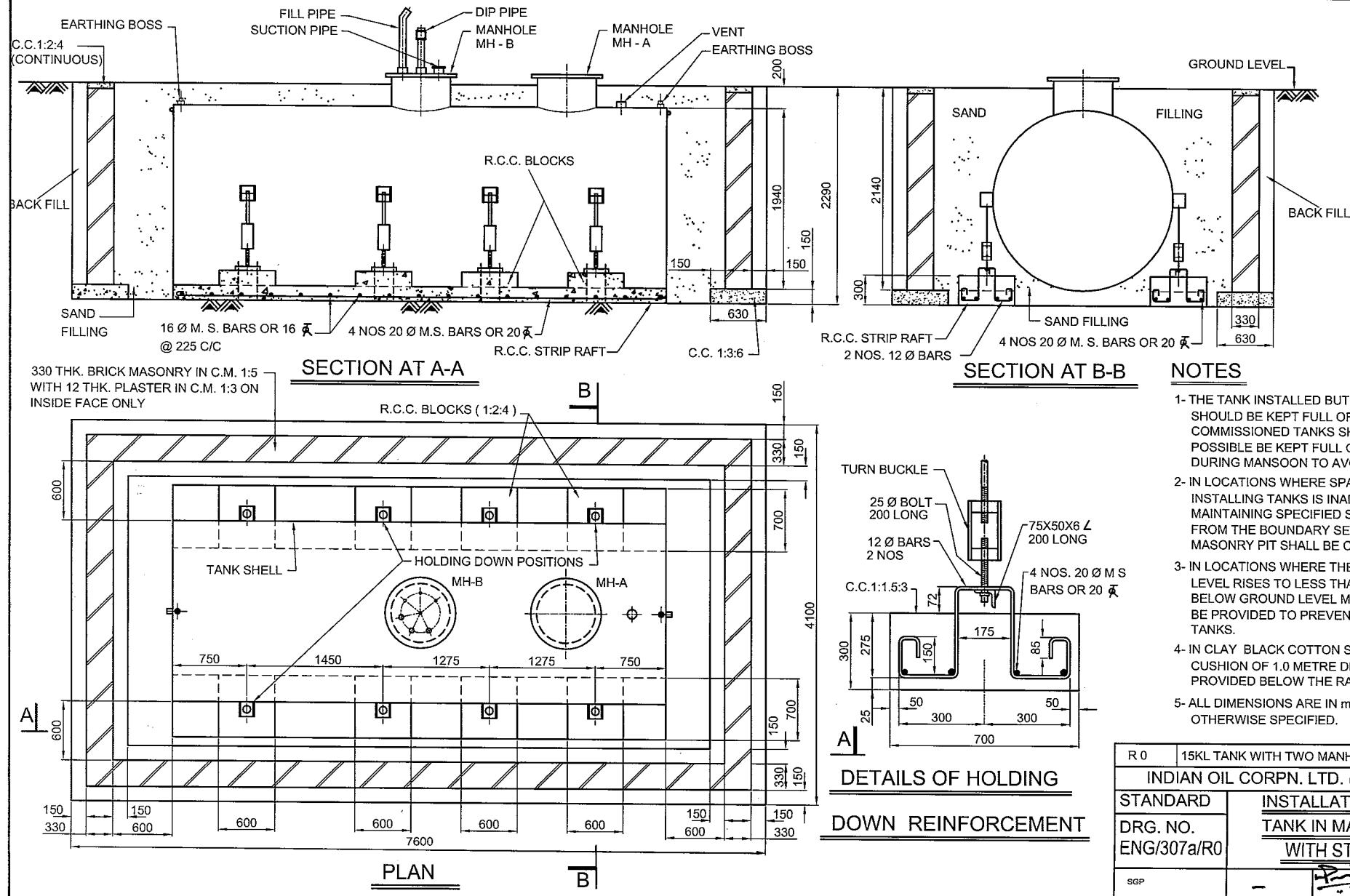
R 0	15KL TANK WITH TWO MANHOLES
INDIAN OIL CORPN. LTD. (HEAD OFFICE)	
STANDARD	INSTALLATION OF 15 KL
DRG. NO.	TANK IN EARTH PIT WITH
ENG/306a/R0	MAT RAFT
SGP	-
DRAWN BY	31/03/08
CHECKED BY	31/03/08
APPROVED BY	31/03/08



**ENGINEERING MANUAL - VOL 6**

Drg. No. : Eng / 307  
Installation of 15 KL Tank in  
Masonry Pit with Strip Raft

Page No. 9a



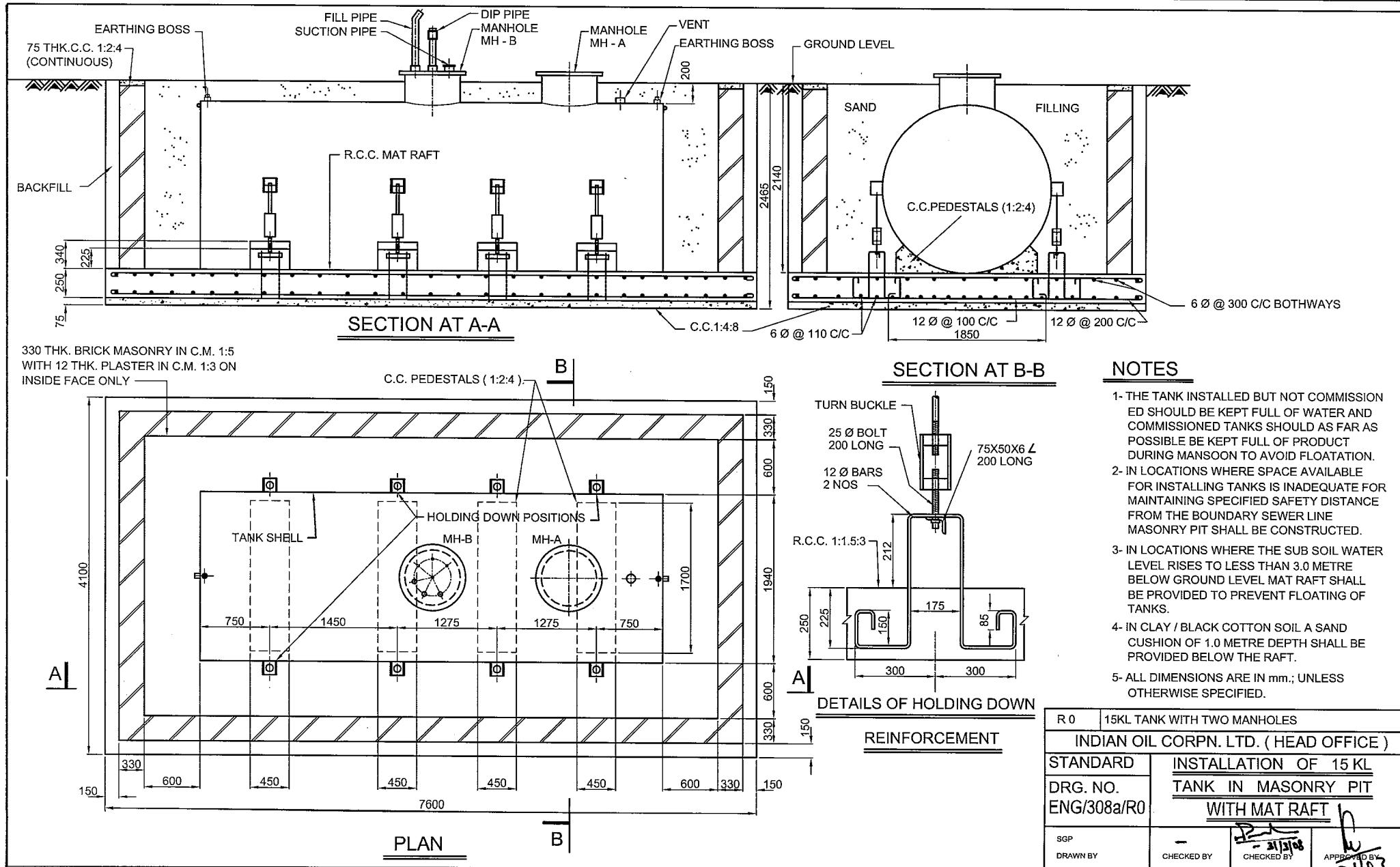
R.O	15KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD	<u>INSTALLATION OF 15 KL</u>		
	<u>TANK IN MASONRY PIT</u>		
DRG. NO. ENG/307a/R0	<u>WITH STRIP RAFT</u>		
	SGP DRAWN BY	— CHECKED BY	P — 31/3/03 CHECKED BY



## ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 308  
 Installation of 15 KL Tank in  
 Masonry Pit with Mat Raft

Page No. 10a



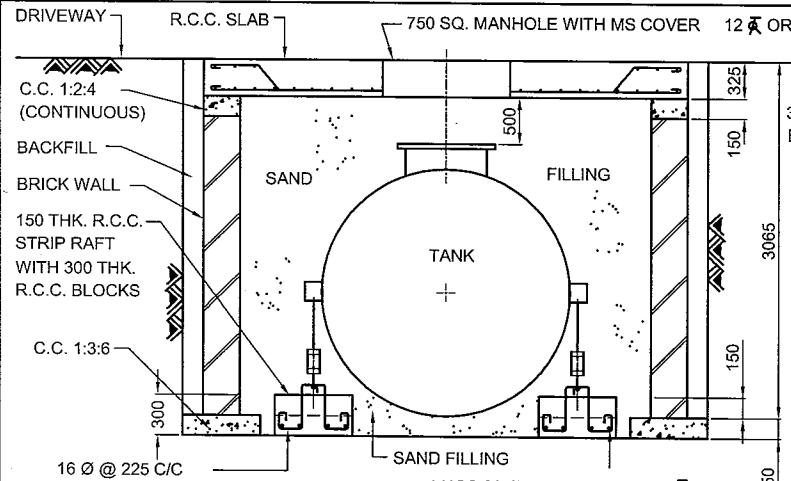


# **ENGINEERING MANUAL - VOL 6**

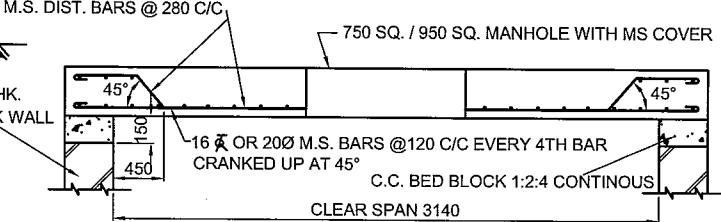
Org. No. : Eng / 309

## Installation of 15 KL Tank under Drive way with Strip Raft

Page No. 11a

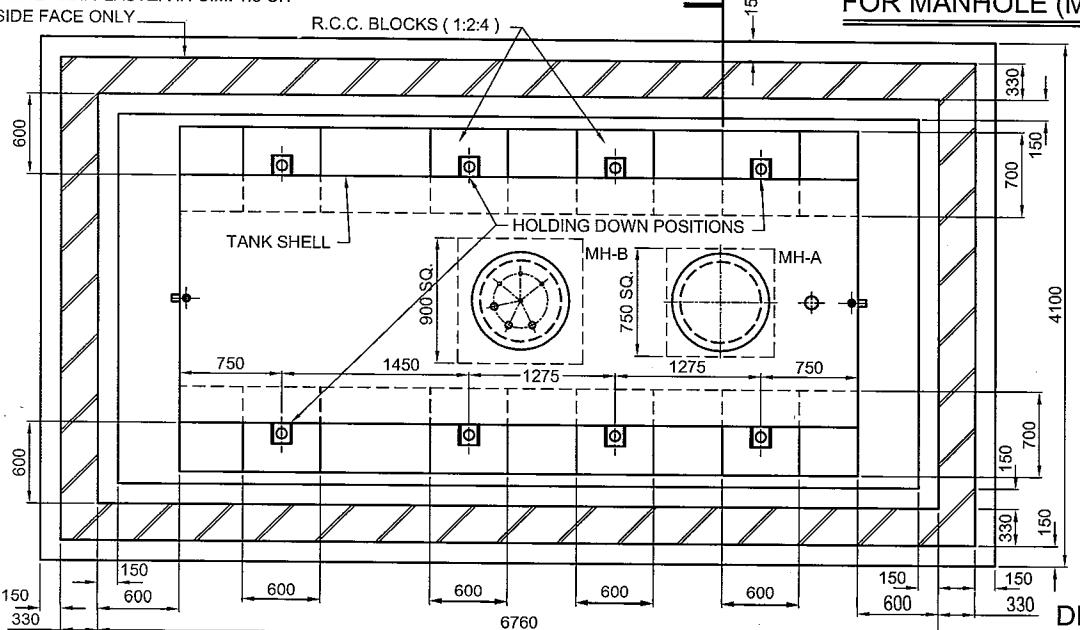


## SECTION AT A - A



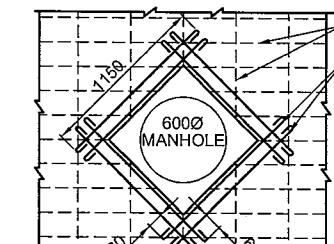
## R.C.C. DETAILS FOR SLAB

NOTES



## **PLAN**

A



**DETAILS OF REINFORCEMENT**  
**FOR MANHOLE (MH-B)**

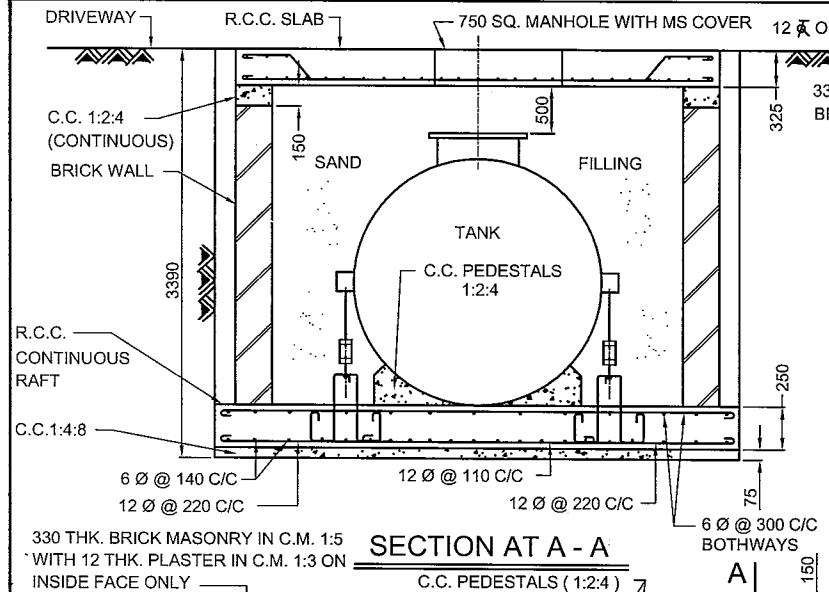
R 0	15KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD	<u>INSTALLATION OF 15 KL</u>		
DRG. NO. ENG/309a/R0	<u>TANK UNDER DRIVE - WAY</u> <u>WITH STRIP RAFT</u>		
SGP DRAWN BY	— CHECKED BY	<i>[Signature]</i> 31/3/08 CHECKED BY	APPROVED BY <i>[Signature]</i> 31/3/08



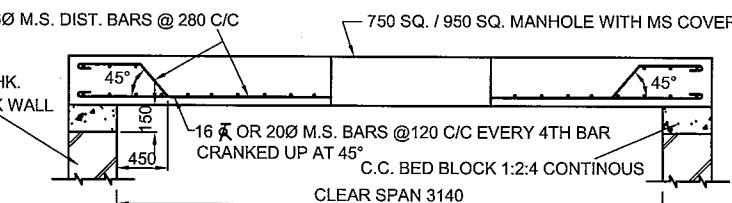
ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 310  
Installation of 15 KL Tank under  
Drive way with Mat Raft

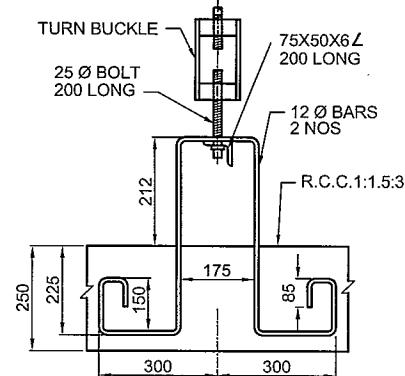
Page No. 12a



## SECTION AT A - A'



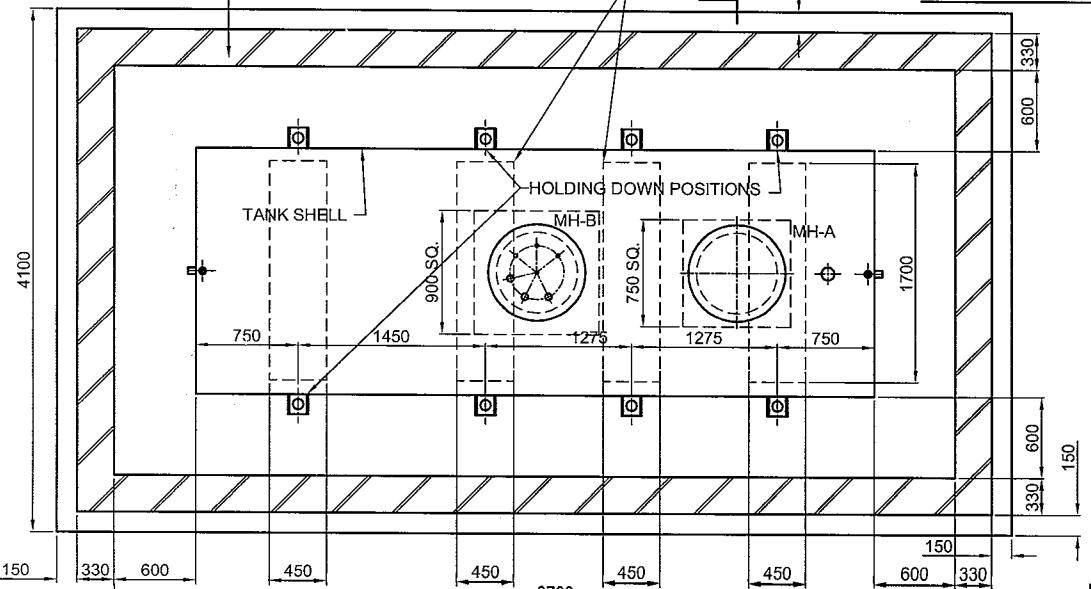
## R.C.C. DETAILS FOR SLAB



## DETAILS OF HOLDING DOWN

## NOTES

- 1- IF R.C.C. SLAB IS PROVIDED ON THE TOP OF U/G TANK, THE DWARF WALL NEED NOT BE CONSTRUCTED, AND TOP OF THE MANHOLE COVER WILL BE FLUSH WITH ROAD SURFACE.
  - 2- THE DESIGN OF TOP SLAB CONFORMS TO I.R.C. CODE OF PRACTICE FOR ROAD BRIDGES CLASS A LOADING. CLEAR COVER TO MAIN REINFORCEMENT SHALL BE 30 mm.
  - 3- R.C.C. WORK SHALL CONFORM TO I.S. 456 / LATEST EDITION.
  - 4- THE TANKS INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MONSOON TO AVOID FLOATATION.
  - 5- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE, MASONRY PIT SHALL BE CONSTRUCTED.
  - 6- IN LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 7- IN CLAY / BLACK COTTON SOIL, A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 8- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.



## PLAN

A

## DETAILS OF REINFORCEMENT FOR MANHOLE (MH-B)

R 0	15KL TANK WITH TWO MANHOLES
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )	
STANDARD	<u>INSTALLATION OF 15 KL</u>
DRG. NO.	<u>TANK UNDER DRIVE - WAY</u>
ENG/310a/R0	<u>WITH MAT RAFT</u>

SGP

-  
CHECKED

-- 3131  
CHECKED BY

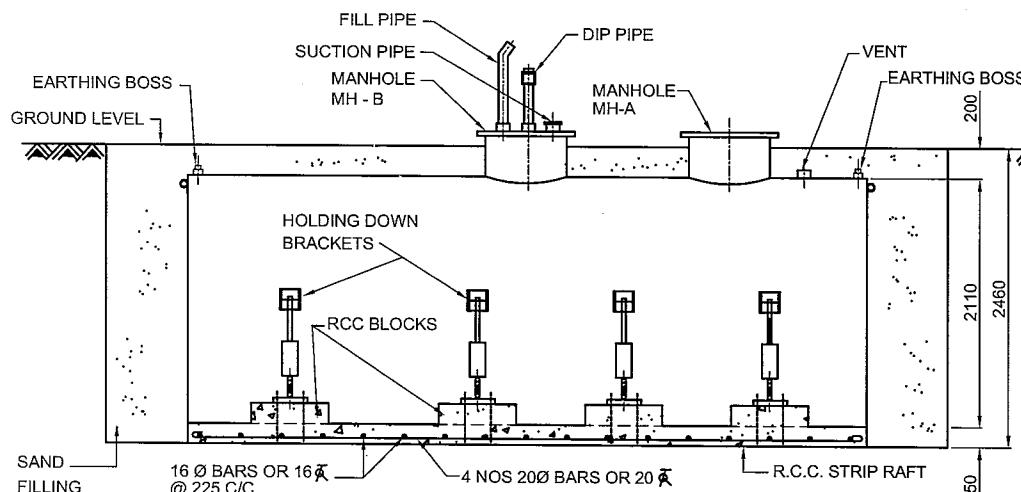
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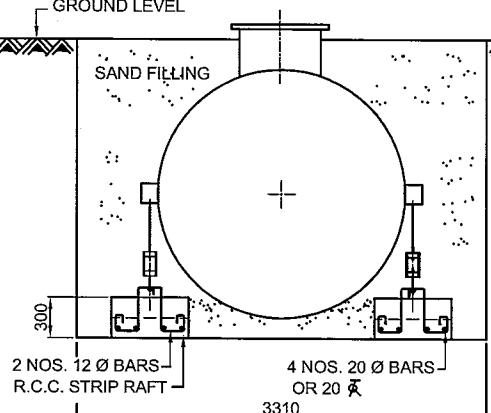
**ENGINEERING MANUAL - VOL 6**

Drg. No. : Eng / 313  
Installation of 20 KL Tank in  
Earth Pit with Strip Raft

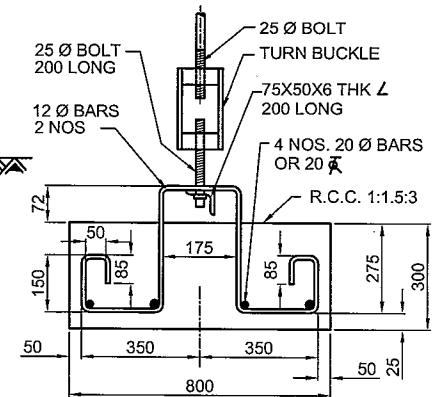
Page No. 17



## SECTION AT A-A

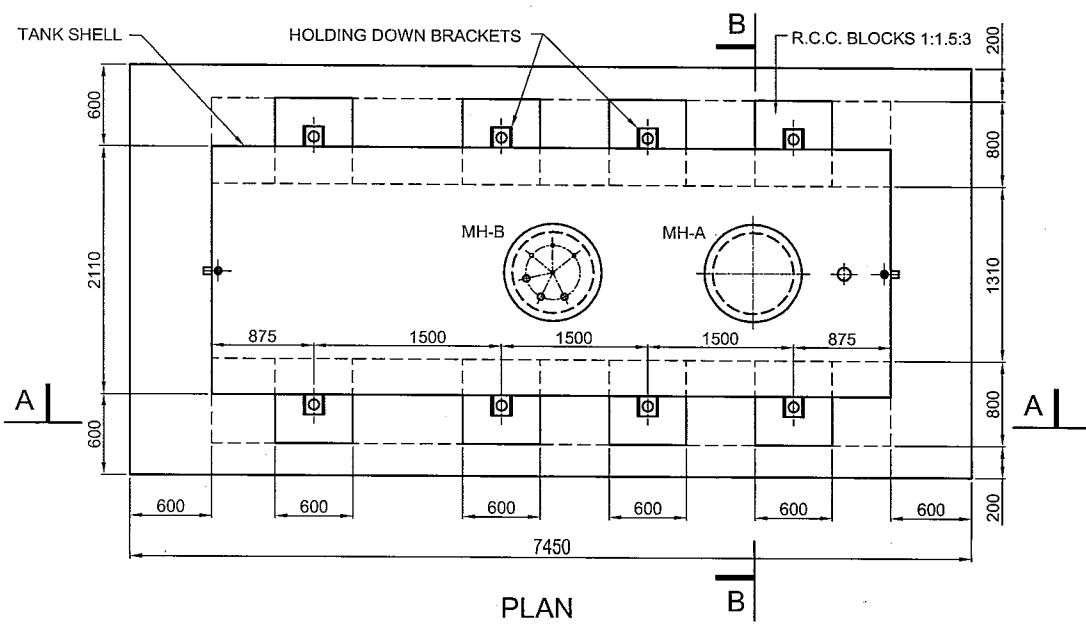


## SECTION AT B-B



## DETAILS OF HOLDING DOWN

## REINFORCEMENT



## · PLAN

## NOTES

1. THE TANKS INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MANSOON TO AVOID FLOATATION.
  2. NORMALLY TANKS SHALL BE INSTALLED IN EARTH PIT WITH STRIP RAFT.
  3. AT LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY SEWER LINE MASONRY PIT SHALL BE CONSTRUCTED.
  4. AT LOCATION WHERE THE SUB-SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL, MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  5. IN CLAY / BLACK COTTON SOIL A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  6. ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.

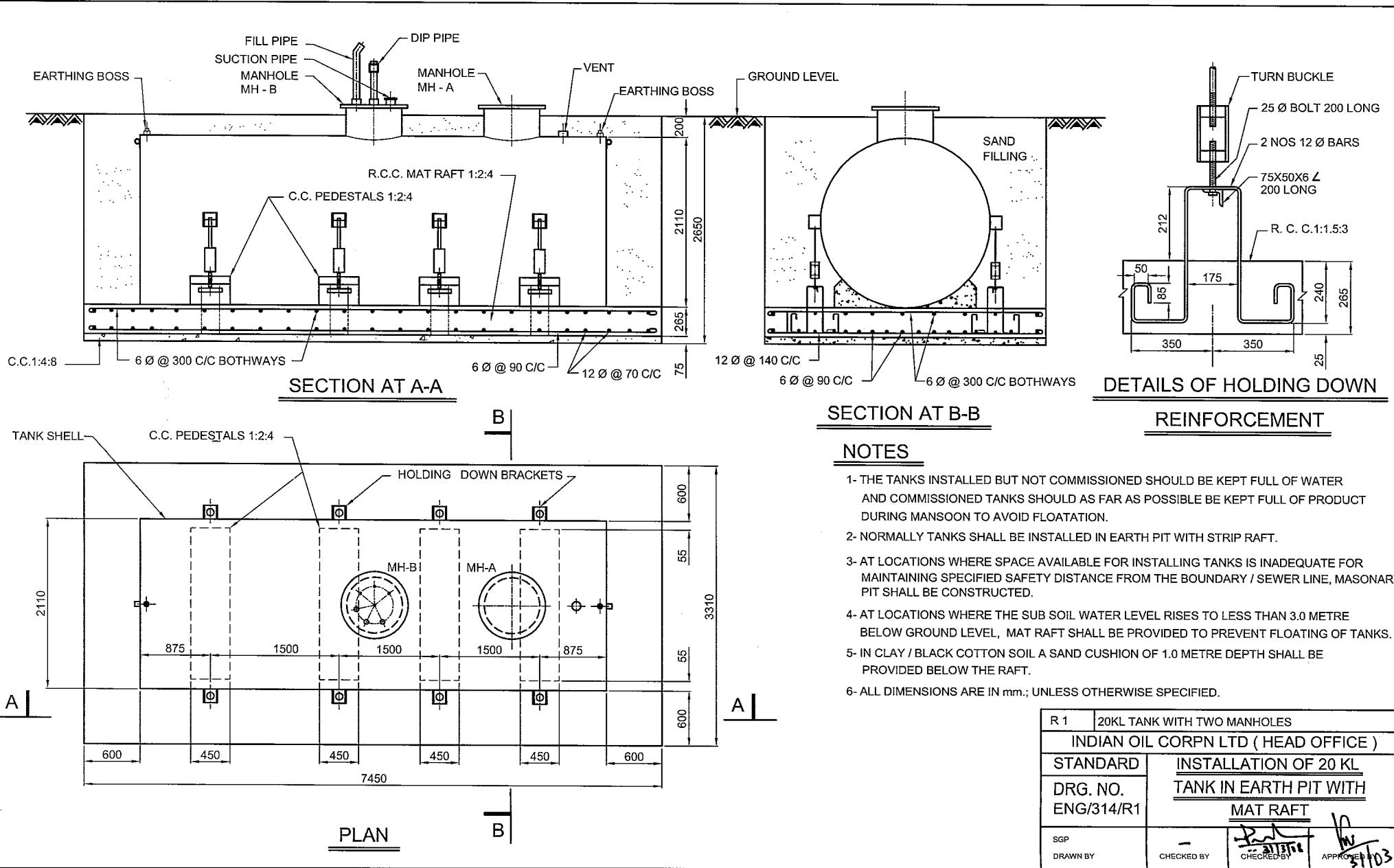
R 1	20KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN LTD ( HEAD OFFICE )			
STANDARD	<u>INSTALLATION OF 20 KL TANK</u>		
DRG. NO. ENG/313/R1	<u>IN EARTH PIT WITH STRIP RAFT</u>		
SGP DRAWN BY	-	 31/08	 31/08
	CHECKED BY	CHECKED BY	APPROVED BY



## ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 314  
 Installation of 20 KL Tank in  
 Earth Pit with Mat Raft

Page No. 18

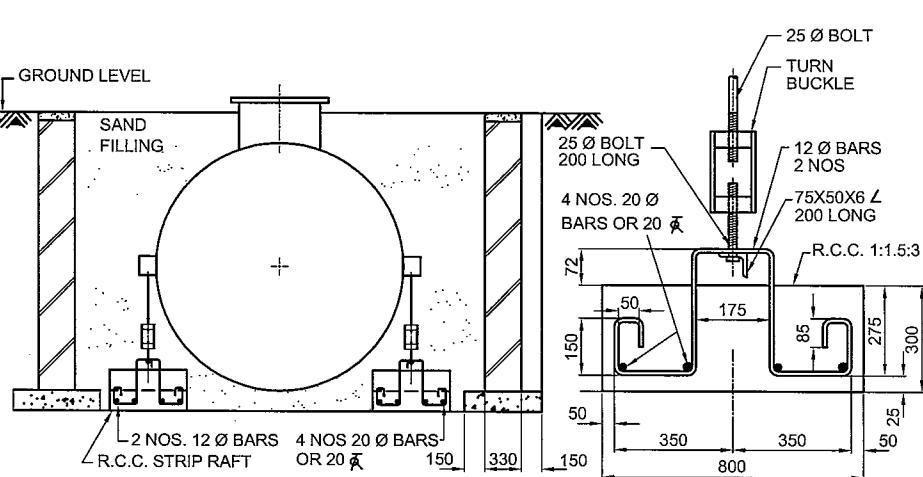
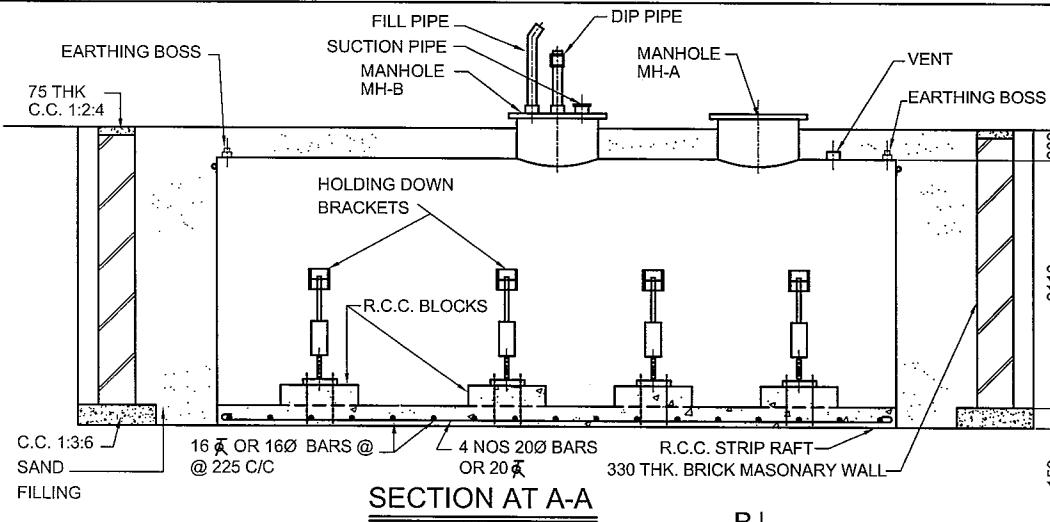




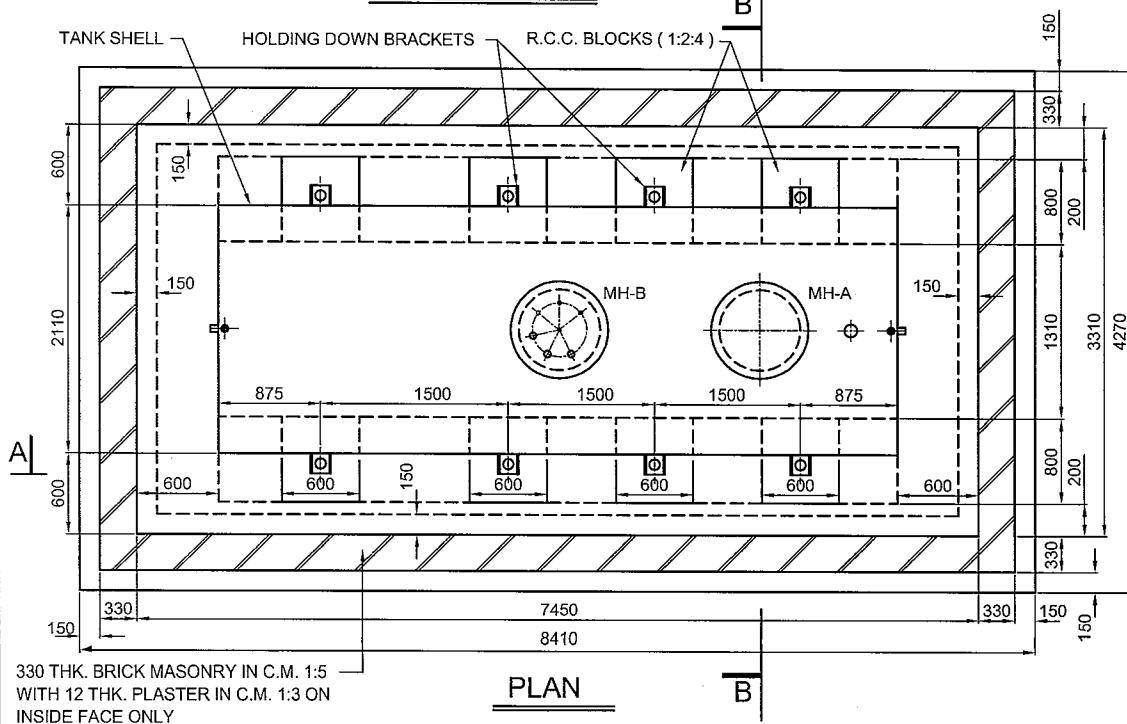
ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 315  
Installation of 20 KL Tank in  
Masonry Pit with Strip Raft

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DETAILS OF HOLDING  
DOWN REINFORCEMENT



OTES

- 1- THE TANK INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MANSOON TO AVOID FLOATATION.
  - 2- AT LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE MASONRY PIT SHALL BE CONSTRUCTED.
  - 3- AT LOCATIONS WHERE THE SUB - SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 4- IN CLAY / BLACK COTTON SOIL, A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 5- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.

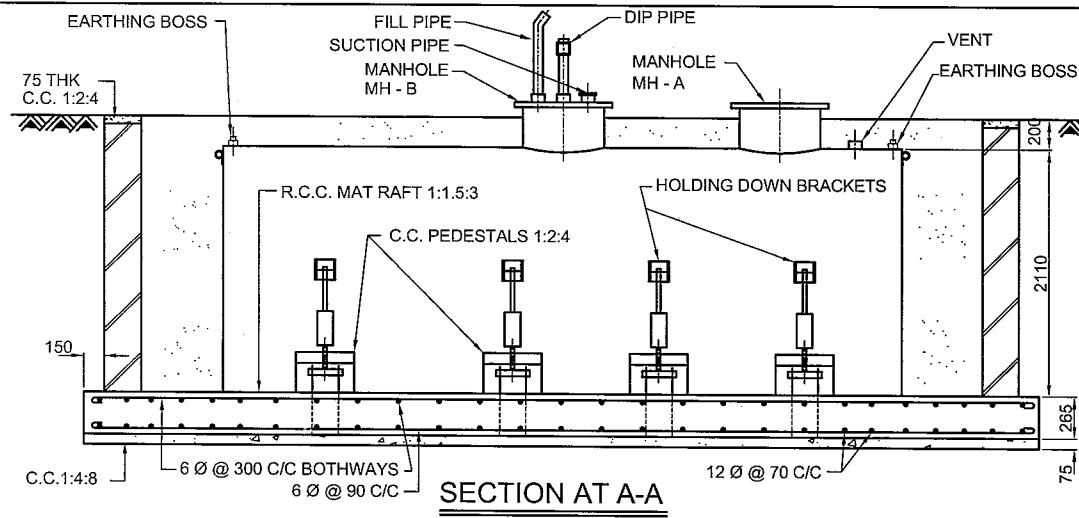
R 1	20KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD	<u>INSTALLATION OF 20 KL TANK</u>		
DRG. NO. ENG/315/R1	<u>IN MASONRY PIT WITH</u> <u>STRIP RAFT</u>		
SGP DRAWN BY	-	 21/3/2013	APPROVED BY  21/3/2013



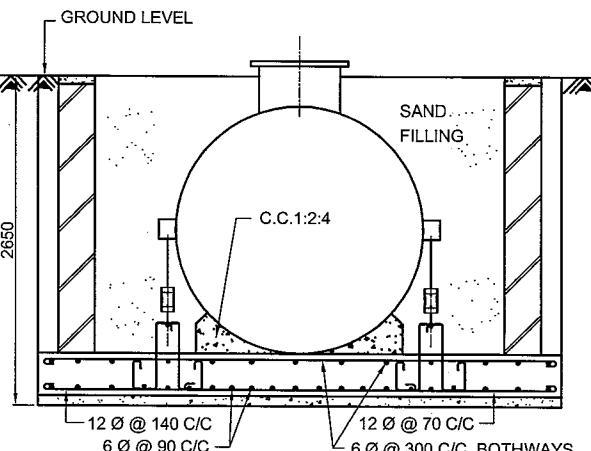
## ENGINEERING MANUAL - VOL 6

Drg. No. : Eng / 316  
 Installation of 20 KL Tank in  
 Masonry Pit with Mat Raft

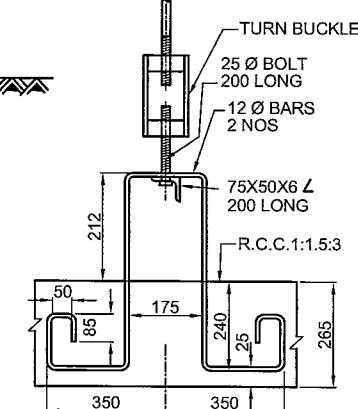
Page No. 20



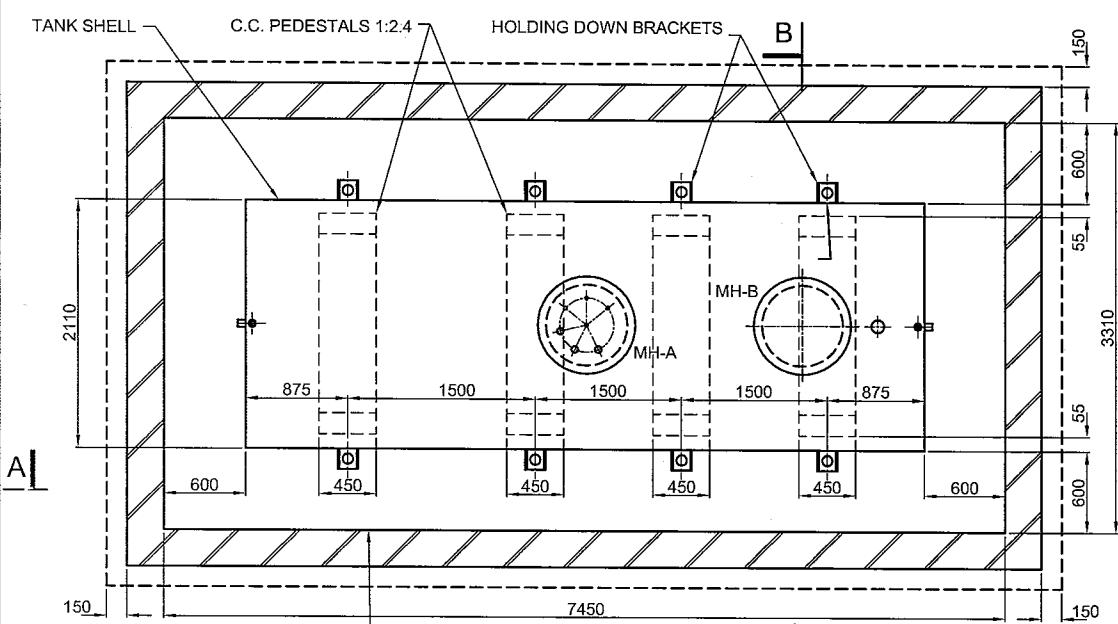
SECTION AT A-A



SECTION AT B-B



DETAILS OF HOLDING DOWN REINFORCEMENT



PLAN

B

330 THK. BRICK MASONRY IN C.M. 1:5  
 WITH 12 THK. PLASTER IN C.M. 1:3 ON  
 INSIDE FACE ONLY

### NOTES

- 1- THE TANK INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MANSOON TO AVOID FLOATATION
- 2- AT LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE MASONRY PIT SHALL BE CONSTRUCTED
- 3- AT LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS
- 4- IN CLAY BLACK COTTON SOIL A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW RAFT.
- 5- ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.

R 1	20KL TANK WITH TWO MANHOLES	
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )		
STANDARD	INSTALLATION OF 20 KL	
DRG. NO.	TANK IN MASONRY PIT WITH	
ENG/316/R1	MAT RAFT	
SGP	-	
DRAWN BY	S. S. S. 31/3108	CHECKED BY
		CHECKED BY
		APPROVED BY

10  
 11  
 12

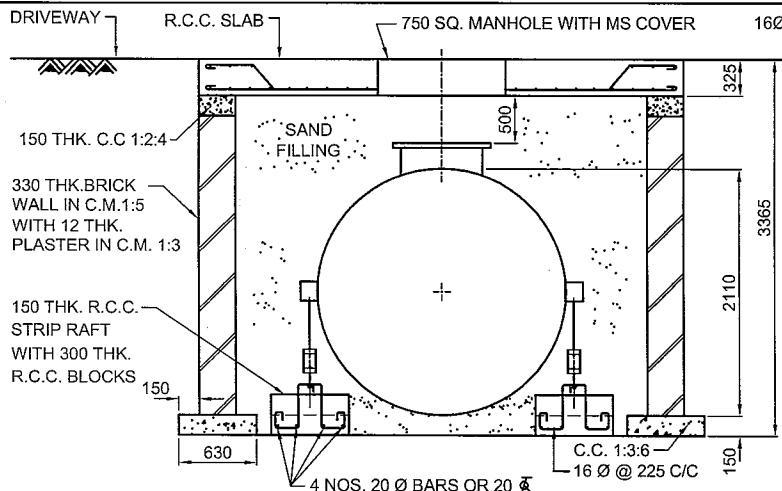


**ENGINEERING MANUAL - VOL 6**

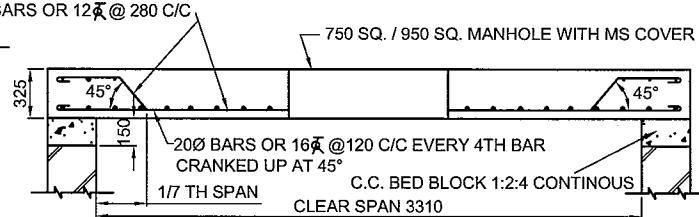
Drg. No. : Eng / 317

## Installation of 20 KL Tank under Drive - way with Strip Raft

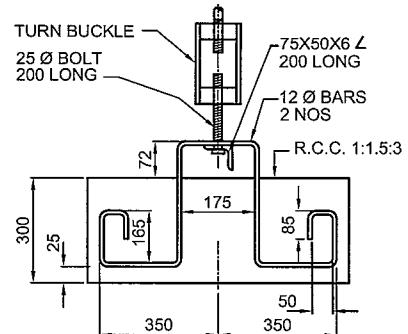
Page No. 21



## SECTION AT A - A



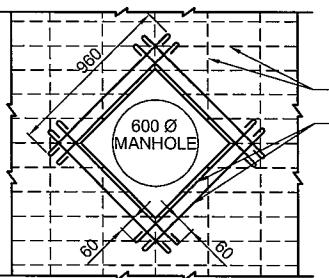
## R.C.C. DETAILS FOR SLAB



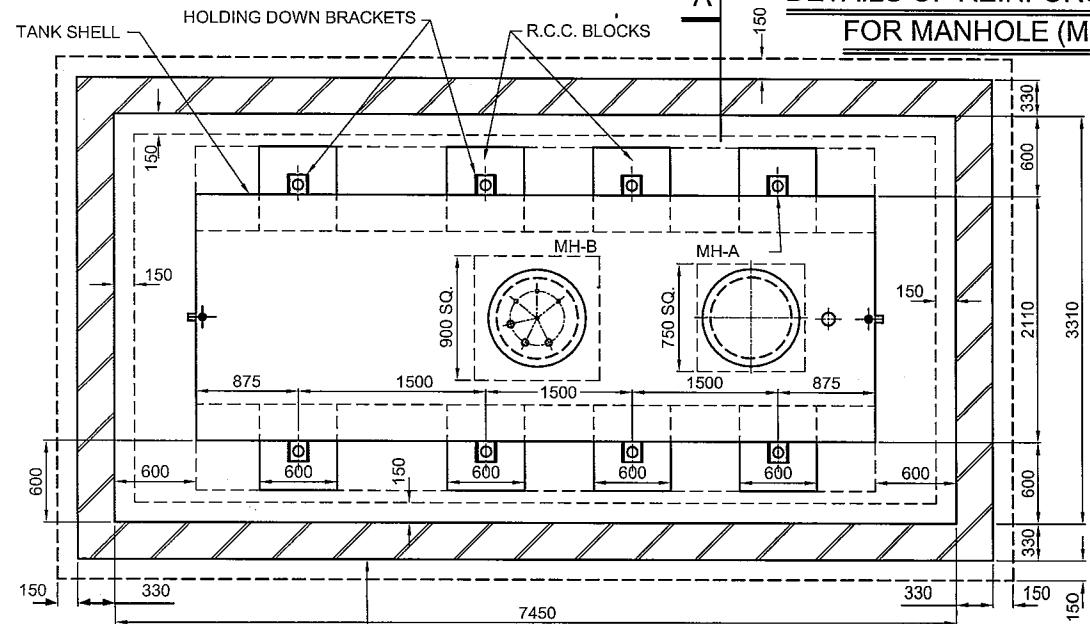
## DETAILS OF HOLDING DOWN

## NOTES

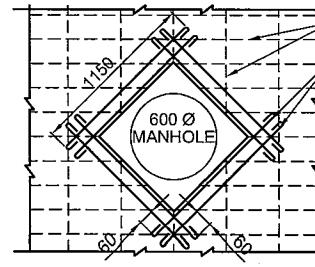
- 1- IF R.C.C. SLAB IS PROVIDED ON THE TOP OF U/G TANK, THE DWARF WALL NEED NOT BE CONSTRUCTED AND TOP OF THE MANHOLE COVER WILL BE FLUSH WITH ROAD SURFACE.
  - 2- THE DESIGN OF TOP SLAB CONFORMS TO I.R.C. CODE OF PRACTICE FOR ROAD BRIDGES CLASS A LOADING. CLEAR COVER TO MAIN REINFORCEMENT SHALL BE 30 mm.
  - 3- R.C.C. WORK SHALL CONFORM TO I.S. 456 / LATEST EDITION.
  - 4- THE TANKS INSTALLED BUT NOT COMMISSIONED SHOULD BE KEPT FULL OF WATER AND COMMISSIONED TANKS SHOULD AS FAR AS POSSIBLE BE KEPT FULL OF PRODUCT DURING MONSOON TO AVOID FLOATATION.
  - 5- NORMALLY TANKS SHALL BE INSTALLED IN EARTH PIT WITH STRIP RAFT.
  - 6- IN LOCATIONS WHERE SPACE AVAILABLE FOR INSTALLING TANKS IS INADEQUATE FOR MAINTAINING SPECIFIED SAFETY DISTANCE FROM THE BOUNDARY / SEWER LINE, MASONRY PIT SHALL BE CONSTRUCTED.
  - 7- AT LOCATIONS WHERE THE SUB SOIL WATER LEVEL RISES TO LESS THAN 3.0 METRE BELOW GROUND LEVEL MAT RAFT SHALL BE PROVIDED TO PREVENT FLOATING OF TANKS.
  - 8- IN CLAY / BLACK COTTON SOIL A SAND CUSHION OF 1.0 METRE DEPTH SHALL BE PROVIDED BELOW THE RAFT.
  - 9- ALL DIMENSIONS ARE !N mm.; UNLESS OTHERWISE SPECIFIED.



## **DETAILS OF REINFORCEMENT FOR MANHOLE (MH-A)**



330 THK. BRICK MASONRY IN C.M. 1:5 -  
WITH 12 THK. PLASTER IN C.M. 1:3 ON  
INSIDE FACE ONLY



## **DETAILS OF REINFORCEMENT FOR MANHOLE (MH-B)**

R 1	20KL TANK WITH TWO MANHOLES		
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )			
STANDARD	<u>INSTALLATION OF 20 KL TANK</u>		
DRG. NO. ENG/317/R1	<u>UNDER DRIVE - WAY WITH</u> <u>STRIP RAFT</u>		
SGP DRAWN BY	-	<i>[Signature]</i> 31/3/08 CHECKED BY	<i>[Signature]</i> APPROVED BY 3/03

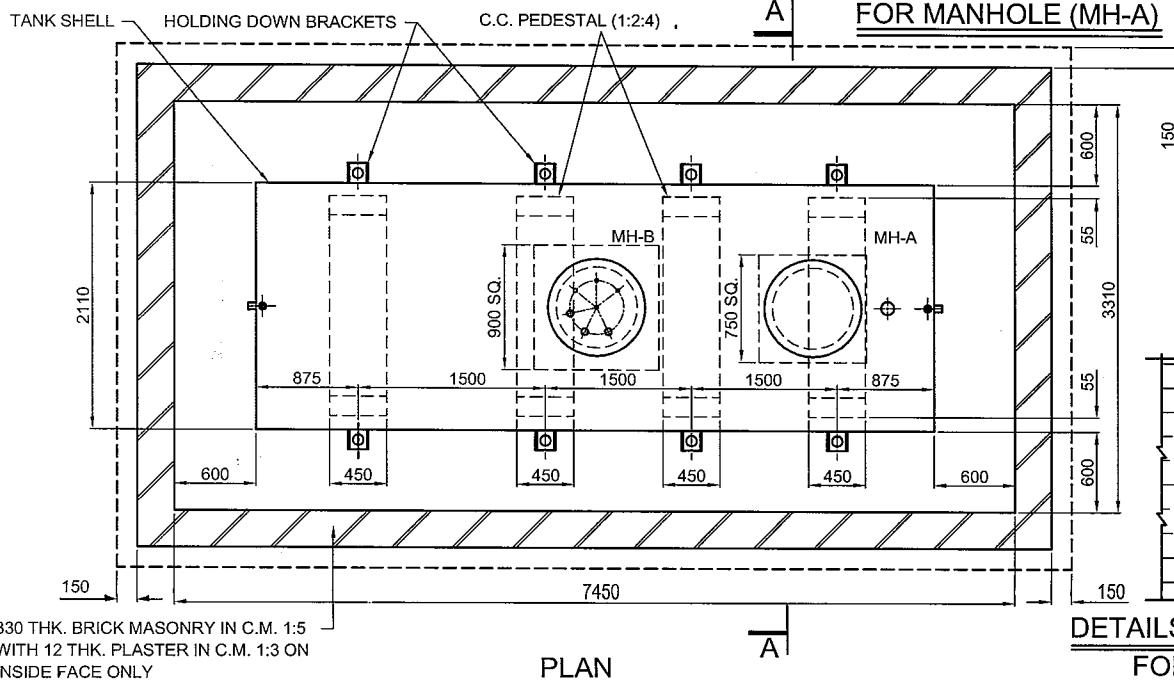
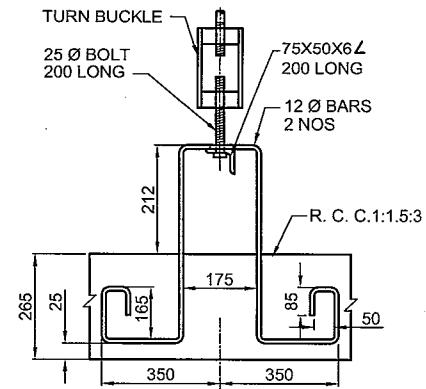
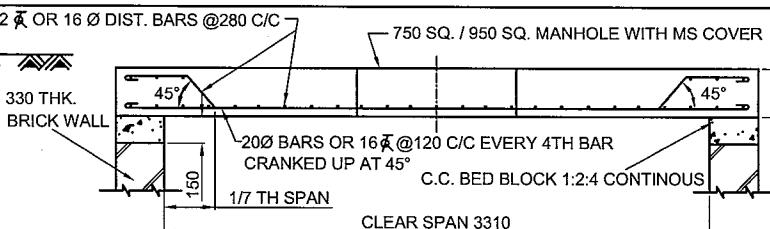
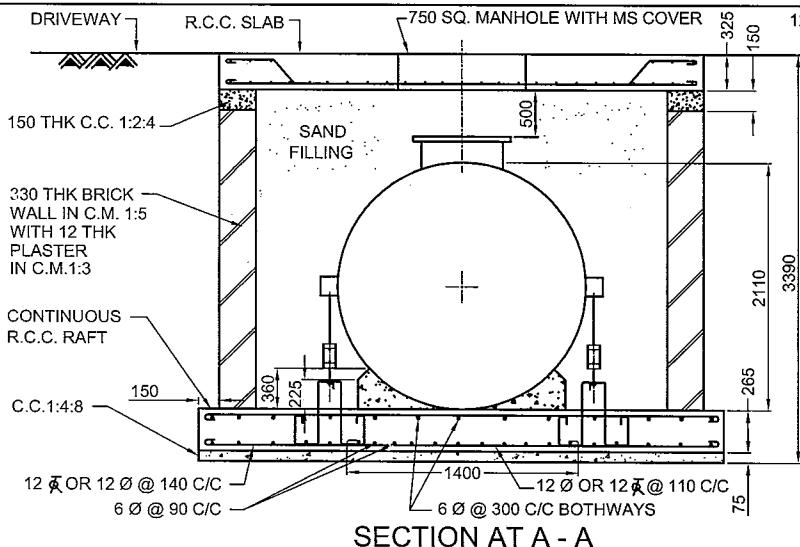


## ENGINEERING MANUAL - VOL 6

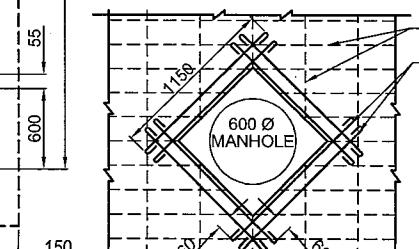
Drg. No. : Eng / 318

Installation of 20 KL Tank under  
Driveway with Mat Raft

Page No. 22



**DETAILS OF REINFORCEMENT  
FOR MANHOLE (MH-A)**



**DETAILS OF REINFORCEMENT  
FOR MANHOLE (MH-B)**

R 1	20KL TANK WITH TWO MANHOLES
INDIAN OIL CORPN. LTD. ( HEAD OFFICE )	
STANDARD	INSTALLATION OF 20 KL TANK
DRG. NO. ENG/318/R1	UNDER DRIVE - WAY WITH MAT RAFT

SGP  
DRAWN BY  
—  
CHECKED BY  
31/10/2018  
CHECKED BY  
APPROVED  
31/10/2018

IN  
31/10/2018  
IN  
31/10/2018

**ENGINEERING DEPARTMENT  
HEAD OFFICE**

ENG/59

Dated: 31/03/2008

**To: All State Retail Heads  
All State Engineering Heads**

**SUB: GUIDELINES FOR IMPLEMENTATION OF VAPOUR RECOVERY  
SYSTEM AT RETAIL OUTLETS**

It is proposed to provide stage II Vapour Recovery System at 142 Retail Outlets including provision of Vapour Processor at four COCOs in Delhi during 2008-09. For this purpose ROs selling more than 200 KL MS per month have been considered in 13 most polluted cities in the country. The list of Retail Outlets identified is attached as Annexure-I.

HO Engg has already invited tenders for Vapour Recovery System (VRS) and work orders shall be placed by end of May 2008. For completing the work as per schedule the orders for VRS shall be placed to two vendors.

VRS work involves provision of specially designed nozzles and coaxial hosepipes on the DU for collecting the vapours released during fueling operation. These vapours are returned to the tank thru underground piping connected to a vacuum pump. Free venting of the tanks is prevented by providing PV valves. Performance of the system is monitored by a control panel.

Thus, work at RO will mainly involve replacing existing nozzles and hose pipes on MS service, breaking and remaking the driveway for laying vapour return line, installation of vacuum pump at a corner of forecourt close to tanks, underground cabling work for vacuum pump, manifolding the vent pipes for installation of PV valve, connecting the vapour return line thru vacuum pump to a single identified MS tank, and mounting the control panel in the sales room. Vendor will take electrical connection from an identified MCB in the electrical panel.

Due to higher dia of coaxial hosepipe, non-space dispensers are excluded from VRS.

Enhanced VRS also works on the same principle. In addition it condensates MS vapours to liquid. This is being provided on trial at 4 COCOs under Delhi DO.

For achieving the tight completion schedule, it is necessary that immediately after award of work, the no. of ROs against each state office mentioned in the table should be handed over to the vendor. The handing over shall not be later than 30 days before the scheduled completion time mentioned in the table. Thus a clear period of 30 days shall be given for completion of work at each RO.

Completion schedule and sequence is given below:

SN	State Office	No. of ROs to be completed		Completion time from the commencement date
		For the month	Cumulative	
<b>Lot-1</b>				
1.	DSO	14	14	3 months
2.	DSO	14	28	4 months
3.	DSO	14	42	5 months
4.	DSO	14	56	6 months
5.	DSO	14	70	7 months
6.	DSO UPSO-I UPSO-II WBSO GSO	3 4 1 2 4	84	8 months
7.	GSO	12	96	9 months
<b>Lot-2</b>				
1.	MSO	14	14	3 months
2.	APSO KASO	11 3	28	4 months
3.	KASO TNSO	5 9	42	5 months

For implementation of VRS following specific actions are required to be taken at State Office level and Divisional Office level.

#### **STATE OFFICES:**

##### **1. Retail Sales Dept**

- a Retail Sales Department shall verify the names of the ROs included in the enclosed list and advise actual no. of nozzles available on MS and Xtra Premium, excluding non-space DUs to HO Retail for placement of order by HO Engineering. This information must be submitted latest by 30.4.2008.

DSO to also identify names of 4 COCOs and submit details as above.

- b List of ROs shall be prepared for sequential handing over to the vendor in consultation with Divisional Office so as to meet the completion schedule.
- c Concerned Dealers are to be notified regarding VRS and a small presentation should be organized on the function and advantage of the

VRS. The Dealers are to be instructed for taking custody of the VRS equipment like nozzles, hosepipes, vacuum pump and controller delivered at site as per advise of DO engineer.

## 2. Engineering Dept

- a Engineering Department will collect necessary Security Deposit as per the contract and advise the same to HO Engg. to release the EMD.
- b Nominate an Engineer in each Divisional Office who shall be responsible for handing over the sites and supervising the work including releasing the payment.
- c Monitoring the progress of Work including timely handing over the sites, payments to the vendors and periodic site inspections.
- d Placement of work order for AMC subsequent to completion of warranty based on the rates finalized in the tender.

## **Divisional Offices:**

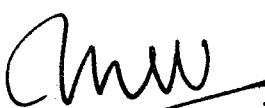
- a Quality of power available at each RO is required to be checked and if required action for providing voltage stabilizer for the vacuum pump shall be taken in advance.
- b The Engineer responsible for VRS work will keep three sets of the CCOE approved layouts for each RO ready for handing over to the vendor. The locations for installation of vacuum pump (to be installed in a corner of the forecourt to prevent damage), controller (to be mounted on the wall in the sales room) and routing for pipeline and cabling shall be finalized with the vendor in consultation with Divisional Manager.
- c The locations and route as above shall be incorporated in the drawings by the vendor and shall be approved by Divisional Manager.
- d Based on above details amendment in the layout shall be obtained from Petroleum and Explosives Safety Organization (PESO).
- e If any driveway repair works are proposed on such ROs the same should be deferred till VRS system is completed.
- f Proposed replacement of DUs if any must be completed before handing over the ROs to the vendor.

- g Field Officers will co-ordinate with the Dealer for recommended working hours including night working if possible and handing over the tanks for connecting vapour return line and vent pipe manifolding.
- h The equipments supplied by the vendor shall be received by the Engineer and should be accepted after carrying out the inspection of the system components on the basis of their certification by European or USA agencies like TUV/CARB etc. After acceptance of the material, the Divisional Engineer shall handover the same to the Dealer for safe custody till installation.
- i Similarly, the dealer shall take existing nozzles and hosepipes returned by the vendor in custody. These can be used as spares for other ROs not provided with VRS.
- j The work will commence at site after issuance of work permit by the Dealer as per clause 9.1 v) of OISD 225.
- k Dealer shall permit use of compressed air available at the RO to the vendor free of cost for carrying out pressure testing of the vapour recovery pipelines.

To familiarize the Sales Officers and Engineers at Divisional Office level who are responsible for implementation of VRS one day training programme will be organized at DSO and MSO between 28.4.2008 and 10.5.2008. All DOs under NR and ER will be covered during training at DSO and all DOs under WR and SR will be covered during the training at MSO.

Please circulate the above guidelines to all the concerned.

  
(Amresh Kapoor)  
DGM (RS), HO

  
(Shailendra Mital) 3/4/08  
DGM (Engg.), HO

Copy to :

ED (RS) / ED (E&P) / DGM, Dir (M) Sectt HO – for kind information.

**RETAIL SALES DEPT., HO**

Policy Circular No.126-3 /2008

No.RS/6002

28<sup>th</sup> March, 2008

**Sub : Provision of Public Convenience Facility at Retail Outlets**

To,

All State Retail Heads/ State Engineering Heads,

1. Vide communication HO/RD/Public Conv. Facility dtd. 10<sup>th</sup> March, 2006 directions for setting up of three categories of Public Convenience Facilities (PCF) had been advised to the State Offices. Subsequently, one of the type III PCF developed had been inspected and it was found that there is a need to revise the layout to improve the circulation area and utilities. Pending revision in the layout, State Offices were advised in February, 07 to put on hold construction of PCF wherever it was possible in line with the stage of completion and contractual obligations.
2. The layout of type III PCF was revised in the month of March, 2007 and two facilities were developed in line with the same. After due evaluation for its effectiveness, it has been decided to develop future PCF in line with the same only.
3. Accordingly, instructions to develop type I and type II PCF earlier advised to the State Offices are withdrawn. However, in case of any requirement for developing a PCF larger than type III, a specific approval with full justification will be taken from the respective State Heads for developing the same.
4. While developing the PCF at existing RO locations, due approval of the State Retail Head would be taken justifying setting up the facility based on the tourist and customer traffic required to be catered, availability of adequate water and dealer commitment for maintaining the same. For putting up the facilities, the foundation and structural details of each site would be developed as per the soil bearing capacity and seismic zone for the RO location and necessary expenditure approval obtained from Competent Authority in line with the existing policy on capital investments as per DOA.

**RETAIL SALES DEPT., HO**

Policy Circular No.126-3 /2008

No.RS/6002

28<sup>th</sup> March, 2008

**Sub : Provision of Public Convenience Facility at Retail Outlets**

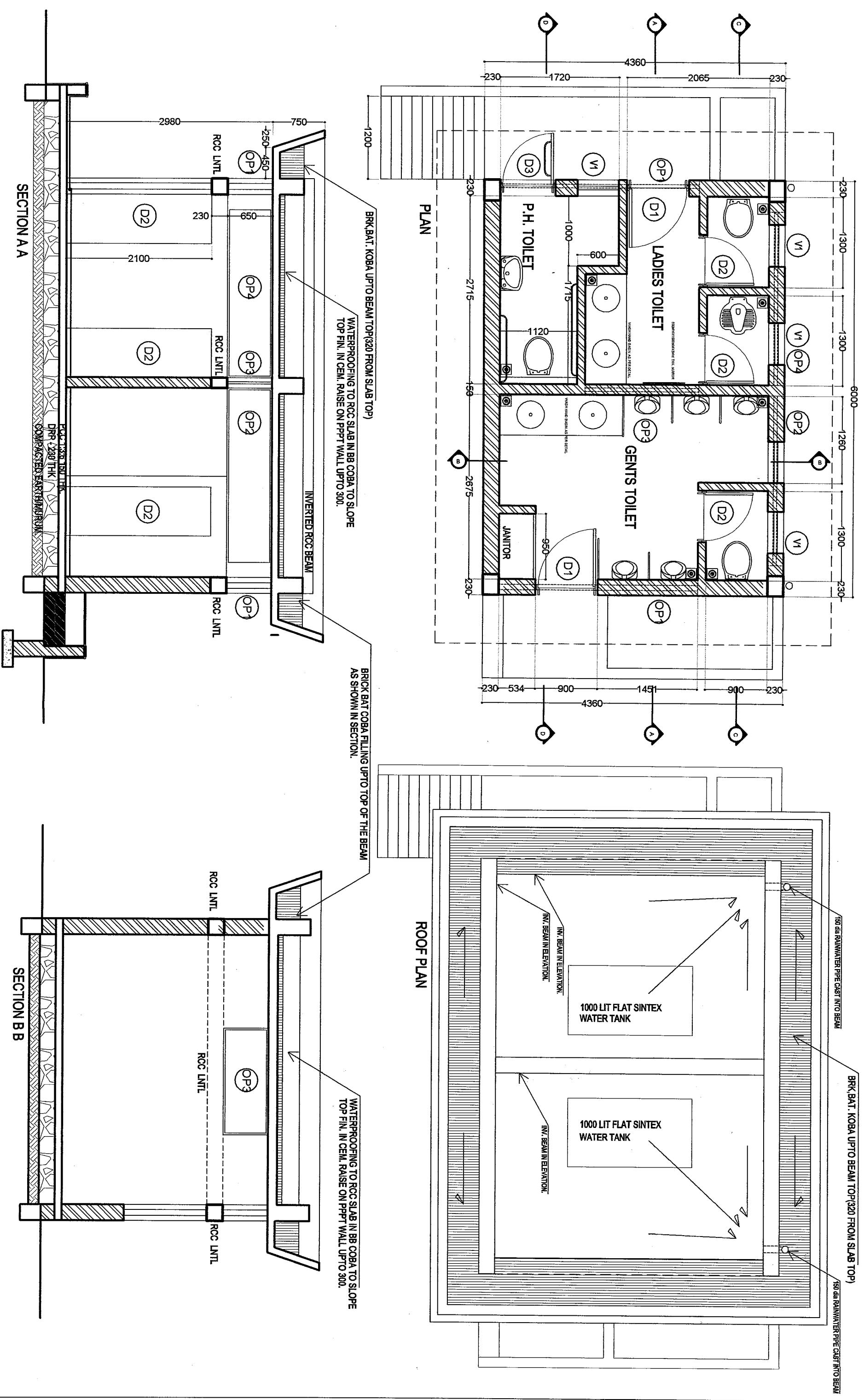
5. Following layout and construction drawings for type III PCF are attached for ready reference and further necessary action.
  - i) Drawing no. IOC/HO/PCF/SD/RO-01 Sheet 1 of 12 to Sheet 12 of 12
  - ii) Specifications for finishes

*Amresh Kapoor*  
**(Amresh Kapoor)**  
**DGM(Retail Sales)**

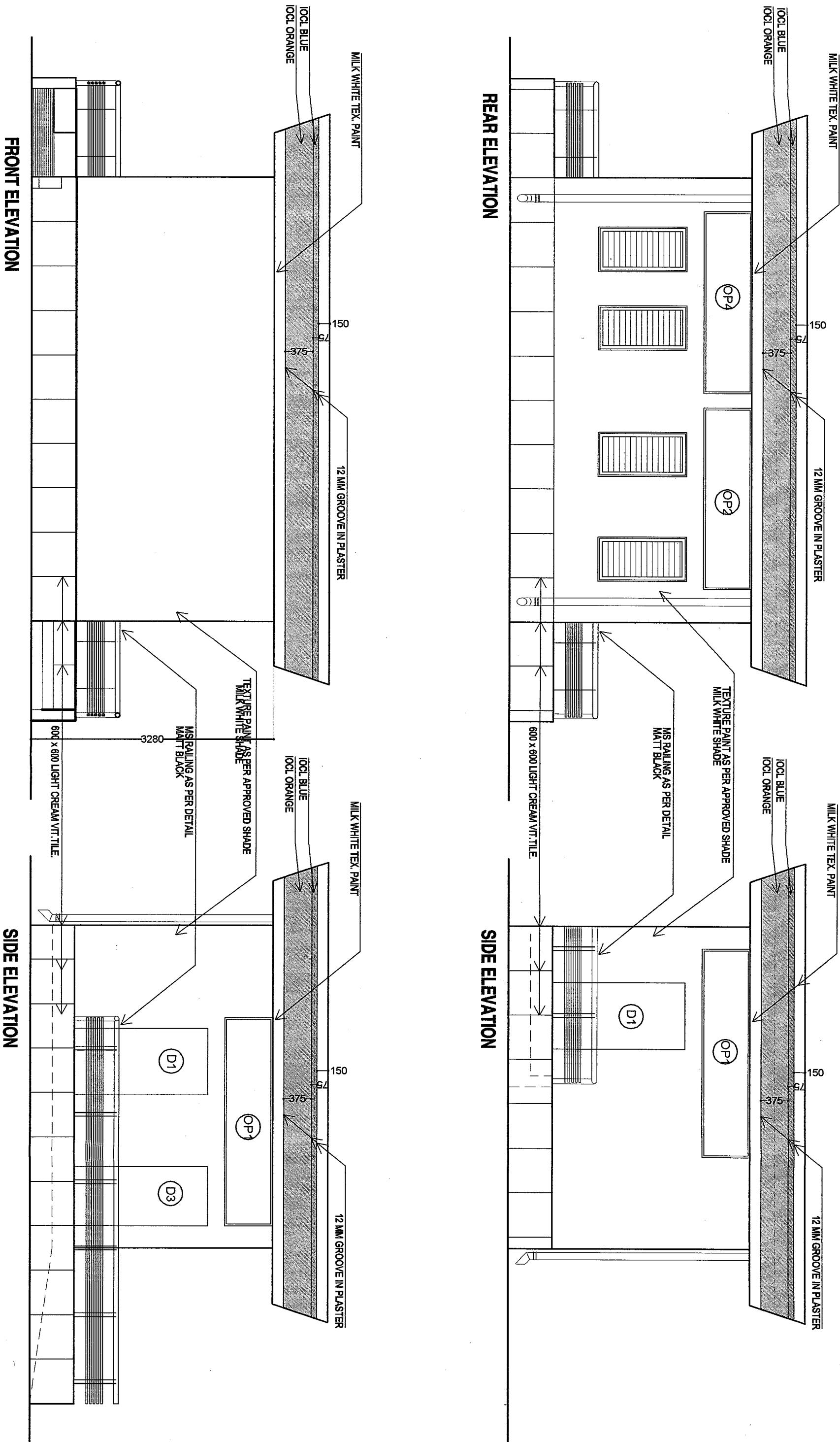
*Shailendra Mital*  
28/03/08  
**(Shailendra Mital)**  
**DGM(Engineering)**

Copy to :

1. All State Heads
2. GM(IA), HO
3. Sr. Vigilance Manager, HO
4. GM (RS-I & II), HO
5. DGM (RS II & III), HO
6. ED(RS), HO
7. ED(Engg.& Projects), HO
8. ED(AOD), Digboi

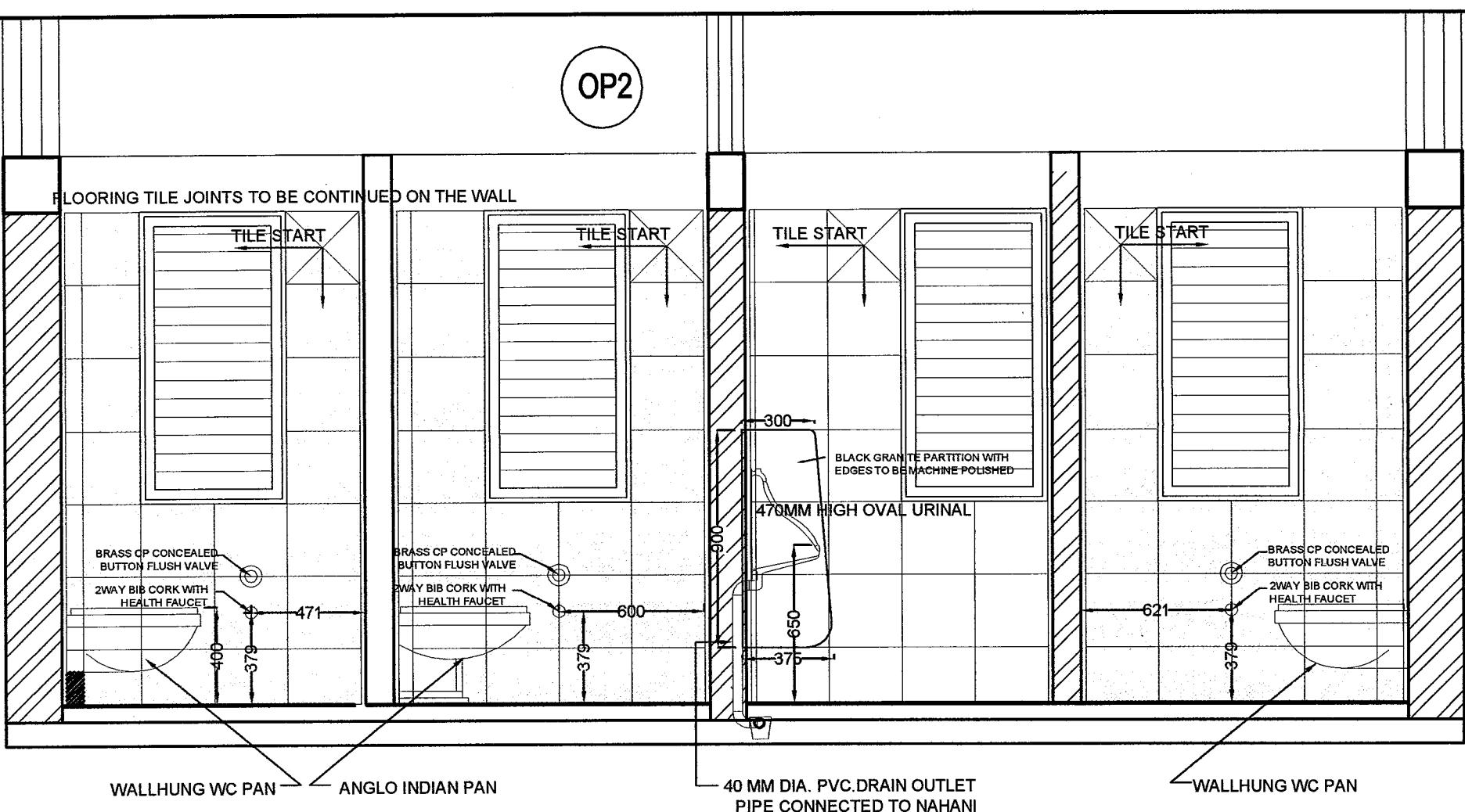


NOTES		DRAWN BY		NAME		DESIGNATION		SIGNATURE		DATE		NAME OF WORK.		STANDARD DRAWING FOR PUBLIC CONVENIENCE	
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ALL INTERNAL WALLS ARE 115 THK. BRICK		S C B		C M(E)								150 MM RAINWATER PIPE CAST INTO BEAM		150 MM RAINWATER PIPE CAST INTO BEAM	
ALL EXTERNAL WALLS ARE 230 THK.															
ALL DIMENSIONS ARE UNFINISHED															
		APPROVED BY		<i>Omprakash</i>		DGM(RS)		<i>MV</i>		28-03-08		DETAILS		CONSULTANT	
						DGM(E)						PLANS AND SECTIONS		AR. PRITI MALVI	
						JOB NO.						SCALE NTS		10CH0FFCFSDR0-01	SHEET 1 OF 12

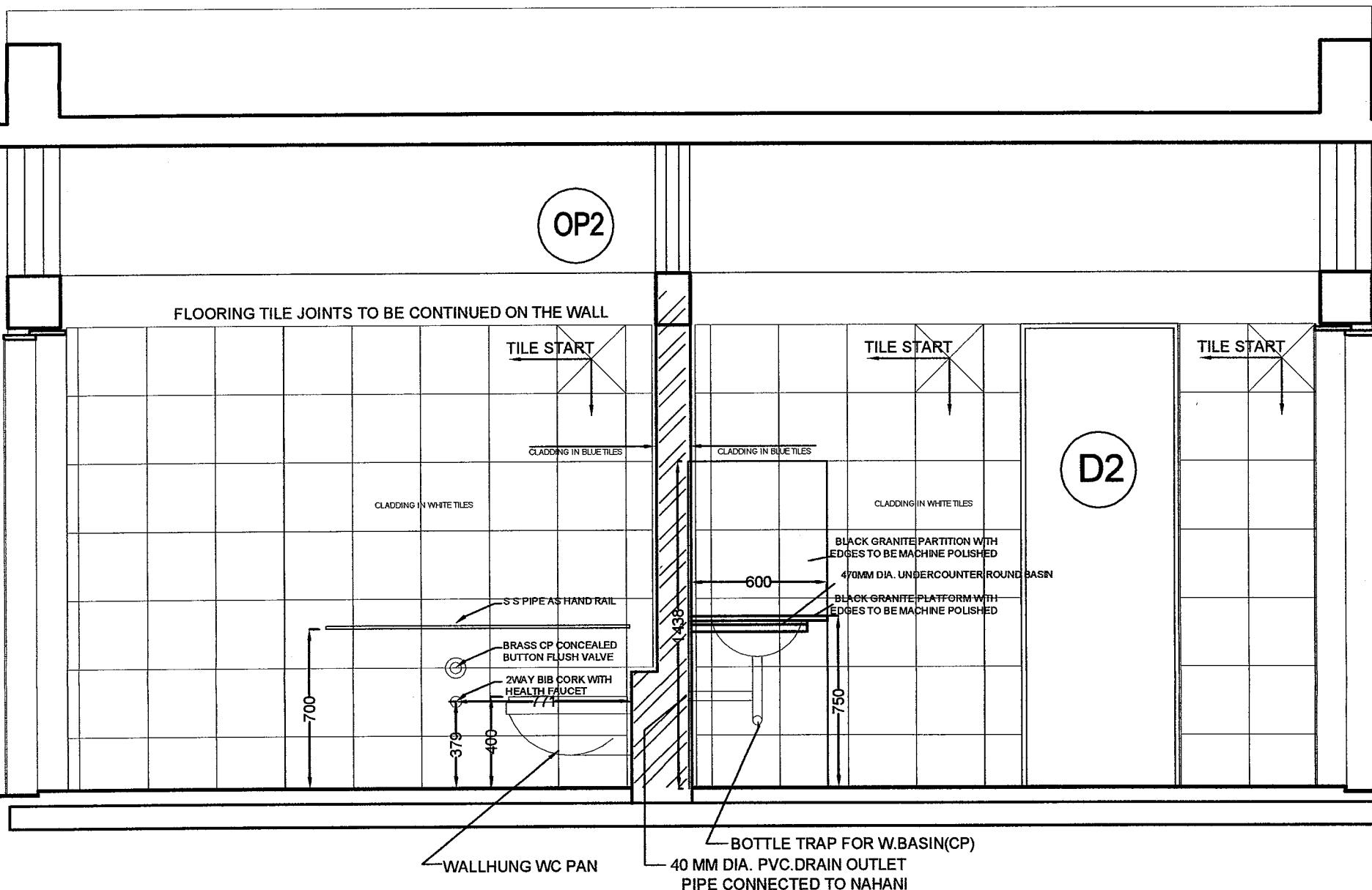


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DRAWN BY	PRITI MALVI	NAME	PRITI MALVI	DESIGNATION	ARCHITECT	SIGNATURE	DATE	22-10-2007
CHECKED BY	S&C B	NAME	S&C B	DESIGNATION	CM(E)	SIGNATURE	DATE	23-03-08
APPROVED BY	Ar. Priti Malvi	NAME	Ar. Priti Malvi	DESIGNATION	CM(E)	SIGNATURE	DATE	28/3/08
	DGM(RS)	NAME	DGM(RS)	DESIGNATION	DGM(E)	SIGNATURE	DATE	DGM(E)
JOB NO.	IOCHOPCFISD/RO-01	SCALE	NTS	STANDARD DRAWING FOR PUBLIC CONVENIENCE	NAME OF WORK	STANDARD DRAWING FOR PUBLIC CONVENIENCE	STANDARD DRAWING FOR PUBLIC CONVENIENCE	STANDARD DRAWING FOR PUBLIC CONVENIENCE
				FACILITY OF SIZE 2616 Sq.M.				
				ARCHITECTURAL DRAWINGS.				
				ELEVATIONS				
				CONSULTANT	HEAD OFFICE MARKETING DIVISION	INDIAN OIL CORPORATION LTD.	HEAD OFFICE MARKETING DIVISION	INDIAN OIL CORPORATION LTD.
				AI. PRITI MALVI	HEAD OFFICE MARKETING DIVISION	INDIAN OIL CORPORATION LTD.	HEAD OFFICE MARKETING DIVISION	INDIAN OIL CORPORATION LTD.
				201 A SHRAM SAFLYA CHS. DADABA CROSS ROAD - III				
				NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056				
				e-mail - vinay.priti@gmail.com				



SECTION CC



SECTION DD

**NOTES**  
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DRAWN BY	NAME	DESIGNATION	SIGNATURE	DATE	NAME OF WORK:	STANDARD DRAWING FOR PUBLIC CONVENIENCE	DETAILS
PRITI MALVI		ARCHITECT		22 - 10 - 2007	Facility of size 26.16 Sq.M.	ARCHITECTURAL DRAWINGS.	
CHECKED BY	Scb	CM(E)	Ary	28-03-08	SECTIONS	ARCHITECTURAL DRAWINGS.	
APPROVED BY	Anaf	CMW	28/3/08		SECTIONS	ARCHITECTURAL DRAWINGS.	
DGM(RS)	DGM(E)				SCALE NTS	IOC/HO/PCF/SD/RO-01	SHEET 3 OF 12
					JOB NO.	DRG. path.	c:\backup\vinay\std\standard template\011007\std.pcf\std.dwg

INDIAN OIL CORPORATION LTD.  
HEAD OFFICE MARKETING DIVISION

CONSULTANT Ar. PRITI MALVI  
201 A SHRAM SAFALYA CHS. DADABAI CROSS ROAD - III  
NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056  
e-mail - vinay.priti@gmail.com



FLOORING TILE JOINTS TO BE CONTINUED ON THE WALL

D2

CLADDING IN WHITE TILES

D2

CLADDING IN BLUE TILES

OP2

TILE START

CLADDING IN WHITE TILES

BLACK GRANITE PARTITION WITH  
EDGES TO BE MACHINE POLISHED

470MM HIGH OVAL URINAL

300

650

375

D2

BLACK GRANITE PARTITION WITH  
EDGES TO BE MACHINE POLISHED

470MM HIGH OVAL URINAL

300

650

375

40 MM DIA. PVC.DRAIN OUTLET  
PIPE CONNECTED TO NAHANI

40 MM DIA. PVC.DRAIN OUTLET  
PIPE CONNECTED TO NAHANI

### SECTION AA

FLOORING TILE JOINTS TO BE CONTINUED ON THE WALL

6MM THK.MIRROR  
1.4M X 0.75M

TILE START

ELECTRONIC FLUSHING  
SENSOR FOR URINAL

470MM HIGH OVAL URINAL

DRAIN OUTLET FOR URINAL(CP)

BOTTLE TRAP FOR W.BASIN(OP)  
ANGLE CORK FOR WASH BASIN

### SECTION BB

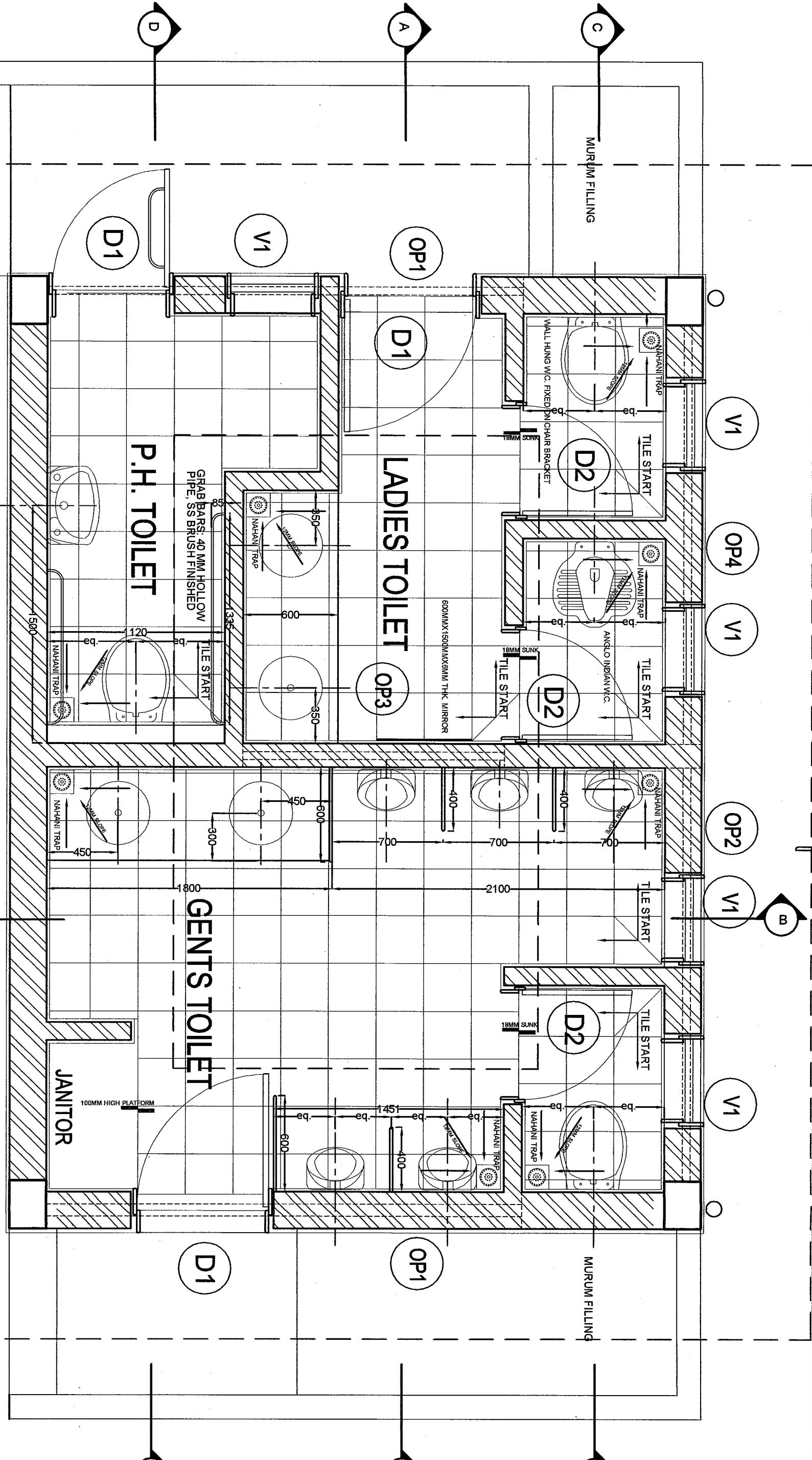
NOTES  
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DRAWN BY	NAME	DESIGNATION	SIGNATURE	DATE	NAME OF WORK:	STANDARD DRAWING FOR PUBLIC CONVENIENCE FACILITY OF SIZE 26.16 Sq.M.	DETAILS ARCHITECTURAL DRAWINGS. SECTIONS	CONSULTANT
CHECKED BY	SCB	CM(E)	Arc	28-03-08				
APPROVED BY	Anup	DRG. path.	Amrit	28/3/08	SCALE NTS	IOCH/O/PCF/SD/R0-01	SHEET 4 OF 12	
	DGM(RS)	DGM(E)			JOB NO.	DRG. path.	c:\backup\vinay\08 Industrial\templatel\011027\vinay\planned.dwg	Ar. PRITI MALVI 201 A SHRAM SAFALYA CHS, DADABAI CROSS ROAD - II NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056 e-mail - vinay.priti@gmail.com

# PLAN

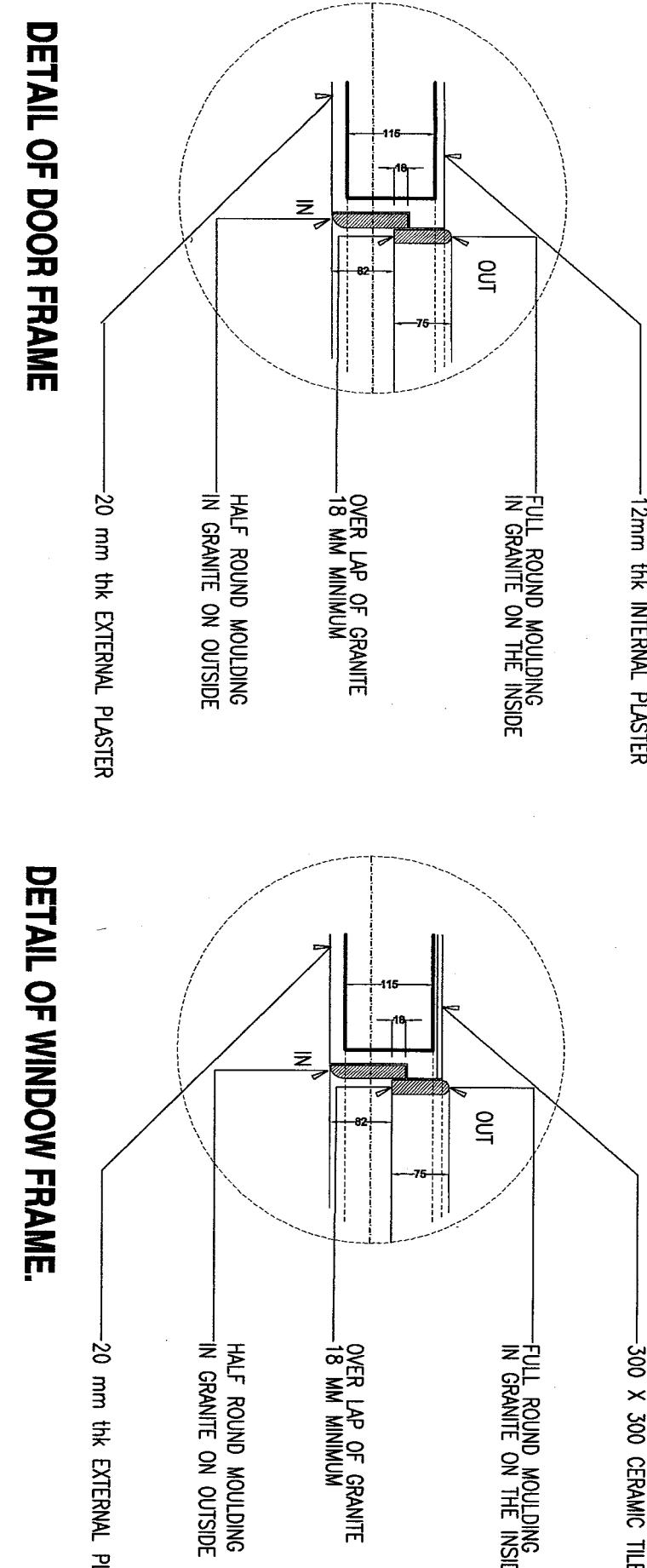
SCALE TO FIT

**NOTES**  
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### SCHEDULE OF OPENINGS

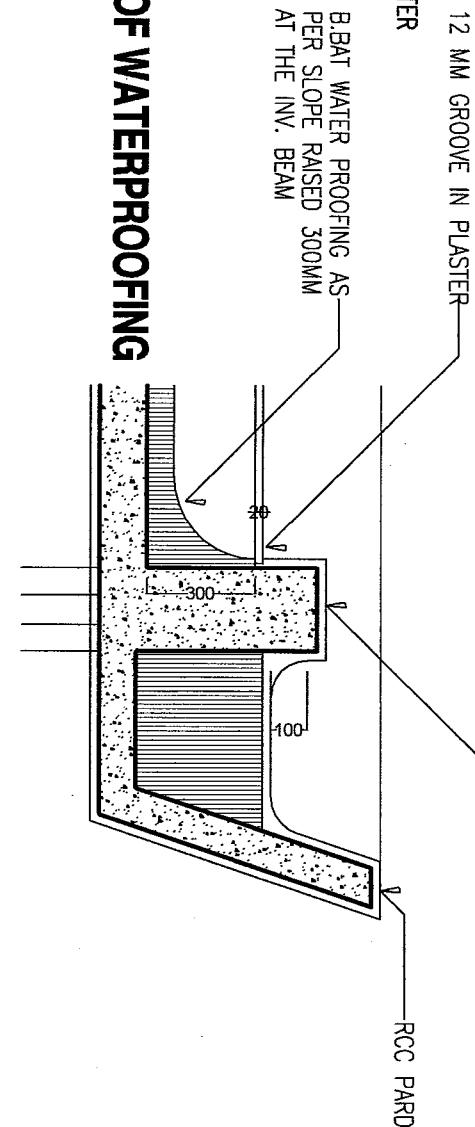
SIZE	FFL	QTY.	DESCRIPTION	MAKES
D1	900 X 2100	00	03 T.W. FLUSHED DOOR WITH BLACK GRANITE FRAME	32mm SOLID CORE IN PINE WOOD - ANCHOR MAKE.
D2	750 X 2100	00	03 T.W. FLUSHED DOOR WITH BLACK GRANITE FRAME	32mm SOLID CORE IN PINE WOOD - ANCHOR MAKE.
V1	600 X 1200	900	03 ALUMINIUM LOWERED BLACK POWDER COATED	JINDAL HEAVY (16) GAUGE
OP1	2815 X 650	2250	02 ALUMINIUM 2 TRACK SLIDING PANELS	...JINDAL MAKE.
OP2	2445 X 650	2250	01 ALUMINIUM 2 TRACK SLIDING WITH ④ NOS SLIDING PANELS	...JINDAL MAKE.
OP3	1650 X 650	2250	01 ALUMINIUM 2 TRACK SLIDING WITH ② NOS SLIDING PANELS	...JINDAL MAKE.
OP4	2495 X 650	2250	01 ALUMINIUM 2 TRACK SLIDING WITH ④ NOS SLIDING PANELS	...JINDAL MAKE.



### DETAIL OF DOOR FRAME

### DETAIL OF WINDOW FRAME.

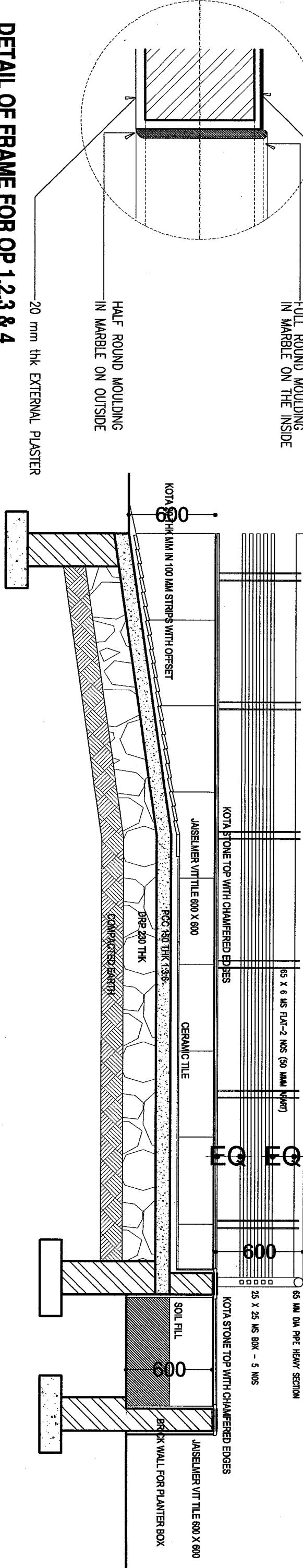
### DETAIL OF WATERPROOFING



### DETAIL OF FRAME FOR OP 1,2,3 & 4

CERAMIC TILE IN DADO

MS RAILING AS PER DETAIL



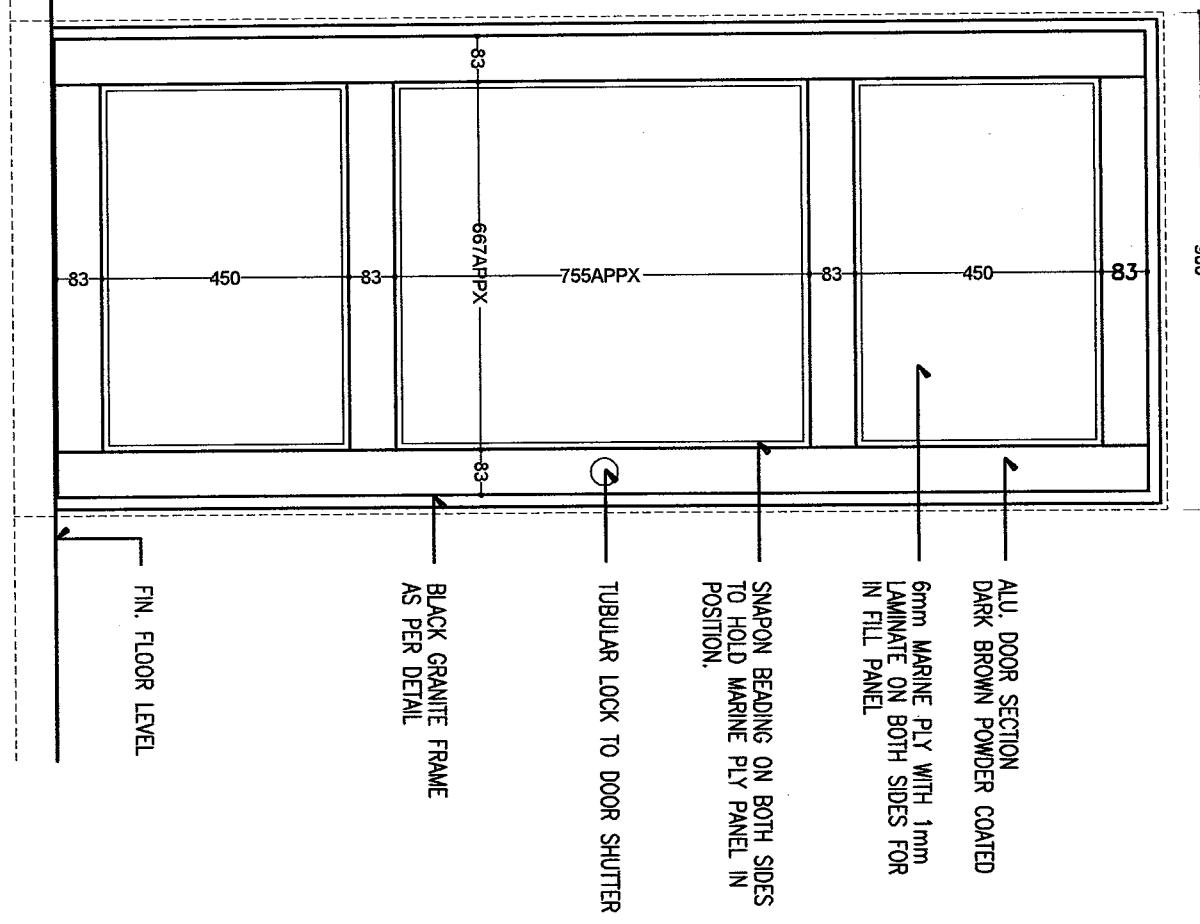
### SECTION THROUGH RAMP

#### NOTES

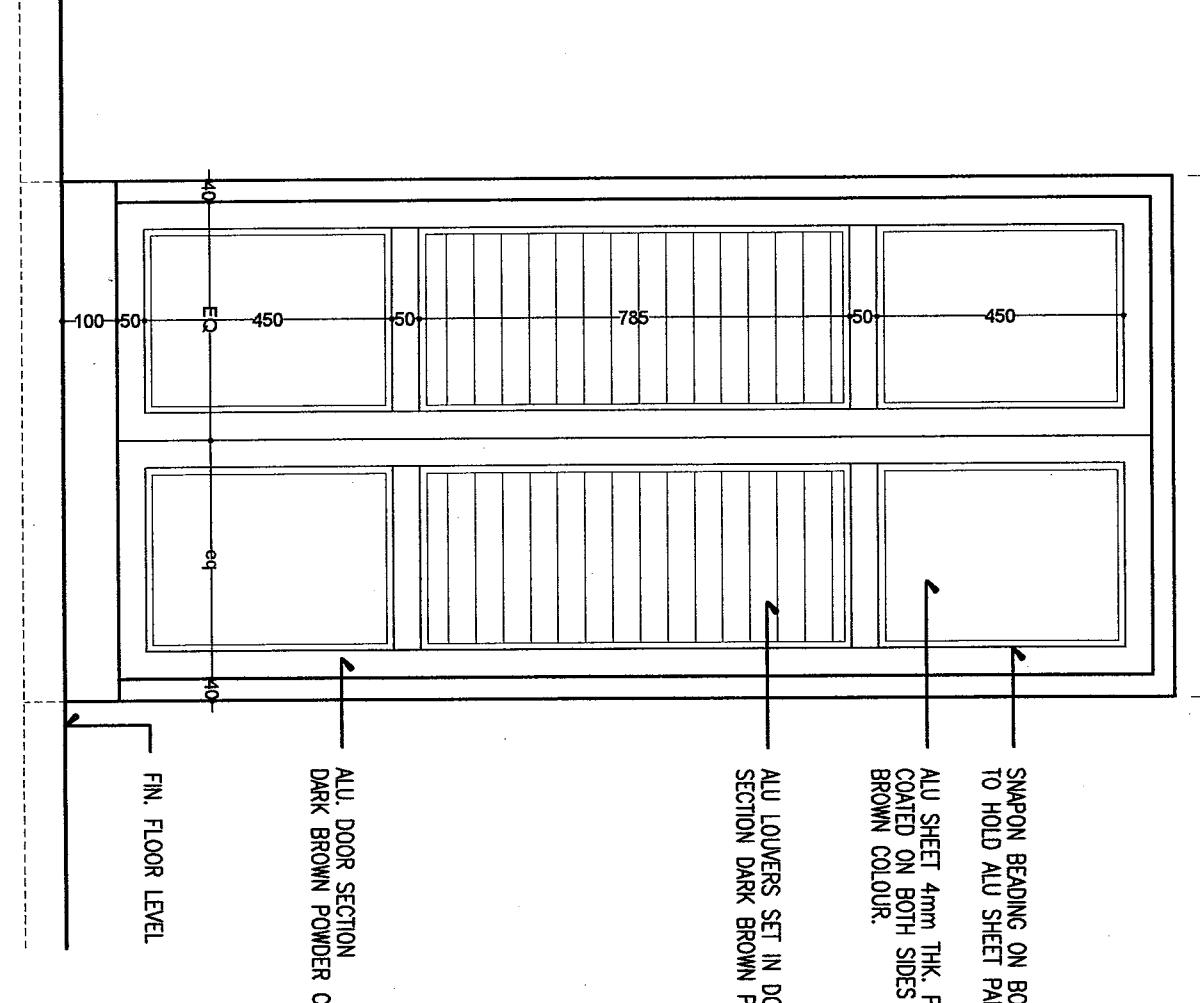
DRAWING NOT TO BE SCALED  
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ALL DIMENSIONS ARE UNFINISHED TO UNFINISHED

DRAWN BY	NAME : PRITI MALVI	DESIGNATION : ARCHITECT	SIGNATURE : 22-10-2007	DATE : 22-10-2007	NAME OF WORK : STANDARD DRAWING FOR PUBLIC CONVENIENCE FACILITY OF SIZE 26.16 sq.m.	DETAILS : ARCHITECTURAL DRAWINGS. DETAILS OF GRANITE FRAMES AND RAMP DETAILS	CONSULTANT : AR. PRITI MALVI	AR. PRITI MALVI
CHECKED BY	SCB	DESIGNATION : C.M(E)	SIGNATURE : 23-03-08	DATE : 23-03-08	SCALE : NTS	DRG. PATH. : IOCHORCFSD/RO-01	SHEET NO. : SHEET 6 OF 12	DRAWN BY : DGM(E)

## DOOR SHUTTER D1 / D2



## SHUTTER TO JANITORS CABIN



**NOTES**  
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	NAME	DESIGNATION	SIGNATURE	DATE	NAME OF WORK:
DRAWN BY	PRITI MALVI	ARCHITECT		22 - 10 - 2007	STANDARD DRAWING FOR PUBLIC CONVENIENCE FACILITY OF SIZE 26.16 Sq.M.
CHECKED BY	SCB	CM(E)		28.02.08	ARCHITECTURAL DRAWINGS.
APPROVED BY					DOORS AND JANITORS CABIN SHUTTER
	DGM(RS)	DGM(E)			I/OCH/OFFC/FSD/R-01 SHEET 7 OF 12
	JOB NO.	DRG. path.			c:\back\k\2007\mypriti\drawings\aluno\1007\w\3-pc\wings.dwg

INDIAN OIL CORPORATION LTD.  
HEAD OFFICE MARKETING DIVISION

CONSULTANT : Ar. PRITI MALVI  
201 A SHRAM SAFALYA CHS, DADABAI CROSS ROAD - III  
NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056  
e-mail - vinita.priti@gmail.com



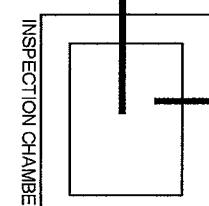
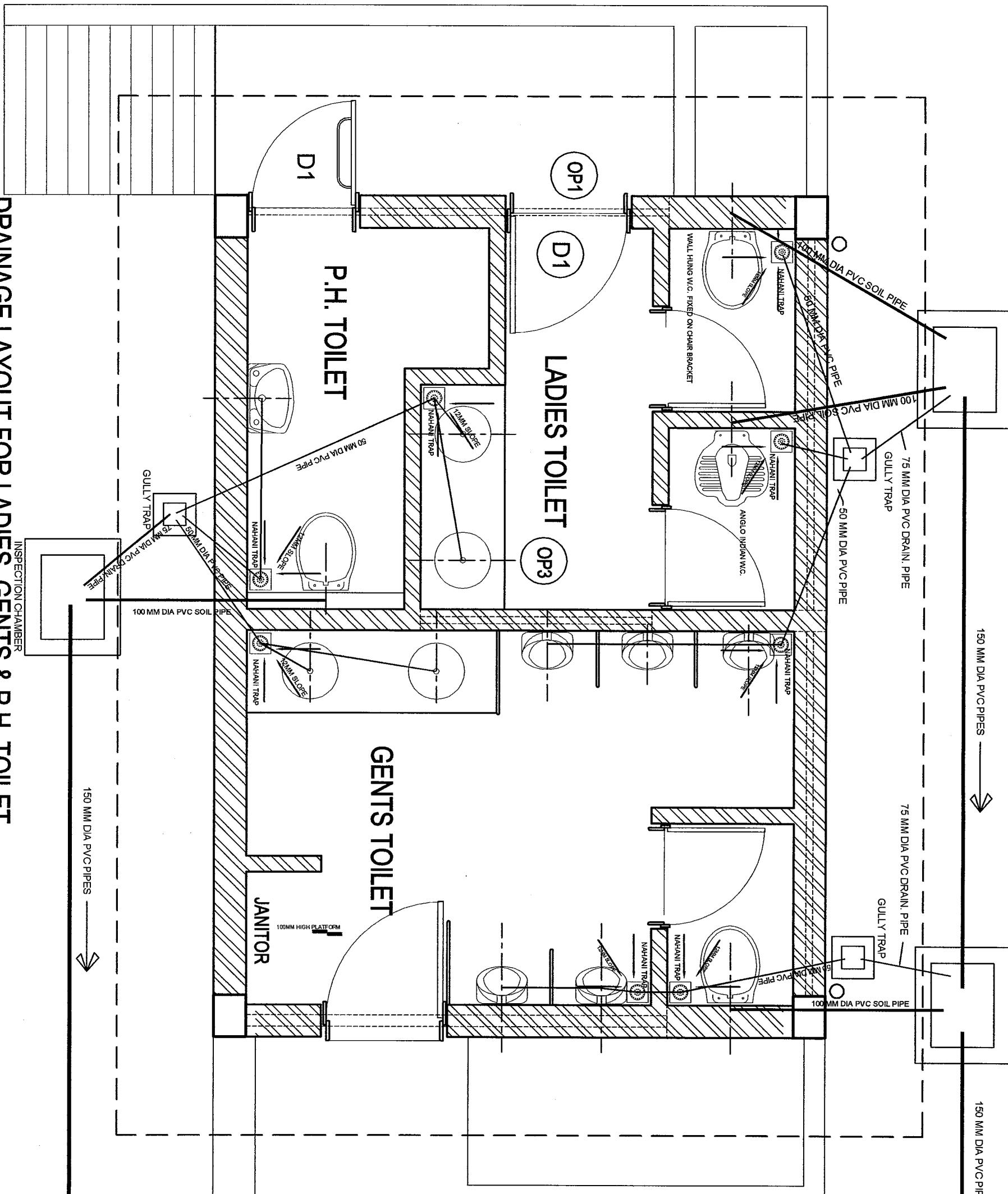
INSPECTION CHAMBER

150 MM DIA PVC PIPES →



INSPECTION CHAMBER

TO SEPTIC TANK



## DRAINAGE LAYOUT FOR LADIES, GENTS & P.H. TOILET

SCALE TO FIT

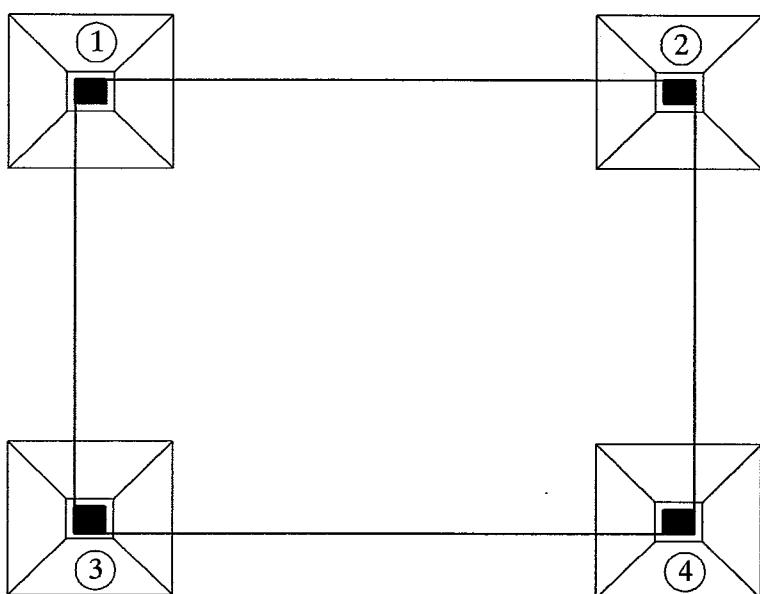
NOTES			
DRAWING NOT TO BE SCALED			
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& EXTERNAL WALLS ARE 230 THK.			
ALL DIMENSIONS ARE UNFINISHED TO UNFINISHED			
DRAWN BY PRITI MALVI	NAME SCB	DESIGNATION cm(e)	SIGNATURE <i>A. Priti Malvi</i>
CHECKED BY SCB	DATE 28-03-08	DETAILS ARCHITECTURAL DRAWINGS. PLUMBING LAOUT.	DRG. path: c:\back\pwn\priti\indianoil\arch\plumb\01\007\w3-5\w3-01.dwg
APPROVED BY DGM(RS)	OP3	SCALE NTS	JOHOF/CFIS/RO-01 SHEET 9 OF 12
JOB NO.	DGM(E)		

INDIAN OIL CORPORATION LTD.  
HEAD OFFICE MARKETING DIVISION  
indianoil

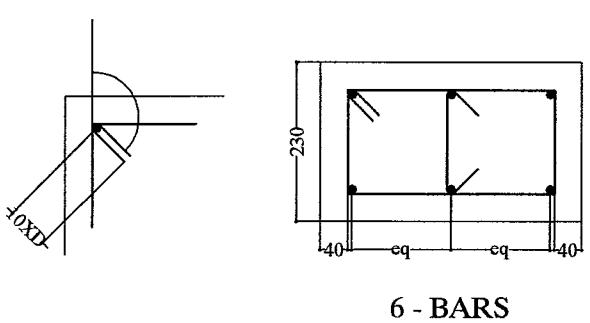
201 A SHRAM SAFALYA CHS. DADABA CROSS ROAD - III  
NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056  
e-mail - vinay.priti@gmail.com

# SCHEDULE OF R.C.C. COLUMNS AND FOOTING GROUND FLOOR ONLY

COLUMN	P.C.C. (1 : 3 : 6)	FOOTING	DEPTH D - d	FOOTING STEEL	COL. UPTO 1 <sup>st</sup> SLAB	
NO'S.	150 THK.	SIZE (B X L)		BOTHWAYS	SIZE	STEEL
1,2,3,4	1800 X 1900	1500 X 1600	400-150	8 Ø @ 100 C/C	230 X 300	6-12 Ø

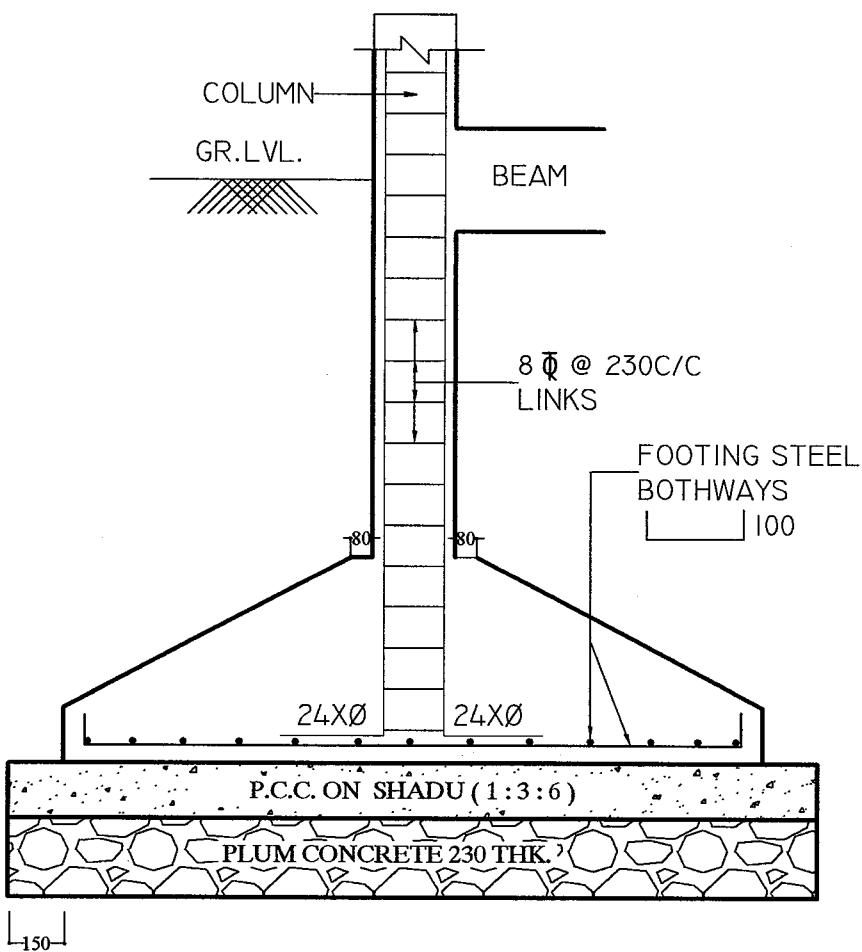


FOUNDATION LEVEL PLAN



TYPICAL LINKS DETAIL

LINKS : 8 Ø @ 230 C/C ABOVE GL



TYPICAL FOOTING DETAIL

## GENERAL NOTES.

1. READ THIS DRAWING ALONG WITH ARCHITECT'S AND SERVICE DRAWING.
2. DRAWING SHALL NOT BE SCALED.
3. Ø DENOTES MILD STEEL FE:250N/MM CONFIRMING TO:IS 432.
4. Ø DENOTES TOR STEEL FE:415N/MM CONFIRMING TO:IS 1766.
5. LAP LENGTH & ANCHOR LENGTH SHALL BE 56XDIAMETER OF BAR.
6. MINIMUM CLEAR COVER TO REINFORCEMENT SHALL BE

  - FOOTING:40MM, COL.:40MM, BEAM:25MM, SLAB&HIDDEN BEAM:15MM.

7. STRUCTURAL CONCRETE TO BE M-200 (IS:456-2000).
8. MINIMUM CURING TO ALL R.C.C. ITEMS TO BE 28 DAYS.
9. WATER CEMENT RATIO SHALL BE STRICTLY FOLLOWED AS PER INSTRUCTIONS.
10. ANY DISCREPANCY OR OMISSIONS MUST BE IMMEDIATELY BROUGHT TO OUR NOTICE PRIOR TO EXECUTION.
- II. EXCAVATION SHOULD BE CARRIED OUT UP TO HARD STRATA.

**NOTES**  
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& EXTERNAL WALLS ARE 230 THK.  
ALL DIMENSIONS ARE UNFINISHED TO UNFINISHED

DRAWN BY	NAME	DESIGNATION	SIGNATURE	DATE
CHECKED BY	SCB	CM(E)	S. Malvi	28-03-08
APPROVED BY	Anup	CM(E)	S. Malvi	28-03-08
DGM(RS)	DGM(E)			

NAME OF WORK:	STANDARD DRAWING FOR PUBLIC CONVENIENCE FACILITY OF SIZE 26.16 Sq.M.			CONSULTANT:  Ar. PRITI MALVI 201 A SHRAM SAFALYA CHS. DADABA CROSS ROAD - III NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056 e-mail - vinay.priti@gmail.com	
DETAILS	STRUCTURAL DETAILS - 1 COLUMN AND FOOTING DETAILS				
SCALE NTS	IOC/HO/PCF/SD/R0-01	SHEET 10 OF 12	JOB NO.		
DRG. path.					

INDIAN OIL CORPORATION LTD.

HEAD OFFICE MARKETING DIVISION



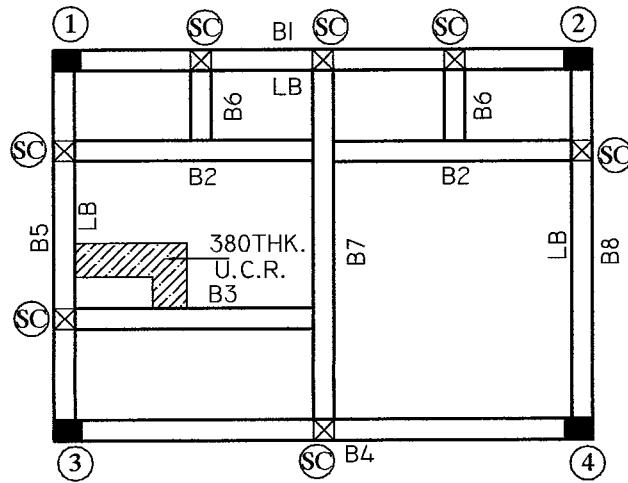
201 A SHRAM SAFALYA CHS. DADABA CROSS ROAD - III  
NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056

e-mail - vinay.priti@gmail.com

## **SCHEDULE OF R.C.C. GROUND FLOOR BEAMS**

BEAM NOS.	SIZE B X D	TOP LVL	BOTTOM STEEL		TOP STEEL			STIRRUPS		<b>NOM. 8 Ø</b> <b>LINKS</b>	REMARKS
			FULL LENGTH	CURTAIL @ 450MM	MID SPAN	EXTRA OVER CONT. SUPT.	EXTRA OVER END SUPT.	END ONE	END TWO		
B1	230 X 600	GL	4-16Ø	3-16Ø	3-16Ø	2-16Ø + 1-16Ø				180	
B2	230 X 380	PL	2-12Ø	1-10Ø	2-8Ø	2-12Ø	B7A			300	
B3	230 X 380	PL	2-12Ø		2-8Ø					300	
B4	230 X 600	GL	4-16Ø	3-16Ø	3-16Ø	2-16Ø + 1-16Ø				200	
B5	230 X 450	GL	2-16Ø	2-16Ø	2-10Ø		2-16Ø (1) (3)	5NO 8Ø @ 230 C/C	EACH END	300	
B6	230 X 380	PL	2-10Ø		2-8Ø					300	
B7	230 X 450	PL	3-16Ø	2-16+1-12Ø	2-12Ø			6NO 8Ø @ 160 C/C	EACH END	300	
B8	230 X 450	GL	2-16Ø	1-16+1-12Ø	2-8Ø		2-16Ø (2) (4)	5NO 8Ø @ 230 C/C	EACH END	300	
LB	230 X 230 @ LINTEL		2-12Ø		2-10Ø					230	

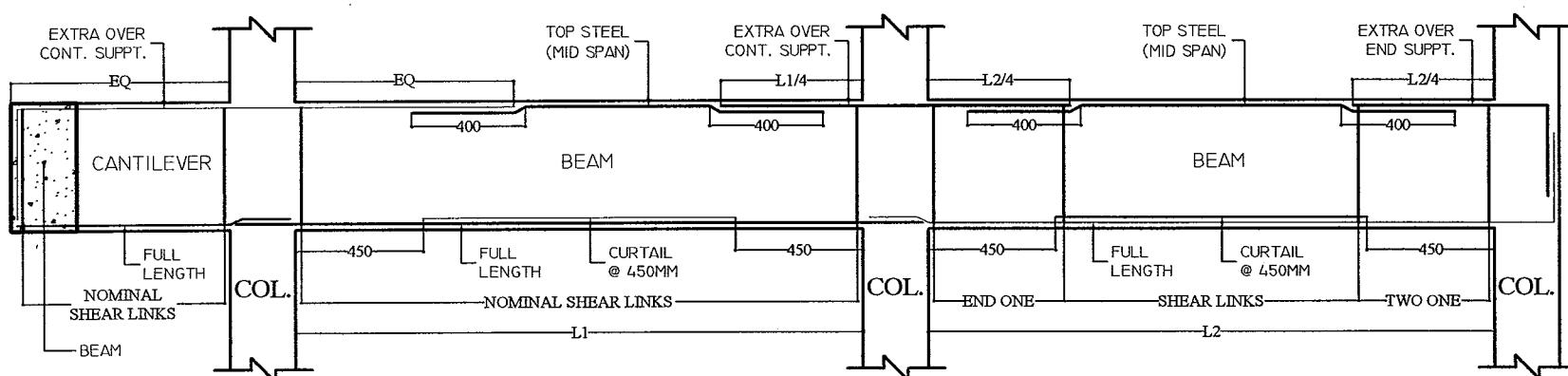
\*LB LINTEL BEAM TO BE CASTED AFTER COMPLETION OF BRICK WORK UPTO LINTEL LEVEL.



## **NOTES :-**

- I) FOR GENERAL NOTES REFER DRG.NO I584/01/Ro.
  - 2) GL INDICATES BEAM BOTTOM 150MM BELOW GR. LEVEL.
  - 3) PL INDICATES RESPECTIVE PLINTH LEVEL.
  - 4) SC STUB COLUMN 230 X 230 (4-10 Ø) LINKS@ 8 Ø @ 230 C/C  
(FROM TOP OF GROUND BEAM TO  
THE TOP OF THE PLINTH BEAM)

## GROUND FLOOR PLAN



## TYPICAL BEAM DETAILS

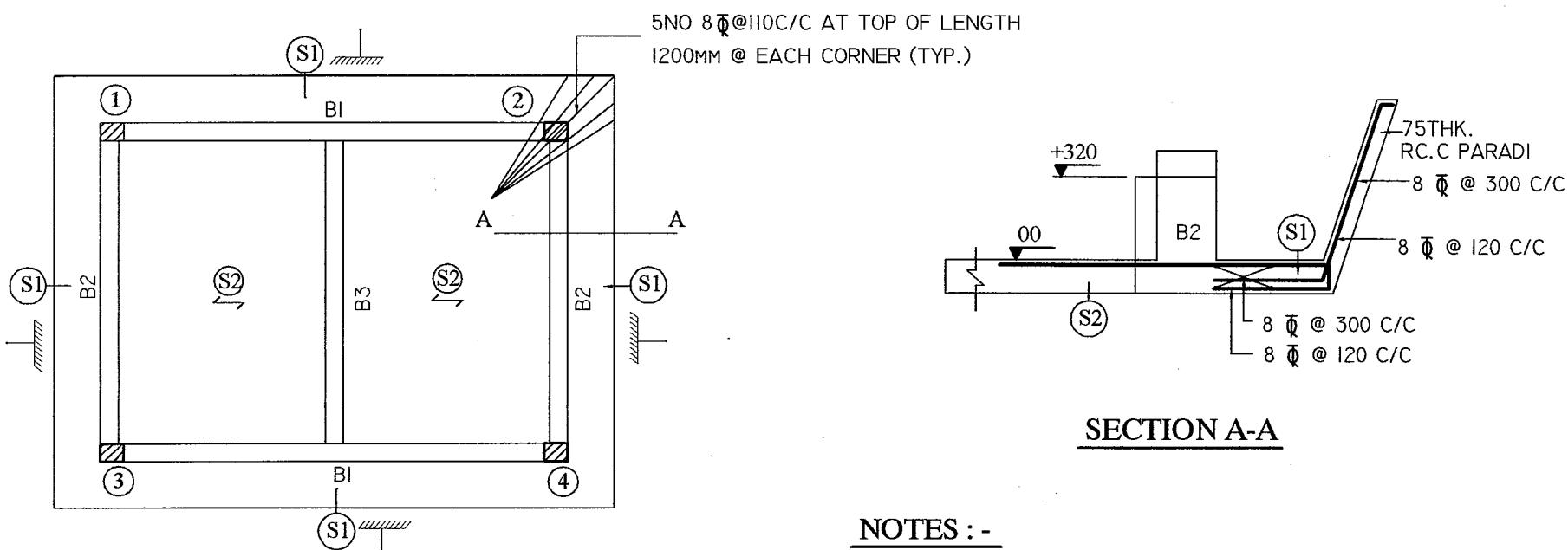
			DGN BY : VIJAY	STRUCTURAL CONSULTANT
Ro	GROUND BEAM DETAILS	08/12/07	DRN BY : VIJAY	<b>SHAILESH DHUMNE</b> S7/S8, SECOND FLOOR, RAJVEE ENCLAVE, NEW PANDIT COLONY NASHIK PH NO. (O) 231112
NO	REVISIONS	DATE	SIGN	
TITLE: SCHEDULE OF BEAM DETAILS			DATE	:08/12/07
EXECUTION:- <input type="text"/> APPROVAL:- <input type="text"/>			JOB NO. : 1584/2/R0.	
<b>NAME OF WORK :</b> STANDARD DRAWING FOR PUBLIC CONVENIENCE FACILITY OF SIZE 26.16 Sq.M.  <b>DETAILS</b> STRUCTURAL DETAILS-2 SCHEDULE OF BEAMS.				<b>INDIAN OIL CORPORATION LTD.</b> HEAD OFFICE MARKETING DIVISION  <b>CONSULTANT</b>  Ar. PRITI MALVI 201 A SHRAM SAFALYA CHS, DADABAI CROSS ROAD - III NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056
SCALE	NTS	IOC/HO/PCF/SD/RO-01	SHEET 11 OF 12	

## SCHEDULE OF R.C.C. TERRACE FLOOR BEAMS

BEAM NOS.	SIZE B X D	TOP LVL	BOTTOM STEEL		TOP STEEL			STIRRUPS		<b>NOM. 8 Q LINKS</b>	REMARKS
			FULL LENGTH	CURTAIL @ 450MM	MID SPAN	EXTRA OVER CONT. SUPT.	EXTRA OVER END SUPT.	END ONE	END TWO		
B1	230 X 600	+470	3-16 Q	3-16 Q	2-16 Q	2-16 Q				200	
B2	230 X 450	+320	2-16 Q	1-10 Q	2-8 Q		2-16 Q (1) ETC.	5NO 8 Q @ 230 C/C	EACH END	300	
B3	230 X 450	+320	2-16 Q	1-16 Q	2-8 Q			5NO 8 Q @ 230 C/C	EACH END	300	

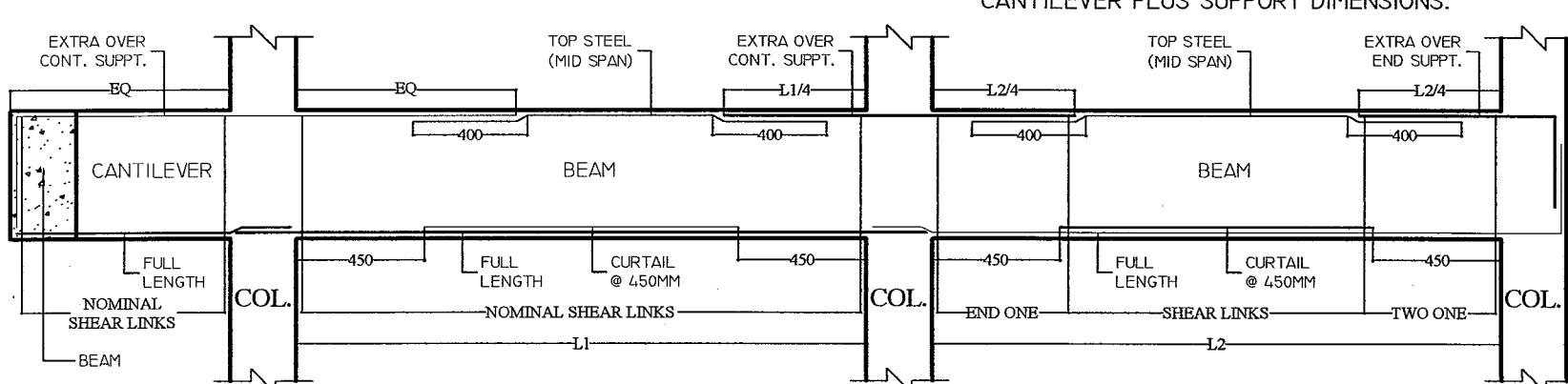
## SCHEDULE OF R.C.C. TERRACE FLOOR SLABS

SLAB NOS.	THK MM	TOP LVL	REINFORCEMENT (A.B.BANT )		DISTRIBUTION	REMARKS
			SHORT SPAN	LONG SPAN		
SI	130	00	8 Q @ 110 C/C AT:TOP AL:750		8 Q @ 300 C/C	CANTILEVER
S2	130	00	8 Q @ 120 C/C		8 Q @ 300 C/C	ONE WAY



### NOTES :-

- 1) FOR GENERAL NOTES REFER DRG.NO 1584/01/R0.
- 2) FOR TYPICAL DETAIL REFER DRG. NO. 1584/02/R0.
- 3) 00 INDICATES TERRACE FLOOR LEVEL.
- 4) EXTRA TOP BARS OVER SUPPORT FOR CANTILEVER LENGTH SHALL BE DOUBLE THE LENGTH OF CANTILEVER PLUS SUPPORT DIMENSIONS.



### TYPICAL BEAM DETAILS

NAME : VIJAY	STRUCTURAL CONSULTANT
DRN BY : VIJAY	<b>SHAILESH DHUMNE</b>
DATE : 08/12/07	S7/S8, SECOND FLOOR, RAJVEE ENCLAVE, NEW PANDIT COLONY
SIGN : CHKD.BY : S.P.D.	NASHIK PH NO. (O) 2311112
DATE : 08/12/07	
EXECUTION: _____ APPROVAL: _____	JOB NO. : 1584/2/R0.

**NOTES**  
DRAWING NOT TO BE SCALED  
ALL INTERNAL WALLS ARE 115 THK. BRICK  
& EXTERNAL WALLS ARE 230 THK.  
ALL DIMENSIONS ARE UNFINISHED TO UNFINISHED

DRAWN BY : PRITI MALVI	NAME : CM(E)	DESIGNATION : ARCHITECT	SIGNATURE :	DATE : 22 - 10 - 2007
CHECKED BY : SCB				28-03-08
APPROVED BY :				28-03-08
DGM(RS)	DGM(E)			

NAME OF WORK : STANDARD DRAWING FOR PUBLIC CONVENIENCE  
FACILITY OF SIZE 26.16 Sq.M.  
DETAILS : STRUCTURAL DETAILS-2  
SCHEDULE OF BEAMS, DETAILS.

SCALE : 1:50 NTS : IOCAHO/PCF/SD/RO-01 SHEET 12 OF 12  
JOB NO. : DRG. patni. c:\task\p\terrace\terrace\beam\1584\1584\1584.dwg

INDIAN OIL CORPORATION LTD.  
HEAD OFFICE MARKETING DIVISION  
  
Ar. PRITI MALVI  
201 A SHRAM SAFALYA CHS. DADABAI CROSS ROAD - III  
NEXT TO PRITI PALACE, VILE PARLE(W), MUMBAI 400056  
e-mail - vinay.priti@gmail.com

SPECIFICATIONS FOR FINISHES OF PUBLIC CONVENIENCE FACILITY		
S.NO	ITEM	DETAILED SPECIFICATIONS
1	Main Door	Supplying & fixing of aluminium door shutters at site with 50 microns Powder Coated aluminium sections of 83.50 x 44.45 x 3.00 mm (2.107 kg/rmt) with all necessary accessories like door lock, beadings, handles, screws and rowl plugs etc. including supplying and fixing of 6mm thick marine ply in fill pannel with 1mm thk. laminate on both sides including cost of all materials and labour charges , contingencies etc., complete as per drawing & design given in all respect.(Main Door Shutters). (Ply-Marino-1000-Royal Grey or Equivalent). (Aluminium sections-Make Jindal or equivalent). (Aluminium Sections-Powder Coated in Brown Matt Finish). (Ply Make-Century/Anchor/Greenply or Equivalent). (Laminate make-Marino/Sunmica/Greenlam or Equivalent).
2	WC Doors	Supplying & fixing of aluminium door shutters at site with 50 microns Powder Coated aluminium sections of 83.50 x 44.45 x 3.00 mm (2.107 kg/rmt) with all necessary accessories like door lock, beadings, handles, screws and rowl plugs etc. including supplying and fixing of 4mm thick Aluminium Sheets powder coated on both sides including cost of all materials and labour charges , contingencies etc., complete as per drawing & design given in all respect. (W. C. Door Shutters). (Aluminium sections-Make Jindle or equivalent). (Aluminium Sections-Powder Coated in Brown Matt Finish). (Aluminium Sheet-Powder Coated in Brown Matt Finish)
3	Window	Supplying and Fixing Alu. Window with glass louvers as per drawing with 50 micron coating to alu. Section of 83.50 x 44.45 x 3.00 mm (2.107 kg/rmt) with all necessary accessories like beading, screws etc. complete including cost of all material and labour, contingencies etc as per drawing and design given, in all respect. Aluminum of Jindal make with matt black powder coating, glass of 5 mm thick Asahi or Modi or equivalent make.
3	Ventilator Window	Supplying and fixing of Alu. Sliding window at site with 2 track Alu. Frame with 50 micron powder coated finish with all necessary fixtures and fittings like locks, screws, bearings and 5mm glass etc complete including cost of material and labour, contingencies etc complete as per drawings and design given, in all respect. Aluminum of jindal make with matt black powder coating, glass of 5 mm thick asahi or modi or equivalent make.
3	Ventilator Grill	Supplying & fixing of aluminium sections to window openings at site with 50 microns Powder Coated aluminium frame sections of 101.60x44.45x3.00 mm (2.342 kg/rmt for single side section) with Aluminium Security Grills of "Decogrill" make or Equivalent approved make with 15 micron anodising the design code no. DG-107 with aluminium Decogrill make frame of design no. DG-3 complete and DG-6(H-section) including glazing clip and other hardware with all necessary accessories like beadings,screws and rowl plugs etc. including cost of all materials and labour charges , contingencies etc., complete as per drawing & design given in all respect. (Openings). (Aluminium sections-Make JindAL or equivalent). (Aluminium Sections-Powder Coated in Black Matt Finish). (Aluminium Grills-Powder Coated in Black Matt Finish)
4	Janitors	Supplying & Fixing of Aluminium door shutters with 50 micron powder coated aluminium pipe frame section 44.45x25.40x3.20mm(0.605 Kg/rmt) & 50 micron powder coated aluminium door section 20.50x38.10x3.05mm(1.363 kg/rmt) with all necessary accessories like tubular door lock,beadings,screwsetc.,including supplying & fixing of Aluminium sheet 4mm thk. powder coated on both sides and aluminium louver set powder coated.Aluminium Sheet Make - Jindle or Equivalent.Aluminium Sections-Make Jindle or Equivalent.Aluminium Sections Sheet & Louvers Powder Coated-Brown Matt.As Per Drawing & Design Complet in all respect.(Janitors Cabinet)
5a	Front Wall	Permanent Finish Exterior Textured Paint - Heritage/Nitco or equivalent make
5	Back Wall	Permanent Finish Exterior Textured Paint - Heritage/Nitco or equivalent make
6	Exterior wall + 2 Side walls	Permanent Finish Exterior Textured Paint - Heritage/Nitco or equivalent make
6a	Cladding	600 x 600 Vit. Tile - Light Cream(perlato) Shade of Johnson Nitco Naveen
7	Interior walls	Acrylic emulsion
8	Door Frame	Supplying and Fixing of 19mm thick Black Granite frame with rebate for door as per drawing and 12mm dia bolt three NOS. to be properly grouted with the existing Brick wall, The cost shall include all materials, labour including grouting and fixing in the wall .
9	Ramp	Providing and fixing at site 20 mm thick Green Kotah in 100 wide strips as per drawing and to be fixed with 25mm thick 1:3 cement mortar bedfilling of necessary joints/pointing with white cement mortar 1:2 with an admixture of pigment to match the stone shed including all materials, labour etc complete. as per the given design & the drawing
10	European wc	white Wc, wall mounted type as per drawings. Make- Hindware/Parryware
10a	Anglo Indian Wc	white Wc as per drawings. Make- Hindware/Parryware
10 b	Urinal	420 x 610 Urinal with built in Automatic Flushing Sensor- Parryware
10c	Wash Basin	Providing and fixing at site circular shaped (470 mm dia) Off White coloured Wash basin of Hindware/ Parryware make to be fixed in the Black Granite stone supported on 20 mm thk Kadappah stone slab, including cutting of Necessary hole in the granite stone, nickel plated copper connections, Bottle trap of jacquar make (catalogue no. 769. - B) / ESS - ESS (croma series) / AQUEL make etc complete with waste coupling JACQUAR make Catalogue No. 705, but excluding cost of Tap, angle cocks etc complete. (The wash basin shall be under counter type)
11	Waste coupling Bottle Trap	Brass chrome fitting plumbing fitting- Jaguar(continenta)/Aquel(deleno)
11a	Sanitary Fittings	Providing and fixing at site Jacquier make Pillar cock long neck with aerator (continental series) Catalogue No. 021 / ESS-ESS (croma series) / AQUEL(deleno) make or equivalent make approved by IOCL be fixed at site including all necessary fittings etc complete.
12	Sanitary Fittings	Providing & Fixing at site angle cock of Jacquier make ( Continental Series) Catalogue No.053 / ESS-ESS (croma series) / AQUEL(deleno) make or equivalent make approved by IOCL, to be fixed below wash basins and other areas etc complete.
14	Sanitary Fittings	Providing and fixing at site Jacquier make Stop cock( Continental Series) Catalogue No.083 / ESS-ESS (croma series) / AQUEL make or equivalent make approved by IOCL as required.
15	Sanitary Fittings	Providing and fixing at site bib cock jacquier make ( Continental Series) Catalogue No.107 / ESS-ESS (croma series) / AQUEL(deleno) make or equivalent make approved by IOCL to be fixed at site including all materials, labour etc complete.
16	Sanitary Fittings	Providing and Fixing Metropole concealed Flush Valve Brass Chrome finished Plumbing Fittings : Make : Jacquier (Continental Series) Catalogue No.1081A, Ess Ess (Chroma Series), Aquel(deleno), or equivalent make approved by IOCL.
17	Wall tiles	1:3 cement mortar & cement slurry and white/ colour pigmented cement joint filling as per manufacturer's specifications in proper gradient. The tile should give metallic sound and not hollow/ drum sound when struck on it.- jhonson/Nitco/Kajaria
18	Floor Tiles	1:3 cement mortar & cement slurry and white/coloured pigment cement joint filling as per manufacturer's specification in proper gradient. The tile should give metallic sound and not hollow/drum sound when struck on it.jhonson/Nitco/Kajaria
19	Floor trap	Pvc Floor Trap with Cover and Easy Clean Removable Grating -matching floor tile colour -make- Chilly/Patel
20	Toilet Paper Holder	SS / finish Toilet Paper Holder - Jaguar(continenta)/aquel(deleno)
21	Robe Hook	SS Finished one each on the inside of WC doorJaguar(continenta)/aquel(deleno)
22	Soap Dispencer	Liquid Soap Dispenceer Colgate Pamolive make or Equivalent 2 nos Each provided on either side of Wash Basin Counter
23	Hand Dryer	Electrically Operated Hand Dryer System Provided on wall near Wash Basin area- make- Technocrat or Equivalent.

Drg . Ref:  
IDC/HO/PCF/SD/R0-0  
Specification Sheet .

Checked by  
Am (E)  
28/03/08

Approved by  
Am (E)  
DAM (RS)

Am (E) 28/03/08

**INDIAN OIL CORPORATION LTD.**  
**HO (RETAIL SALES)**

No.RS/18  
25<sup>th</sup> March 2008

**All State Retail Heads**

**Policy Circular No. 125-3/2008**

**Sub: Maintaining IBP Brand and Retail Visual Identity**

In order to expeditiously provide canopy fascia to all IBP ROs, it has been decided to provide Aluminium Sheet on the canopy and paint the same in IBP Colour scheme. For this purpose, necessary drawings and details have been developed in consultation with HO Engineering and placed at **Annexure-I**.

Accordingly, approval of Director(M) has been obtained for the following.

1. Canopy fascia to be painted as per the design placed at Annexure I on permanent basis for such canopies where it is not intended to provide the ACM fascia.
2. Painting the canopy fascia as per the above design shall also be done on the existing ROs in all classes of markets, where it is intended to provide the canopy fascia in ACM in future.
3. The painted canopy fascia will be replaced with ACM as soon as possible and as and when the turn comes for the RO for provision of the same. This shall be applicable for both "A" and "B" site ROs and providing the facilities shall be governed by modernization and subsidy policies applicable to 'B' site ROs.

The above is in line with the practice adopted for IOC ROs, while implementing the new RVI features. Copy of the Policy Circular No. 81-05/2005 (Ref.No. HO/RD/RVI dt. 21.6.2005), issued in this regard may be referred.

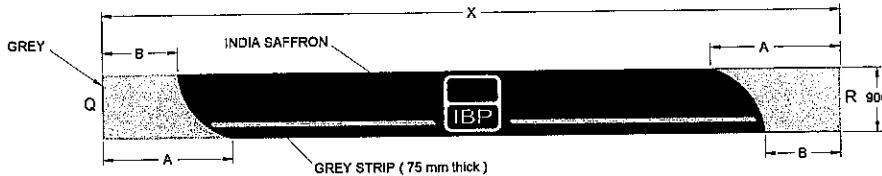
State Offices are advised to act as per the above approval.

  
**(K.R.Suresh Kumar)**  
**GM (Retail Sales)**

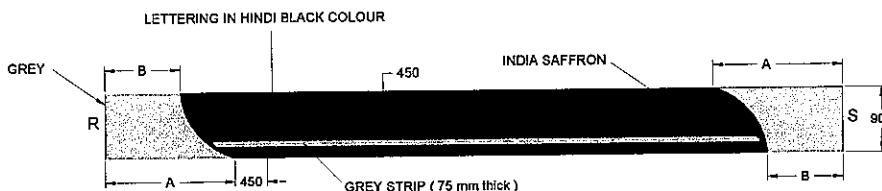
- : 2 : -

CC : State Heads  
CC : ED (RS), HO  
CC : ED (Finance), HO  
CC : ED (Engg & PJ), HO  
CC : ED (I/C), IBP Divn.  
CC : ED-IBP (Coordn & Plng)

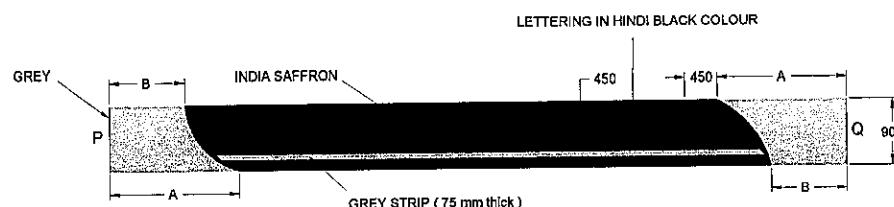
CC : DGM, Dir.Sectt, HO  
CC : GM (RS), HO – Shri Alok Mishra  
CC : ED (CC&Branding), HO  
CC : DGM (RS1/RS2/RS3/RS4), HO  
CC : GM (Internal Audit), HO  
CC : DGM (Vigilance), HO  
CC : Ch. Law Manager, HO



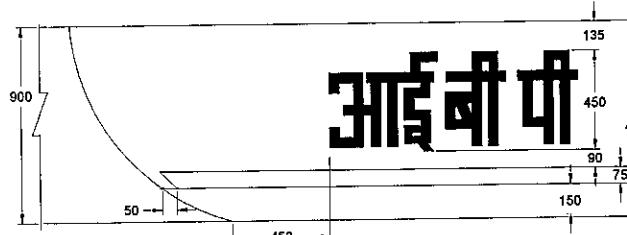
FRONT ELEVATION



ELEVATION OF SIDE 1



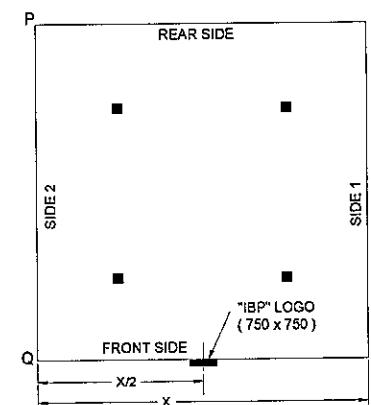
ELEVATION OF SIDE 2



TYPICAL LETTERING DETAIL

#### Technical Notes:

1. All dimensions shown are in mm and the drawing is not to scale.
2. Dimensions of Grey Facia at Corners and Ends :  
X = Facia Length of shorter side of Canopy  
 $A = X / 6.75 ; B = A / 1.71$
3. Colour Specifications :  
Orange : Standard IBP Orange ( India Saffron ) IS : 5/574 -1994  
Grey : Pantone Shade - 877C ; Black : Dark Black ; White : Super White
4. Where metallic surface for the facia is not available, 2 mm thick MS sheet with suitable framework shall be provided as per details given in enclosed drg. no. IOC-TYPICAL-DD-AR-004-R01 and painted as detailed below.
5. Painting Specification :
  - a. The surface to be painted shall be prepared by manual cleaning using wire brush/ emery paper, etc. The surface should be made free from rust / oil / grease / salts with detergent, fresh water washing and drying. The surface should have rough profile to ensure proper bonding of primer coat with base metal.
  - b. Apply two coats of primer with red oxide zinc phosphate. The primer paint material shall have minimum 35% Volume of solids and the primer coat shall be matt finished.
  - c. Apply two coats of synthetic enamel finished paint. The finish paint material shall have minimum 30% Volume of solids and shall have glossy finish.
  - d. Conventional air spray technique shall be adopted for the application of paints.
6. The primer and paint mentioned in 5 above shall be of the following makes :  
Jenson & Nicholson / I.C.I. / Shalimar / Berger / Asian paints / Nerolac or any other make with prior approval from IOC.
7. Rear side facia shall be painted with synthetic enamel paint as per the specifications in 5 above. Bottom 30% band shall be painted with Super White & top 70% band with India Saffron as mentioned in 5 above.
8. The IBP Logo of size 750 x 750 shall be painted on facia at the location as indicated in the front elevation.



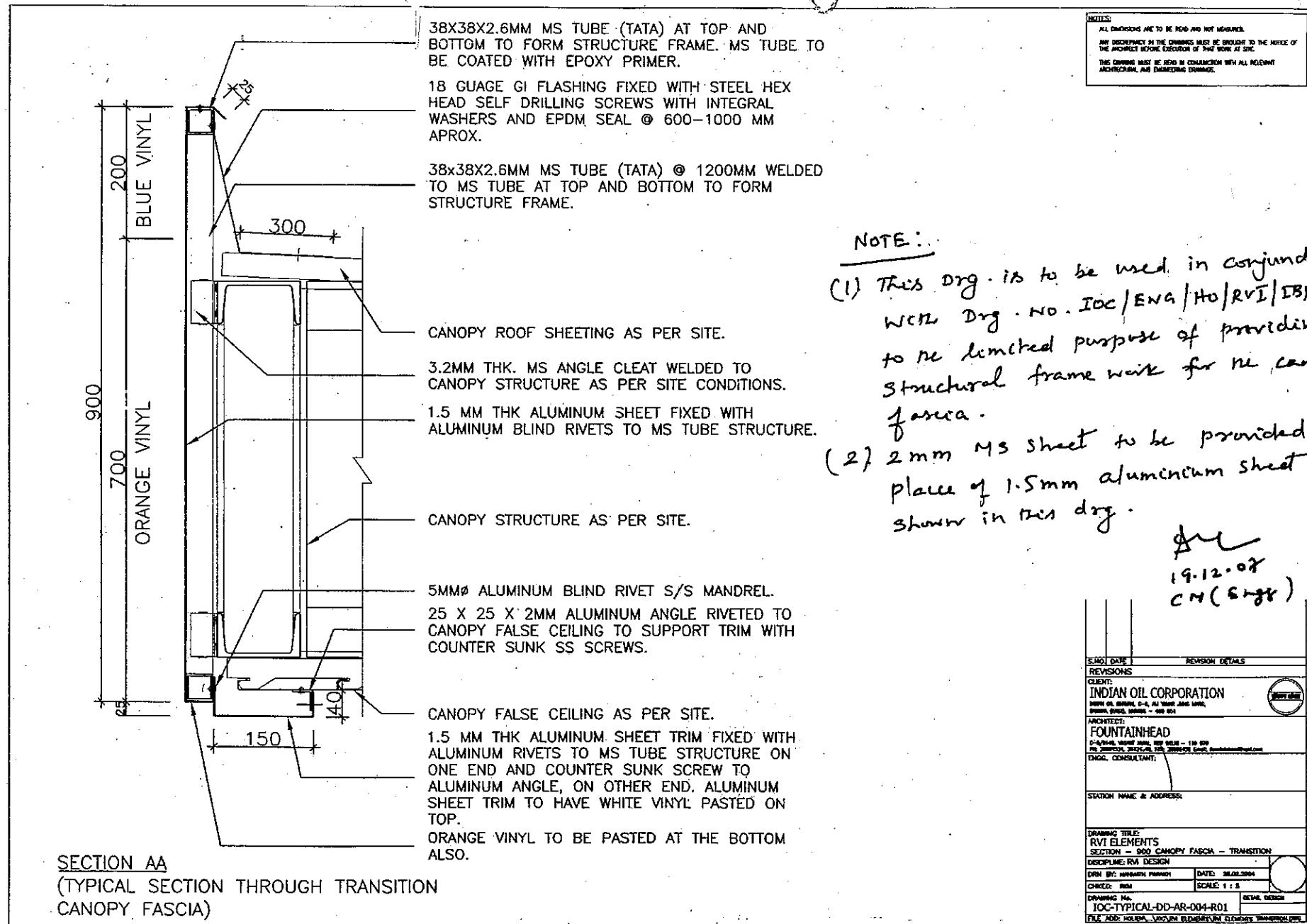
TYPICAL PLAN OF CANOPY FACIA

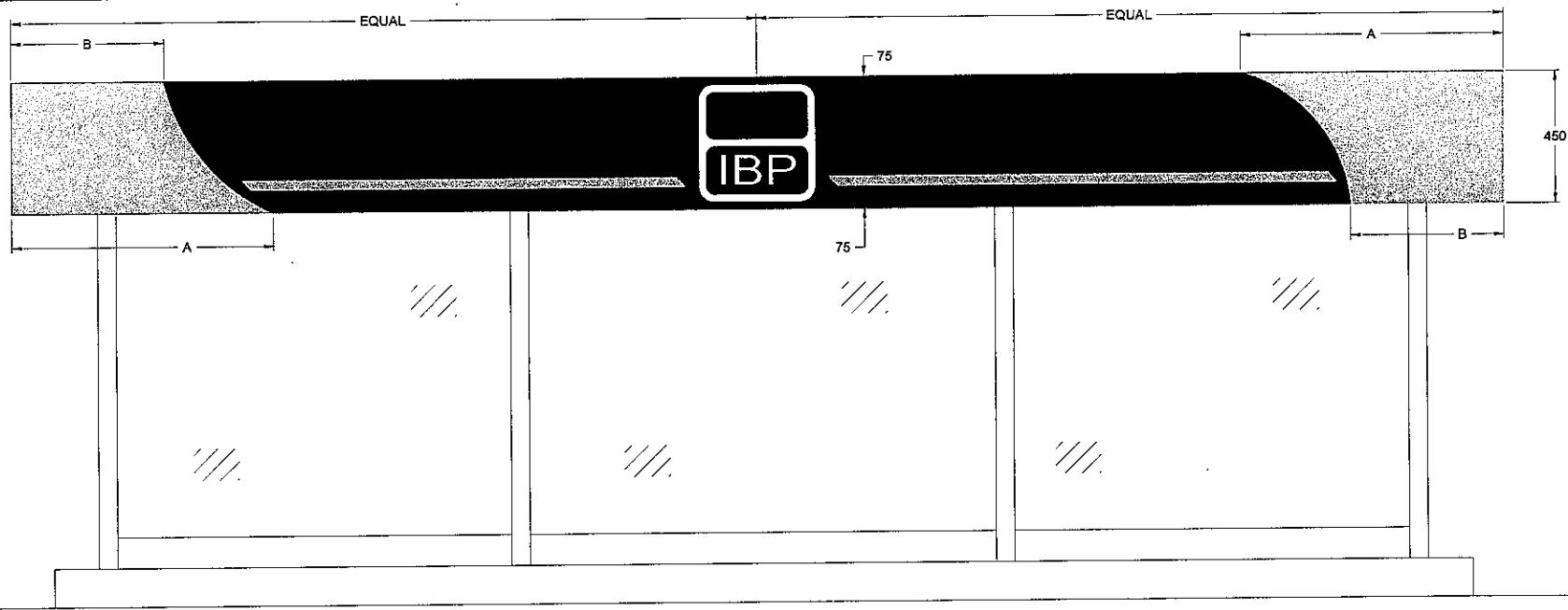
INDIAN OIL CORPORATION LTD.  
MARKETING DIVISION  
HEAD OFFICE  
INDIAN OIL BHAVAN, G-8, ALI YAVAR JUNG MARG,  
BANDRA ( EAST ), MUMBAI - 400 051

DRAWING TITLE:

PAINTED CANOPY FACIA FOR IBP ROs

DRN BY :	S P D	<i>[Signature]</i>	18.12.2007
CHEKD BY :	C M (E)	<i>[Signature]</i>	18.12.2007
APFD. BY :	DGM (E)		
DRAWING NO.:	IOC/ENG/HO/RV/IBP/FACIA/R0		





### Technical Notes:

1. All dimensions shown are in mm and the drawing is not to scale.
2. Dimensions of Grey Facia at the Ends :
 

$X$  = Facia Length of building  
 $A = X / 6.75 ; B = A / 1.71$
3. Colour Specifications :
 

Orange : Standard IBP Orange ( India Saffron ) IS : 5/574 - 1994  
 Grey : Pantone Shade - 877C ; Black : Dark Black ; White : Super White
4. The surface is to be prepared smooth by plastering before painting the facia.
5. Painting Specification :
  - a. Apply two coats of synthetic enamel paint over one coat of cement primer. The finish paint material shall have minimum 30% volume of solids and the primer coat shall be matt finished.
  - b. Conventional air spray technique shall be adopted for the application of paints.
6. The primer and paint mentioned in 5 above shall be of the following makes :
 

Jenson & Nicholson / I.C.I. / Shalimar / Berger / Asian paints / Nerolac or any other make with prior approval from IOC.
7. IBP logo in the facia shall be provided only at ROs where canopy does not exist. Wherever canopy exists, facia shall be painted without IBP logo.

INDIAN OIL CORPORATION LTD. MARKETING DIVISION HEAD OFFICE INDIAN OIL BHAVAN, G-9, ALI YAVAR JUNG MARG, BANDRA (EAST), MUMBAI - 400 051		
DRAWING TITLE: <b>PAINTED BUILDING FACIA FOR IBP ROs</b>		
DRN BY :	S P D	19.12.2007
CHKD BY :	CM (E)	19.12.2007
APPD. BY :	DGM (E)	
DRAWING NO.:	IOC/ENG/HO/RVII/IBP/FACIA/RO	

## **POLICY CIRCULAR NO 124-3/2008**

**Indian Oil (MD)  
HO, Retail Development**

**March 24, 2008**

### **All State Retail Heads**

#### **Subject : Guidelines for provision of Retail Visual Identity at 'A' site Regular Retail Outlets**

1. As a part of Operation Everest Initiative new RVI elements had been developed and the Design, Color and Material Specification of the same circulated to the State Offices for implementation.
2. The RVI elements finalized for Regular RO network are Main Sign pole (Monolith), High Mast Signage, Unipole Signage, Building Fascia, Canopy Fascia, Spreaders, Directional Signage, Individual Facility Signage, Facility Display Pole, Column and Building Cladding etc.
3. It has now been decided that the provision of the RVI elements at 'A' site ROs would be rationalized based on the class of market in which the same is located .This approach is expected to optimize the investment towards provision of the RVI elements . For this purpose following marketwise categories of ROs have been finalized.
  - i. Metro / State Head Quarters / Major Cities having population > 0.8 million.
  - ii. Major Towns having population between 0.2 million to 0.8 million.
  - iii. Highway / National / State Highway having Sale > 100KL PM.
  - iv. Other Towns < 0.2 Million, Highway RO having Sale 50KL - 100KL PM.
  - v. Other ROs not covered above.
4. The details of the RVI elements to be provided at 'A' site Regular Outlets in each market categories is enclosed herewith.
5. While the Design, Material and specification details for RVI elements ( except Unipole Signage) are available with the State Offices, the design for High Mast Signage is under revision. The revised design High Mast Signage along the design, specifications of Unipole Signage would be advised shortly.

The above guidelines may please be implemented with immediate effect.

*Amresh Kapoor*  
**(Amresh Kapoor)**  
**Deputy General Manager (RS)**

**CC : State Heads  
CC : ED (RS)  
CC : ED (Engg & Pj)  
CC : ED (AOD) Digboi  
CC : GM (RS)I/ GM (RS)II HO  
CC : GM (IA) HO  
CC : DGM (RS)II/ DGM (RS)III HO  
CC : DGM (E) HO  
CC : CEA TO DIR(M) HO  
CC : Sr Vigilance Mgr HO**

**ENCLOSURE TO POLICY CIRCULAR NO 124-3/2008****MARKEWISE RVI ELEMENTS - FOR 'A' SITE REGULAR RETAIL OUTLETS**

RVI ELEMENTS	Metro / State Head Quarters / Major Cities having population > 0.8 million	Major Towns having population between 0.2 million to 0.8 million	Highway - National / State Highway having Sale > 100 KL PM	Other Towns < 0.2 Million, Highway RO having Sale 50kl - 100KL PM	Other ROs
1 Main Sign Pole (MSP)	Yes	Yes	Yes	Yes (Unipole Signage)	Yes (Unipole Signage)
2 High Mast Signage (HMS)	Optional. 12 M/ 15M HMS to be provided in case the visibility of MSP is obstructed. Decision to only provide HMS can also be taken based on site condition.		Yes (17M /22M)	No	No
3 Canopy Fascia	Yes	Yes	Yes	Yes (Flat AI / MS sheet)	Yes (Flat AI / MS sheet)
4 Building Fascia	Yes	Yes	No	Yes to be provided in case canopy not available (Flat AI / MS sheet)	
5 Column and Building Cladding	Yes	Yes	Yes ,only column cladding	No	No
6 Spreaders	Yes	Yes	Yes	No	No
7 Directional Signage	Yes	Yes	Yes	No	No
8 Individual Facility Signage	Yes	Yes	Yes	No	No
9 Facility Display Pole	Yes	Yes	No	No	No
10 Name of Retail outlet in the RO premises	Yes	Yes	Yes	Yes	Yes



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

To : GM (HR), HO  
From : CEM, HO  
Ref : ENG/17

Date : 03.03.2008

**Sub : Policy on record management system.**

This has reference to your letter no. MS:5/7 dated 15<sup>th</sup> Jan'08. Please find enclosed herewith the following:

- 1. Retention Schedule of Engineering dept. (Comprising of Engineering, Materials & Retail Automation depts.).
- 2. Retention Schedule of M& I Dept.
- 3. Retention Schedule of S&EP dept.

  
Shailesh Mital 4/03/08

DGM(E)

Encl. : a/a

*CMSR*  
*Shailendra Mital*

**RECORD RETENTION SCHEDULE  
ENGINEERING DEPARTMENT**

**PROJECT RELATED FILES**

<b>SN.</b>	<b>DOCUMENT</b>	<b>PROPOSED RETENTION SCHEDULE (YEARS)</b>
1	Administrative Approvals (original sanctions)	5
2	Budget files – Capital Budget	3
3	Tenders – quotation, estimate, comparative statements, expenditure approval, contract agreement etc.	(5 YRS. AFTER FINAL PAYMENT)
4	Tender Sale / Tender Opening Register	3
5	Work Order Register	3
6	Bills & Pay Orders – Work Order	3
7	Bill Registers	3 (AFTER LAST PAYMENT)
8	Progress Report of various projects/works.	2
9	Correspondence regarding works at Locations (Including Housing Projects) with contractors	3
10	Correspondence regarding works at Retail / Consumer Outlets including Consumer Depots with contractors/dealers/consumers etc. including maintenance works.	3
11	Correspondence regarding Acceptance Committee & OISD Inspection.	3
12	Standard Drawings for standard items of work.	TO BE KEPT TILL REVISED
13	Layout plans	TO BE KEPT TILL CCE APPROVAL IS OBTAINED ON THE REVISED LAYOUT
14	Correspondence with Ministry/ Parliament queries, QPR, VIP References etc.	5

SN.	DOCUMENT	PROPOSED RETENTION SCHEDULE (YEARS.)
15	CMC, ECM, MMC, RRM Minutes, presentation material.	3
16	Third party Inspection Reports regarding performance of works, equipments & materials.	3
17	Miscellaneous correspondence	1

### GENERAL FILES

SN.	DOCUMENT	PROPOSED RETENTION SCHEDULE (YEARS.)
1	Policy matter / Circulars	TILL REVISED
2	Audit replies	3
3	Storage Licences from Chief Controller of Explosives & other Statutory Licences.	PERMANENT
4	Files for land agreement and correspondence	
	a) Correspondence	3
	b) Agreements	PERMANENT
5	Material Indent & Requisition Files including despatch advices.	3

**Note :**

**The records in respect of the following cases will be retained irrespective of the period involved:**

- a) Pending arbitration case / court case / vigilance case.
- b) Pending enquiry or CBI case.
- c) Audit Paras not dropped.

**In such cases, the files will be retained as per the period mentioned after closure of the cases.**

**RECORD RETENTION SCHEDULE  
MATERIALS DEPARTMENT**

**MATERIALS RELATED FILES**

S.N.	DOCUMENT	PROPOSED RETENTION SCHEDULE (YEARS)
<b>A.</b>	<b>Tender related files</b>	
1	Materials Indent Forms – Register	3 years
2	Tender Register	3 years
3	Tenders – Quotation, Estimate, Comparative Statements, Expenditure approval, Contract Agreement	7 years for Dispensing Units & 5 years for others
4	Details of EMD / SD / PBG Register	5 years
5	Purchase Order Register	3 years
6	Bills & Pay Order	3 years
7	Bill Register	3 years
8	Warranty / Guarantee Certificates-	3 years
<b>B.</b>	<b>General Files</b>	
1	Policy Matters / Circulars / Specifications	Till revised
2	Holiday Listing files	3 years
3	Audit Replies	3 years
4	Pending Arbitration Cases /Court case / Vigilance case	Till completion
5	Pending Enquiry or CBI cases	Till completion
6	Audit Para's not dropped	Till completion
7	Correspondence files	3 years



IndianOil

इंडियन ऑयल कॉर्पोरेशन लिमिटेड (विपणन प्रभाग)  
अनुरक्षण व निरीक्षण विभाग, प्रधान कार्यालय  
Indian Oil Corporation Ltd. (MD)  
Maintenance & Inspection Dept., HO

**SUB : RECORD RETENTION SCHEDULE – M&I DEPT.**

SN	SUBJECT	RETENTION SCHEDULE
1.	M&I PROCEDURE / POLICIES / CIRCULAR / INSTRUCTIONS / FORMATS / BULLETINS / JOURNAL	Permanent
2.	DATA OF EQUIPMENT / FACILITIES & M&I INDEXING DATA	Permanent (Till the existence of equipment / facilities)
3.	INVESTIGATIONS & FAILURE ANALYSIS REPORT / CASE STUDIES.	Permanent
4.	TANK INSPECTION REPORTS	Permanent
5.	PIPELINE INSPECTION REPORT	Permanent
6.	PUMP INSPECTION REPORT	Permanent
7.	INSPECTION REPORTS OF CUSTOMERS	Permanent
8.	M&I INDEXING REPORTS	5 yrs.
9.	ACCEPTANCE COMMITTEE REPORT	Permanent
10.	M&I MIS REPORTS – MONTHLY / QUARTERLY / PERFORMANCE HIGHLIGHTS / CORPORATE COMMUNICATIONS ETC.	3 yrs.
11.	M&I TROPHY (Procurement / correspondences)	5 yrs.
12.	MANUALS / STANDARDS / CODES / SPECIFICATIONS / BOOKS / PERIODICALS / INSPECTION TOOLS ETC.	Permanent (Till revision)
13.	CORRESPONDENCES WITH VARIOUS FUNCTIONAL DEPT. (OPS/AVN/LUBES/S&EP/ENGG& PROJ./FIN./ HR / SYSTEMS ETC.)	3 yrs.
14.	CORRESPONDENCES WITH OISD / CECRI / REFINERIES / PIPELINES / CONSULTANTS ETC.	5 yrs.
15.	PROJECT MANTHON / SAP	5 yrs.
16.	AUDIT REPLIES	3 yrs.

**Indian Oil Corporation Limited  
Safety & Environment Department  
(Marketing Division)  
Head Office**

**LIST OF FILES**

w.e.f. 01.01.2008

SN	File No	Subject	Retention
1.	SEP/HO/101	Originator File of S&EP Department	2 years
2.	SEP/HO/102	Circulars / Guidelines on HR Policies / Office Orders	Always
3.	SEP/HO/103	Circulars / Guidelines / Orders on Finance Policies	Always
4.	SEP/HO/104	Circulars / Guidelines on Legal / Vigilance matters	Always
5.	SEP/HO/105	Policy Decisions – S&EP / Engineering	Always
6.	SEP/HO/106	Parliamentary Questions / VIP References	Always
7.	SEP/HO/107	Presentations	2 years
8.	SEP/HO/108	Budget Allocation / Preparation	3 years
9.	SEP/HO/109	Holiday Listing / Data / Correspondence	Always
10.	SEP/HO/110	Acceptance Committee LPG / Auto LPG	2 years
11.	SEP/HO/111	Acceptance Committee – Non-LPG	2 years
12.	SEP/HO/112	Purchase Indents / Correspondence	5 years
13.	SEP/HO/113	Purchase Orders / Correspondence/ Inspection of materials / items	5 years
14.	SEP/HO/114	Correspondence with CO, SH&E	5 years
15.	SEP/HO/115	Correspondence with OISD	5 years
16.	SEP/HO/116	Correspondence with MOP&NG & other Ministers / Govt.Deptts.	Always
17.	SEP/HO/117	Correspondence with PESO	Always
18.	SEP/HO/118	Correspondence on Oil Spill Management / Coast Guard / NOSDCP / OSRC etc.	5 years
19.	SEP/HO/119	CDM (Clean Development Mechanism) Projects / Correspondence / Trg. on CDM	5 years
20.	SEP/HO/120	Correspondence on Petroleum & Natural Gas Regulatory Board (PNGRB)	Always
21.	SEP/HO/121	Correspondence with Regions / States on S&EP issues	3 years
22.	SEP/HO/122	Correspondence for meetings within IOCL	3 years

**Indian Oil Corporation Limited  
Safety & Environment Department  
(Marketing Division)  
Head Office**

**LIST OF FILES**

w.e.f. 01.01.2008

SN	File No	Subject	Retention
23.	SEP/HO/123	Minutes of all meetings of IOCL and ATR on action points.	5 years
24.	SEP/HO/124	Safety Council Meetings/Minutes & ATR	3 years
25.	SEP/HO/125	Correspondence on HR / legal / vigilance issues	5 years
26.	SEP/HO/126	Accident Reporting & Investigation Reports - NR	2 years
27.	SEP/HO/127	Accident Reporting & Investigation Reports - ER	2 years
28.	SEP/HO/128	Accident Reporting & Investigation Reports - WR	2 years
29.	SEP/HO/29	Accident Reporting & Investigation Reports - SR	2 years
30.	SEP/HO/130	ATR on implementation of various Committee's Recommendations	2 years
31.	SEP/HO/131	MIS on S&EP - Monthly / Quarterly / Annual	2 years
32.	SEP/HO/132	MDT Audit / Surprise Inspection & Reports - NR	3 years
33.	SEP/HO/133	MDT Audit / Surprise Inspection & Reports - ER	3 years
34.	SEP/HO/134	MDT Audit / Surprise Inspection & Reports - WR	3 years
35.	SEP/HO/135	MDT Audit / Surprise Inspection & Reports - SR	3 years
36.	SEP/HO/136	MDT / surprise Inspection Audit of HO Building / Other Administrative Buildings.	3 years
37.	SEP/HO/137	Inspection / Audit by External Agencies / OISD etc. & ATR on the observations / recommendations	5 years
38.	SEP/HO/138	Sludge Inventory / Disposal	2 years
39.	SEP/HO/139	Celebrations / Events / Shows / Exhibitions	2 years
40.	SEP/HO/140	Inspection/Audit Schedules / Tour Programmes / Engagements	1 year
41.	SEP/HO/141	Inventory of locationwise Safety Equipments / Systems / on SAP and Exception Reports on shortfalls.	5 years
42.	SEP/HO/142	Write-ups / Performance Highlights / Reports / Safety Bulletins	2 years



**Indian Oil Corporation Limited  
Safety & Environment Department  
(Marketing Division)  
Head Office**

**LIST OF FILES**

w.e.f. 01.01.2008

SN	File No	Subject	Retention
43.	SEP/HO/143	Membership of reputed bodies / Organisations etc.	Always
44.	SEP/HO/144	Suggestion Scheme / Correspondence on suggestions	1 year
45.	SEP/HO/145	Training / Seminars / Workshops / Nominations etc.	1 year
46.	SEP/HO/146	Attendance / Leave Application / Joining Reports etc.	2 years
47.	SEP/HO/147	Register with details of all safety incidents	5 years
48.	SEP/HO/148	Correspondence on hardware / software / IT Issues	1 year
49.	SEP/HO/149	Disaster Management Plan / Fire Drills / On site & Off site	2 years
50.	SEP/HO/150	Safety Awards / Applications / Approvals / Nominations.	2 years
51.	SEP/HO/151	Stationery / Petty Purchases / Bills on Office Contingency	1 year
52.	SEP/HO/152	Reply to Internal Audit	5 years



**INTER OFFICE MEMO**

FROM: CM (S&EP), HO

TO : All State Heads  
GM (RS), N/E/W/S

REF : SEP/HO/110

DATE : 12.02.08

**Sub: Guideline on Electrical Audit at Marketing locations**

Electrical Audit of Marketing locations are conducted through External agency as well as by In-house team. Upon review it was observed that different practices are in place for carrying out Electrical Audit of locations.

Therefore it was felt necessary to study the requirements of Electrical Audit based on statutory regulations in respect of Marketing locations i.e. LPG Bottling plant, Terminals, Depots, AFS, Lube plants, Drum Plant and Admin Buildings so as to meet the requirement of Indian Electricity Acts, Rule, Central Electricity Authority and OISD. A committee was constituted to examine these issues and their recommendations vide note SEP/HO/110 dtd 15.10.07 after examination by respective functional groups at HO has been approved by DIR (M).

As per the approval, following shall be the guidelines for carrying out the Electrical Audit of Marketing locations:-

**1. Periodicity of Electrical Audit**

**A) LPG Bottling Plant:**

Sl. No.	Type of Audit	Audited By	Composition of Team	Frequency & Duration	Check List	Remarks
1.	External Electrical Audit of LPG Plant	Through reputed authorized External Agency and / or as approved by the respective Electricity Board/Authority	1) Competent Electrical Engineer (s). 2) Location's Maintenance Engineer should be associated with Team.	Once in <u>four</u> years.  <u>Duration of Audit: Two days</u>	As per OISD -144 & 145 and Electricity rules and Scope of inspection as per Annex- A	- 1 <sup>st</sup> year (Ext. Agency) - 2 <sup>nd</sup> year (In-house) - 3 <sup>rd</sup> year (In-house) - 4 <sup>th</sup> year (In-house) - 5 <sup>th</sup> year (Ext. Agency) & So on
2.	Internal Electrical Audit of LPG Plant	In-house electrical engineer.	The officer should have Electrical Engg background from other location.	Every Year. Except the year of Ext. Audit  <u>Duration of Audit: one day</u>	As per OISD- 144 & 145	

**B) Terminal / Metro AFS / Lube Plant / Drum Plant:**

Sl. No.	Type of Audit	Audited By	Composition of Team	Frequency	Check List	Remarks
1.	Electrical Audit of Terminal	Through reputed authorized External Agency and/or as approved by the respective Electricity Board/Authority	1) Competent Electrical Engineer 2) Location's Maintenance Engineer should be associated with Team	Once in <u>four</u> years.  Duration of Audit: 2 days	As per OISD-145-09 and Electricity rules and Scope of inspection as per <b>Annex-A</b>	- 1 <sup>st</sup> year (Ext. Agency) - 2 <sup>nd</sup> year (No audit) - 3 <sup>rd</sup> year (In house) - 4 <sup>th</sup> year (No audit) - 5 <sup>th</sup> year (Ext. Agency) & So on
2.	Electrical Audit of Terminal	In-house electrical engineer	One Officer from M&I, Region / HO and another Officer from other location with Electrical Engineering background.	Alt. Year. Except the year of Ext. Audit  Duration of Audit: One day	As per approved format developed by M&I, HO	

**C) Depot / Other than Metro AFS:**

Sl. No.	Type of Audit	Audited By	Composition of Team	Frequency	Check List	Remarks
1.	Electrical Audit of Depot / AFS / Lube Plant / Drum Plant & Admin Building	Through reputed authorized External Agency and/or as approved by the respective Electricity Board/Authority	1) Competent Electrical Engineer 2) Location's Maintenance Engineer should be associated with Team	Once in <u>four</u> years.  Duration of Audit: 2 days	As per OISD-145-09 and Electricity rules and Scope of inspection as per <b>Annex -A</b>	—

**D) Administrative buildings:**

Buildings having administrative offices may be audited on need basis only through In- house, as there are no such specified rules in this regard.

**2 Scope of Electrical Audit & Guidelines with Check List:**

- (i) The scope of work for carrying out electrical audit is enclosed in **Annexure- A**.
- (ii) The guidelines with Checklist for In-house Electrical Audit shall be developed by M&I, HO with the approval of functional HOD.

**3. Arrangement of Internal and External Electrical Audit:**

- i) The audit calendar shall be drawn by respective Functional Head at State / Region except Drum Plant & Lube Plant which shall be drawn by HO / Lube-Ops. These Functional heads at State / Region and HO / Lube-Ops shall engage the external agencies and internal resources as per the schedule.

- ii) The audit report should be submitted to the respective functional heads at State / Region / HO incase of Lube-Ops.
- iii) Above audits are in addition to any inspection / audit of the locations by any of the authorized statutory bodies.

#### 4 Monitoring, Compliance and Follow-Up:

- i) The location in-charge shall implement the recommendation of the audit report in a time bound manner and the same shall be monitored by the respective Functional heads at State / Region / HO through monthly MIS. Delay in implementation is to be brought to the notice of respective higher authorities.
  - ii) During **MDT/Safety inspection** of the location, the recommendations of Electrical Audit and it's implementation is to be reviewed and shall form part of MDT, Safety inspection report. However the present M&I format for POL locations have provision for evaluation of Electrical Audit compliance and the same shall continue to be followed.
5. Above guidelines are forwarded for uniform implementation at all Marketing locations from the calendar year 2008 as per following table:
- (i) External Electrical Audit – In the Calendar year 2010.
  - (ii) Internal Electrical Audit – As per frequencies as mentioned in the Table – 'A', 'B', 'C' and 'D' from the calendar year 2008.
  - (iii) Audit is to be conducted on calendar year basis and the cycle shall continue commensurating (i) & (ii) above and there on.



(S.K. Sadhu)  
CM (S&EP)

CC: CEA to Dir (M)

CC: All EDs, HO

CC: All GMs, HO

CC: All SO, Operations Head, ALL SO, LPG Head, Aviation Head, RO

CC: DGM(M&I), HO : It is requested to issue the Electrical Audit format for Internal Audit in line with the approved note, copy of which is enclosed.

CC: CM (S&EP), NR/ER/WR/SR

## ANNEXURE - A

1. Physical inspection of the location with reference to applicable Indian standards, OISD Standards, Petroleum Rules, Indian Electricity Rules and other relevant codes of practice and identify electrical hazards.
2. Reviewing electrical safety system with respect to total safety system of the location.
3. Review of protection devices / system of the electrical installation of location.
4. Examination of adequacy of location's lightning protection system for the instrumentation / MCC panel. Suggest recommendations/remedial measures.
5. To review availability of electrical appliances as per hazardous area classification in the location and to suggest recommendations as per applicable Indian Standard.
6. To review past electrical accidents and to identify the root cause of it and suggest remedial measures to mitigate the same.
7. To review the electrical preventive maintenance schedule (as per OISD-137) at location and to examine the documentation, check list, work permit, test records, etc. To suggest recommendations as per applicable standards.
8. To identify training needs of employees of the location keeping in view the electrical safety.
9. To review the efficacy of earthing system of location on the basis of IS:3043 and to suggest recommendations for improving the earthing system.
10. Review of the following test records, evaluating the test results and to suggest recommendations as per applicable standards.
  - a) Transformer oil test
  - b) Insulation resistance test of cable, motors, transformers and other electrical machineries.
  - c) Earth resistance test
  - d) Relay test
11. To evaluate the potential electrical fire hazards in the location, electrical installations and to suggest fire protection measures as per applicable standards and Indian Electricity Rules.
12. To review fire protection system of electrical control room and suggest remedial measures.
13. To identify electro-static hazards at locations and to suggest recommendations.
14. The recommendations / modifications suggested should have reference to the code of practices / applicable standards / statutory rules under which these shall fall.

**INTER OFFICE MEMO**

Ref : ENG/20

Dt. 18/12/2007

**FOR : STATE RETAIL HEADS / STATE ENGG HEADS**

**Sub : Need for Undertaking Quality Commissioning of ROs – Visit of Acceptance Committee**

Since a need for commissioning of ROs only after completion of construction activities has been adequately emphasized in circular No.RO/6002 dated 30.11.02 issued by Retail Sales Dept. Therefore, prior to commissioning, it is necessary that an Acceptance Committee comprising of officers from Retail Sales Dept and Engineering Dept visits the RO and examines its readiness. The Acceptance Committee shall comprise of local Field Officer / any other officer nominated by the concerned DRSM, and an Engineer not associated with construction of that particular RO posted at DO / SO nominated by State Engg Head.

Terms of Reference of Acceptance Committee as defined at para 2.7.3, Chapter 2, Pg.95 of the Engg Manual – V, are verifying quality of work in line with approved lay out plan. To verify all aspects of quality of works as well as availability of statutory approvals and operational requirements, a comprehensive checklist has been prepared as attached.

This checklist should be invariably used for commissioning of all 'A' site ROs and submitted to the Divisional Retail Sales Manager. A copy of this report is also required to be submitted to State Retail Head requesting his approval for commissioning of the RO.

  
Amresh Kapoor  
DGM (RS) 18/12/07

  
Shailendra Mital  
DGM (E) 18/12/07

Copy to :

All State Heads / ED (RS) / ED (E&P) / CEA to Dir (M) – for kind information.

**ACCEPTANCE COMMITTEE CHECK LIST FOR COMMISSIONING OF NEW RETAIL OUTLET**

**NAME OF RETAIL OUTLET :**

**CLASS OF MARKET :**

**NAME OF DIVISIONAL OFFICE :**

**NAME OF CONTRACTOR :**

**DATE OF VISIT OF ACCEPTANCE COMMITTEE :**

**NAMES OF MEMBERS OF ACCEPTANCE COMMITTEE :**

- 1.
- 2.

(A) STATUTORY APPROVALS :

		YES/NO	REMARKS
1.	Whether STORAGE LICENCE is obtained from the Department of Explosives?		
2.	Whether APPROVAL is obtained from the National/ State Highway?		
3.	Whether all conditions of NOC have been complied with.		
4.	Whether RETAIL SELLING LICENCE is obtained from the Deptt. Of Civil supplies?		
5.	Whether BUILDING PERMISSION is obtained from the local Municipal authorities?		
6.	Whether NA is obtained wherever required?		
7.	Whether TRADE LICENCE/ ESTABLISHMENT OF SHOP LICENCE/TIN NO./ PF/ ESIC are obtained?		

(B) OPERATIONAL REQUIREMENTS:

		YES/NO	REMARKS
1.	Availability of 3 phase PERMANENT POWER CONNECTION (Mention sanctioned load in KVA)		
2.	Whether stationary like Cash Memo, Indent Book, Letter Head, Registers like DSR etc has been arranged?		
3.	Whether water-finding paste is available?		
4.	Whether Oil finding paste is available?		
5.	Whether copy of PETROLEUM RULES is available/ displayed?		
6.	Whether STOCK/ PRICE BOARD has been displayed ?		

7.	Whether Suggestion/ Complaint box is available?	
8.	Whether DIP CHARTS/ DIP RODS have been provided for underground storage tanks?	
9.	Whether storage licence No. and copy of CCOE approved layout have been displayed?	
10.	Whether information regarding checking adulteration, Customer Service Cell, Sales Officer's contact details are displayed?	
11.	Whether working hours is displayed?	
12.	Whether stamping of weights & measures Deptt. for the dispensing pumps carried out ?	
13.	Whether MUNICIPAL CONNECTION FOR WATER & DRAINAGE obtained?	
14.	Whether density register/ ASTM table is available?	
15.	Whether Filter paper is available?	
16.	Whether Sampling containers are available?	
17.	Whether 5 litre calibrated measure is available?	
18.	Whether First aid box is available?	

**(C) CONSTRUCTION OF FACILITIES:**

1.	<b>LAY OUT:</b> Deviations observed, if any, from CCOE approved layout. (If CCOE licence is not obtained the deviations should be checked with reference to the layout approved for construction by Deptt.) ➤ Plot shape	YES/NO	REMARKS

	<ul style="list-style-type: none"> <li>➤ Plot dimension</li> <li>➤ Location &amp; number of storage tanks</li> <li>➤ Location &amp; number of pump islands</li> <li>➤ Location of entry &amp; exit</li> </ul>
2.	<p><b>STORAGE TANKS:</b></p> <ul style="list-style-type: none"> <li>➤ Nuts &amp; bolts are tightened with gasket on all manholes</li> <li>➤ Tanks do not contain any water</li> <li>➤ Whether proper lifting arrangement is provided on manhole covers?</li> <li>➤ Whether opening is provided on manhole covers for accessing dip hatch?</li> </ul>
3.	<p><b>T/T UNLOADING SUMP</b></p> <ul style="list-style-type: none"> <li>➤ Camlock couplings are provided</li> <li>➤ Adequate space is available in the sump to connect decantation hose.</li> <li>➤ T/T earthing point is available</li> <li>➤ Pipes are colour coded for different products.</li> <li>➤ Whether sump is 4.5 M away from the plot boundary?</li> </ul>
4.	<p><b>VENT PIPES</b></p> <ul style="list-style-type: none"> <li>➤ Located at least 4M away from plot boundary</li> <li>➤ Vent ports are painted as per product colour code</li> <li>➤ Brass/ SS wire mesh is provided on the vent</li> <li>➤ Pipes are clamped securely with the sales building or with steel structure</li> </ul>

	<ul style="list-style-type: none"> <li>➤ All pipes are of same height and are in plumb.</li> <li>➤ No non-FLP light is provided within 4M of the vent pipe</li> </ul>
5.	<p><b>SILICA GEL TRAP FOR ETHANOL BLENDED FUEL</b></p> <ul style="list-style-type: none"> <li>➤ All nuts &amp; bolts are tight</li> <li>➤ Height is convenient for maintenance</li> <li>➤ Silica gel is not discoloured</li> </ul>
6.	<p><b>DISPENSING UNITS</b></p> <ul style="list-style-type: none"> <li>➤ Installation has been supervised by DU supplier</li> <li>➤ All foundation bolts are tight</li> <li>➤ No loose electrical connections.</li> <li>➤ FLP cable glands are tight and cable is firmly held by the gland.</li> <li>➤ Body of the DU is earthed with GI/ Copper wire at 2 places</li> <li>➤ Light duty DUs with correct nozzle size is provided for cars and 2/3 wheelers.</li> <li>➤ All DUs are installed in correct plumb and plane.</li> <li>➤ Voltage stabilizer is provided for MPDs.</li> <li>➤ Factory sealing of electronic totalizer and metering unit are intact.</li> <li>➤ DUs are painted with appropriate product colour code</li> </ul>
7.	<p><b>PUMP ISLANDS</b></p> <ul style="list-style-type: none"> <li>➤ Height of island (150 mm for City ROS &amp; 300 mm for high way ROS)</li> <li>➤ No cracks on granite top</li> <li>➤ No exposed electrical cable near pump island</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Shape is as per standard design</li> <li>➤ Dry sand is filled inside the pit around riser pipe for the DU.</li> </ul>
8. <b>CANOPY</b>	<ul style="list-style-type: none"> <li>➤ Painting of columns is good</li> <li>➤ False ceiling is not uneven</li> <li>➤ All lights are functioning</li> <li>➤ Lights are provided in 3 circuits and each circuit has separate switch</li> <li>➤ Canopy structure is earthed at 2 places with GI strips</li> </ul>
9. <b>DRIVEWAY</b>	<ul style="list-style-type: none"> <li>➤ Slope of driveway is towards drains</li> <li>➤ 'Unipaver' design paver blocks are used</li> <li>➤ Precast concrete blocks are provided as edge restraints at end of paver blocks</li> <li>➤ Sand filling is visible between paver blocks</li> <li>➤ No local settlement is observed</li> <li>➤ Manhole covers for tanks or electrical/drain chambers are seated properly and do not have sharp edges</li> <li>➤ Entire driveway is provided either with paver blocks or with bituminous carpet</li> <li>➤ Driveway kerbing is painted in cement grey colour.</li> <li>➤ All open drains within driveway are provided with steel or concrete grating.</li> </ul>

10. <b>LIGHT POLES</b>	-	Write numbers: Mention height:
> Total numbers	-	
> Height	-	
> All lights are functional	-	
> Light poles are divided in 3 circuits with separate switch	-	
> Each light pole is earthed with GI wire	-	
> Junction boxes are strong, at the same level and are firmly installed.	-	
> All foundation bolts are tightened	-	
> No exposed electrical cable is seen	-	
11. <b>TYRE INFLATOR</b>	-	
> Location is convenient for service	-	
> Air compressor and type inflator is functional	-	
> Air tower is installed firmly	-	
> Calibration certificate is available.	-	
> No exposed electrical cable is seen	-	
12. <b>SALES BUILDING</b>	-	
> No cracks in tiles in flooring or on walls	-	
> No water seepage is noticed	-	
> Aluminum frames of all doors and windows are powder coated	-	

	<ul style="list-style-type: none"> <li>➤ Toilet has running water</li> <li>➤ All lights and fans are operational</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Plastered surface of walls are smooth</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No peeling of the paint is visible</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Electrical control panel is installed firmly and cable trench is covered.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Whether spare cable entries and other openings in the electrical panel are sealed/plugged.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No exposed electrical wire or cable is visible in the sales building</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Space is available for installation of water cooler with electrical connection and floor trap for drainage.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ All electrical sockets and switches installed outside are weather proof.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Soak pit &amp; septic tanks are away from underground tanks</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Shelves are provided in the Lube Store for storing lube cartons and fuel sample containers</li> </ul>
	<ul style="list-style-type: none"> <li>➤ External painting is as per approved colour scheme</li> </ul>
13.	<p><b>HOARDING</b></p> <ul style="list-style-type: none"> <li>➤ All steel structure is painted in synthetic enamel paint</li> <li>➤ All lights are functional</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No exposed electrical cable is visible</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Fabrication of hoarding is as per standard design</li> </ul>

14.	<p><b>APPROACHES</b></p> <ul style="list-style-type: none"> <li>➤ Slope of entry and exit is towards interceptor drain / cattle trap</li> <li>➤ Interceptor drain is connected to the highway / municipal drain to prevent water logging</li> <li>➤ Asphalting appears to be dense with seal coat and well rolled</li> <li>➤ Level of the plot and slope does not permit water logging of the driveway.</li> </ul>
15.	<p><b>RVT FEATURES</b></p> <ul style="list-style-type: none"> <li>➤ Canopy and Building fascia is in correct plane and all joints of ACM are in one line</li> <li>➤ All lights inside back lit "Indianoil" box are functional</li> <li>➤ Spreaders are rigidly fixed and do not sway</li> <li>➤ Fuel name and island number is correctly mentioned on each spreader.</li> <li>➤ No dents / scratches are noticed in building / column cladding</li> <li>➤ Fascia end is closed with GI/ MS sheet on the rear side of the canopy and sales building</li> <li>➤ Trims on column cladding are not loose and hold fast</li> <li>➤ Granite pedestal of monoliths is 200 mm / 700 mm higher than the finished level of the 'D' for City ROS &amp; Highway ROS respectively.</li> <li>➤ No exposed electrical cable is visible or flexible conduit is visible</li> <li>➤ Entry / Exit sign, Air / water / no smoking sign are installed firmly and no electrical cable is exposed</li> <li>➤ All lights on the signages and Monolith are functioning</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Names of fuels and messages are displayed in correct sequence on the monolith.</li> </ul>		
➤ Spacing, level and angle of floodlights for front-lit monolith is as per standard drawing.			
<b>16 SAFETY</b>			
<p>Emergency stop PUSH BUTTON is provided at an easily accessible location to cut off the electrical supply to all DUs to stop operation in case of emergency.</p> <ul style="list-style-type: none"> <li>➤ 2 X 10 KG DCP type fire extinguishers for each island have been provided.</li> <li>➤ 1 no. 4.5 kg CO<sub>2</sub> fire extinguisher conforming to IS :2878 is available in electrical room.</li> <li>➤ Minimum 4 nos. sand buckets filled with dry sand are available.</li> <li>➤ Sanctioned electrical power connection is not less than the total electrical load.</li> <li>➤ Earth pits are easily accessible for maintenance.</li> <li>➤ Earth resistance test certificate is available</li> <li>➤ ISI approved rubber mats provided in front of the electrical control panel.</li> </ul>			
<b>17 GENERAL</b>			
<ul style="list-style-type: none"> <li>➤ Site has been cleared by Contractor and no construction waste or malba is left behind</li> <li>➤ All green area including buffer strip is filled with sweet earth for plantations</li> <li>➤ Boundary wall is painted with specified colour and no settlement cracks are visible.</li> <li>➤ Height of boundary wall / fencing is minimum 1.2 M from outside.</li> </ul>			

➤ Weep holes are provided in the retaining wall.		
➤ Bore well is at least 20 m away from soak pit		
➤ Test report for potability of bore well water is verified.		
➤ All information contained in the Retail Outlet Asset Inventory has been verified and found to be correct.		
➤ All drawings mentioned in the Retail Outlet Asset Inventory are available.		

Observations on overall workmanship and finishing work at the RO.

Signature of Acceptance Committee Member 1

Signature of Acceptance Committee Member 2

Name & Designation

Name & Designation

**POLICY CIRCULAR NO 120-12/2007**

**Indian Oil (MD)  
HO, Retail Development**

**HO/RD/RVI  
10<sup>th</sup> December 2007**

**All State Retail Heads**

**Subject : Retail Visual Identity –Dispensing Units Colour Scheme**

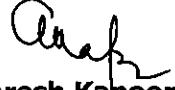
1. As a part of Operation Everest Initiative a new RVI along with Dispensing Unit Body "Color and Graphics", had been developed and approved by Dir (M) vide note bearing ref no HO/RS/RVI dt 8/1/2004.
2. Color scheme & graphics of Dispensing Units were as per following details.

Sl	RVF Element	Color Description
1	Dispensing Unit	Havels Grey (Spray Painted Only) with Saffron curve from left to right and a blue band Underneath above pedestal level. Product names to be displayed in fuel family colors as stickers.

3. Now Dir (M) vide note Ref no RO 6002 dt 10/10/2007 has approved the removal of "Saffron curve from left to right" from graphics of Dispensing Unit keeping all other Color & Graphics specifications unchanged as approved vide note no HO/RS/RVI dt 8/1/2004.
4. As a illustration the copy of Graphics for DU model "L&T -13" is attached with this circular.

You are requested to bring the same to the notice of all concerned for immediate implementation of new "color scheme & graphics" of Dispensing Units at all Retail Outlets.

Please acknowledge the receipt of the same.

  
**(Amresh Kapoor)**  
**Deputy General Manager (RS)**

**CC : State Heads**

**CC : ED (RS), HO**

**CC : ED (Engg & Pj)**

**CC : ED (AOD) Digboi**

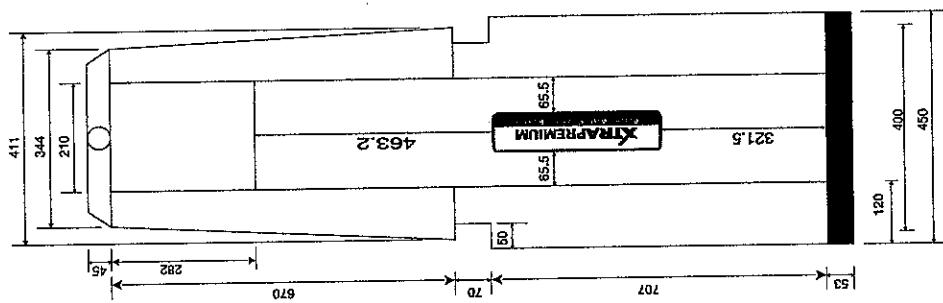
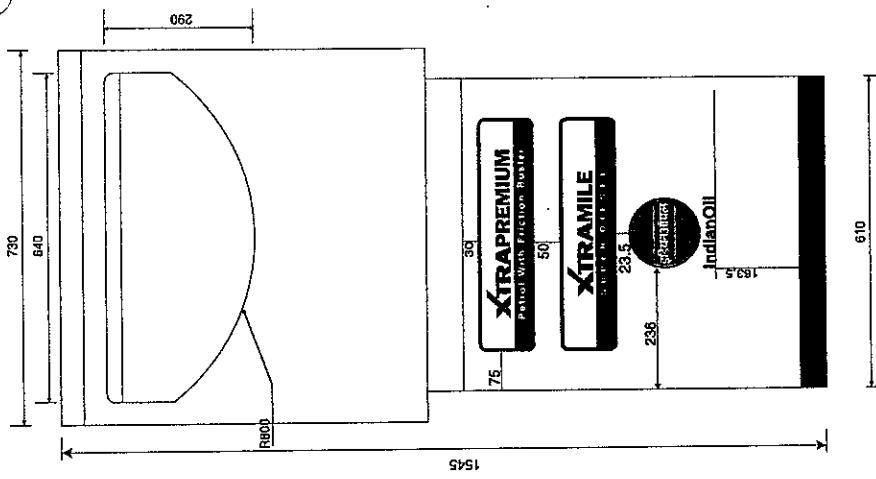
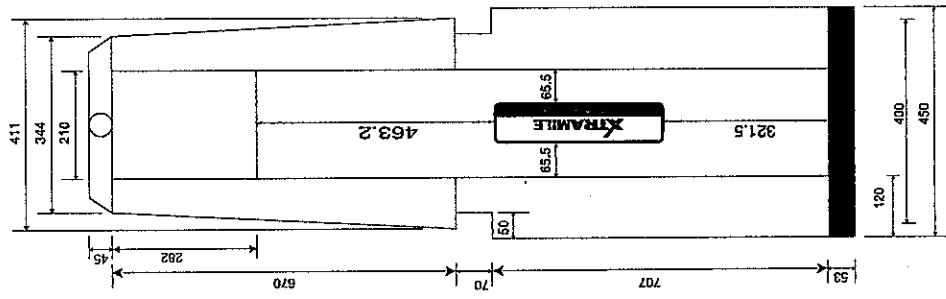
**CC : GM (RS), HO**

**CC : DGM (RS), HO**

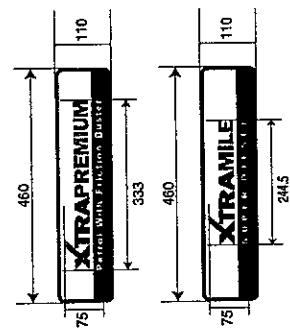
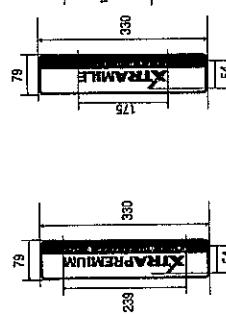
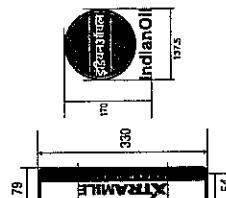
**CC : DGM (Matls) : You are requested to inform all DU Vendors to ensure all new DU with new "color scheme & graphics"**

**CC : CEA TO DIR(M),HO**

**CC : Sr Vigilance Mgr,HO**



Indian Oil Corporation Limited  
Marketing Division  
Graphics for Dispensing Units  
Model No: L & T, DUAL ELECTRONIC PUMP & MIXING PUMP  
Drawing No:  
Date:



Brilliant Green IS5 221  
Blue - Pantone 2757 C  
Orange - Pantone 1655 C  
IOC Havells Grey  
Font used: Franklin Gothic

**INTER OFFICE MEMO**

Ref : ENG/20  
Dt. 05/12/2007

**FOR : ALL STATE RETAIL HEADS / STATE ENGG HEADS**

**Sub : Check list for Periodical Maintenance of Electrical System at Retail Outlets**

Need for structured preventive maintenance of equipment and facilities provided at Retail Outlets has been addressed on various fora. Instructions for AMC of DUs and other equipments as well as preventive maintenance of canopies and RVI elements have already been issued.

Now a comprehensive checklist for maintenance of electrical system has been developed by HO Engg and a copy of the same is attached for implementation at Divisional office level. For faster implementation it is recommended that Engineering Deptt at State Office level may do initially tendering and award of work.

Following are the suggested guidelines for tendering.

1. Public Tender route needs to be followed.
2. Contract should be Divisional office specific. There could be multiple contracts for each DO with each contract having a cluster of ROs in the vicinity.
3. Payment shall be released by Divisional Offices.
4. Validity of the contract should be atleast two years.
5. Periodicity of maintenance visits should be atleast six months. This can be reduced for Xtracare ROs if felt necessary.
6. Only consumables like nuts, bolts, washers, lugs and gaskets need to be kept in the scope of contractor.
7. Separate item can also be incorporated in the tender for preparation of drawings such as single line diagram for power distribution, cable route, earthing grid, wiring diagram of control panel, etc.

State Retail Sales Dept is expected to provide name and location of A Site ROs on priority to State Engg Dept for invitation of tenders.

  
(Amresh Kapoor)  
DGM (RS)

 5/12/07  
(Shailendra Mital)  
DGM (E)

Copy to : All State Heads / ED (RS) / ED (E&P)/CEA to Dir (M) – for kind information

## CHECKLIST FOR PERIODICAL MAINTENANCE OF ELECTRICAL SYSTEM AT RETAIL OUTLETS

1	NAME AND LOCATION OF THE RETAIL OUTLET		:	
2	NAME OF THE CONTRACTOR/INSPECTING AGENCY		:	
3	WORK ORDER REFERENCE AND DATE		:	
4	DATE OF INSPECTION		:	
DETAILS				
Sl.No	Item Description	Activity	Yes/ No	Corrective action taken/ recommended Corrective action
1	Dispensing Units	Check whether the Cable glands are FLP and are of correct size.		
		Ensure proper and firm fixing of Cable Glands.All damaged/oversized rubber bushes to be replaced		
		Terminal connections of the motor to be checked by opening the junction box and tightened ,if required.		
		FLP Junction Box inside the DU/MPD to be checked for loose nuts and bolts,open, hanging or missing covers and proper fixing to be ensured thereafter.		
		Check whether excessive current is being drawn by DU motor by use of tong tester.Amperage observed for each motor to be recorded in a separate sheet.		
		Cable size for each DU to be checked for adequacy.The cable sizes for each DU to be recorded in a separate sheet.		
		Check the neutral to earth voltage at the junction box. It should not exceed 4 Volts.		
2	Yard & Canopy Lighting	Ensure proper and firm fixing of Cable Glands at the junction boxes.		
		All light fittings to be opened and reflector/glass surfaces to be cleaned,missing screws/damaged gaskets to be replaced.		
		Check the functionality of light fittings,check for any damages or deformations.		
		Check whether the wattage inscribed on the lamps matches with the wattage inscribed on the fixture.		

Sl.No	Item Description	Activity	Yes/ No	Corrective action taken/ recommended Corrective action
3	Main Signage	Check if cable glands are available and securely fixed to the junction box.		
4	Earthing System	Check whether Earthing provided is as per Standard Procedure.		
		Check the earthing connections of the following equipments for continuity after opening, cleaning of the earthing joint for removal of rust/foreign materials. Any damage /shortcoming in earthing to be recorded against each equipment.		
		a. Storage Tanks- At two Points		
		b. Dispensing units -At two Points		
		c. Canopy Columns- At least two columns.		
		d. Yard Light Poles		
		e. Digital tyre inflator		
		f. Electrical Panel-At two Points.		
		g. Main and Facility Signage		
		h. Decantation points		
		i. Air compressor		
		j. DG sets- Neutral earthing at two points(Separate Earth pits for Neutral Earthing)		
		k. Air conditioners		
		l. Product Pipelines		
		m. Lightning arrestor,if any		
		n. Electrical Distribution boards.		
		Measure the Earthing resistance for following by Meggar and values recorded.The individual earth pit resistance should not be more than 4 ohms.		
		a. Earth Pit 1		
		b. Earth Pit 2		
		c. Earth Pit 3		
		d. Earthing grid resistance (Should be less than 1 ohm)		
		e. Combined earthing grid and Earthing pits resistance (Should be less than 1 ohm)		

Sl.No	Item Description	Activity	Yes/ No	Corrective action taken/ recommended Corrective action
5	Sales Building	Ensure that all the light fittings and fixtures are functional.		
		Check MCBs in the distribution boards for proper fixing and operationality/correct rating.		
6	Electrical switch room	Estimation of entire load of the RO and phase wise Load Distribution.Necessary modification in load connections and associated cabling works to be carried out for Load Balancing		
		Wires inside the panel to be checked for proper dressing,insulation rupture and loose connections.		
		Ensure that Cable glands are fixed properly and firmly.		
		Check that cables are properly dressed and tagging is done for easy identification.		
		Safety devices like ELCB and MCCB are to be checked for operationality and its proper fixing to the panel to be ensured.		
		Check that Ammeter and Voltmeter and their Selection Switches are working properly.		
		Ensure that panel covers are securely tightened to the body of the panel.Damaged screws to be replaced.		
		Removal of dust/soot/cobwebs in panels including DG Set,Air compressors.		
		Checking of water accumulation inside the electrical room/cable trenches.If present then removal of accumulated water, identification of cause of accumulation and recommendation of remedial measures.		
		Check for presence of Safety Equipments like Rubber Mat,CO2 Fire Extinguisher,Shock Treatment Chart ,hand gloves.		
		Check for spare holes in the panel/To be blocked if present.		
		Check the functionality of Indicating equipments and lamps.		

Sl.No	Item Description	Activity	Yes/ No	Corrective action taken/ recommended Corrective action
		Checking for following Clear Spaces for Power Distribution Panel.Automatic Voltage Stabilizer/UPS: In front of the Equipment-1000mm Behind the Equipment > 750mm(if approach is required) < 200mm (If approach is not required) At Sides > 750 mm.Between the Equipments < 200 mm. (If Approach is not required)		
7	DG Sets	MCBs & Various switches to be checked for operability/properfixing to the panel.		
		Ensure that asbestos rope is wrapped up properly to DG Exhaust pipe.		
		Check the frequency of the DG set on operation.If unacceptable fluctuations then recommend corrective measures.		
		Checking & Recording of output current in each phase.		
8	Cables Network for Entire RO	Cable Insulation Test to be done.		
		Check whether lugs are provided at each termination points and crimped properly.All missing/damaged lugs to be replaced.		
		If heating observed in any cable,then cause for same to be identified and remedial action to be taken.		

(SIGNATURE OF THE REPRESENTATIVE OF CONTRACTOR/INSPECTING AGENCY)

(SIGNATURE OF RO DEALER)

**INTER OFFICE MEMO**

Ref: ENG/20  
Date: 28.11.2007

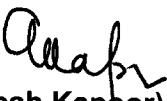
To : All State Retail Heads / State Engg. Heads

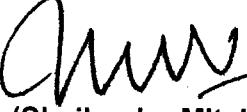
**Sub: Checklist for joint inspection of Retail Outlets by Sales & Engineering.**

During one of the meets with Chairman Panel of Dealers, a need was expressed by the Dealers for a structured inspection of Retail Outlets by IOC Officials, so that prompt and effective action can be taken by all concerned to ensure that Retail Outlets are maintained at high standards.

Keeping the above in view, a format is developed for a joint inspection by Field Officers and Engineers posted at Divisional Offices covering all aspects of health of infrastructure including maintenance & augmentation of facilities, statutory compliances, customer conveniences etc. at ROs. Efforts should be made to carry out joint inspection of all 'A' site Ros with in one year. The inspection reports should be submitted to DRSMs for required corrective action.

Please circulate to all Divisional Offices and ensure compliance.

  
(Amresh Kapoor)  
DGM (RS)  
28/11/07

  
(Shailesh Mital)  
DGM (Engg)  
28/11/07

Encl: a/a

**Copy to :**

1. All State Heads
2. ED (RS)/ ED (E&P)
3. CEA to DIR (M)

**INDIAN OIL CORPORATION LTD**

**CHECK LIST FOR JOINT INSPECTION OF RETAIL OUTLETS BY SALES & ENGINEERING**

**NAME & LOCATION OF RETAIL OUTLET :**

**NAME OF DIVISIONAL OFFICE :**

**DATE OF VISIT:**

**DATE OF PREVIOUS VISIT:**

**DETAILS OF INSPECTION:**

**DATE OF COMMISSIONING :**

**MONTHLY AVERAGE SALE :**  
MS  
XTRAPREMIUM  
HSD  
XTRAMILE

<b>SN</b>	<b>DESCRIPTION</b>	<b>YES / NO</b>	<b>PLAN FOR CORRECTIVE ACTION</b>
1.	<b>STORAGE TANKS:</b> ➤ No complaints by the Dealer on erratic tank behaviour. ➤ No complaints from Dealer regarding ingress of water during rainy season. ➤ Dip rods are not worn out. ➤ No presence of sludge in the tanks necessitating tank cleaning.		
2.	<b>T/T UNLOADING SUMP</b> ➤ All Camlock couplings are available. ➤ Fill pipes are properly colour coded. ➤ T/T earthing point is available & functional. ➤ No damage to the sump or cover. ➤ Fill pipe atleast 4 M away from boundary and no non-FLP light is provided within 4 m		

<p><b>3. VENT PIPES</b></p> <ul style="list-style-type: none"> <li>➤ No back pressure reported during decantation resulting in delayed unloading.</li> <li>➤ Located at least 4 M away from plot boundary.</li> <li>➤ Brass/ SS wire mesh is not damaged.</li> <li>➤ Pipes are painted and clamped securely with Sales building or with steel structure.</li> <li>➤ No non-FLP light is provided within 4 M of vent pipe.</li> <li>➤ All pipes are in plumb.</li> </ul>
<p><b>4. SILICA GEL TRAP FOR ETHANOL BLENDED FUEL</b></p> <ul style="list-style-type: none"> <li>➤ All nuts &amp; bolts are tight</li> <li>➤ Colour of silica gel has not changed requiring replacement/ drying.</li> <li>➤ Height is convenient for replacement/ maintenance.</li> </ul>
<p><b>5. DISPENSING UNITS</b></p> <ul style="list-style-type: none"> <li>➤ All foundation bolts are tight</li> <li>➤ Body of the DU is earthed with GI/ Copper wire at 2 places</li> <li>➤ DUs are not tilted and are in correct plumb and plane.</li> <li>➤ No leakage of product noticed inside the DU</li> <li>➤ No loose electrical connections or wiring noticed.</li> <li>➤ Correct colour coding for the product is done.</li> <li>➤ FLP cable glands are tight and cable is firmly held by the glands.</li> <li>➤ No suction problems reported.</li> <li>➤ Hose pipe condition is satisfactory.</li> <li>➤ No dripping of product from nozzle.</li> <li>➤ No excessive repairs noticed in PMR.</li> <li>➤ Physical condition of DUs is good (no fading of paint/ stickers, no dents, damage, no fused lights etc.)</li> <li>➤ No reported malfunctioning of the DUs by the Dealer.</li> <li>➤ All seals provided by W&amp;M and IOC are intact.</li> <li>➤ Voltage stabilizer/CVTs provided for MPDs is in working condition.</li> </ul>

6.	<b>PUMP ISLANDS</b>	
	► No cracks on granite top	
	► No exposed electrical cable near pump island	
	► No apparent damage.	
7.	<b>CANOPY</b>	
	► No tilting of columns and sagging of structure noticed necessitating thorough inspection for rectification.	
	► Painting of columns is in good condition.	
	► False ceiling is not uneven or rusted	
	► Canopy lights are connected in three separate loops.	
	► All lights are functioning	
	► No damage to light fittings (rusted reflectors, broken glass covers etc.)	
	► Canopy structure earthing at 2 places with GI strips is intact.	
	► No visible signs of gutter over flowing or water dripping from the ceiling.	
	► Underground drainage if provided, is not found chocked.	
8.	<b>DRIVEWAY</b>	
	► No settlement around tanks.	
	► No settlement along piping or drain or cable route.	
	► No broken edge restraints (Kerbing).	
	► Sand filling is visible between paver blocks	
	► No local settlement is observed	
	► No damage or settlement of Manhole covers for tanks or electrical/ drain chambers.	
	► All manhole covers are firmly seated in the frame and free of water, oil, dirt etc.	
	► No damage or erosion of driveway (Paver blocks, RCC, asphalting requiring rectification)	
	► No fading of kerbing paint.	
	► No damage to the open drains due to settlement.	
	► No damage to steel or concrete grating provided on open drains.	

<b>9. LIGHT POLES</b> <ul style="list-style-type: none"> <li>➤ Number of lights are adequate and functional</li> <li>➤ Earthing of each light pole is intact.</li> <li>➤ Junction boxes are firmly installed and not damaged.</li> <li>➤ No damage to the foundation and foundation bolts</li> <li>➤ No tilting of poles is observed.</li> <li>➤ No exposed electrical cable is seen</li> </ul>
<b>10. TYRE INFLATOR</b> <ul style="list-style-type: none"> <li>➤ No visible damage.</li> <li>➤ Air compressor and tyre inflator is functional</li> <li>➤ Air tower is installed firmly</li> <li>➤ No exposed electrical cable is seen</li> <li>➤ Valid calibration certificate available</li> </ul>
<b>11. SALES BUILDING</b> <ul style="list-style-type: none"> <li>➤ No cracks in tiles in flooring or on walls</li> <li>➤ No visible structural damage.</li> <li>➤ No cracks/ settlement in the walkway.</li> <li>➤ No water seepage is noticed</li> <li>➤ No damage to the doors and windows and powder coating of the aluminum frames.</li> <li>➤ No damaged or missing fittings in toilets.</li> <li>➤ Toilets are hygienically maintained and running water available.</li> <li>➤ All lights and fans are operational</li> <li>➤ No peeling of the paint is visible</li> <li>➤ Electrical control panel is installed firmly and cable trench is covered.</li> <li>➤ Whether a larger panel is required in view of excessive switches provided outside the electrical panel.</li> <li>➤ No unauthorized tapping of power is seen.</li> <li>➤ No exposed electrical wire or cable is visible in the sales building</li> <li>➤ No settlement around Soak pit &amp; septic tanks and no overflowing of sewage.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Bore well is functional.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Water potability certificate available</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Shelves provided in the Lube Store for storing lube cartons and fuel sample containers are not damaged.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ External painting is not fading.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ DG / Electrical I room is kept clean</li> </ul>
<b>12. HOARDING</b>	<ul style="list-style-type: none"> <li>➤ No fading of paint on steel structure.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ All lights are functional</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No exposed electrical cable is visible</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Structure of hoarding is not tilted or damaged.</li> </ul>
<b>13. APPROACHES</b>	<ul style="list-style-type: none"> <li>➤ Interceptor drain/ cattle trap at entry &amp; exit are not choked with garbage.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No settlement or damage of Interceptor drain.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No damage to the asphalting.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No visible sign of water logging of the driveway.</li> </ul>
<b>14. RVI FEATURES</b>	<ul style="list-style-type: none"> <li>➤ Canopy and Building fascia is in correct plane and joints have not opened up.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ All lights inside back lit "Indianoil" box are functional</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Spreaders are firmly installed.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No dents / scratches are noticed in building / column cladding</li> </ul>
	<ul style="list-style-type: none"> <li>➤ GI flashing above canopy fascia is not loose.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Trims on column cladding are not loose and hold fast</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No damage to the Granite pedestal of monolith</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No opening of joints or missing screws on monolith.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No exposed electrical cable is visible.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Entry / Exit sign, Air / water / no smoking sign are installed firmly and no electrical cable is exposed</li> </ul>
	<ul style="list-style-type: none"> <li>➤ All lights on the signages and Monolith are functioning</li> </ul>
	<ul style="list-style-type: none"> <li>➤ No damage or fading of vinyl stickers.</li> </ul>

<p><b>15. SAFETY</b></p> <ul style="list-style-type: none"> <li>➤ Emergency stop PUSH BUTTON to stop DUs operation is provided at easily accessible place in Sales Building and is functional.</li> <li>➤ 2 X 10 KG DCP type fire extinguishers for each DU are available.</li> <li>➤ 1 no. 4.5 kg CO2 fire extinguisher conforming to IS :2878 is available in electrical room.</li> <li>➤ Sand buckets and their stand is not damaged and buckets are filled with dry sand.</li> <li>➤ No visible damage or breaking of earthing grid.</li> <li>➤ Earth pits are not damaged.</li> <li>➤ ISI approved rubber mats provided in front of the electrical control panel are not damaged.</li> </ul>
<p><b>16. GENERAL</b></p> <ul style="list-style-type: none"> <li>➤ Availability of three phase power connection (sanctioned load in KVA to be mentioned).</li> <li>➤ No settlement or damage of boundary wall / fencing is noticed.</li> <li>➤ All items as per list of fittings, fixtures and equipment handed over to the Dealer are available (list to be prepared during first visit, if not available).</li> <li>➤ No visible sign of misuse or mishandling of facilities by the Dealer.</li> <li>➤ No unauthorized alterations or additions by the Dealer are noticed.</li> <li>➤ Copies of following documents are available: <ul style="list-style-type: none"> <li>▪ CCOE approved layout.</li> <li>▪ Valid CCOE licence.</li> <li>▪ In principle approval of CCOE for Retail Automation</li> <li>▪ As built pipeline drawing.</li> <li>▪ As built electrical cable cabling layout.</li> <li>▪ Electrical line diagram of control panel.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ The following is verified with CCQE approved drawing to note deviations, if any.           <ul style="list-style-type: none"> <li>• Plot Dimensions</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Location &amp; No. of Storage Tanks</li> </ul>
	<ul style="list-style-type: none"> <li>• Location of Tyre Inflator.</li> </ul>
<b>17. COVERAGE OF EQUIPMENTS UNDER AMC</b>	
	<ul style="list-style-type: none"> <li>➤ DUS</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Tyre inflators</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Air compressors</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Others (specify)</li> </ul>
<b>18. Automation related facilities</b>	
	<ul style="list-style-type: none"> <li>➤ RFID Tag readers available and functional</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Island thermal printer available and functional</li> </ul>
	<ul style="list-style-type: none"> <li>➤ UPS with battery bank in working condition</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Automation system is in ON position and all functions i.e. receipt, delivery etc. run on automation mode and data available in back office system.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Shift opening, closing operation from OPOS/ BOS is being done (indicate date &amp; time of last such activity)</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Whether manual entry of TT receipt data in the system is being made, as per laid down procedures.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Whether dedicated telephone line and Internet connection available and connected to automation system.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Whether the dealer and RO staff are conversant with operations of the automation system</li> </ul>
<b>19. Xtra Power/ Xtra Rewards POS</b>	
	<ul style="list-style-type: none"> <li>➤ Whether POS is through UPS</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Whether TTSL phone is available with POS in the forecourt for Xtra Rewards</li> </ul>

**CONDITION OF ITEMS PROCURED BY DEALER UNDER SUBSIDY SCHEME**

<b>SN</b>	<b>ITEM</b>	<b>PROVIDED OR NOT</b>	<b>MAKE AND MODEL</b>	<b>MAKE &amp; MODEL APPROVED BY CORPORATION (YES OR NO)</b>	<b>CONDITION</b>
1.	Water purifier				
2.	Voltage stabilizer				
3.	PC				
4.					
5.					
6.					
7.	DG set				
	<ul style="list-style-type: none"> <li>▪ Rating</li> <li>▪ DG properly installed or not</li> <li>▪ Anti vibration mountings provided (in case of non-acoustic type DG set) or not</li> <li>▪ Whether the exhaust piping system is directed away from the dispensing units and vent pipe of the tanks</li> <li>▪ Whether two separate earth pits have been provided for neutral earthing of alternator</li> <li>▪ Whether the body of the alternator is connected to the earthing system at two different points</li> </ul>				

**OBSERVATION ON ADEQUACY OF FACILITIES**

	<b>ADEQUATE/ INADEQUATE/ EXCESSIVE</b>	<b>ACTION PLAN</b>
<b>DUS</b>		
<b>TANKS</b>		

**ADDITIONAL REQUIREMENT**

- | <b>FACILITY</b>                | <b>JUSTIFICATION</b> |
|--------------------------------|----------------------|
| 1. Tyre inflator               |                      |
| 2. Air compressor              |                      |
| 3. Canopy                      |                      |
| 4. Separate toilet block (PCF) |                      |
| 5. Extension of driveway       |                      |
| 6. Bore well                   |                      |
| 7. Hoarding                    |                      |
| 8. Others                      |                      |

**Signature of the Inspecting Officers**

**Name & Designation**

**Name & Designation**

INTER OFFICE MEMO

Ref : ENG/20  
Dt . 27.11.07

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FOR : STATE ENGG HEADS

FROM : DGM (ENGG), HO

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Sub : Applicable Tax Elements To Be Considered For Preparation Of  
Technical Estimate

During the study of implementation of RVI by Internal audit, the following observation was made on the preparation of Technical estimate in one of the State Offices.

Quote

In the estimate, VAT element @12.5% has been applied to the total cost including labor charges. The service tax @10.2% has been applied on 1/3 rd of the total cost. This means that 1/3 rd portion of total cost has been subjected to VAT and service tax both. This resulted in inflating the estimated cost.

Unquote.

It may please be noted that VAT is applicable only on material cost and service tax on the labor cost in the above instance. In view of the above, all Engineers are advised to carefully consider applicable tax elements in each item while preparation of the technical estimate for all works.

  
(Shailendra Mital) 28/11/07  
DGM (E)

Circulation

**INDIAN OIL CORPORATION LIMITED,  
INFRASTRUCTURE DEVELOPMENT, HO**

**INTER OFFICE MEMO**

		REF.: HO/RK/ID-2 DATE: 2/1/2008
FROM	DGM(ID) HO	MUMBAI
To	DGM(E), HO	MUMBAI

**Sub: Oil water / storm water drainage system for tank farms at  
Terminals / depots**

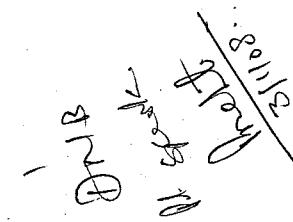
HO S&EP has been suggesting certain modifications / changes in the present arrangement being followed for providing oil / storm water drainage system for the tank farms at our Terminals / depots.

The same has now been finalized in consultation with S&EP and has the approval of GM(S&EP) vide note no. HO/RK/ID-2 dt 23.11.2007. The same along with relevant drawing is being enclosed for further necessary action at your end.

  
**(Rakesh Kumar)**  
**DGM(ID)**

**ENCL: A/A.**

**CC: ED(SUP)  
CC: GM(O) / GM(S&EP) HO**





**INDIAN OIL CORPORATION LIMITED,  
INFRASTRUCTURE DEVELOPMENT, HO**

**HO/RK/ID-2**

**23/11/2007**

**Sub: Oil water / storm water drainage system for tank farms at terminals / depots**

- 1.0 ENGG dept. has been carrying out construction of depots / terminals and providing arrangements for oil / storm water drains for the tank farms.
- 2.0 Presently, the works are in progress at new depots coming up at Haldwani (Lalkuan), Srinagar (Zewan) and terminal at Hyderabad (Cherlapalli).
- 3.0 ENGG Dept. vide letter ENG/LKA/28 dtd 21.11.2007 (**Flag-1**) has conveyed about the type of arrangements to be followed for providing oil / storm water drainage system for the tank farms. In this context, following are enclosed :

- a) Arrangement being provided till date by ENGG dept. (**Flag-2**)
  - b) Arrangement suggested by S&EP HO during discussion by ENGG with GM(S&EP). (**Flag-3**)  
Copies of communication from ENGG along with typical details are enclosed.
- 4.0 The arrangement being followed till date requires 2 valves for each tank farm (one each for oil and storm water sumps). During discussion with ENGG & Safety, following reservations have been expressed by Safety on the arrangement followed by ENGG till date :
    - a) The oil drains within the tank farm are connected by a common underground oil header (hume pipe). During a tank leak, this results in flow of oil across the fire break wall within the tank farm. Hence, there will be no purpose of having a fire break wall during a risk scenario.
    - b) The storm water drains within the tank farm are taken cutting across the fire break wall which again will result in flow of oil across the fire break wall during a risk scenario.
  - 4.1 As such, HO Safety have turned down the arrangement being followed by ENGG dept. and have suggested the typical arrangement that can be implemented.

- 5.0 On going through the arrangements suggested by HO Safety, following are brought out :
- a) Oil and storm water from each tank are brought out to a common sump outside the enclosure wall with an isolation valve.
  - b) Individual sumps located outside the tank farm are connected by a common underground oil header (hume pipe) with an isolation between sumps.

c) Storm water drain also is taken from individual sumps with an isolation valve and connected to a common water drain.

**The arrangement results in 3 isolation valves at the sump for each tank resulting in large no. of valves to be operated.**

- 5.1 Considering a typical tank farm with 6 tanks, following is the implication.
- a) The arrangement followed till date requires 2 isolation valves (one each for oil and storm water) for the tank farm.
  - b) Arrangements suggested by Safety requires 18 valves for the tank farm. This will render operation and maintenance cumbersome for the operating location.

6.0 After studying the above proposal, following is recommended :

Only 2 isolation valves for each tank farm as being carried out till date. This is in view of the fact that during a tank leak situation, area surrounded by enclosure wall will be filled up with oil and across fire break walls. History of tank leaks also suggest that the incidence of tank leak is a very remote possibility. Hence, cutting across fire break wall for providing oil and storm water drains should be acceptable considering normal working of the tanks.

**Submitted.**

**GM(O)** ✓ 22/11/07  
**GM(S&EP)**

1. Firstly the above proposed whether existing one or proposed one core first in order considering Engineering requirement & safety requirement.
2. Present arrangement of isolation between tank farms may result in overflow of oil of one tank if it goes into another in case of heavy flood.
3. A typified hand sketch for subject facilities is enclosed with this note for each tank which can be studied & discussed for meeting safety requirements.
4. The concerned group may be advised to present the issue with Cm(sse1)(ho).

**Cm(O)**

PTO

26/11/07

The drawing / Layout for oil / storage tank  
arrangement in Depots / Terminal as finalised  
with Engg / Sx EP is enclosed at Annexure - 4  
for approval.

Submitted

Muzt -  
(Rough sketch)

Sketches

The sketch was discussed with me.  
GM (S&E) may kindly approve the proposal  
as per drawing enclosed in Annex - 4

Engg Sx EP

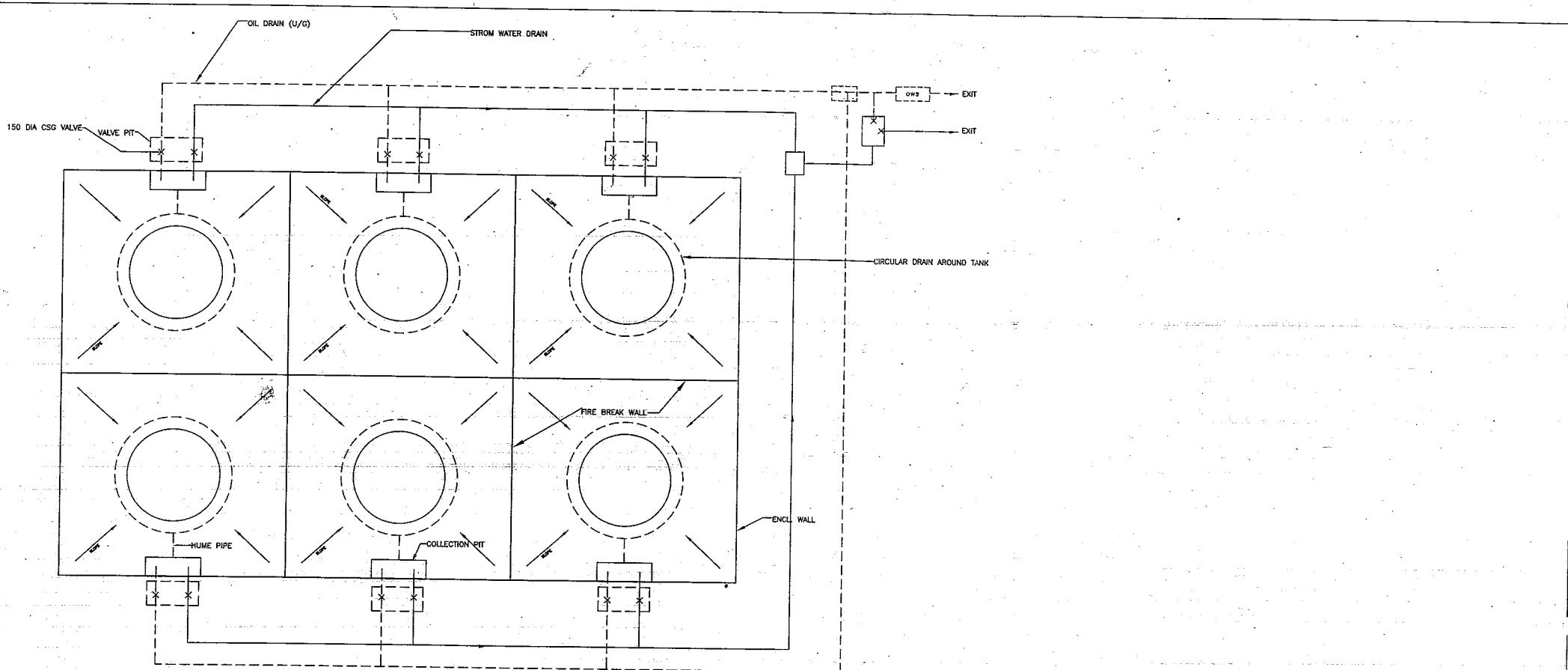
Dmsk

Please note that pipeline from  
Tank dyke pit upto OWS or storm  
water drain lie upto ~~on the~~ proposed  
oil & water discharge points should be  
a closed loop system.

17/10/07

Hansd

29/10/07



Mr.  
 (Rush Kewal)  
 13/12/07  
 DEM (CD)

Mauli  
 17/12/07  
 (SKS/HU)  
 CM (SLEP) HU

	INDIAN OIL CORPORATION LTD. MARKETING DIVISION
TYPICAL ARRANGEMENT FOR OIL WATER & STORM WATER DRAIN FOR TANK FARM	
LAKUAN DEPOT, VILLAGE: BACHI DHARMA, P.O : HALDU CHOR, TEHSIL : HALDWANI HALDWANI - BARELY HIGHWAY, NAINITAL - 262 402	
SCALE-N.T.S.	SHEET REV
DATE 10/ 12 / 07	OIL DRAINS
1 OF 1 0	

**Indian Oil Corporation Limited  
(Marketing Division)  
Head Office**

**INTER OFFICE MEMO**

FROM : CM(S&EP), HO

OUR REF : SEP/HO/110

DATE : 20.11.07

TO : All State Heads / GM(RS), ER/NR/WR/SR

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**Sub : Guideline on Facilities & Layout of TT Parking area**

TT parking area owned and managed by the locations have constantly been a cause for worry from safety angle in view of accidents which interalia relates to the behaviour of TT crew requiring strict discipline, supervision and layout of TT parking area and facilities thereof. Therefore a committee was constituted to examine these issues. The committee's recommendations have been approved vide note SEP/HO/110 dated 24.09.07.

Therefore, following guidelines are issued with regard to TT parking area for implementation by the locations without fail: -

- I. The typical layout of TT parking area is enclosed in **Annexure – I**. This should be adopted based on locations' space availability; however, basic concept of layout of TTPA should not be altered with.
- II. Regular parking slots made of concrete to be made as shown in the drawing / as per space availability in TTPA. (**Annexure - I**)
- III. Lines to be drawn to demarcate each parking slot and also to mark the free common space for TT movement. No TT should violate the zones so marked.
- IV. Speed breaker with proper slope at entry and exit of the parking area to be provided at both sides, i.e. on & before of respective gates (Please refer the typical layout drawing).
- V. The width of entry and exit gate to have opening which shall allow only one TT at a time.
- VI. After parking, the TT should be parked with hand break in 'on' position.
- IX. Adequate announcement / Public Address system in the rest room for Instructions for vehicle driver to move out as per their respective turn so announced.
- X. Vehicles found violating the norms to be penalized. System of penalty commensurating the violation to be made as per Transport Discipline Guidelines / LPG transporters and contract agreement and / or any contractual obligations in this respect.
- XI. Drivers' rest room to be strategically located, preferably near to entry gate. This will facilitate checks on unlawful activities, if any, in the rest room as well as allow a regular supervision / inspection of the room by our security and other officials. However, the existing Rest room of TT crew, if away from the gate of TTPA, special round by security and officials to be ensured.
- XII. Basic amenities like a) Cold water, (b) Fan (c) Lights (d) Benches (Cement / Iron) (e) Clean toilet / bathroom in Driver's rest room should be provided. Community kitchen facility in Driver's rest room may also be provided keeping in view the minimum safe distance required as per OISD from **filled** and/or **empty** TT.

# **ENGINEERING DEPARTMENT, HO**

Ref : ENG/20

Date : 15/11/2007

To

**State Engineering Heads**

## **Circular**

### **Sub : Guidelines for collection of market rates for preparation of Technical Estimates for Engineering Works.**

Engineering Manual Volume 5 (Procedures) (Clause 1.33, Pg.50) lays down the procedure for preparation of technical estimate for engineering works. However, during the scrutiny of tender files in various State Offices, the Vigilance Dept. observed that uniform procedure for preparation of technical estimates is not followed. It is also noticed by Vigilance that the method of collection of basic rates of raw materials, branded items etc. varies from State to State.

In order to ensure that uniform method is adopted for preparation of technical estimates for different category of works and also similar approach is followed in collection of basic rates, the following clarifications are being issued:

#### **1. Method of preparation of technical estimate**

- i) Technical Estimates for Grass root projects viz. new terminals/ depots, AFS works, CAPEX rate contracts, specialized works:

For these projects, rate analysis for the items to be done taking into consideration relevant factors viz. current market prices of inputs such as labour, material, equipment, duties, taxes etc. In other words, rates for the items should be based on structured working of the input costs.

- ii) Technical Estimates for Other Works:

For these works, CAPEX rates wherever available can be used with suitable escalation/ de-escalation based on RBI indices as per circular bearing reference ENG/20 dated 23.05.2005. For other items i.e. items that are not available in the CAPEX rate contracts, rate analysis should be done at least for major items i.e. items constituting 80% of the estimated value of the non-Capex items, as per item (i) above.

#### **2. Method of obtaining market rates**

- i) Rates should be collected from atleast 3 suppliers for common construction materials like bricks, aggregate, sand, cement, steel etc. and the least rate may be considered.
- ii) In case of manufactured items also, rate should be collected from atleast 3 suppliers for each make of goods and the least rate to be considered. In case, the available manufacturers for any item is less than 3, the same should be recorded.

Records of quotations obtained and analysis thereof should be enclosed with the estimate.

The above clarifications are issued with the approval of ED (E&P). The same should be followed for preparation of technical estimates.

  
Shailendra Mital  
Dy. Gen. Manager (Engg)

15/11/07

#### **Copy to :**

1. All State Heads
2. ED(F)/ ED(LPG)
3. GM (IA), HO
4. DGM (Vig), CO
5. SVM, HO
6. CEA to DIR(M)

**INTER OFFICE MEMO**

**FROM : GM (F) HO**

**TO : GM(RS) NR/ER/WR/SR  
STATE OFFICE HEADS**

**REF : AC/MA/111/RS/01/05 (2007-08)**

**DATE : 06.11.2007**

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**Sub: Guidelines on Procedure for release of payments in SAP by locations/ offices having finance officers**

Although guidelines have been issued from time to time regarding the payment procedures, cheque preparation/signing procedures, a need was felt to issue revised guidelines considering the SAP environment. We give hereunder the revised guidelines in this regard for proper compliance by all concerned.

1. The pay order in FICO (i.e. 41 voucher) through T code FB-60 ,in case of payments to be made directly without routing through any sub module of SAP shall be prepared by the respective functional group. In other cases like MM module, provisional liability will be created through the system i.e. in this case by MIGO.
2. The printout of the 41 voucher/liability through sub module made as above along with necessary supporting duly authorized by the officers of the functional department as per DOA, shall be forwarded to Finance department.
3. On receipt of the voucher Finance officer shall verify the correctness of the voucher along with supporting documents. It should be verified that the payment has been approved by the competent authority and rates paid are as per approval/ approved work order. The finance officer is also required to verify the accuracy of the payment.
4. The payment will be processed in Finance Dept. by preparing payment voucher like 42 (vendor payment), 77 (customer payments), 83 (Internet payment) etc series voucher. In Finance Dept. the payment voucher has to be routed through minimum two employees. In SAP the prepared by and posted by can be carried out by one employee. On the hard copy of the voucher the payment has to be approved by the competent finance authority as per DOA who has to put his signature and stamp on the payment voucher.

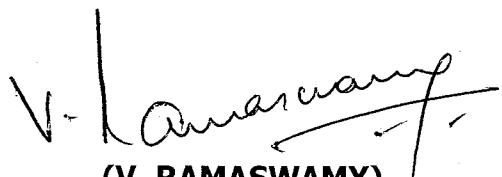
5. In case if 41 Voucher has been prepared through (FB- 60) by the finance department itself, then the employee who authorizes the payment through 41 voucher and the employee who approves the payment through 42/83 etc voucher should be different persons. However in case of MIGO/Service entry sheet created and approved by functional department (other than finance), MIRO/ 53 series document and the payment voucher (42,83 series etc.) both can be done by one person of Finance deptt.
6. Where ever the facility for Cheque printing is operative, no cheque should be prepared manually. In case of errors, the original cheque shall be cancelled through the system (make the cheque void) and a fresh correct cheque shall be prepared through system only. In case due to any technical/hardware failure if at all manual cheque is to be prepared, the same should be done only after approval of location in charge/ state / Regional Finance in Charge/ DGM (F) in-charge of Establishment section, HO.

A separate record, containing the same data as per cheque register maintained in SAP, should be maintained for payments through manual preparation of cheque along with reasons due to which manual preparation of cheque has to be resorted.

7. The cheque should be signed by minimum two officers as per existing guidelines. As far as possible, both the signatories of the cheque should be of Finance dept. In case at locations where Finance and non-finance officers have been authorized to sign the cheques, minimum one signatory should be of Finance.  
The Finance officers signing the cheque should not be the same officer who has approved or prepared and posted the 42/77/83 voucher.
8. The officer signing the cheque has to ensure that :
  - a. the 42 payment voucher has been processed by minimum two employees i.e. prepared by/posted by employee of the voucher is different than the officer approving the payment.
  - b. the beneficiary of payment and the amount are as per the payment voucher.
  - c. the Finance officer who has authorized the 42/77/83 voucher has proper authority as per DOA.
9. The cheque signing officers should put their initials at the bottom of the payment voucher for identification of the officers who have signed the cheques.

10. All the paid vouchers (along with supporting) shall be arranged in the order of cheque register along-with a copy of the same on a daily basis and should be neatly bound and kept in the record room. In case of different cheque series being followed (RTGS/E-payment, more than one bank account) the vouchers to be bound in the respective series separately. The cash vouchers are to be bound separately on daily basis along with printout of cash book.
11. At the locations where only one Finance officer is posted, the 42 voucher may have to be processed by only one employee (in case there is no white collar staff also). For locations where only one finance officer is posted, 42/83 etc. series document and the cheque can be signed by the same finance officer. In such cases, the second authority for signing the cheque will be location in charge who has to ensure that the payment is correctly being released.
12. Locations where no finance officer is posted, payment can be released by officer of functional Deptt. with the approval of location in charge. Imprest statement of such payment along with enclosures to be forwarded to State Office Finance Deptt. for verification by Finance officer as per DOA at State Office.
13. Regional/State Finance Heads and location in charges shall conduct periodical checks of cash balances, paid vouchers and ensure that the procedure is being followed.
14. The officer on daily basis should review the transactions carried out under his SAP ID by using T code FB03 to ensure that there is no misuse of password.

The above may also be brought to the notice of all the locations coming under your jurisdiction for necessary action.



(V. RAMASWAMY)  
GM (F)

**CC: DGMs(F) – NR/ER/WR/SR  
CC: ALL STATE FINANCE HEADS  
CC: ALL CORE GROUP MEMBERS, HO  
CC: CEA TO DIR(M), HO**

CC ALL HODS, RSO - For your kind information please.

CHIEF FINANCE MANAGER

GULSHAN KAKKAR

25/10/07  
Signature

INSTRUCTIONS.

ALL ARE REQUESTED TO PLEASE STRICTLY ADHERE TO THE ABOVE

MANUAL CUTTING IN THE NAME OF VENDOR ON CHEQUES AND SIGNATURE ON CHEQUES VALIDATING THE CUTTING IN THE NAME IS STRICTLY NOT PERMISSIBLE. WHENEVER CUTTING IS REQUIRED, PLEASE CANCEL THE CHEQUE IN SAP AND ISSUE ANOTHER CHEQUE.

HENCEFORTH RELEASE OF EMD IS ALSO NOT TO BE RELEASED IN ONE TIME VENDOR CODE. EMD WILL BE RELEASED FROM VENDOR CODE ONLY.  
HENCEFORTH RELEASE OF EMD IS TO BE GENERATED/ISSUED IN ONE TIME VENDOR CODE. CASH RECEIPT, IN ANY CASE, IS TO BE GENERATED/ISSUED AFTER OBTAINING VENDOR CODE WITH COMPLETE POSTAL ADDRESS.

SUB CIRCULAR ON ISSUANCE OF CASH RECEIPT/RELEASE OF EMD AND CUTTING ON CHEQUES.

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FROM	CFM, RSO	ALL LOCATION HEADS	ALL LOCATION FINANCIAL CHARGES	REF	RSO/FINANCE/CIRC/2007	DATE	25/10/2007
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INDIAN OIL CORPORATION LIMITED(MD)  
RAJASTHAN STATE OFFICE

No: ENG/20

24.09.07

**All State Retail Heads/ State Engg. Heads**

**Sub: Rationalization of under canopy illumination for Retail Outlets.**

Please refer our IOM no. ENG/20 dt.22.01.07 enclosing a write up giving new guidelines for under canopy illumination for Retail Outlets, a copy of which is enclosed for your ready reference. As per these guidelines, field trials have been completed at few ROs.

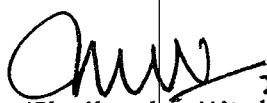
During the trials, it is felt that apart from designing the illumination level based on bright surroundings and dark surroundings, it is also desirable to have higher illumination level at ROs located in 'important or strategic locations'.

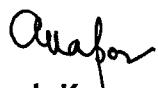
Accordingly, following three categories of illumination levels have been finalized.

Lighting	Dark surroundings	Bright surroundings	Important or strategic location
Max. illumination at pump island	225 lux	350 lux	600 lux
Average illumination under the canopy	60 lux	110 lux	350 lux
Guiding ratio between max and average lux level	3.75	3.20	1.70

The ROs under 'important and Strategic location' shall include all ROs in metro cities and ROs in 'A' class market apart from any other RO identified by the DO as a strategic location for which approval of the State Retail Head would be taken.

All State Offices are advised to follow the above new guidelines for designing the under canopy illumination.

  
Shailendra Mital  
DGM (Engg.)

  
(Amresh Kapoor)  
DGM (RS)

**Copy:** 1. All State Heads  
2. ED(RS)/ ED(E&P) - For kind information please.



RETAIL SALES DEPARTMENT, HO

NO: RO/Conf/217  
September 7, 2007

**State Retail Heads/ State Engineering Heads**

**Sub: Tendering procedures**

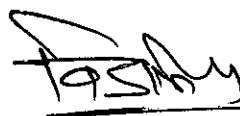
During investigation by Vigilance in one of the cases, certain discrepancies in tendering process were observed. To avoid recurrence of similar instances, following procedures are reiterated :

1. In case of two bid system, it should be ensured that all bidders are invited in writing to witness price bid opening and proper record of witnessing tender opening with signatures of contractors/ parties present should be kept. In case of single bid also, the record of contractors/ parties present during the tender opening should be maintained. As far as possible, a notice of 7 days should be given for opening of the price bids, as indicated in circular ref. ENG/20 dt.13.04.07.
2. Comparative statement should invariably be prepared for all tenders and signed by tender opening committee.
3. Corrections in rate/ over-writing observed in the price bids should be endorsed by the tender opening committee. TCC should verify the comparative statement.
4. Defects observed in work carried out should be conveyed to the party in time for corrective action.
5. Corrections/ over-writing, if any, in tender documents found at the time of tender opening should be authenticated.

The above procedures are enumerated in the Engineering Manual Volume - 5 (Procedures).

You are requested to convey above instructions to all concerned for compliance.

  
(V.M. Sasidhar)  
Chief Engg. Manager

  
(Vinay K. Misra) 07/09/07  
Chief Manager (RS)

**CIRCULAR**

No.HO/LAW/

21<sup>st</sup> August 2007

TO,

**EDs at HO  
Heads of Regions/State Offices**

**SUB : Appointment of Committees for amicable settlement of disputes with monetary claims.**

In order to ensure an effective attempt for amicable settlement of disputes having monetary claims, whether before reference to arbitration or during the pendency of arbitration, it has been decided by the Management to form Committees at HO, Region/State Office levels to scrutinize such claims for avoiding infrastructural litigation. Accordingly guidelines for achieving this objective are given hereunder for implementation by all concerned :-

- 1) As and when a monetary claim under a contract arises, the dispute for which is referable to arbitration, the party concerned must be given opportunity for settlement of the claim whether by IOC or against IOC.
- 2) For the above purpose, a committee comprising of representatives from functional department, finance and Law should be formed at Region/State level, once the outside party also confirms willingness to settle the dispute.
- 3) In case the party is not willing to settle the dispute *suo moto*, a legally drafted communication should be sent to the party with a "without prejudice" offer for making attempt to settle the dispute and also by recording IOC's readiness and willingness to get the dispute adjudicated through arbitration.

ED (ENGG & PJ)
RECD ON 24.8.07

: 2 :

4)

In case a party approaches a Court of Law and any time limit is prescribed by the Court for appointment of arbitrator, while taking action for appointment of arbitrator to comply with the Court's directive on time limit, simultaneously, efforts for settlement must be made with the permission of the Arbitrator.

5)

In the event, the Committee concludes that the dispute is worth settlement, the claim should be settled on the proposed terms with the approval of the competent authority as per DOA and the matter should be settled once for all by following due legal procedure instead of adjudication through arbitration proceedings.

6)

In case, however, the Committee so appointed for settlement of claim submits its report that there is no possibility of settlement to the GM of Region/State Office, only then the matter should be allowed to proceed further in arbitration or for reference of dispute to arbitration.

This is issued with the approval of Director (M).

R. JHINGAN  
E.D. (TBP-COORDN. & PLNG.)

cc : Law Heads of Regions/State Offices  
CEA to Director (M)

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**INTER OFFICE MEMO**

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**FROM : DGM(F) HO MUMBAI**

**FOR : DGM(F) – NR/ER/WR/SR  
ALL STATE FINANCE HEADS**

**REF : AC/MA/720/RS/01/01/2007-08**

**DATE : 01.08.2007**

---

**Sub : Payments for Capital Works at IBP ROs/locations**

Consequent to the merger of IBP with IOC, the transaction under company code 9700 with respect to petroleum activities have been closed effective 30.6.2007. All the IBP Divisional Offices ceased to exist w.e.f 31.7.2007. New Plant codes have been created under each State Office/Regional Office for the erstwhile IBP locations to carry out the activities under IOC. The issue regarding capital payments with respect to capital works / procurement of erstwhile IBP have been raised by certain State Offices. In this regard, the following procedure may be followed by the respective State Office/Regional Office:-

1. All the IOs under company code 9700 have been closed w.e.f 30.6.2007 even though full or part payment against the same has not been completed.
2. IBP Division is in the process of creating new IOs and work / purchase orders for the unexecuted portion of the contract under new company codes with the help of Manthan.
3. Once the IO creation is completed, the same will be intimated to the respective State offices by HO.
4. Physical copies of the approvals, work/ purchase orders, status of execution of the work / purchase orders, the residual dues shall be intimated by IBP Division to the respective State Offices alongwith the new IO / Purchase / Work order details for carrying out further activities/payments. No separate work/purchase orders need be issued by State / Regional Offices.
5. The Capital Budget already advised towards IBP expenditure may be used for releasing further payments by State Offices/Regional Offices. The Capital expenditure on behalf of IBP should be included in the monthly cash flow and shown separately under the respective functions.
6. While finalizing the capital budget for 2007-08, the requirement of IBP locations including ROs shall also to be considered by the respective State Offices/Regions.
7. The details of capital / mobilization advance paid by IBP, security deposit recovered if any towards the uploaded work / purchase orders, shall be obtained prior to release of any payments and any adjustments in running this may be carried out by the respective State Offices/Regional Office based on the work order condition.

State Offices/Regions shall ensure smooth transition of IBP payments and in case of any clarification, the undersigned may be contacted.

*Koshy Eipe*  
**KOSHY EIPE  
DGM(F)**

CC: ED(F), IBP

IndianOil (MD)  
HO, Engineering Development



No: ENG/20

16.07.2007

**All State Retail Heads/ State Engg. Heads**

**Sub: Checklist for DG Set installation by the RO Dealers.**

DG sets are provided at the Retail Outlets by the dealers through the subsidy scheme of the Corporation. DG set has direct impact on performance of costly equipment like MPPs/DUs. Therefore DG set has to be installed properly including completing the allied electrical works. Incorrect installation / electrical connections of the DG set may cause problems to the MPPs/DUs due to the poor quality of the electrical power generated by such DG sets, resulting in loss of sales and avoidable expenditure on account of attending to the equipment repairs apart from the safety issues.

In view of the above a need has arisen to develop a checklist for proper installation of the DG set as per the enclosed Annexure. All the relevant details of the checklist have to be filled up and jointly signed by the agency installing the DG set, RO dealer, Field Officer and the Divisional Engineer. A copy of the checklist has to be retained at the Retail Outlet and another copy to be submitted by the dealer along with the bill/ invoice to the Corporation while claiming the subsidy amount.

All the Retail Divisional Offices under your control may please be advised to implement the above procedure with immediate effect for releasing the subsidy amount towards the provision of DG sets.

Kindly confirm compliance of the above.

A handwritten signature in black ink, appearing to read "Shailendra Mital".  
16/7/07  
(Shailendra Mital)  
DGM (Engg.)

A handwritten signature in black ink, appearing to read "Amresh Kapoor".  
(Amresh Kapoor)  
DGM(RS)

Encl: a/a

**Checklist for DG Set Installation by the RO Dealers towards Release of the Subsidy Amount**

<b>Name of the Retail Outlet:</b>		<b>Location :</b>
1.	Invoice No. & date	:
2.	Serial No. of the set	:
3.	Make & Model	:
4.	Rating	:
5.	Technical Details of the DG Set	KVA
<b>Diesel Engine</b>		
a)	Name of Manufacturer	:
b)	Type and Model No.	:
c)	Rating	:
d)	Capacity of the fuel tank	HP
<b>Generator</b>		
a)	Name of Manufacturer	:
b)	Rating	:
c)	Voltage	:
d)	Frequency	Volts
6.	Installation of the DG set	Hz
a)	Name of the agency installing the DG Set. Also specify, if the agency is an authorized dealer of the DG Set or Electrical Contractor engaged by the Retail Outlet Dealer	:
b)	Licence no. of the agency issued under Indian Electricity Rules (IER) installing the DG set	:
c)	Make of the anti vibration mountings in case of non-acoustic type DG set	:
d)	Check & record if the control panel has been installed firmly to the wall /ground	:
e)	Check & record, if the Exhaust piping system has been directed away from the dispensing units & vent pipe of the tanks	Yes/ No
7.	Earthing	Yes/ No
a)	Whether 2 separate earth pits have been provided for neutral earthing of the alternator?	:
b)	Whether the body of the alternator is connected to the existing earthing system at 2 different points?	:
c)	Measure & record the earth resistances separately for each of the earth pits with the connections removed. (The resistance value of the each pit shall be less than 4 ohms)	:

Certified that the details furnished above are true to the best of my/our knowledge.

**Agency installing the DG Set**

**RO Dealer**

Verified the above details during our joint visit to the RO on \_\_\_\_\_ (date).

**Area Field Officer**

**Divisional Engineer (RO Maintenance)**

## **INTER OFFICE MEMO**

Ref : ENG/15  
Dt. 06/07/2007

**FOR : STATE ENGG HEADS**

**FROM : DGM (ENGG) HO**

**Sub : Vigilance observation on measurement, site record keeping and damage during construction of additional facility at ROs**

During inspection of Engineering work at one of the RO by Vigilance Deptt, following short comings were noticed :

- 1 Settlement of drive way within a short period of completion.
- 2 Damage to the drive way not restored to its original condition by the contractor during laying of pipeline, pump island and high mast tower etc.
- 3 Lack of control on issuance of measurement books by the State Office.
- 4 MB did not have name of the officer / agency who recorded the measurement.
- 5 Entries in the MB appears to have been made after completion of entire work.
- 6 Absence of site records.

All the above reflects poorly on the site supervision and construction management by the concerned Engineer. You all are advised to sensitize all the field Engineers on following correct Engineering practices and guidelines issued from time to time regarding site supervision and maintenance of site records.

Wherever the contractor is required to provide additional facility at an existing RO, it should be ensured that any damage to existing facility restored by the contractor, is at his own cost before releasing the final bill.

It may also be ensured that MBs are issued only by a person authorized by State Engg Head for effective control. The measurement in the MB should be recorded according to the progress of work and preparation of bills as per the guidelines contained in the Engg Manual.

  
(Shailendra Mital)  
DGM (E)

6/07/02

## **ENGINEERING DEPARTMENT, HO**

---

Ref : ENG/20

06.07.2007

### **Sub: Formats for asset inventory at Retail Outlets.**

- As of now, there is no structured practice of handing over of facilities at the Retail Outlet to the dealer, after completion of a new Retail Outlet.
- Even in official records, there is no authentic ready reckoner for verifying the assets provided at an outlet .In order that there is proper accounting of all the facilities, RVI elements, other items that are provided in a Retail Outlet, it is required that the facilities are listed properly and handed over to the dealer. With this in view, a format is developed for filling in after completion of a new RO. This shall be jointly signed by the dealer, the Site Engineer responsible for the construction of the Retail Outlet and Field Sales Officer.

The format lists the fittings, fixtures, tanks, DUs, RVI elements and equipments that are provided at the Retail Outlet under three parts as described below:

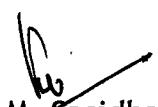
Part A - Sales building, canopy, yard lighting, driveway, earthing system, hoarding, storage tanks and dispensing units

Part B - RVI elements

Part C - Other equipments

The format is enclosed herewith.

- The format duly filled-in shall be enclosed along with dealership agreement to form part of the agreement .This can serve as a permanent record.
- The above formats shall be used for all new Retail Outlets to be commissioned henceforth. As and when additional facilities are added, the format shall be amended and signed by the dealer and Site Engineer/Sales Officer.
- As regards the existing Retail Outlets, State Offices can gradually build the data and maintain the files.
- DGM (E) and DGM (RD) may kindly approve. On approval, the formats shall be circulated to State Offices for implementation.

  
(V.M. Sasidhar)  
CEM

  
DGM (E) 6/7/07

  
DGM (RD) 9/7/07

RETAIL OUTLET NAME :  
LOCATION:

### LIST OF FITTINGS, FIXTURES, TANKS, DU'S, RVI FACILITY AND EQUIPMENTS AT RETAIL OUTLET

**PART-A (SALES BUILDING,CANOPY,YARD LIGHTING,DRIVEWAY,EARTHING SYSTEM,HOARDING)**

1 SALES BUILDING					
S.NO	ITEM DESCRIPTION	UNIT	QUANTITY	MAKE OF THE ITEM	DESCRIPTION
1	Ceiling Fan	Nos.			Wattage-
2	Exhaust Fan	Nos.			Wattage-
3	CFL Light Fittings	Nos.			Wattage-
4	GLS Light Fittings	Nos.			Wattage-
5	FITL Light Fittings	Nos.			Wattage-
6	Water tank	Lts.			Type-

2 CANOPY					
AREA IN SQM	ITEM DESCRIPTION	UNIT	QUANTITY	MAKE OF THE ITEM	DESCRIPTION
1	CFL Canopy Light fittings	Nos.			Wattage-
2	Metal Halide Canopy Light Fittings	Nos.			Wattage-

3 YARD LIGHTING					
S.NO	ITEM DESCRIPTION	UNIT	QUANTITY	TYPE/MAKE	HEIGHT
1	Light Poles	Nos.			
2	Light Fittings	Nos.			

#### 4 DRIVEWAY WITHIN RETAIL OUTLET

AREA IN SQM	TYPE OF DRIVEWAY	AREA IN SQM
1	RCC Driveway	
2	Biluminous Macadam	
3	Paver Blocks	
4	Brick Pitching	

5 NO. OF EARTH PITS		
1		
2		

6 HOARDING DETAILS		
S.NO	SIZE	QUANTITY
1		
2		

**LIST OF FITTINGS, FIXTURES, TANKS, DU'S, RV/FACILITY AND EQUIPMENTS AT RETAIL OUTLET**

RETAIL OUTLET NAME :  
LOCATION:

**PART-A (FUEL STORAGE TANKS, DISPENSING UNITS)**

S.NO	FUEL STORAGE TANKS TANK IDENTIFICATION	PRODUCT	CAPACITY
1	Tank No. 1		
2	Tank No. 2		
3	Tank No. 3		
4	Tank No. 4		
5	Tank No. 5		
6	Tank No. 3		

**8 DISPENSING UNITS**

S.NO	DU IDENTIFICATION	DU DETAILS	PRODUCT
		MONODUO/MPD	MAKE
1	DU No. 1		
2	DU No. 2		
3	DU No. 3		
4	DU No. 4		
5	DU No. 5		
6	DU No. 6		

**LIST OF FITTINGS, FIXTURES, TANKS, DU'S, RVI FACILITY AND EQUIPMENTS AT**

**RETAIL OUTLET**

**RETAIL OUTLET NAME :**  
**LOCATION:**

**PART-B (RVI,SIGNAGES)**

S.NO	RVI	ITEMS	UNIT	QUANTITY
1	Spreaders		Nos.	
2	Canopy Fascia		RM	
4	In/Out Sign		Yes/No	
5	Column Cladding		Sqm	
6	Wall Cladding		Sqm	
7	Building Fascia		Sqm	

**2 SIGNAGES**

S.NO	TYPE OF SIGNAGE	PARAMETER
1	Monolith	Front Lit/Back Lit
2	Facility Sign Pole	Yes/No

# LIST OF FITTINGS, FIXTURES, TANKS, DU'S, RVI FACILITY AND EQUIPMENTS AT RETAIL

OUTLET

RETAIL OUTLET NAME :  
LOCATION:

## PART-C (EQUIPMENTS)

S.NO	EQUIPMENTS	EQUIPMENT	UNIT	QUANTITY	MAKE	RATING IN KW
1	Air Compressor		NOS.			
2	Submersible Pump for Water		NOS.			
3	Voltage Stabilizer		NOS.			
4	Digital Tyre Inflator		NOS.			
5	Fire Extinguisher DCP Type		NOS.			
6	Fire Extinguisher CO2 Type		NOS.			
7	Fire Buckets		NOS.			

## **INTER OFFICE MEMO**

Ref : ENG/20  
Dt. 05/07/2007

**FOR : STATE RETAIL HEADS / STATE ENGG HEADS**

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### **Sub : Guidelines for Maintenance of RVI Elements and Canopy at Retail Outlets**

RVI elements have been provided at more than 1800 ROs during last two years. For desired visual impact of the RVI features, necessary periodical cleaning and other maintenance is necessary. While some of the Divisional Offices have finalized rate contracts for maintenance of RVI features, similar action is yet to be taken by most of the other DOs.

It is therefore desirable that necessary contracts may be finalized by all the other SOs / DOs. A three-month frequency of cleaning the RVI elements is considered adequate. This frequency however may be changed suitably for specific locations.

It is suggested that the scope of work in above tenders should also include replacement of fused tube lights, CFLs, Chokes etc to be paid as per prevailing capex rate contract, and repairs of GI flashings. However, repairs / replacement of ACM should be excluded from the scope of work as the same should be got done through authorized RVI converters.

To prevent damage to RVI features during cleaning / maintenance, it is necessary that the contractor use suitable telescopic ladder with mounting platform preferably installed on LCV, and vacuum cleaner.

So far as maintenance of canopy is concerned, HO Engg has already issued guidelines vide letter Engg/20 dt 27.07.06. These guidelines should be followed wherever canopies are due for maintenance.

*Amresh Kapoor*  
Amresh Kapoor  
DGM (RS)

*Shailendra Mital* 5/7/07  
(Shailendra Mital)  
DGM (E)



**RETAIL SALES DEPARTMENT, HO**

NO: RO/6069 (DSG)  
14/06/2007

**State Retail Heads**

**Sub: Revision in Land Evaluation format**

With immediate effect following confirmation should be included in the existing Land Evaluation Format being used by Land Evaluation Committee (LEC) for evaluation of Land for development of Retail Outlets / SKO Agency.

**“It is confirmed that the subject land is at advertised location”**

The above should be brought to the notice of all concerned for immediate implementation.

  
(Alok Misra)  
GM(RS)  
15/6/07

ED (ENGG)

✓ ms  
O2  
21/6  
GM (RA)  
DGM (RE) → Pl. get it circulated  
DGM (Engg)  
DGM (Nat)



Indian Oil(M),HO.  
Human Resource.

## INTER OFFICE MEMO

**From:** GM(HR),HO

**TO:** GM(RS):NR/ER/WR/SR  
GM(HR):SR  
DGM(HR):ER/WR/NR

**Ref. No.** IR/1461/P/05/2007

**Date:** 12.06.2007

**Sub:** Use of products with standard specification.

Enclosed please find herewith a copy of CTE, CVC, New Delhi's letter No. 98-VGL-25(Circular No. 14/4/07) dated 26.04.2007 on the above noted subject for your information, guidance and necessary action apart from ensuring wide dissemination of the matter please.

(K. Manickam)  
for General manager(HR)

**Encl:** As Above

- Copy forwarded to all EDs & GMs, HO for information and necessary action please.
- Copy forwarded to DGM(Vig), CO & SM(Vig),HO for information please.
- Copy forwarded to CEA to DIR(M) for information please.

ED (ENGG & PJ)  
RECD ON 14/6/07

No.98-VGL-25  
Government of India  
Central Vigilance Commission  
(CTEO)

Satarkta Bhawan, Block-A  
INA, GPO Complex,  
New Delhi-110023

OFFICE MEMORANDUM

Circular No. 14/4/07

Sub: Use of Products with standard specification.

\*\*\*\*\*

A case has come to the notice of the Commission that the user department - one organization requisitioned an item of non-standard size. Requisitioning of item with non-standard size resulted in issue of 'Non-availability certificate' by the stores keeper although the same item of standard size was already available in the stock. Citing urgency, the item was procured by the user department at 10 times the cost of the standard item by inviting limited quotations.

2. In order to avoid such occurrences, it is reiterated that the items with standard specifications only should be stipulated in the bid documents. In case, items with non-standard specifications are to be procured, reasoning for procuring such items may be recorded and reasonability of rates must be checked before placing order.

P. Varma  
26/4/07  
(Smt. Padmaja Varma)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance  
Companies/Allied Organizations/Societies/Firms



## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To:** ALL STATE ENGINEERING HEADS  
**From:** CEM, HO  
**Ref:** ENG/20

**Date:** 05/06/07

#### **Sub: New Vendor Codes in SAP**

It has come to light that, in case of one vendor, different vendor codes are being operated by different State Offices, inadvertently, which is against the norms. These vendor codes are created by the Systems dept., obviously at the request of State Offices. Apparently, the State Offices had not searched the "Vendor Master" to find out whether vendor code for the particular party already exists or not, resulting in duplicate codes for the same party.

In order to ensure that such a situation does not recur, State Offices are advised to first find out whether vendor code for any new party already exists or not in the 'Vendor Master', by using the 'Search' facility available in SAP (T- code XK03). Similar check shall be done by Systems dept. before release of vendor codes for new parties. This process can eliminate creation of duplicate vendor codes for the same party.

Please ensure compliance.



VM SASIDHAR

Chief Engineering Manager

CC: DGM (Systems), HO: An instance of duplicate vendor codes being operational has come to light and hence SEHs are being advised as above. You also may advise the concerned in systems dept. to have a check before release of any new vendor codes.

*Indian Oil (M), HO.  
Human Resource.*

$\frac{V_m s}{Cn}$

DGM (E)

**INTER OFFICE MEMO**

## Sub: Mobilisation Advance

Enclosed please find herewith a copy of CTE, CVC, New Delhi's letter No. 4CC-1-CTE-2 dated 10.04.2007 on the above noted subject for your information, guidance and necessary action apart from ensuring wide dissemination of the matter please.

atter please.  
  
4.6.07  
(SL Verma)  
General Manager (HR)

Encl: As Above

- Copy forwarded to all EDs & GMs, HO for information and necessary action please.
  - Copy forwarded to DGM (Vig), CO & SM (Vig), HO for information please.
  - Copy forwarded to CEA to DIR (M) for information please.

No.4CC-1-CTE-2  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhawan, Block -A,  
4<sup>th</sup> Floor, GPO Complex,  
INA, NEW DELHI-110 023.

10 APR 2007

OFFICE MEMORANDUM/CIRCULAR NO.10[4]07

Sub: Mobilisation Advance

Commission has reviewed the existing guidelines on 'Mobilisation Advance' issued vide OM No.UU/POL/18 dated:08.12.97 and OM No. 4CC-1-CTE-2, dated 08.06.2004.

The following guidelines are issued in supercession of earlier guidelines issued by the Commission on 'Mobilisation Advance'

1. Provision of mobilization advance should essentially be need-based. Decision to provide such advance should rest at the level of Board (with concurrence of Finance) in the organization.
2. Though the Commission does not encourage interest free mobilization advance, but, if the Management feels its necessity in specific cases, then it should be clearly stipulated in the tender document and its recovery should be time-based and not linked with progress of work. This would ensure that even if the contractor is not executing the work or executing it at a slow pace, the recovery of advance could commence and scope for misuse of such advance could be reduced.
3. Part 'Bank Guarantees' (BGs) against the mobilization advance should be taken in as many numbers as the proposed recovery instalments and should be equivalent to the amount of each instalment. This would ensure that at any point of time even if the contractor's money on account of work done is not available with the organization, recovery of such advance could be ensured by encashing the BG for the work supposed to be completed within a particular period of time.
4. There should be a clear stipulation of interest to be charged on delayed recoveries either due to the late submission of bill by the contractor or any other reason besides the reason giving rise to the encashment of BG as stated above.

C.M.Y  
SMT/V  
Shri Nayak (Sr. Man)  
25/4/07  
Arun  
23/04

5. The amount of mobilisation advance; interest to be charged, if any; its recovery schedule and any other relevant detail should be explicitly stipulated in the tendered document upfront.
6. Relevant format for BG should be provided in the tender document, which should be enforced strictly and authenticity of such BGs should also be invariably verified from the issuing bank, confidentially and independently by the organization.
7. In case of 'Machinery and Equipment advance', insurance and hypothecation to the employer should be ensured.
8. Utilization certificate from the contractor for the mobilization advance should be obtained. Preferably, mobilization advance should be given in instalments and subsequent instalments should be released after getting satisfactory utilisation certificate from the contractor for the earlier instalment.



(P. VARMA)  
Chief Technical Examiner

Copy to :-

All CVOs : Ministries / Departments / PSUs / Banks / Uts.

**INTER OFFICE MEMO**

**Ref : ENG/20  
Dt. 24/05/2007**

**FOR : ED, IBP**

**FROM: ED (E&P), HO**

**Sub : IOC-IBP Merger.**

We have examined the various issues, which are required to be addressed immediately for smooth integration of Engineering Department in post IOC-IBP merger from 01.07.07. Accordingly following actions are required to be taken by IBP:

- i) No new work orders are to be placed that cannot be closed by 15.06.07.
- ii) Efforts should be made to complete all on-going works so that the outgoing Engineers themselves prepare measurements and bills. In exceptional cases, if works are not completed by this date, joint visits to such sites shall be required along with the contractor and the incumbent Engineer at the DO for verification of measurements of the work done. A detailed handing over report will also be required in such cases.
- iii) No action for procurement of steel plates and other Engineering material is required to be taken.
- iv) Existing rate contracts for DU maintenance finalized by IBP shall continue till new rate contracts are finalized at newly created Divisional Offices.
- v) Rate contracts for fabrication of tanks for ROs are also required to be foreclosed and reconciliation of steel plates issued by IBP to the tank fabricators is required to be done by the Engineers before relinquishing their present assignment. The existing inventory, if any, of steel plates is to be handed over to the Engineering Department in the concerned State Office.
- vi) All the work order files including approvals, which are within retention period, are required to be serial numbered and handed over to the concerned Divisional Office.
- vii) For release of Security Deposit for the completed works, a statement showing contractor's name and SAP Code, work order reference, location, date of completion of work and date of release of Security Deposit should be prepared and handed over to the concerned Divisional Office including bank guarantees, if any.
- viii) For all the finalized orders EMDs given by unsuccessful tenderers, should be refunded.

Please arrange to circulate the above guidelines to all the concerned in IBP.

*Jindal*  
**(R.C.JINDAL)**  
**ED (E & P)**

**Copy to :**

- 1. All State Engineering Heads** - In view of the above guidelines, please assess the requirement of additional Capex /Empanelled Contractors/ tank fabricators in consultation with Retail Sales Department and initiate necessary action so that necessary resources are available for taking up Retail Development activities.

Engineers posted at Divisional Offices should also be informed about the above guidelines and all records should be taken from outgoing IBP Engineers to avoid any future complications.

- 2. All State Heads**

- 3. ED (RS) HO**

- 4. ED (F) HO**

- 5. CEA to Dir (M)**



For information please.

Ref: ENG/43

02.05.2007

**M/s KAC Equipments Company  
Post Box No. 5406  
#2 Bango Road  
Kavundampalayam (P.O)  
Coimbatore – 641 030.  
Fax : 0422-2457414  
email : [kacequip@md3.vsnl.net.in](mailto:kacequip@md3.vsnl.net.in)**

Dear Sir,

**Sub: Approval for your make of Air Compressors.**

Please refer to your letter bearing ref. KAC/2006-2007/578 dt.08.02.2007 addressed to Indian Oil Corporation Ltd., Marketing Division, Head Office, Mumbai.

We have considered your request for including your make of air compressors as one of the approved makes and are pleased to inform you that your request has been acceded to based on the credentials submitted by you. By a copy of this letter, we are advising the State Offices to consider your product also for use at our Retail Outlets.

While your product is being included as one of the approved makes, this can not be taken as a guarantee for steady business or sourcing our requirements from you, which may please be noted.

We hope that you will maintain high standards of quality and after sales service for a sustained relationship with Indian Oil Corporation Ltd.

Thanking you.

Yours faithfully,  
For **Indian Oil Corporation Ltd.,**

  
**(S.Chandrababu)**  
**Chief Manager (Engg.)**

**NOO:**

**Copy to :**

1. **State Engg. Heads/ State Retail Heads** – Air Compressors manufactured by M/s KAC Equipments Company, Coimbatore may also be considered for use in our Retail Outlets.
2. **DGM (RS), HO** – For information please.

CC: GM (S&EP) / RA

CC: DGM - Engg / Maths / H&I ~~PS~~

CC: DGM (RE) - for n.a.p.l. <sup>Pl. circulate</sup> ~~On~~ <sup>On 14/5/07</sup>

ED (ENG)

VMS  
Re. circulate.  
~~On 17/5/07~~



Indian Oil (M), HO.  
Human Resource.

CONFIDENTIAL

INTER OFFICE MEMO

From : GM (HR),HO

Ref. No. : IR/1461/P/ 03/2007

To :

Date : 27.04.2007

GM (Regional Services): NR/ER/WR/SR

GM (HR), SR

DGM (HR): NR/ER/WR

GMs/DGMs: Delhi & Haryana SO/Punjab & Himachal SO/Rajasthan SO/  
Uttar Pradesh SO/Orissa SO/ West Bengal SO/ Bihar SO/ North East SO/  
Gujarat SO/ Maharashtra SO/Madhya Pradesh SO/Tamil Nadu  
SO/Karnataka SO/ Kerala SO/ Andhra Pradesh SO.

Sub: Tendering process – Negotiations with L-1.

Enclosed please find herewith a copy of Dy. Secretary, CVC, New Delhi's letter No. 005/CRD/012 dated 03.03.2007 resting on the subject matter for your kind information, guidance and necessary action apart from ensuring wide dissemination of the same please.

*L-1*  
30.4.07  
(SL Verma)  
General Manager (HR)

Encl: As above

- Copy forwarded to all EDs & GMs, HO for information and necessary action please.
- Copy forwarded to SVM, HO for information please.
- Copy forwarded to CEA to DIR (M) for information please.

ED (ENGG & PJ)  
RECD ON 14/5/07

No.005/CRD/012  
Government of India  
Central Vigilance Commission

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 3<sup>rd</sup> March, 2007

Circular No. 4/3/07

**Sub:- Tendering process - negotiations with L-1.**

Reference is invited to the Commission's circulars of even number, dated 25.10.2005 and 3.10.2006, on the above cited subject. In supersession of the instructions contained therein, the following consolidated instructions are issued with immediate effect:-

- (i) As post tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include, procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.
- (ii) In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.
- (iii) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher levels, a maximum of 15 days should be assigned for clearance at each level. In no case should the overall timeframe exceed the validity period of the tender and it should be ensured that tenders are invariably finalised within their validity period.

- (iv) As regards the splitting of quantities, some organisations have expressed apprehension that pre-disclosing the distribution of quantities in the bid document may not be feasible, as the capacity of the L-1 firm may not be known in advance. It may be stated that if, after due processing, it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying and there was no prior decision to split the quantities, then the quantity being finally ordered should be distributed among the other bidders in a manner that is fair, transparent and equitable. It is essentially in cases where the organisations decide in advance to have more than one source of supply (due to critical or vital nature of the item) that the Commission insists on pre-disclosing the ratio of splitting the supply in the tender itself. This must be followed scrupulously.
- (v) Counter-offers to L-1, in order to arrive at an acceptable price, shall amount to negotiations. However, any counter-offer thereafter to L-2, L-3, etc., (at the rates accepted by L-1) in case of splitting of quantities, as pre-disclosed in the tender, shall not be deemed to be a negotiation.

2. It is reiterated that in case L-1 backs-out, there should be a re-tender.
3. These instructions issue with the approval of the Commission and may please be noted for immediate compliance.

Vineet Mathur  
(Vineet Mathur)  
Deputy Secretary

All Chief Vigilance Officers



## ENGINEERING DEPARTMENT, H.O

### INTER OFFICE MEMO

To : All State Engg. Heads  
From : DGM (E), HO  
Ref. : ENG/RVI

Date : 23.04.2007

#### Sub: Tenders for execution of RVI works.

This has reference to the discussions during State Engg. Heads Conference held on 10.05.06 and minutes thereof. Your attention is invited to point no. 2.8 wherein it is clearly stated that State Offices should invite Tenders for RVI works on firm quantity basis instead of rate contracts. However, it is observed that now also some State Offices resort to rate contracts, which is against the directives.

It is once again reiterated that State Offices should invite tenders on firm quantity basis only. As the design of various types of signages are still in developmental stage, improvements/ modifications in some of the designs can not be ruled out. Rate contracts will pose difficulties in modifying the items.

While inviting tenders for RVI works, it is desirable to invite tenders from enlisted contractors in two bid system so that the current financial position of the contractor also is verified. Similarly, The past performance and the quantum of work in hand may also be considered while selecting the contractors for invitation of Tenders. This will ensure completion of works within the targeted time.

Engagement of TPI, if necessary, should be done directly by IOC (and not by converters) and stages of inspection should be clearly spelt out in the Tender documents.

  
(Shailendra Mittal) 24/4/07  
DGM (Engg.)



## ENGINEERING DEPARTMENT, H.O

### INTER OFFICE MEMO

To : All State Engg. Heads  
From : DGM (E), HO  
Ref. : ENG/20

Date : 20.04.2007

#### Sub: Collapse of cantilever portion of canopy at a Retail Outlet - Lessons learnt.

In a recent incident, the cantilever portion of a canopy at a Retail Outlet collapsed while the work of canopy fascia was being carried out, resulting in injuries to 3 labourers apart from damage to the canopy, fascia etc. The preliminary investigation has revealed the following:

- The fabrication drawings were not comprehensive.
- The fabrication also is not done completely as per fabrication drawings.
- Boltholes apparently were gas cut and hence the bolts were not properly fixed.
- Bolts were neither of approved makes nor of required strength.

The investigation also revealed that 3 labourers were standing close by at the corner of the cantilever portion and none of the labourers were wearing protective gear viz. helmets etc.

From the findings, it is clear that standard engineering practices in design, fabrication and in safe practices are being compromised at field level. Hence, it is required that State Engg. Head takes personal lead in ensuring that the instructions issued vide letter ref. ENG/20 dt.27.07.06 on the design, fabrication & inspection of canopies at Retail Outlets are followed without deviation to avoid recurrence of such failures. The instructions may once again be circulated.

Your attention also is invited to the various circulars issued on safe practices in construction, which should not be compromised. At the cost of repetition, it is once again stressed that structured meetings on safety be conducted before the construction activities begin. Contractors should abide by the provisions contained in Appendix-III of GCC titled Safety Practices during Construction. Contractors not following the safety instructions should be penalized as per provisions of GCC. Availability and use of personal protective equipment should be verified during visits to sites by State Engg. Head/ Other Officers.

Please circulate the communication to Divisional Offices as well.

  
(Shailendra Mital) 20/04/07  
DGM (Engg.)

CC :: GM (S&EP), HO

## **INTER OFFICE MEMO**

Ref : ENG/ 20  
Dt. 13/04/2007

**FOR : All State Engg. Heads**

. / 8

**FROM: ED (E&P), HO**

### **Sub : Intimation to tenderers for opening of Price Bids.**

As per provisions contained in Engineering Manual - Vol. 5 (Procedures), Chapter 1, Page 33, price bids of the technically successful bidders should be opened on a specified day to be notified to such bidders by fax/ phone/ email allowing them minimum three days to enable them to participate for the opening of the price bid. In case all qualified parties are locally based/ available on hand, the price bids can be opened within a day's notice.

The above provision specifies the minimum notice period for opening the price bid, which does not mean that in all the cases price bid should be opened within this time. Therefore, it is considered prudent that the above minimum limits should be applied only in urgent cases. Generally 7 days time should be given for opening the price bids.

Above arrangement will facilitate larger participation of the tenderers in attending the price bid opening and avoid representations from the tenderers that adequate notice was not given to them for witnessing the price bid opening.

*Jindal 18/4/07*  
(R.C. JINDAL)  
ED (E&P)

### **Copy:**

- |                                     |                    |
|-------------------------------------|--------------------|
| 1. GM (RA)/DGM (Mats)/ DGMs (E), HO | : For compliance.  |
| 2. All State Heads                  | } For information. |
| 3. Sr. Mgr (Vig), HO                |                    |

**INTER OFFICE MEMO**

Ref : ENG/ 20  
Dt. 13/04/2007

**FOR : All State Engg. Heads**

**FROM: DGM(E), HO**

---

**Sub : Adherence to laid down procedures for award of works and site supervision.**

Your attention is invited to various circulars issued by HO from time to time on the subject stressing the need for adhering to laid down procedures for award of work and proper site supervision.

During the inspection of engineering works carried out at one of the ROs, deviations from the procedure for award of work on single tender basis was noticed. Also, lack of supervision was observed resulting in use of sub-standard, non-specified make of cables.

This indicates that despite repeated circulars and instructions, the Field Engineers are not sensitized on these important issues.

It is once again reiterated that under no circumstances, deviations from laid down procedures should be permitted. State Office should ensure that the all Engineers are suitably educated and cautioned against deviating from the laid down procedures for award of works and site supervision. Aspect of adequate supervision should invariably be checked by the visiting officers from the State Offices to construction sites.

  
(Shailendra Mital)  
DGM (E) 13/4/07.

IndianOil (MD)  
HO, Engineering



No : ENG/20  
9<sup>th</sup> April, 2007  
*12*

All State Heads

Sub : Annual Maintenance Contract for MPPs/ MPDs.

We have come across an instance of fire accident that took place in one of the MPPs installed at our Retail Outlet. The investigation report of the incident and further analysis revealed that periodical preventive maintenance was not being carried out to this MPP after warranty period resulting in fire accident.

To carryout periodical preventive maintenance of the MPP/MPD, it is necessary to enter into an Annual Maintenance Contract with the original equipment manufacturers (OEMs) or their authorized representatives. As a standard practice, a separate order is issued along with the purchase orders for MPPs/MPDs (placed in the last 4 years) to enter into AMC with OEM for a pre defined period beyond the normal warranty period clearly specifying all terms & conditions. The State/Divisional Offices are required to enter into AMC for the specified period as per this order before expiry of the warranty period. Even after the lapse of this contract also, Divisional Offices should ensure that the pumps are covered under AMC. In the present case, the concerned DO has not entered into AMC for the MPP after the warranty period.

It is therefore requested that concerned Officers of State Office and Divisional Offices under your control be advised to ensure that MPPs/MPDs are covered under AMC all the time to avoid recurrence of such incidents.

Kindly ensure compliance of the above.

*R.C.JINDAL*  
~~(R.C.JINDAL)~~ 12.4.07  
ED (E & P)

CC :: State Engg. Heads - To monitor and ensure that Divisional Offices are entering into timely AMC for MPPs/MPDs.



**VIGILANCE DEPARTMENT  
(CORPORATE OFFICE)**

P. Lamba

E (Exptl Proj)

FEB 07

CC: GM (S&EP)

File Ref  
Date

CO/V-4A/614/CV1)  
March 26, 2007

; GM (RA)

; DGM (Engg)

; DGM (M&E)

; DGM(M&E) Kindly find enclosed herewith a copy of communication, as listed below,  
received from CVC for favour of information and appropriate action :-

; DGM (RE)

**Sub : Circular received from CVC : reg.**

S.No.	Subject	Reference No.
1	Tendering process – negotiations with L-1	No.005/CRD/012 dated 3.3.2007 (Circular No.4/3/07).

A. Lamba  
(A.S. Lamba)  
Chief Vigilance Officer

**CHAIRMAN**

**Copy to :**

Dir(F)/ Dir(PLs)/ Dir(HR)/ Dir(BD)/ Dir(R&D)/ Dir(M)/ Dir(R) – for  
information and necessary action.

**Encl : As above.**

All core Gf members

G  
J  
B14/07  
CEA to 0 (as)

No.005/CRD/012  
Government of India  
Central Vigilance Commission

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 3<sup>rd</sup> March, 2007

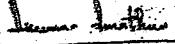
Circular No. 4/3/07

**Sub:- Tendering process - negotiations with L-1.**

Reference is invited to the Commission's circulars of even number, dated 25.10.2005 and 3.10.2006, on the above cited subject. In supersession of the instructions contained therein, the following consolidated instructions are issued with immediate effect:-

- (i) As post tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include, procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.
- (ii) In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.
- (iii) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher levels, a maximum of 15 days should be assigned for clearance at each level. In no case should the overall timeframe exceed the validity period of the tender and it should be ensured that tenders are invariably finalised within their validity period.

- (iv) As regards the splitting of quantities, some organisations have expressed apprehension that pre-disclosing the distribution of quantities in the bid document may not be feasible, as the capacity of the L-1 firm may not be known in advance. It may be stated that if, after due processing, it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying and there was no prior decision to split the quantities, then the quantity being finally ordered should be distributed among the other bidders in a manner that is fair, transparent and equitable. It is essentially in cases where the organisations decide in advance to have more than one source of supply (due to critical or vital nature of the item) that the Commission insists on pre-disclosing the ratio of splitting the supply in the tender itself. This must be followed scrupulously.
- (v) Counter-offers to L-1, in order to arrive at an acceptable price, shall amount to negotiations. However, any counter-offer thereafter to L-2, L-3, etc., (at the rates accepted by L-1) in case of splitting of quantities, as pre-disclosed in the tender, shall not be deemed to be a negotiation.
2. It is reiterated that in case L-1 backs-out, there should be a re-tender.
3. These instructions issue with the approval of the Commission and may please be noted for immediate compliance.

  
(Vineet Mathur)  
Deputy Secretary

**All Chief Vigilance Officers**



ENGINEERING DEPARTMENT,HO

## INTER OFFICE MEMO

To : All State Heads

From : DGM (E), HO

Date : 23.03.2007

Ref. : ENG/78

### Sub: MOU Targets for the year 2007-08 – Retail Engineering.

The MOU targets of State Offices for various parameters for the year 2007-08 shall be fixed shortly and State Offices must be working on the targets to be set for the next year. As regards Retail Development Activities, the following are the parameters pertaining to Engineering Department:

1. Capex on New ROs
2. Capex on Modernization
3. RVI

The MOU targets for the above parameters have to be worked out as detailed below:

1. **Capex on New ROs** – Capex on New ROs consist of two components viz. a) expenditure against carryover ROs and b) new ROs planned for the year 07-08. Accordingly, the entire balance expenditure against carryover ROs has to be taken. This has to be backed by SAP statements which will indicate the expenditure incurred till 31.03.07. As regard new ROs, full cost of the ROs for which land procurement is planned upto Sept'07 has to be taken into account. Numbers of 'A' Site ROs and 'B' Site ROs to be identified separately while planning the Capex.
2. **Capex on Modernization** – To be worked out similar to 1 above. For RVI, only capital expenditure to be included.
3. **RVI** – The no. of IOs expected to be issued upto Nov'07 only can be completed in the year considering the order placement time and lead time for procurement of materials. The RVI target and expenditure to be fixed accordingly.

It is requested that Engineering Dept. and Retail Sales Dept. may be advised to get actively involved for setting realistic targets so that the MOU targets are fully achieved.

  
(Shailendra Mital)  
DGM (Engg) 23/3/07

CC :: All State Engg. Heads

CC :: DGM (RS), HO

**Indian Oil Corporation Ltd.  
HO-Engineering**

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REF : ENG/20

14.03.2007

**C I R C U L A R**

To

All State Engineering Heads

**Sub : Vendor names in tenders.**

Normally, acceptable names of vendors/ makes of manufactured products are indicated in the tender documents. In a recent examination of one of the works by CTE, the following was observed:

1. The vendor name for a product indicated in the tender did not exist on date as it was taken over by another firm.
2. In case of another product, a firm's name was indicated in the tender, even though the firm had stopped production of the particular product 5 years before.

Hence, it is imperative that the names of vendors are included in the tender only after verifying and affirming that the vendors are still in business for a particular product. Also States should keep updating the list of vendors periodically so that such instances do not recur.

Issued for compliance.

  
(Shailendra Mital) 15/3/07  
DGM (Engg.)

**CC : All State Heads**



## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To :** State Engg Heads

**From:** DGM (ENGG.), HO

**Date :** 15.02.2007

**Ref. :** ENG/20

#### **Sub: Maintenance of Dispensing Units / MPDs**

As you are aware, the DUs being supplied in the past few years are new generation electronic units, which require sophisticated handling for trouble free service. With this in view, the new procurement contracts include annual maintenance also, by which the OEMs take care of the service and maintenance of the DUs for the initial few years.

In the case of Xtracare ROs, the State Offices were advised to enter into AMCs with OEMs to ensure prompt maintenance and handling of the pumps by trained personnel. For other ROs also, Divisional Offices should engage OEMs/their agents or other agencies having good credentials. However, it is learnt that some of the Divisional Offices are engaging local petty contractors who may not have expertise or credentials for maintenance of the new generation units. This is not a healthy practice and should be avoided. Apart from causing ir-repairable damage to the units, chances of their indulgence in meter tampering and other malpractices also can not be ruled out.

Hence it is re-iterated that that agencies with proper credentials only be engaged for the maintenance of the DUs. State Engg Heads, during their visit to Divisional Offices should also review the engagement of these agencies, their credentials and performance.

Please advise the Divisional offices accordingly.

  
(Shailendra Mital) 15/2/07  
DGM (ENGG.)



**ENGINEERING DEPARTMENT, HO**

**INTER OFFICE MEMO**

**To :** All State Engg. Heads

**From :** CEM, HO

**Ref. :** ENG/34

**Date :** 12.02.2007

**Sub: Approval of standard drawings for design & installation of 15 KL & 20 KL capacity underground storage tanks – under Petroleum Rule 2002.**

Please find enclosed herewith the standard drawings for the design, fabrication and installation of 15 KL & 20 KL capacity underground storage tanks, duly approved by Chief Controller of Explosives, Nagpur for your reference and records.

Please ensure that the tanks are fabricated as per these drawings.

  
**(V.M.SASIDHAR )**  
**CEM**

**Encl. : a/a**

तार “विस्फोटक”, नागपूर  
Telegram: ‘EXPLOSIVES’, Nagpur  
Website : <http://explosives.mic.in>  
Email: [explosives@explosives.gov.in](mailto:explosives@explosives.gov.in)  
दूरभाष/ Telephone : 0712-2510248  
फैक्स/ FAX : 2510577

कार्यालयीन उद्देश्य के सभी  
पत्रादि “मुख्य विस्फोटक नियंत्रक” के  
पदनाम से भेजे जाएं, उनके व्यक्तिगत  
नाम से नहीं।

All communications intended  
for this Office should be addressed  
to the ‘Chief Controller of  
Explosives’ and NOT to him by  
name.



भारत सरकार

GOVERNMENT OF INDIA

पेट्रोलियम संस्था विस्फोटक सुरक्षा संगठन

(पूर्व नाम- विस्फोटक विभाग)  
(Formerly- Department of Explosives)

“ए” ब्लाक, पाँचवा तल, केन्द्रीय कार्यालय परिसर,  
“A” Block, 5<sup>th</sup> Floor, CGO Complex,  
सेमीनरी हिल्स, नागपूर-440 006 (महा.)  
Seminary Hills, Nagpur- 440006

संख्या/No.: P-6(3)51

नागपूर, दिनांक/Nagpur, dated:23/1/2007

To,

M/s Indian Oil Corporation Ltd  
Indian Oil Bhavan  
G-9, Ali Yavar Jung Marg  
Bandra (East)  
Mumbai - 400051

Sub:- Approval of standard drawing for design and installation of 15 KL & 20 KL capacity underground petroleum storage tank – under Petroleum Rules, 2002.

Dear Sirs,

Please refer to your letter No.ENG/34 dated 12/12/2006 on the above subject.

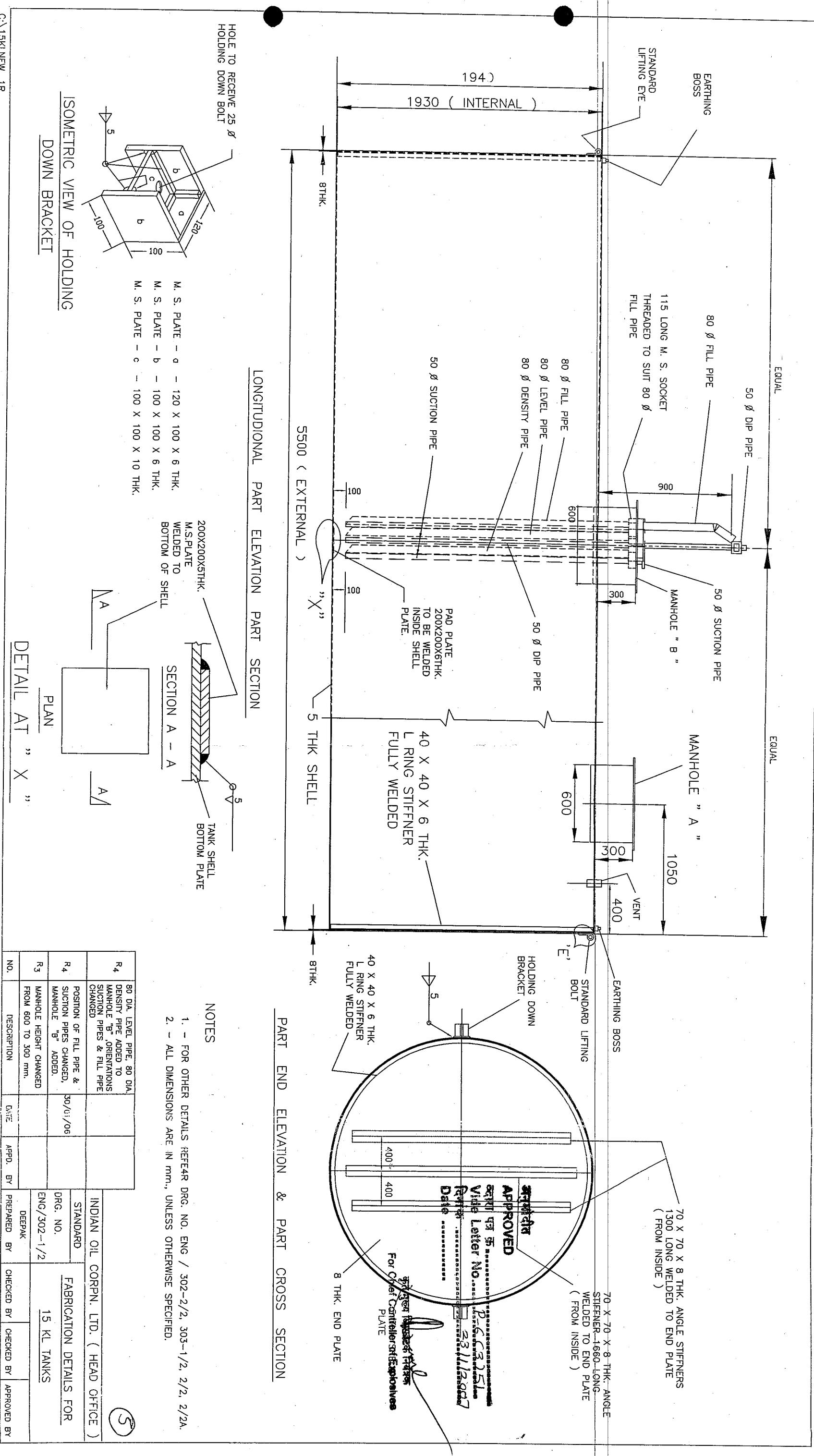
The drawings nos.ENG/302-1/2, ENG/302-2/2, ENG/303-1/2, ENG/303-2/2A & ENG/303 2/2 and ENG/312-1/2, ENG/312-2/2, ENG/303-1/2, ENG/303-2/2A, ENG/303-2/2 showing the design and installation details of 15KL & 20 KL capacity underground petroleum storage tank meet with the approval of the office and one copy each thereof are sent herewith duly endorsed in token of approval.

Yours faithfully

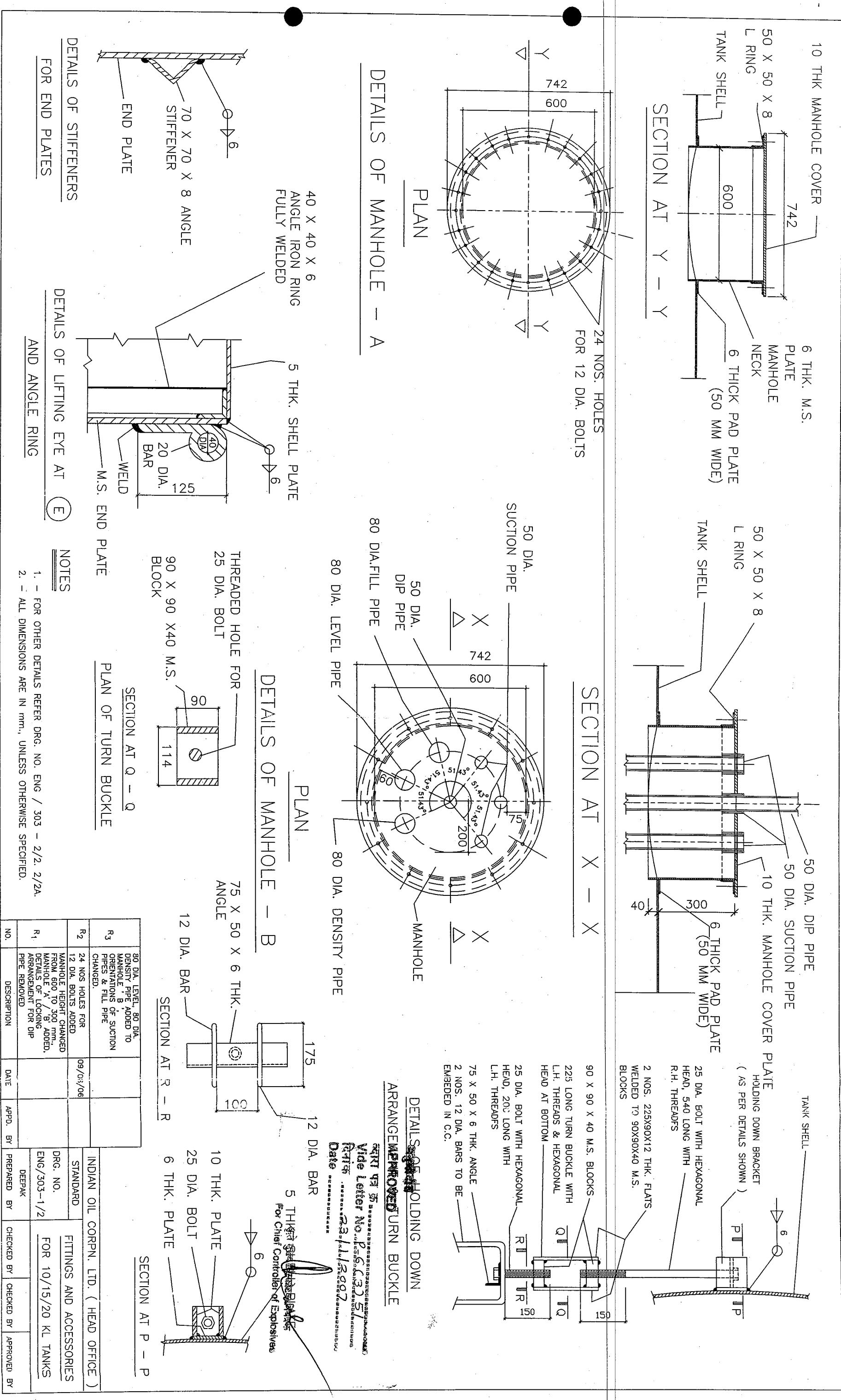
[ R.C. Kaul ]  
Dy. Chief Controller of Explosives  
for Chief Controller of Explosives

Copy together with a copy each of the drawings referred to forwarded to the Jt. Chief Controller of Explosives, West Circle, Mumbai/South Circle, Chennai/North Circle, Faridabad/ East Circle, Kolkata/ Central Circle, Agra.

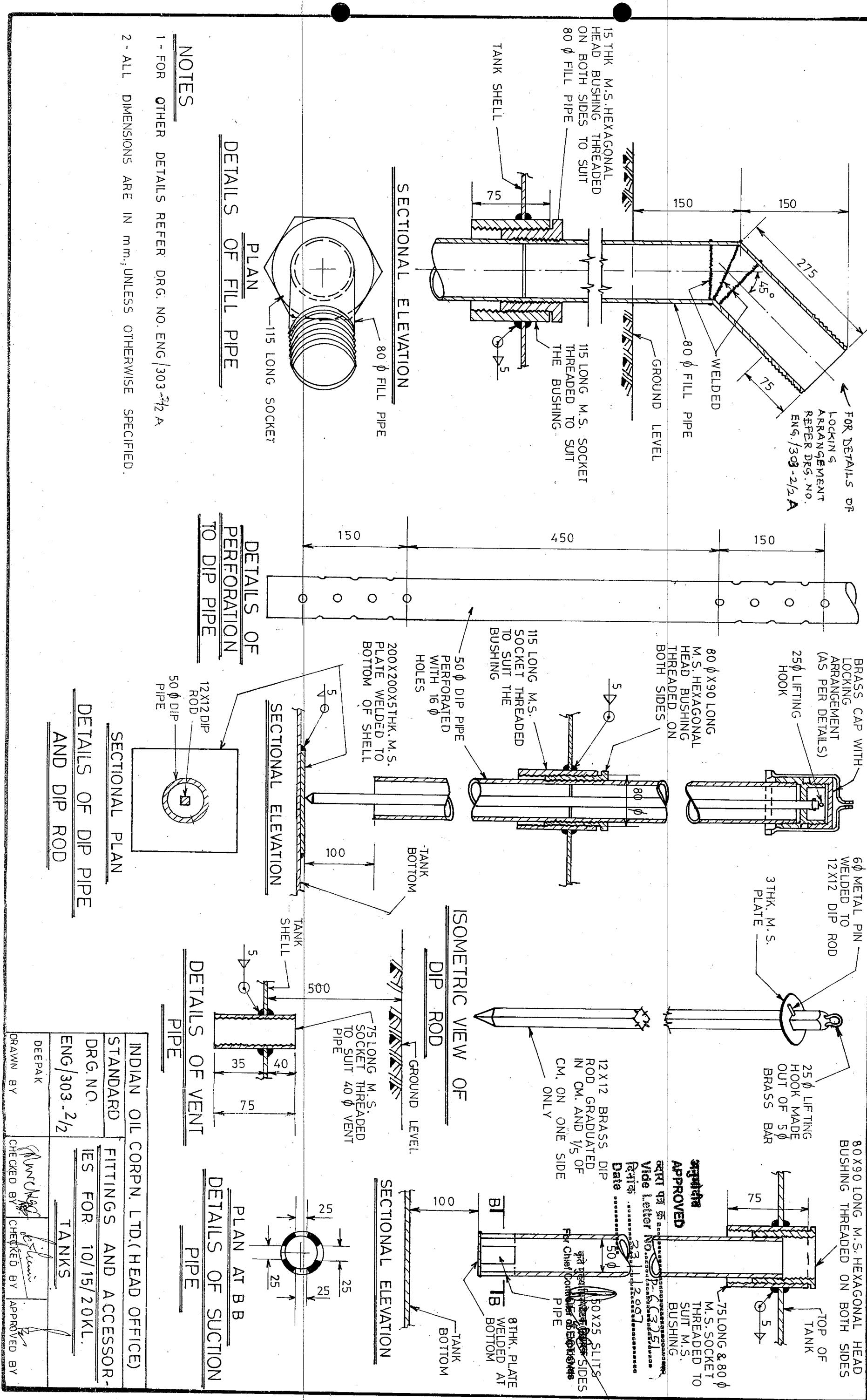
for Chief Controller of Explosives

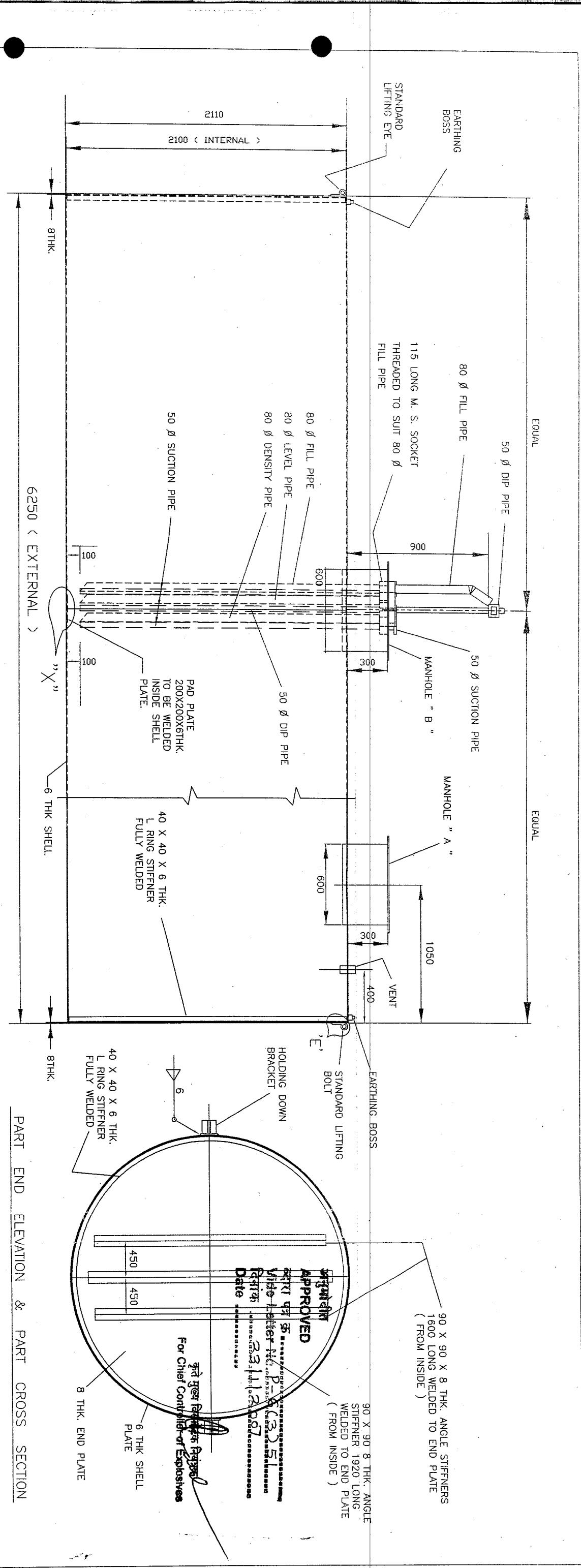












LONGITUDINAL PART ELEVATION PART SECTION

## NOTES

1. - FOR OTHER DETAILS REFER TO DRG. NO. ENG / 312 - 2/2.  
2. - ALL DIMENSIONS ARE IN mm., UNLESS OTHERWISE SPECIFIED.

SECTION A - A

TANK SHELL

BOTTOM PLATE

200X200X6THK.

M.S.PLATE

WELDED TO

BOTTOM OF SHELL

The diagram shows a cross-section of a structural assembly. It consists of a base plate labeled 'a' with dimensions 120 x 100 x 6 THK. A vertical plate labeled 'b' is attached to the top edge of plate 'a'. A horizontal plate labeled 'c' is attached to the side edge of plate 'a'. A bolt hole is indicated at the top of plate 'a'. The text 'HOLE TO RECEIVE 25 HOLDING DOWN BOLT' is written vertically along the right side of the drawing.

## ISOMETRIC VIEW OF HOLDING

卷之三

PLAN

**INDIAN OIL CORPN. LTD. ( HEAD OFFICE )**

	80 DIA. LEVEL PIPE, 80 DIA. DENSITY PIPE ADDED TO MANHOLE "B", ORIENTATIONS SUCTION PIPES & FILL PIPE CHANGED	R_4	INDIAN OIL CORPN. LTD. ( HEAD OFFICE )	STANDARD	FABRICATION DETAILS FOR
	POSITION OF FILL PIPE & SUCTION PIPES CHANGED, MANHOLE "B" ADDED.	R_4	30/01/06	DRG. NO. ENG/312-1/2	20 KL TANKS
NO.	DESCRIPTION	DATE	APPRD. BY DEEPAK	PREPARED BY CHECKED BY CHECKED BY	APPROVED BY

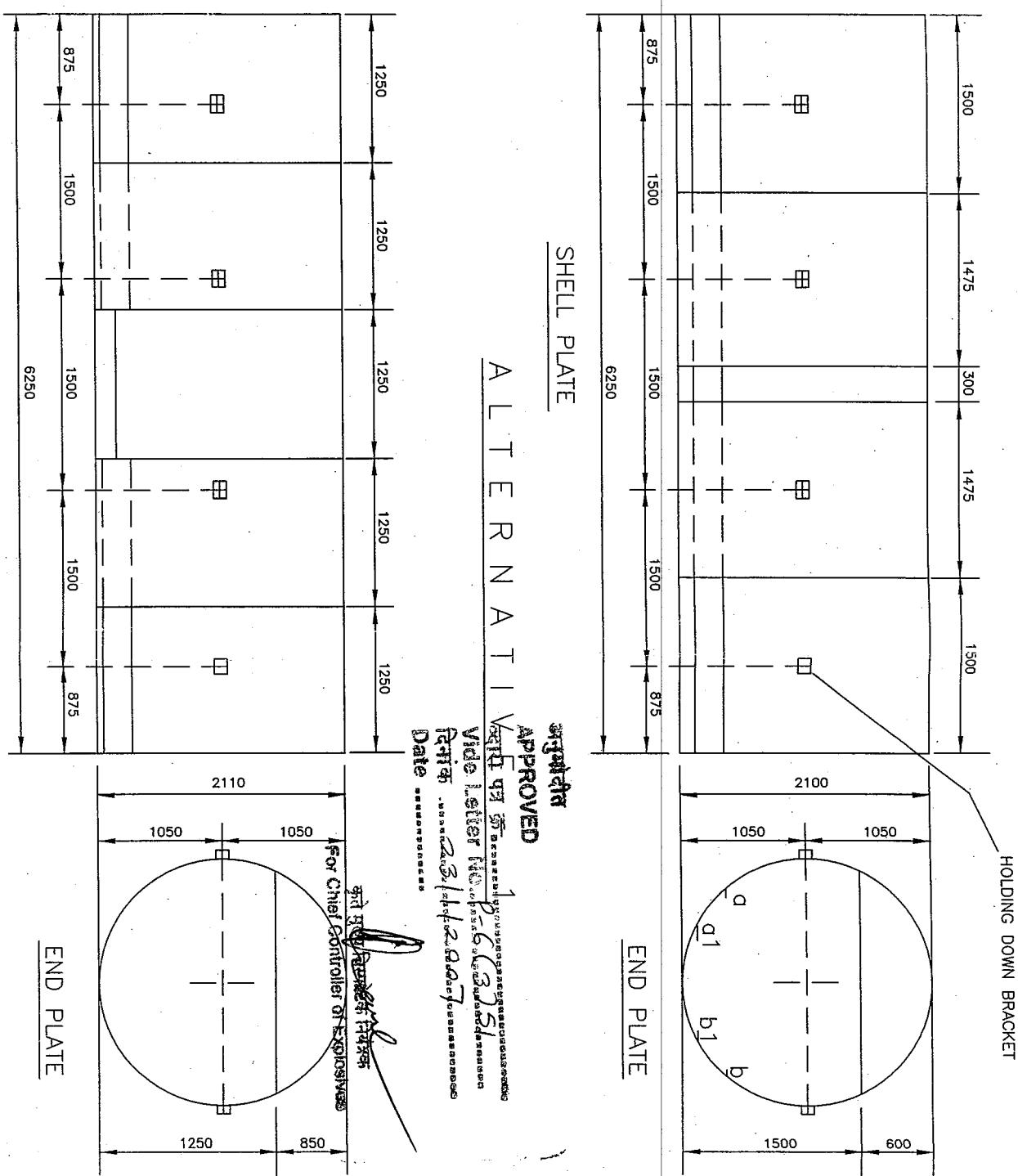
## BILL OF MATERIALS & FITTINGS FOR TANKS

SR. NO.	D E S C R I P T I O N	NOS REQUIRED.
1	6THK. SHELL PLATES ALTERNATIVE 1 - 1500 X 6300 PLATES	AS PER ARRANGEMENT OF SHELL AND END PLATES SHOWN
2	8THK. SHELL PLATES ALTERNATIVE 2 - 1250 X 6300 PLATES	
3	90 X 90 X 8 THK. ANGLE STIFFENERS, 1920 LONG 2NOS. & 1600 LONG 4 NOS.	6
4	40 X 40 X 6 THK. ANGLE STIFFENERS, 6593 LONG	2
5	80 Ø FILL PIPE, 2300 LONG INSIDE & 565 LONG OUTSIDE. THE TANK ( IN TWO PIECES ) INSIDE PIPE TO BE THREADED AT ONE END. OUTSIDE PIPE TO BE THREADED AT BOTH ENDS. BOTTOM OF THE FILL PIPE TO BE CHAMFERED AT 45°	1
6	50 Ø DIP PIPE, 2300 LONG INSIDE & 600 LONG OUTSIDE. THE TANK ( IN TWO PIECES ) INSIDE PIPE TO BE THREADED AT ONE END. OUTSIDE PIPE TO BE THREADED AT BOTH ENDS.	1
7	50 Ø SUCTION PIPES, 2300 LONG INSIDE THE TANK	3
8	15 THK. M.S. HEXAGONAL BUSHING TO SUIT 80 Ø FILL PIPE ( 110 O. D. )	1
9	80 X 50 M. S. HEXAGONAL BUSHING THREADED ON BOTH SIDES ( 80 O. D. ) TO SUIT 50 Ø PIPE ( DIP & SUCTION PIPE )	4
10	BRASS CAP WITH LOCKING ARRANGEMENT FOR 50 Ø DIP PIPE 9 AS PER DETAILS )	1
11	STANDARD LIFTING EYES 40 INTERNAL DIA. ( AS PER DETAILS )	2
12	12 SQ. ALUMINIUM DIP ROD, 3022 LONG, GRADUATED ON ONE SIDE IN CM & 1/5 CM.	1
13	HOLDING DOWN BRACKETS, AS PER SKETCH.	8
14	25 Ø BOLT WITH HEXAGONAL HEADS, 520 LONG WITH R. H. THREADS	8
15	25 Ø BOLT WITH HEXAGONAL HEADS, 200 LONG WITH L. H. THREADS	8
16	225 LONG TURN BUCKLES AS PER DETAILS	8
17	75 X 50 X 6 THK., 200 LONG ( USED ) IN HOLDING DOWN ARRANGEMENT	8
18	6 THK. M. S. PLATE FOR MANHOLE NECK, SIZE - 340 X 1885	2
19	10 THK., 742 Ø M. S. PLATE FOR MANHOLE COVER	1
20	50 X 50 X 8 THK. ANGLE RINGS, 610 I. D. ( FOR MANHOLE )	2
21	6 THK. M. S. PAD PLATE FOR MANHOLE, SIZE - 50 X 2040	2
22	6 THK. M. S. PAD PLATE FOR DIP ROD TO BE WELDED INSIDE SHELL PLATE, SIZE - 200 X 200.	1
23	80 Ø AUTOMATIC LEVEL / TEMPERATURE PIPE, 2300 LONG INSIDE 300 LONG OUTSIDE THE TANK	1
24	80 Ø AUTOMATIC DENSITY PIPE, 2300 LONG INSIDE 300 LONG OUTSIDE THE TANK	1

### NOTE

1. - FOR OTHER DETAILS REFER DRG. NO. ENG / 312 - 1/2.  
2. - ALL DIMENSIONS ARE IN mm,  
UNLESS OTHERWISE SPECIFIED.

### ARRANGEMENT OF SHELL AND END PLATE



INDIAN OIL CORPN. LTD. ( HEAD OFFICE )

STANDARD FABRICATION DETAILS

DRG. NO. FOR 20 KL TANKS

ENG / 312-2/2

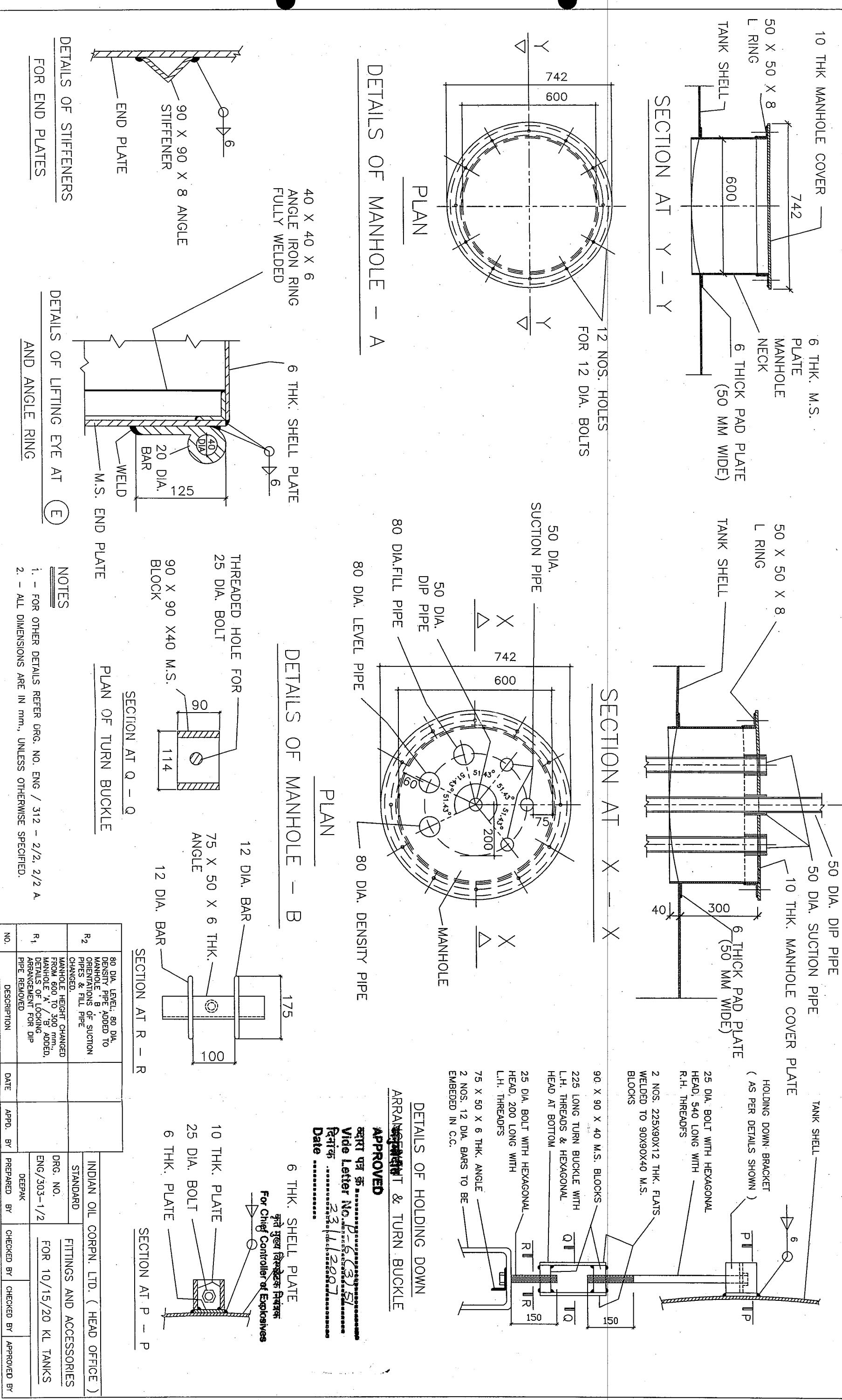
DEEPAK

PREPARED BY

CHECHED BY

CHECHED BY

APPROVED BY



15X3 THK. M.S. FLAT

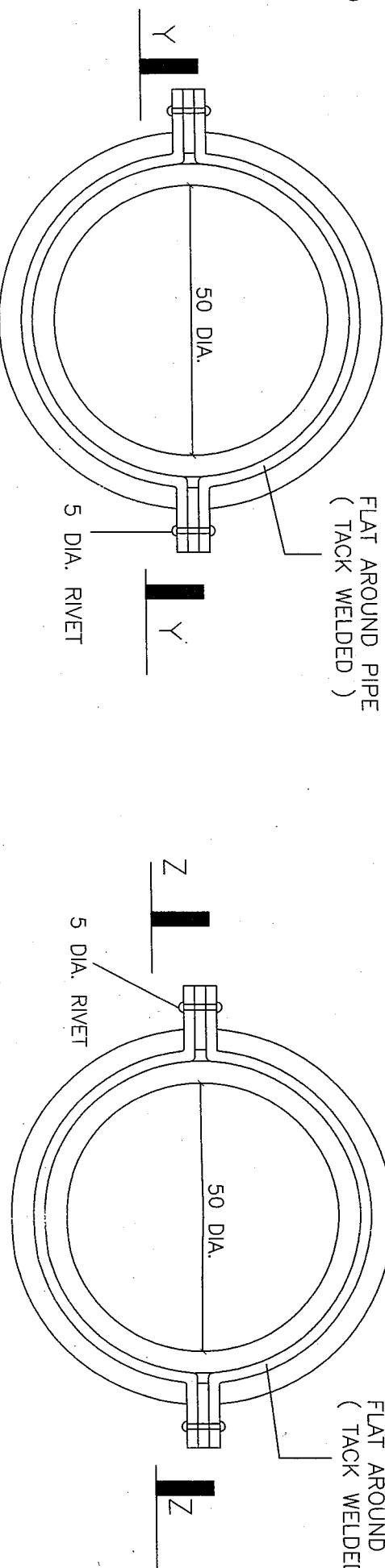
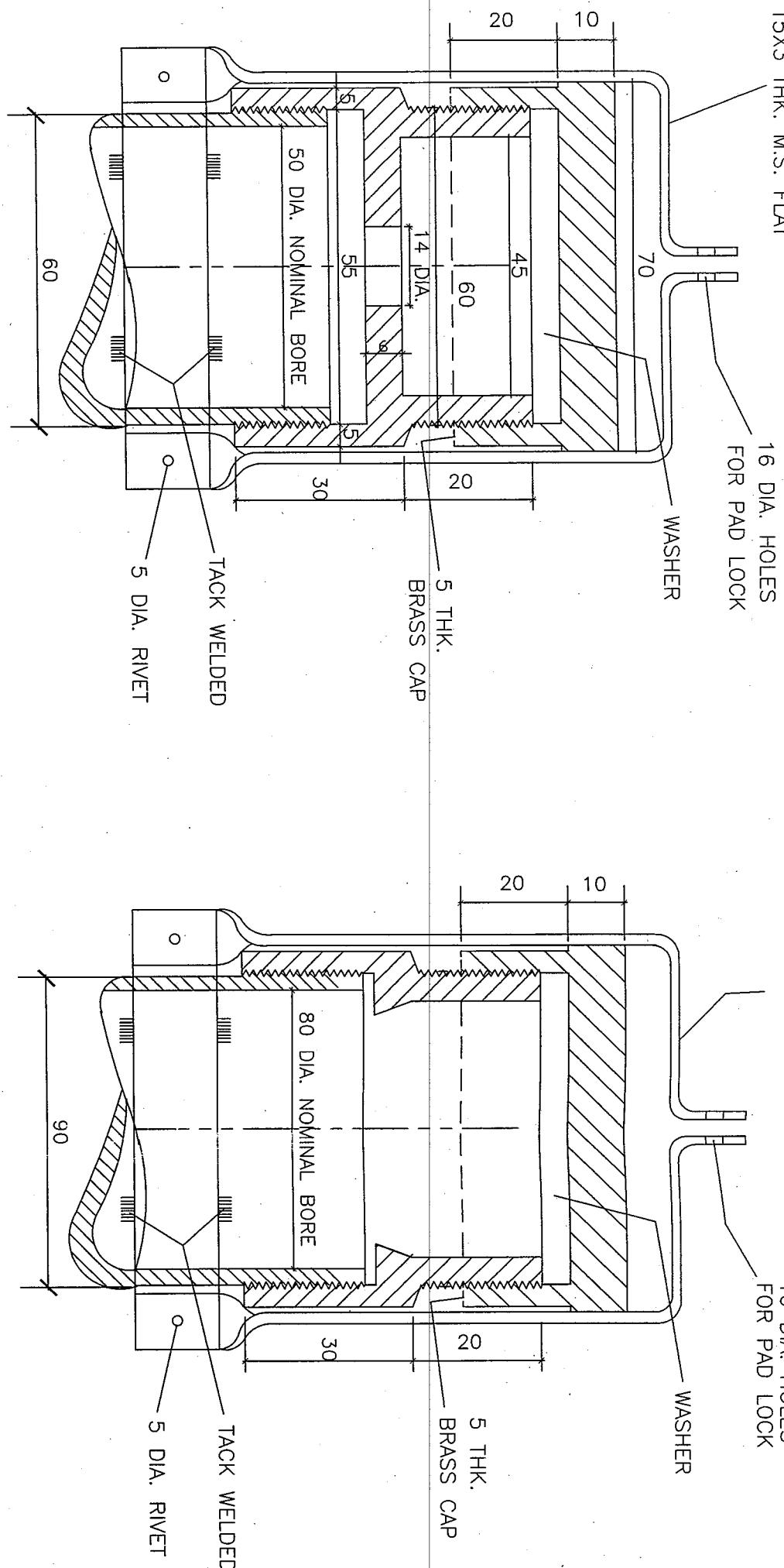
16 DIA. HOLES  
FOR PAD LOCK

WASHER

15X3 THK. M.S. FLAT

16 DIA. HOLES  
FOR PAD LOCK

WASHER



NOTE

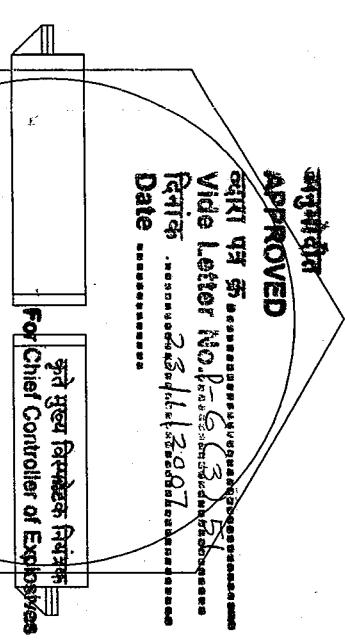
1. - FOR OTHER DETAILS REFER DRG. NO. ENG / 303-1/2, 2/2.
2. - ALL DIMENSIONS ARE IN mm., UNLESS OTHERWISE SPECIFIED.

INDIAN OIL CORPN. LTD. ( HEAD OFFICE )

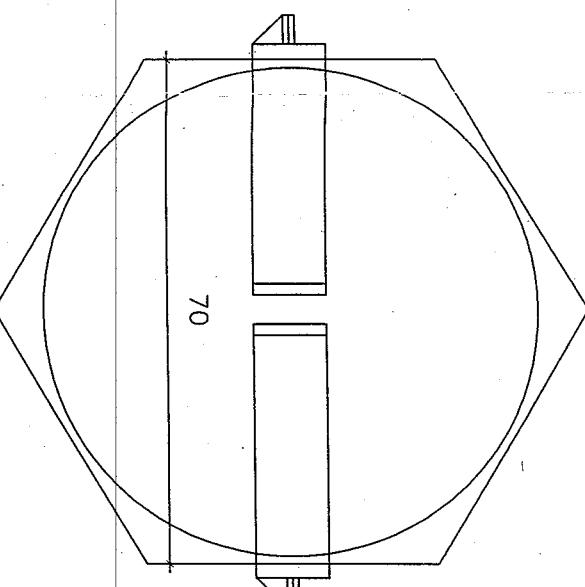
STANDARD FITTINGS AND ACCESSORIES  
DRG. NO. FOR 10/15/20 KL TANKS  
ENG / 303-2/2 A

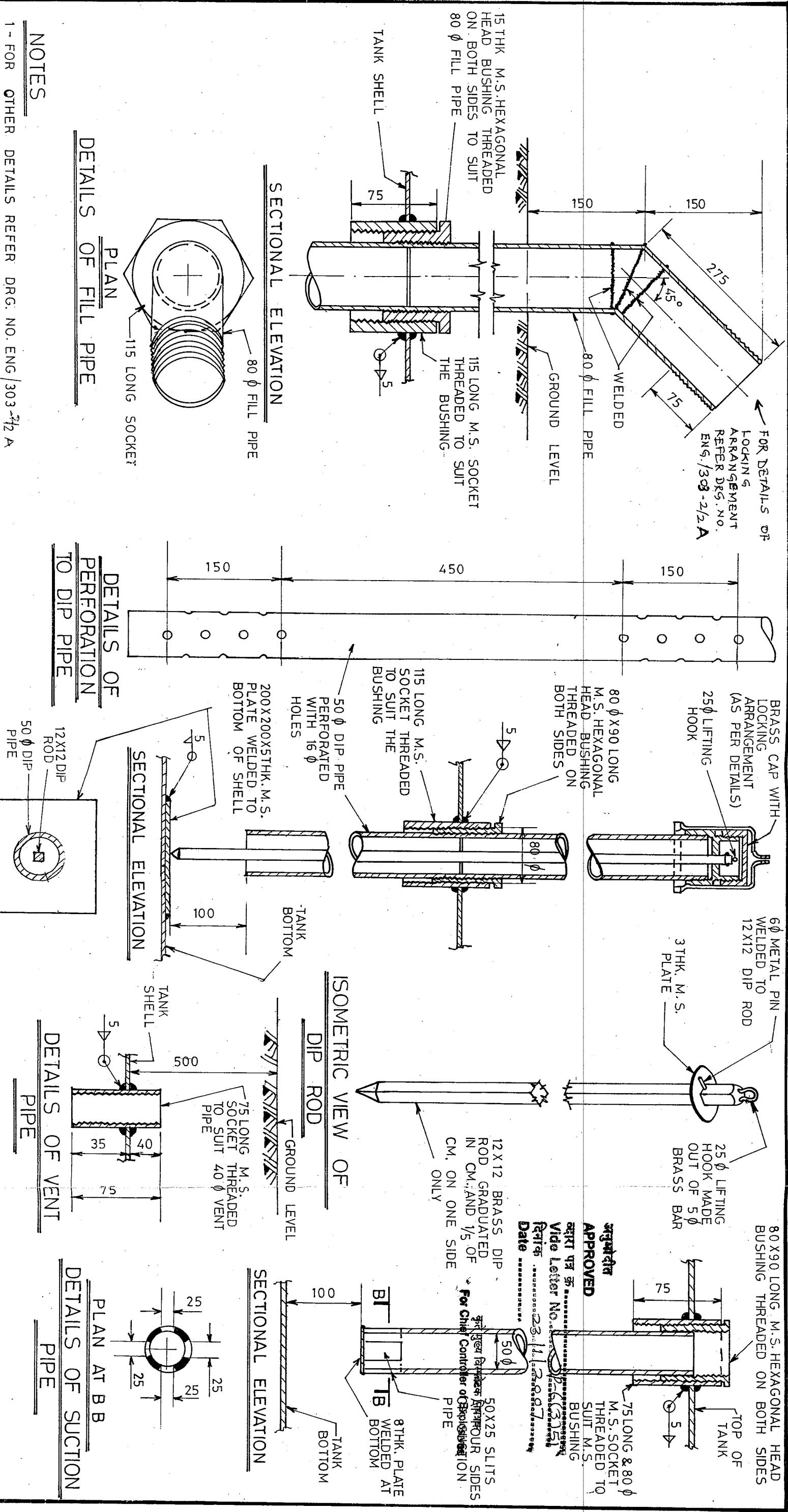
C:/20KLNEW.4R  
VIEW FROM BOTTOM  
DETAILS OF LOCKING ARRANGEMENT  
FOR DIP PIPE

VIEW FROM BOTTOM  
DETAILS OF LOCKING ARRANGEMENT  
FOR FILL PIPE



VIEW FROM TOP  
FILL PIPE



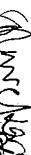


NOTES

1 - FOR OTHER DETAILS REFER DRG. NO. ENG / 303-<sup>7/2</sup>A

2 - ALL DIMENSIONS ARE IN mm; UNLESS OTHERWISE SPECIFIED

2 - ALL DIMENSIONS ARE IN mm.; UNLESS OTHERWISE SPECIFIED.

INDIAN OIL CORPN. LTD.(HEAD OFFICE)	
STANDARD	FITTINGS AND ACCESSOR-
DRG. NO. ENG / 303 - 2/2	IES FOR 10/15/20KL. <u>TANKS</u>
DRAWN BY DEEPAK	CHECKED BY  APPROVED BY 

VMS  
Pl. Circulate.  
Cn  
9/3

DGM (Engg) / DGM (M&S)  
DGM (RA) / DGM (RE)

D  
9/2/07

## INTER OFFICE MEMO

FROM : GM (F), HO	TO: EDs/GMs, HO ALL REGIONAL/STATE HEADS
REF: AC/CAP/9	DATE: 8 <sup>th</sup> Feb 2007

### Sub: Award of Work / Purchase on nomination basis.

Director (M) has reviewed the Single Tenders finalized during July- September, 2006 and as desired State Offices and locations should be advised to resort to Single Tenders only in emergency and exceptional cases. Reasons for resorting to Single Tender should be clearly recorded in the notes seeking approval of the competent authority.

On perusal of the copies of approved note sheets received by us alongwith the quarterly report, it is observed that the reasons given are inadequate and they do not justify need for finalisation of the Work/ Purchases on Single Tender basis. In many of the note sheets the only reason recorded is that it is an "emergency". Large number of cases of Single Tenders pertain to extension of contract beyond the originally approved period. The justification given for this is that the LT / PT process called for finalizing a new contract has not been completed. It is felt that such situations can be avoided by proper planning and initiating the tender process sufficiently in advance.

Kindly therefore ensure that award of Work / Purchases on Single Tender basis is resorted to, only when:

- a. Full justification / reasons exist for Single Tender.
- b. Job is of small value as specified in DOA.
- c. Where the job is specialized one and one particular contractor / supplier is considered suitable.
- d. As competition is excluded, selection of the party is justified.
- e. The reasonability of the rates can be ensured.
- f. Only in exceptional and emergent cases.

Please take note of the above. Regions/State Offices are requested to advise locations under their control suitably.

  
(R K PURI)  
GM (F)

G. M. I / C (ENGG)  
Received on 8/2/07



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

To : SEH

From: DGM (E), HO

Date : 02/02/07

Ref. : ENG/20

**Sub: Minutes of SEH conference held on 12/01/07.**

Please find enclosed herewith the Minutes of SEH conference held on 12/01/07. You are advised to take necessary action and send your compliance by 20/02/07.

  
(Shailesh Mital) 21/02  
DGM (ENGG.)

**CC :: GM I/C (Engineering) - For information please.**

**Minutes of the meeting of State Engineering Heads held on 12.01.07 at HO,  
Mumbai.**

1. The conference of State Engineering Heads was held on 12.01.07 at HO, Mumbai and the following were present:

Head Office	State Offices
Sri R.C.Jindal, GM I/C (E)	Sri M.K. Sinha, DGM (E), WBSO
Sri P.C.Mehta, DGM (E)	Sri G. Ramkumar, DGM (E), TNSO
Sri Shailendra Mital, DGM (E)	Sri Rameshkumar, CEM, UPSO
Sri V.M.Sasidhar, CEM	Sri K. Ravichandran, CEM, MPSO
Sri S.Chandrababu, CM (E)	Sri A. Pachori, SEM, MSO
Sri D.N.Badarinarayan, SPJM	Sri Sanjay Padhye, SEM, KASO
Sri K.Premkumar, Dy.Mgr (E)	Sri J.S. Patel, SEM, APSO
	Sri R. Garg, SEM, PSO
The following officers also attended the meeting briefly:	Sri Alok Agarwal, SEM, RSO
	Sri L. Eapen, SEM, KESO
Sri P.K. Julka, DGM (Mats)	Sri G.Vijayaraju, SEM, OSO
Sri R.R.Prajapati, SMM	Sri Arvind Kumar, SEM, NESO
	Sri Pushkar Kumar, SEM, BSO
	Sri S.S.Pandita, SEM, DSO
	Sri R. Namjoshi, Mgr (E), GSO

2. GM I/C (E) while inaugurating the conference explained that the main purpose of the conference is to review the performance on MOU parameters and chalk out programme for the balance 3 months to achieve the targets. Another objective is to sensitize the Engineering Heads on the need for following the set procedures, guidelines etc. without deviation. The salient points of the address is given hereunder:
  - 2.1 In the past 3-4 years, Engineering Deptt. had put in tremendous work in commissioning of ROs, adding facilities for Premium Fuels, Retail Visual Identity and in RO Automation. While RVI and RO Automation will still be the focus area for the next couple of years, the commissioning of ROs may not be at the same level. Hence, this is the right opportunity for the Engineering Group to attempt 'consolidation'. The Engineering Group should focus on reinforcing work methods, enforcing technical discipline and guidelines etc. so as to create a culture of quality and systems orientation.
  - 2.2 At the cost of repetition, it is once again emphasized that no deviation from established procedures and guidelines shall be tolerated. In case of any deviation becoming inevitable, due to any exigency, the same to be done only with the approval of competent authority.
  - 2.3 In case of tank fabrication contracts, the work orders should indicate that Excise Duty on steel plates was paid by IOC and the fabricators are eligible for claiming MODVAT benefit.
  - 2.4 As regards the issues concerning TIN No., a separate circular is being issued in consultation with DGM (Taxation), HO, which should be followed by State Offices.
  - 2.5 Despite several communications, payment to contractors remains a cause of concern with several complaints of delays in payments. SEH to institute monitoring system through SAP to ensure prompt payments.

- 2.6 Even now few State Offices have not completed the exercise of empanelment of contractors for value of works more than Rs.20 lacs and these State Offices should complete the exercise immediately.
- 2.7 As regards Capex contracts, action to be initiated by State Offices atleast 6 months in advance so that new Capex contracts is in place before the expiry of the old contract. Extension of Capex contracts to be avoided as far as possible.
- 2.8 SEH should visit the sites and tour reports to be sent to HO for monitoring in terms of HO circular.
- 2.9 SEH to take personal interest in guiding the Divisional Offices and subordinates to avoid procedural lapse.
- 2.10 Proliferation of Vigilance cases on account of violation of procedures is an area of concern. The standard format for TCC proceedings to be followed as per the format given in the Procedures Manual -Volume 5.
- 2.11 Electrical systems at Retail Outlets still remains a problem area. The shortcomings include improper laying of cable, non provision of earthing system, improper glanding etc. States should find ways and means viz. conducting electrical audit, training Engineering personnel, engaging capable electrical contractors and supervising agencies etc. to bring about drastic improvement.
- 2.12 It is observed that in some State Offices still B Class MS pipes are being used instead of C Class even though the guidelines were sent 2 years back. Similarly, for new Retail Outlets also threaded pipes are being used instead of welding. All are advised to abide by the guidelines.
- 2.13 Engineers should be familiar with the provisions of the labour laws pertaining to contract labour, PF & ESIC etc. and comply with the same in all respects.

3. The action points that emerged during the review are as follows:

<b>SN</b>	<b>Action Point</b>	<b>Action by</b>
1.	Capex I & II contracts to be finalized well before the expiry period. Extension of Capex contract beyond the original contractual period to be avoided. For value of works Rs.20 to 50 lacs and Rs.50 to 100 lacs, empanelment of contractors to be done expeditiously and tenders to be invited from the same. DGM (E) to write to all State Heads on this.	SEH/DGM(E),HO
2.	DO Letter to be sent to GM, RSO under the signature of GM I/C (E) for issuance of IRs for RVI works.	DGM (RE)/ CM (E)
3.	In the proposals for new RO construction wherever the facilities are not as per Retail Propositions circulated by HO, the same to be recorded on the body of the note and exception reports to be sent to HO, Engg.	SEH
4.	In case of modernization, the outlay includes that for Retail Automation. The target for State Offices should be excluding the outlay for RO Automation.	CM (E) (SCB)
5.	Payment to the suppliers or the vendors gets delayed due to non-issuance of goods receipt note in time by the supply locations. States to take up the issue in the respective SMCs. Matter also to be taken up with GM I/C (Supplies) on this issue.	CEM (VMS)
6.	Price Display Unit to be provided on the Monoliths where window provision is available before end of Jan'07 by all State Offices. GSO have requested for time till 15.02.07.	SEH
7.	Electrical audit carried out for 500 ROs in PSO. The common deficiencies to be summarized and sent to HO, Engg.	SEM, PSO
8.	Electrical audit carried out for 15 ROs in WBSO. To be carried out in another 85 ROs and report to be sent to HO on the common deficiencies.	DGM (E), WBSO

9.	SEM/MSO mentioned that rain water harvest system provided at Sanjagaon RO, resulted in good yield of sweet water. All the relevant details pertaining to this need to be sent to HO for briefing during the Core group meeting.	SEM,MSO / CM(E) (SCB)
10.	The clarifications on the queries raised by the State Offices regarding Sales Tax and TIN no. were given by DGM(Taxation). It has been agreed to issue a circular on the same jointly by Engineering and Taxation.	DGM(E) / DGM (Taxation)
11.	Standardization of Capex contracts – i) HO informed that an exercise to standardize the items, specifications etc. is underway in HO and shall be completed by early Feb'07. The same shall be circulated to all the 15 State Offices who shall peruse and advise modifications if any, within 15 days of time. HO shall thereafter finalize the schedule and release final documents by Mar'07. ii) The issue of restricting the works under Capex were discussed, with a view to avoid carrying out grass root A site works under Capex contracts. The views of State Offices were taken note and the final decision shall be taken after finalizing the policy paper and seeking the views of State Engineering Heads formally.	CEM (VMS)/ SEH
12.	Despite issue of several circulars /guidelines, it is observed that certain deviations are still taking place in the field. It is once again reiterated that SEH should ensure that there are no deviations from prescribed guidelines. In case deviation becomes inevitable, the same should be done only with the approval of competent authority. Some of the areas of concern is listed below: i) Commencement/ completion of work without IR / NOC/ lease agreement etc. ii) Obtaining Explosive licence without completion of work iii) Not recording test check measurements iv) Deciding the tender based on overall L-1 after negotiating with individual L-1. v) Gross errors in land selection vi) Revising of work order value without approval State Engineering Heads were advised to share these with subordinates and Divisional Offices so that such deviations do not recur.	SEH
13.	SAP implementation – SEH were advised the following i) The entire process of tendering from purchase requisition to placement of order should be done through SAP. ii) COIS is introducing PO release strategy by which officers authorized as per DOA shall only be able to release the Pos. State Offices should identify officers who would create, check and approve orders in the department depending on the DOA. These to be kept ready as IS Deptt. shall be seeking these details shortly. iii) Service Entry Sheets can not be prepared from the same ID from which the PO is released.	SEH
14.	Innovation and cost optimization measures is one of the key result areas identified by Dir (M) for Engineering Group. Accordingly, SEHs were earlier advised to come prepared with any measures taken / contemplated by State Offices in this direction. BSO had informed that they are in the process of using pre-fab elements for compound wall to reduce time. BSO was advised to give feedback with full details for study and replication. Innovations/ suggestions by some of the State Offices were discussed and States concerned were asked to forward the full details for formalizing proper guidelines	SEH

	<p>and implementing on all India basis.</p> <p>While on the subject, States were advised that flexible piping system were installed by GSO (1 RO) and UPSO (2 ROs). The system apparently is superior to Steel piping with regard to anti corrosive properties, durability etc. Other States also may try the same in few ROs for studying the efficacy of the system. The piping system may be sourced from vendors with CCOE and UL approval, following due procedures.</p>	
	<b>POINTS PERTAINING TO PROJECTS</b>	
15.	Cash flow performance of non plan works as of Dec'06 is only 50% with respect to the MOU targets fixed. State Offices to make all out efforts to ensure 100% achievement.	SEH
16.	Non Plan Budget – Realistic cash flow expected vis a vis RE 06–07 to be advised to HO along with detailed reasons for shortfall if any.	SEH
17.	Material indents for the schemes budgeted under BE 07–08 to be sent to HO by end Apr'07 for procurement after obtaining IR for all the approved schemes.	SEH
18.	Liquidation of surplus capital stores is a key area in achieving savings. Efforts must be taken for stock transfer of materials as per the advise being sent by HO from time to time.	SEH/ Project team, HO
19.	Additive dosing for branded fuels – Specifications have been sent to states on 09/ 01/ 07. Action to be initiated on priority for all locations for speedy completion.	SEH
20.	Guidelines on SAP interface protocol prepared CO/ IS has been advised on 21/ 12/ 06 for implementation in all TA jobs. States to make note of the same.	All Engineers.
21.	Operations have advised that bottom loading of TTs to be carried out at TLF in grass root depots/ terminals and TLF remodeling projects. Facilities to be planned accordingly in consultation with operations group.	HO/ SEH

No: ENG/20/195

17.01.2007

**All State Engg. Heads**

**Sub: Tax Identification No. (Sales Tax Registration) for the Contractors.**

As per the provisions of State Sales Tax/VAT Laws, any person carrying on the business of sale/purchase within the State should obtain Registration under the respective State Sales Tax/VAT Laws, if their sale/purchase turnover within the State exceeds the limits prescribed under the said Act. Further, the transfer of property in the goods involved in the execution of works contract is also deemed sale as per the provisions of respective State Sales Tax/ VAT Laws. The above provisions are equally applicable to the contractors executing the works contracts in the State. Therefore, any purchases from the unregistered contractors by way of deemed sales under execution of works contract within the State may lead to financial implications to IOC by way of tax liability if not discharged by the contractors. Therefore in order to ensure that there is no additional financial implications to IOC and also to comply with provisions under respective State Sales Tax/VAT Laws suitable provisions in the tender documents be incorporated. Ideally parties having the TIN of the respective State in which the work is to be executed only should be considered in the tender. However, to facilitate contractors from other States to participate in the Tender and not deprive them of an opportunity, following additional clauses may also be incorporated.

- Parties not having TIN of the State for which the work is to be carried out can be considered provided they obtain the TIN within a specified period say 6 weeks from the date of award of work. But no payment shall be released till such time TIN is obtained by the parties and copy of certificate containing TIN is submitted to us.
- In case of failure to obtain the TIN as above, the Work Order/ Contract shall be liable for cancellation; in addition the party should not be considered for future tenders of the same State.

It is therefore advised that the State Engineering Heads may check up with their respective Finance Dept. whether having TIN is mandatory in respect of the State where work is to be carried out for award of work to the contractors and accordingly, make suitable provisions in the tender as above.

In case of the existing contracts also, TIN should be insisted upon wherever it is mandatory as per provisions of the law and the contractors to be asked to obtain the same within a specified time period. In case, where there is no mandatory provision, though it is desirable to have TIN for all the contractors no action needs to be taken under the provisions of the VAT/ST Act till the completion of the existing contract ; however, TIN to be insisted upon for all the new contracts.

  
(N.V.N.RAMSAI)  
DGM (TAXATION)

 17/1/07  
(SHAILENDRA MITAL)  
DGM (ENGG.)

**Copy to: All State Finance Heads.**



No: ENG/20/194  
8<sup>th</sup> JAN 2007

**All State Engg. Heads**

**SUB: EARTHING SYSTEM AT RETAIL OUTLETS.**

Detailed guidelines for Electrical system including Earthing for ROs have been circulated with Vision Excellence Engineering manual during June'03. Subsequently while issuing new Retail prepositions, prepared by M/s. Fountainhead during Sept'05, details of Electrical system were also given. It is observed that State Offices are not adhering to the Earthing drawings already issued, and also not correctly design the Earthing system. As a result too many earth pits are provided or the system provided is not effective enough to provide protection to the equipments/personnel or for operation of the equipments.

Correct design of the Earthing system is of paramount importance particularly due to the proposed RO automation. To facilitate provision of effective Earthing, we have developed a standard Earthing system for implementation in the Retail Outlets. In this connection, we are enclosing the following drawings to enable the Field to provide proper Earthing system at Retail Outlets. Apart from Earthing system, a typical cable routing has been shown, implementation of which will improve aesthetics in the Retail outlet.

- A. IOC/ENGG./EAR/01-TYPICAL EARTHING LAYOUT FOR RETAIL OUTLETS
- B. IOC/ENGG./EAR/02-EARTHING CONNECTIONS & CABLE TRENCH DETAILS
- C. IOC/ENGG./EAR/03-TYPICAL EARTHING BLOCK DIAGRAM FOR RETAIL OUTLET
- D. IOC/ENGG./EAR/04-STANDARD PIPE ELECTRODE EARTHING AS PER IS 3043

The points given below are to be taken into consideration while implementing the Earthing System / Cable trench at Retail Outlets.

1. A Table detailing resistivity of different types of soils, rainfall conditions and the corresponding minimum length of Main Earthing Grid has been shown in drawing No. IOC/ ENGG. /EAR/01(Table-A). The type of soil and the rainfall condition at the site of implementation should be identified and the length of grid has to be accordingly provided.
2. The Earthing system is designed to cater to the requirements of all the facilities at the Retail Outlet except Neutral Earthing of Diesel Generator set. Two separate earth pits are to be provided as and when DG set is installed for the purpose of Neutral Earthing. However, for body Earthing at two points for the DG set, the same have to be connected to the Retail outlet Earthing Grid.
3. In the Drawing IOC/ENGG. /EAR/04 for Standard Pipe Electrode Earthing as per IS 3043, though 100 mm dia class 'B' Cast Iron Pipe has been shown for the Pipe Electrode, option is available to use 80mm, Class 'B' GI pipe as well. However 100mm dia CI pipe is preferable due its lesser susceptibility to corrosion than the GI pipe.

4. Except for variation in length of Earthing Grid depending on the soil type and rainfall condition all other aspects have been standardized for uniform implementation at Retail outlets.
5. For the Earthing requirements of the automation system as and when provided should be connected to the Retail outlet Earthing Grid only. It should not be connected to the Neutral Earth pits meant for the DG set.
6. The typical cable trench details are shown in the drg. No. IOC/ENGG /EAR/O2. The depth of the cable trench shown in the drg. is the minimum to be provided. However this depth can increase where cable trench has to cross through the pipeline trench. In such an event care is to be taken to avoid fouling of the cable and pipeline trenches and it has to be ensured that the cable trench is below the pipeline trench and not vice-a-versa.
7. After the earthing system has been provided, it is necessary to check the earth resistance using low range (preferably 0-10 Ohm) 4 point Megger. For this purpose, the individual earth pit connections have to be removed from the grid circuit and the resistances have to be measured separately for the 2 earth pits & for the earth grid. If the resistances so measured are 'REP1' for earth pit 1, 'REP2' for earth pit 2 and 'RG' for earth grid, then the combined earth resistance 'R' of the total Earthing system shall be calculated from the formula.  
$$1/R = 1/REP1 + 1/REP2 + 1/RG$$

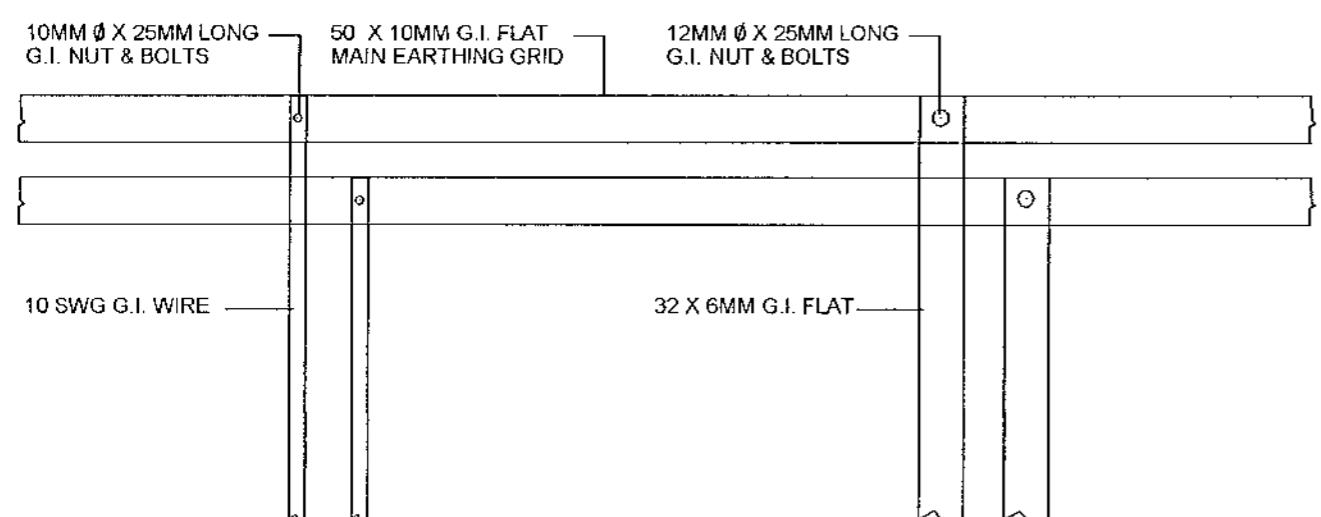
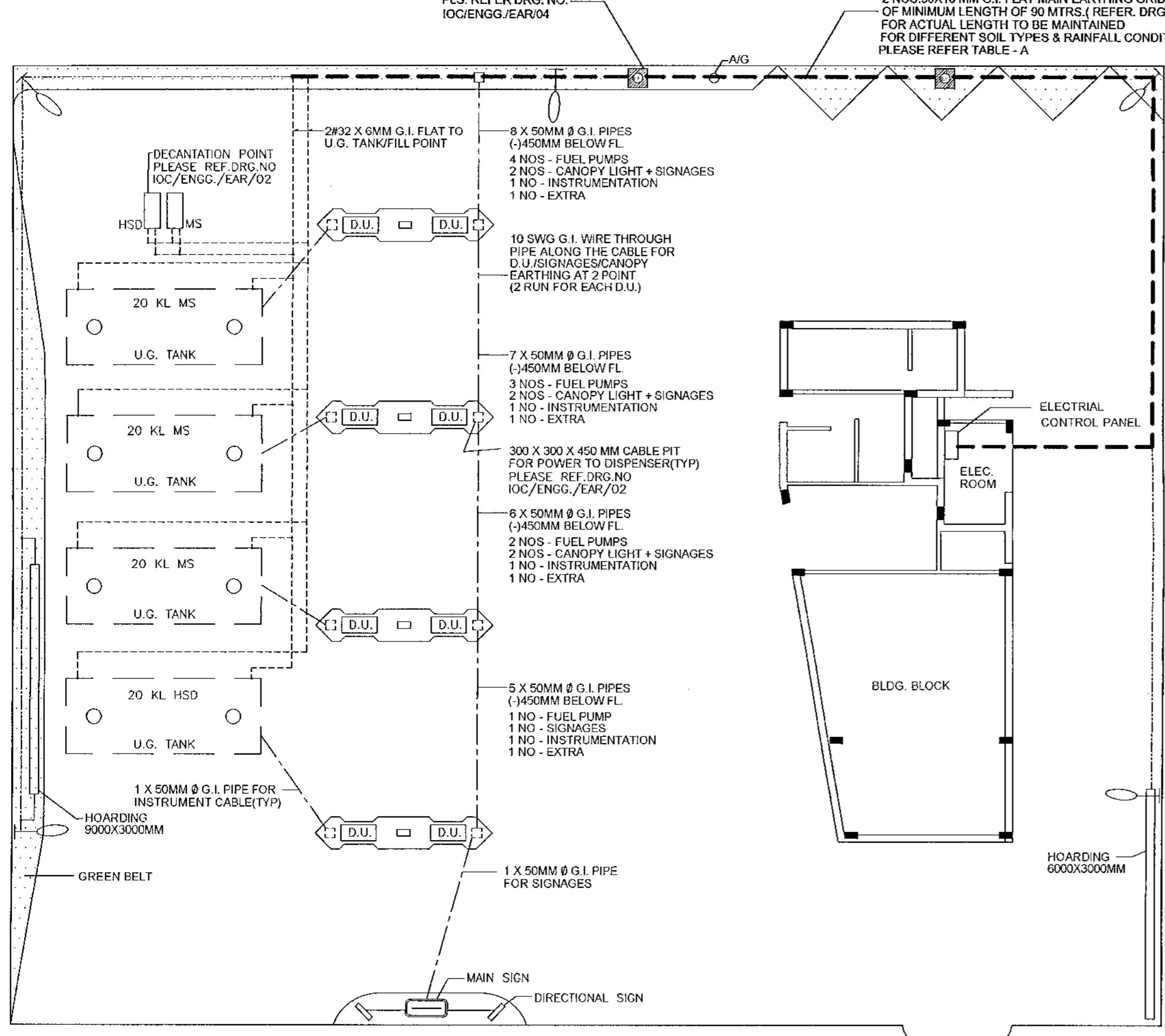
It should be ensured that this combined earth resistance (R) is always kept below or equal to 1 Ohm. For effective functioning of Earthing system a suitable maintenance contract may be finalized and the earth resistance should be checked over a periodicity of one Year and it should be maintained within the above-prescribed limit.

Please circulate the above guidelines and drawings on Earthing to all the Field Engineers also for guidance and implementation.



8/107  
(SHAILENDRA MITAL)  
DGM (ENGG)

**Encl: a/a**



CONNECTION DETAILS OF  
VARIOUS GRID COMPONENTS

NOTES:

1. ALL DIMENSION ARE TO BE READ NOT TO SCALE
2. ALL DIMENSION ARE IN MM UNLESS SPECIED
3. 50X10 MM G.I. FLAT IS CONSIDERED AS MAIN GRID AND CONNECTED TO EARTHING PITS
4. 50X10 MM MAIN GRID G.I. FLAT SHALL BE BURIED DIRECTLY BELOW 650MM FROM FFL.
5. MAIN GRID G.I. FLAT ROUTING SHOWN IN THIS DRWG. SHALL BE TREATED AS INDICATIVE THE EXACT ROUTE SHALL BE AS PER THE DIRECTION OF THE ENGINEER INCHARGE
6. EARTH PIT LOCATION SHOWN IN THIS DRWG. SHALL BE TREATED AS INDICATIVE THE EXACT LOCATION SHALL BE AS PER THE DIRECTION OF THE ENGINEER INCHARGE
7. 2 NOS. SEPARATE EARTH PIT FOR GENERATOR NEUTRAL EARTHING SHALL BE MADE WHENEVER D.G. SET ARE INSTALLED.
8. FOR PROVIDING BODY EARTHING OF THE GENERATOR AT TWO POINTS, THE SAME HAVE TO BE CONNECTED TO THE MAIN EARTHING GRID BY APPROPRIATE SIZE G.I STRIPS.
9. ALL CONNECTION IN THE MAIN EARTH CONDUCTORS IN EARTH/CONCRETE AND CONNECTION BETWEEN MAIN EARTHING CONDUCTORS AND EARTH LEADS SHALL BE OF WELDED/BOLTED TYPE
10. JOINTING OF G.I STRIPS IN THE MAIN EARTH GRID SHOULD BE DONE BY WELDING INSTEAD OF BOLTING AND THE WELDED PORTION SHOULD BE PAINTED WITH ZINC RICH PAINT (EPILUX-4) OR BLACK BITUMIN TO AVOID RUSTING

TABLE - A

SR NO	SOIL TYPE	MAIN EARTHING GRID LENGTH(MINIMUM FOR VARIOUS SOIL TYPES)		MINIMUM GRID LENGTH (IN M)	
		NORMAL & HIGH RAINFALL	LOW RAINFALL & DESERT CONDITION	NORMAL & HIGH RAINFALL	LOW RAINFALL & DESERT CONDITION
1	ALLUVIUM AND LIGHTER CLAYS	<5-20	<10-100	90M	
2	CLAYS(EXCLUDING ALLUVIUM)	5-20	10-100	90M	180M
3	MARLS	10-30	50-300	90M	300M
4	POROUS LIMESTONE	30-100		180M	
5	POROUS SANDSTONE	30-300		300M	
6	QUARTZITES, COMPACT AND CRYSTALLINE LIMESTONE	300-3000		540M	
7	CLAY SLATES & SLATEY SHALES	300-3000	<1000	900M	
8	GRANITE	300-3000		900M	
9	FOSSILE SLATES, SCHISTS GNEISS IGNEOUS ROCKS	<1000		540M	

NOTE:

- 1 NORMAL AND HIGH RAINFALL INCLUDES AREAS HAVING RAINFALL GREATER THAN OR EQUAL TO 250MM
- 2 LOW RAINFALL AND DESERT CONDITION INCLUDES AREAS HAVING RAINFALL LESS THAN 250MM
- 3 THE EARTH RESISTIVITY DATA IS AS PER IS: 3043

LEGENDS

	MAIN CONTROL PANEL
	YARD LIGHT POLE
	10 SWG GI WIRE TO POLE/ SIGNAGES/D.U./CANOPY LIGHT/ HOARDING/AIR GAUGE/BOREWELL
	32X6 MM GI FLAT FOR UG TANK/FILL POINT
	50 MM Ø GI PIPE
	50X10 MM GI FLAT MAIN GRID
	100 MM DIA 3.0M LONG C.I. PIPE EARTH PIT

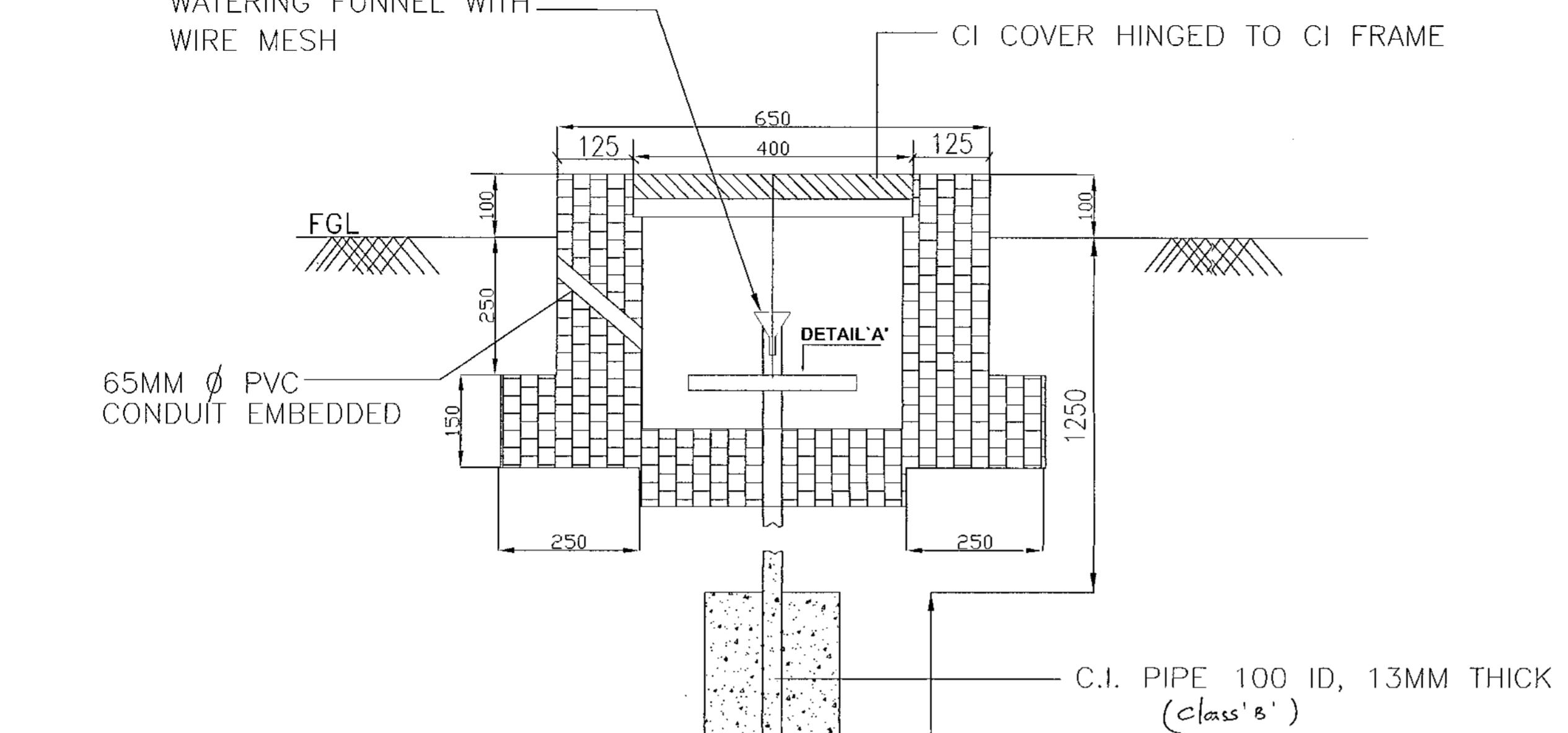


INDIAN OIL CORPORATION LTD.  
MARKETING DIVISION  
HEAD OFFICE

CHECKED				
VERIFIED				
APPROVED				
SCALE	N. T. S.	CONSULTANT: S.K. CONSTRUCTIONS AND DESIGNERS - MUMBAI	SHEET	REV.
DATE :03/01/2007		DRG. NO. : IOC/ENGG./EAR/01	10F1	0

TYPICAL EARTHING LAYOUT  
FOR RETAIL OUTLET

WATERING FUNNEL WITH  
WIRE MESH



**DETAIL - A**

A HOMOGENEOUS LAYER OF  
COKE/CHARCOAL, SALT AND SAND

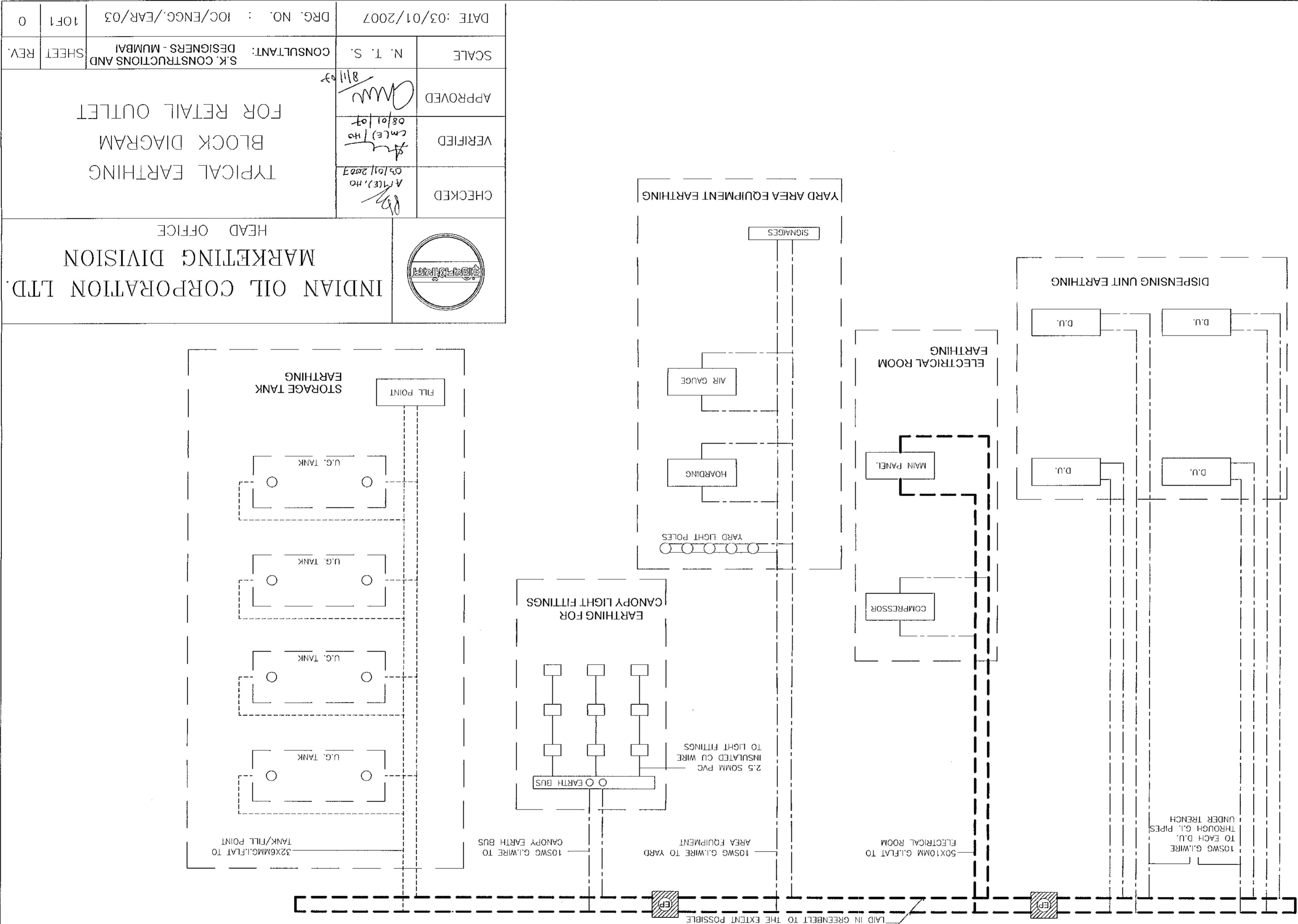
TYPICAL STANDARD FOR C.I.  
ELECTRODE AS PER IS 3043

NOTES:

- ALL DIMENSION ARE TO BE READ NOT TO SCALE
- ALL DIMENSION ARE IN MM UNLESS SPECIFIED

		INDIAN OIL CORPORATION LTD.		
			MARKETING DIVISION	
HEAD OFFICE				
CHECKED			03/01/2007	
VERIFIED			08/01/07	
APPROVED			17	
SCALE	N. T. S.	CONSULTANT: S.K. CONSTRUCTIONS AND DESIGNERS - MUMBAI		SHEET REV.
DATE :03/01/2007		DRG. NO. : IOC/ENGG./EAR/04		10F1 0

STANDARD PIPE ELECTRODE  
EARTHING AS PER I.S. 3043





**INTER OFFICE MEMO**

Ref : ENG/RVI  
Dt. 03/01/2007

**FOR : STATE ENGG HEADS**

**FROM: DGM (ENGG), HO**

**Sub : Ensuring quality in RVI works.**

To supplement the efforts of State Offices in providing RVI at large number of ROs, HO has placed orders for procurement of Monoliths. A massive roll out is expected to commence soon against this order.

Since the responsibility of ensuring conformity to design and the specifications for ACM, structural steel and vinyl etc remains with the State offices for Monoliths being procured through HO's purchase order, please ensure that necessary system is in place for the same. If required, State offices can appoint suitable TPIS for carrying out thorough inspection including verification of material specification.

Also, as many of the vendors are supplying Monoliths for the first time, it is also desirable that their works are visited and initial pre-despatch inspection is done by your officers.

  
(Shailendra Mital) 4/1/07.  
DGM (E)

Ref.: ENG/43

Dt : 02.01.2007

**Phoenix Lamps Ltd.  
59-A, Noida Special Economic Zone  
Phase – II, Noida  
Distt. Gautam Budh Nagar  
Pin Code – 201 305. Uttar Pradesh  
Fax No.: 120-2562943**

**K/a: Sri A.K. Agarwal, Director**

**Dear Sir,**

**Sub: Approval for Halonix Brand Metal Halide & SON Lamps of Phoenix Lamps Ltd.**

Please refer to your letter bearing ref. PLL/06-07/MC/IOCL/1095 dt.25.11.06 and letter ref. PLL/06-07/MC/1077 dt.25.09.06 addressed to Indian Oil Corporation Ltd., Marketing Division, Mumbai.

We have considered your request for including Halonix Brand lighting products, manufactured by Phoenix as one of the approved makes and are pleased to inform you that your request has been acceded to based on the credentials submitted by you. By a copy of this letter, we are advising the State Offices to consider Halonix Brand lighting products also for use at our Retail Outlets, Terminals & Depots.

While your lighting products are being included as one of the approved makes, this can not be taken as a guarantee for steady business or sourcing our requirements from you, which may please be noted.

We hope that you will maintain high standards of quality for a sustained relationship with Indian Oil Corporation Ltd.

Thanking you,

**Yours faithfully,  
For INDIAN OIL CORPORATION LTD.,**

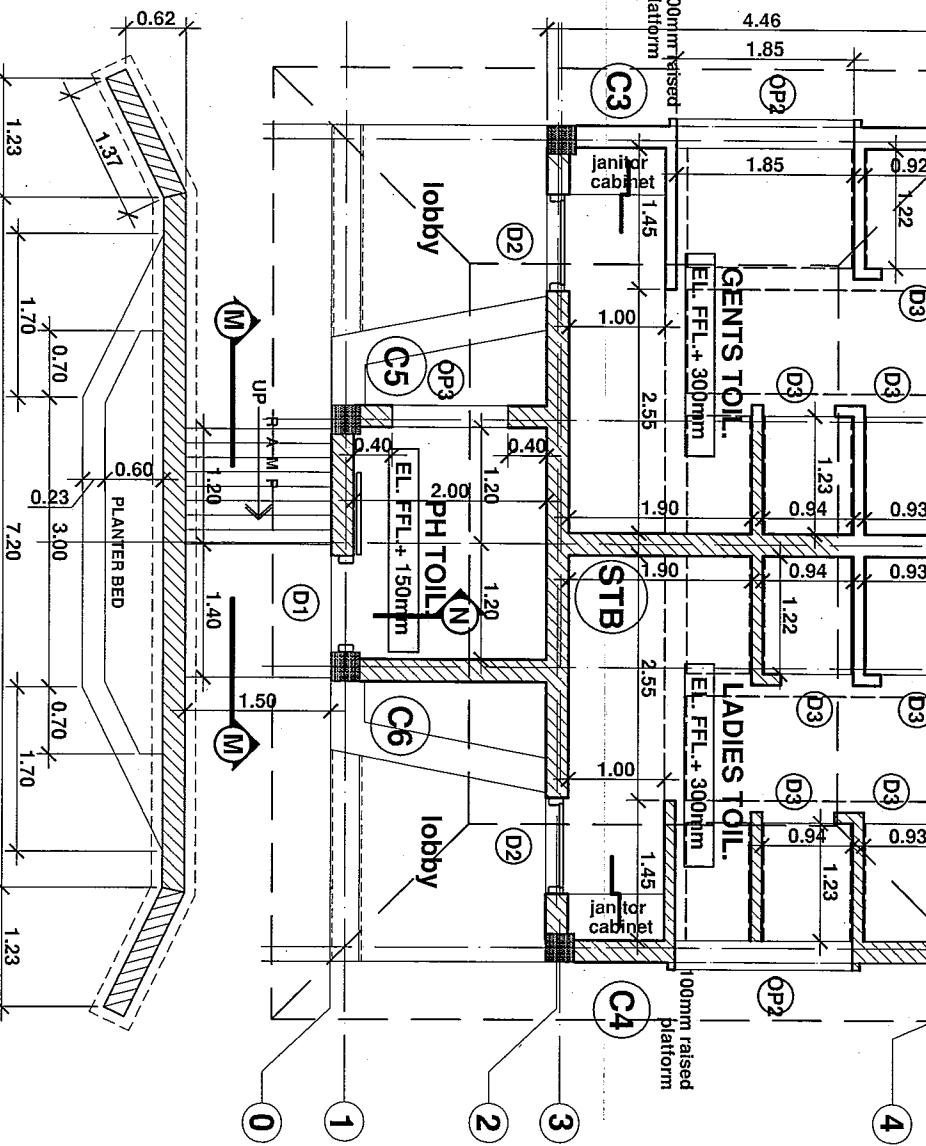
  
**(V.M.Sasidhar)  
Chief Engg. Manager**

**NOO:**

**CC :: State Engg Heads** – Halonix Brand lighting products manufactured by Phoenix may also be considered for use in our Retail Outlets and operating locations.

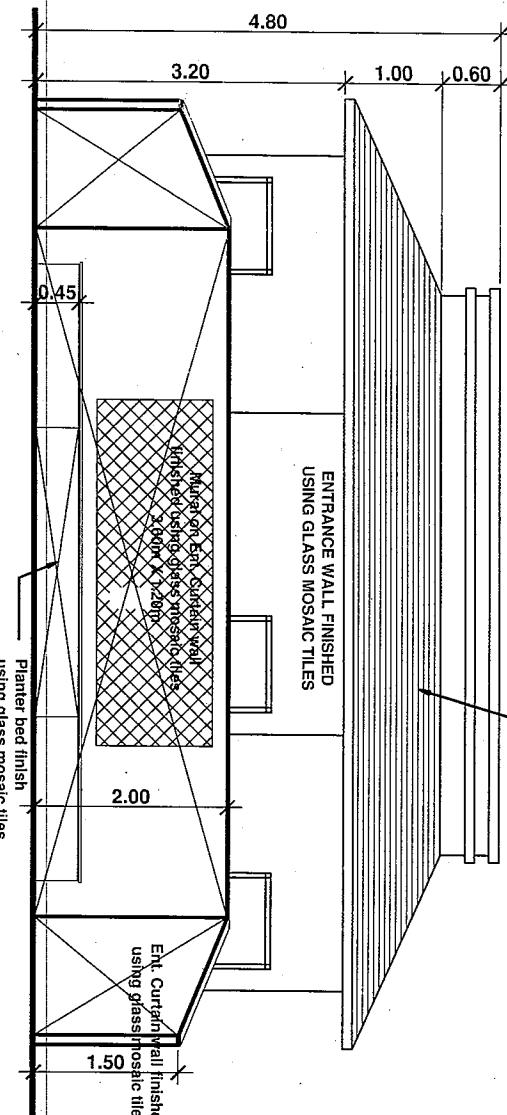
**CC :: DGM (E) / DGM (RE)/ DGM (RA)** – For information and necessary action please.





**FRONT ELEVATION**

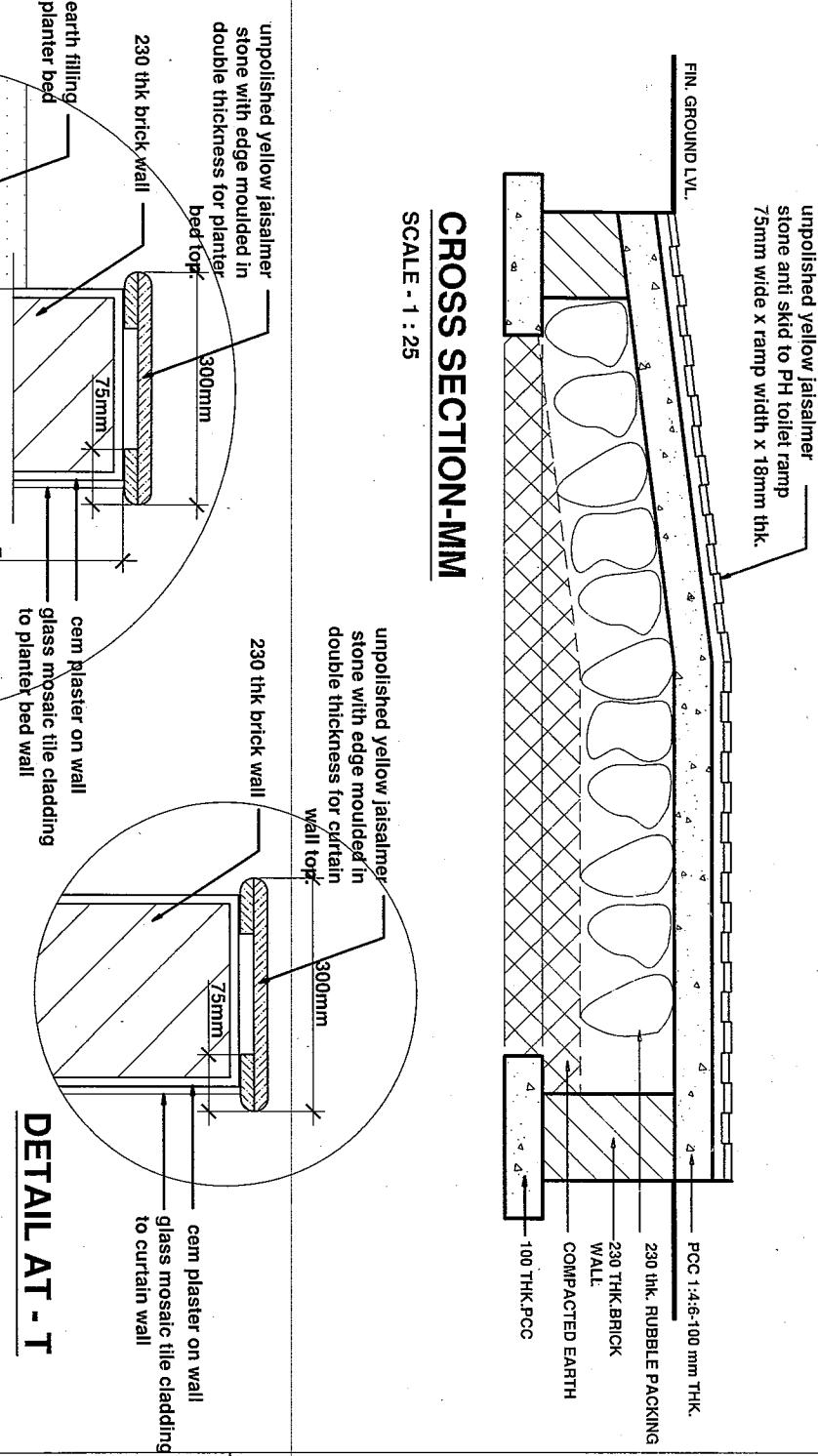
SCALE - 1:75



SLOPING ROOF FIN. IN CEM. PLASTER IN  
STEP LEVELS & FIN. IN TEXTURE PAINT  
PERMANENT FINISH.

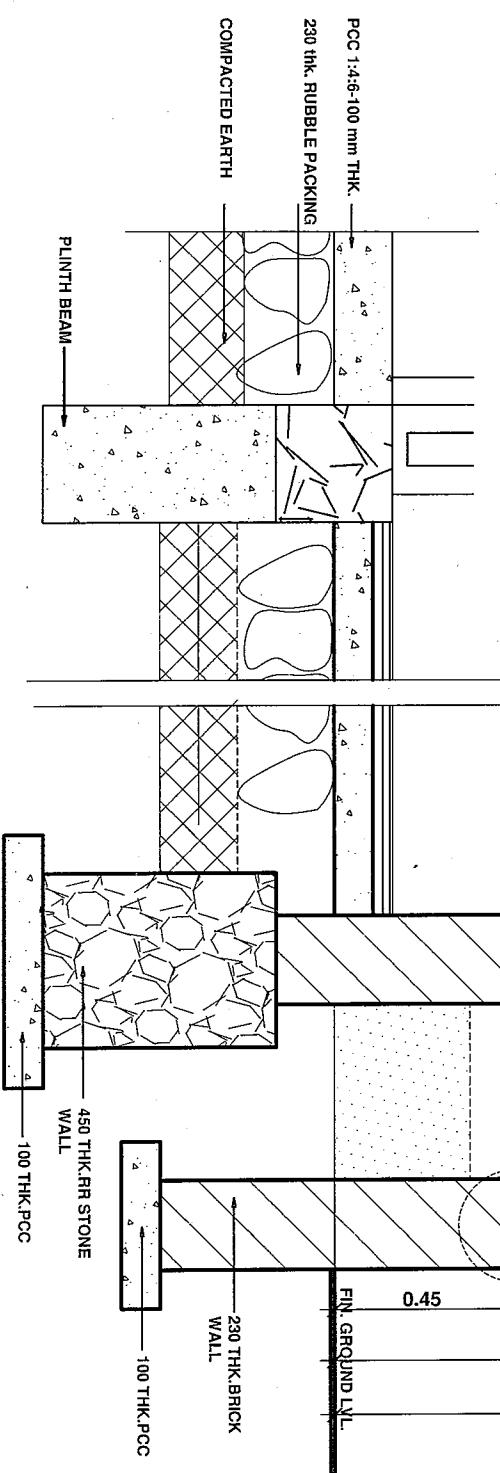
**CROSS SECTION-MM**

SCALE - 1:25



**DETAIL AT - T**

**DETAIL AT - S**



**BRICK WORK - WORKING LAYOUT**

SCALE - 1:75

**CROSS SECTION-NN**

SCALE - 1:25

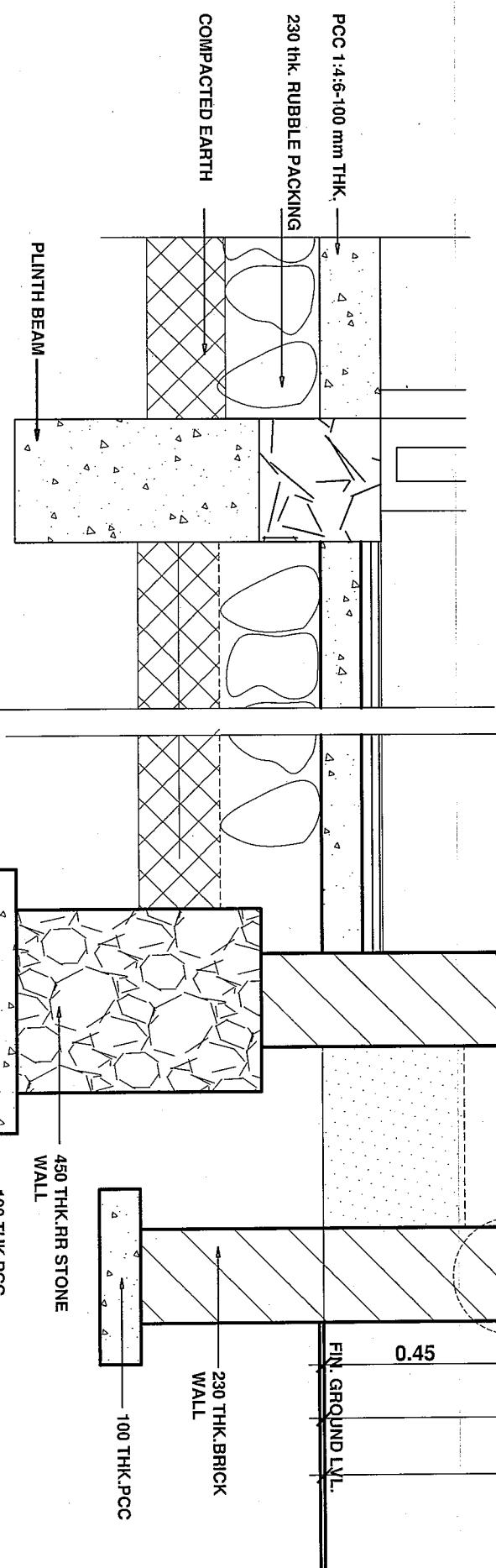
R2	DESCRIPTION.			DRN.	CKD.	DATE:	NAME OF WORK :		PUBLIC CONVENIENCE SCALE DOWN HIGHWAY RETAIL OUTLET		INDIAN OIL CORPORATION LTD. HEAD OFFICE MARKETING DIVISION	
R1	ACTIVITY	INITIAL	DESIGNATION	SIGNATURE	DATE	DRN:	DETAILS :		CONSTRUCTION DRAWING : TYPE - B ENTRANCE CURTAIN WALL ELEV. & DETAILS		CONSULTANT : ADHARSHILA ARCHITECTS	
REV.	APPD:	APPD:	APPD:	CM(E)	26.12.06	17.12.2006	CKD:	DRN:	DRG. NO.:	DRG. NO.:	DRG. NO.:	DRG. NO.:
							DRN:	DRN:	DRG. NO.:	DRG. NO.:	DRG. NO.:	DRG. NO.:
							CKD:	CKD:	DRG. NO.:	DRG. NO.:	DRG. NO.:	DRG. NO.:
							APPD:	APPD:	DRG. NO.:	DRG. NO.:	DRG. NO.:	DRG. NO.:
							APPD:	APPD:	DRG. NO.:	DRG. NO.:	DRG. NO.:	DRG. NO.:

DRG. NO. IOC / SDH - RO / TYPE-B : WD 07 / HO

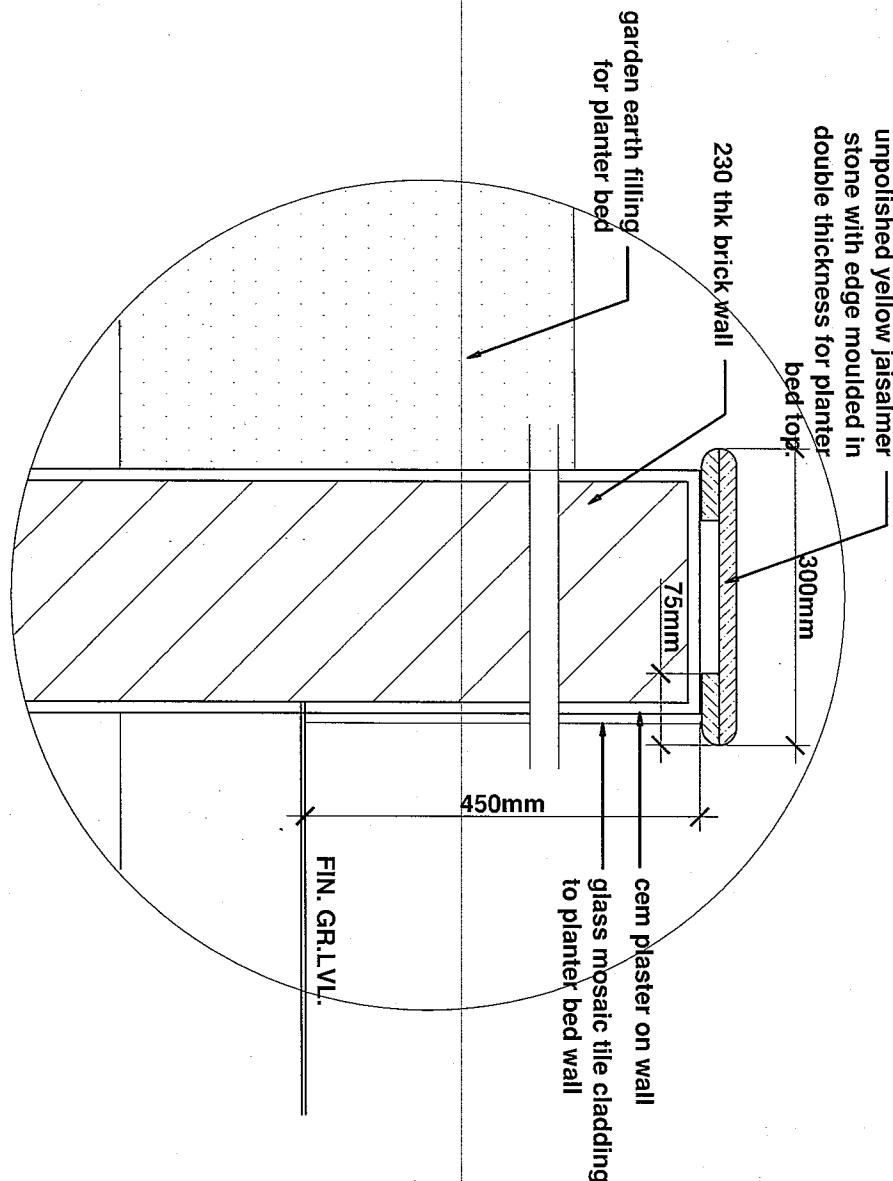
# **CROSS SECTION-NN**

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SCALE - 1 : 25

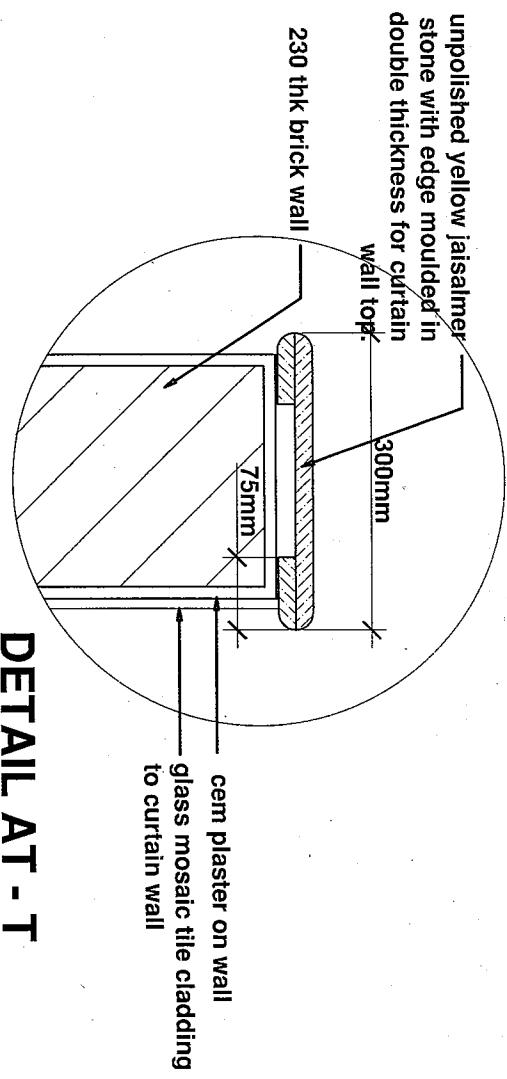


## DETAIL AT - S



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## **DETAIL AT - T**



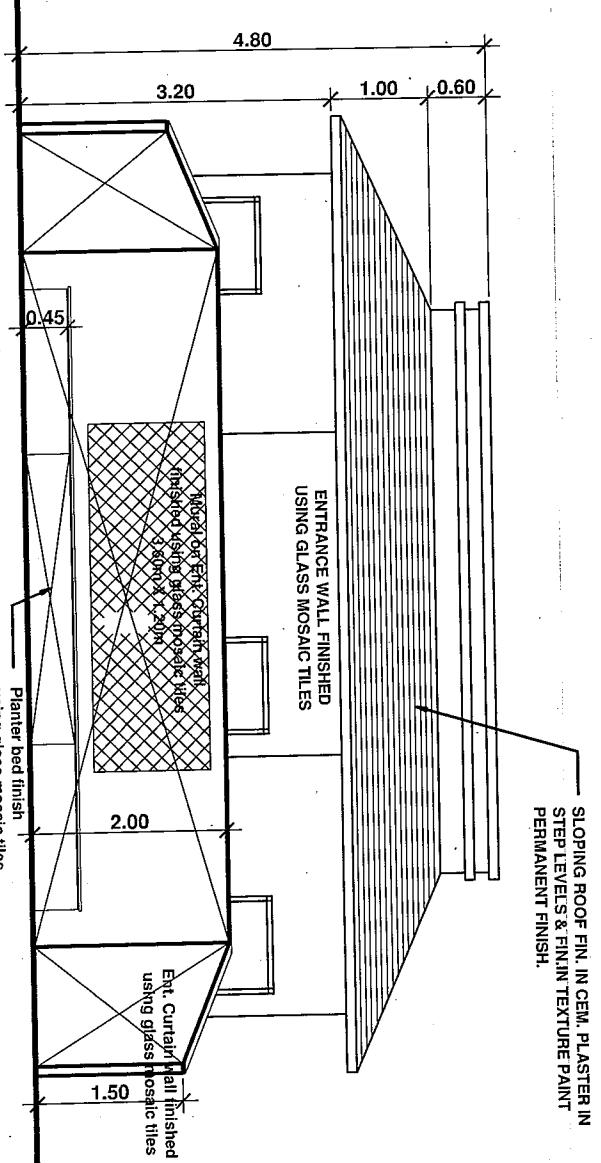
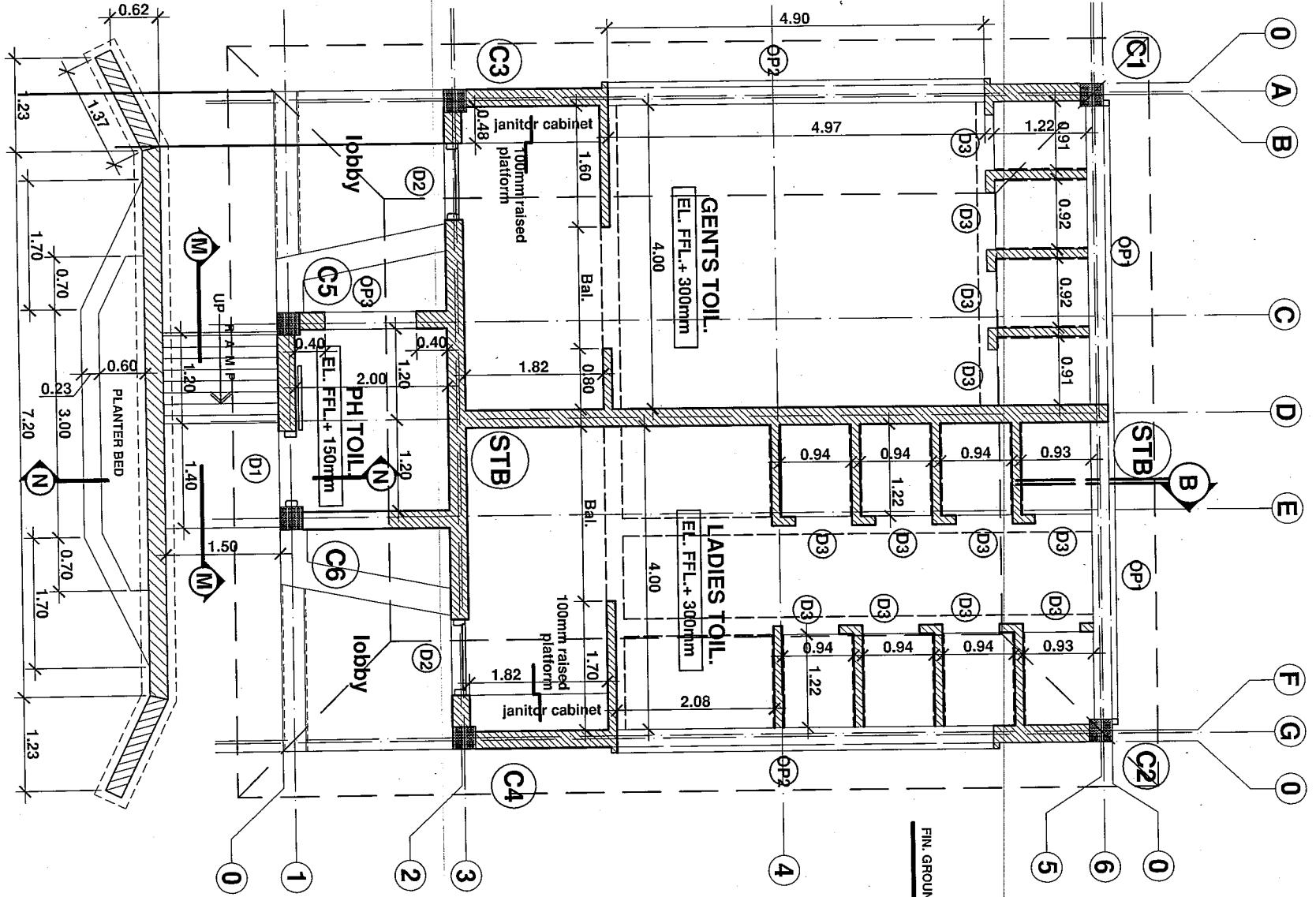
R2					NAME OF WORK :	PUBLIC CONVENIENCE LARGE FORMAT HIGHWAY RETAIL OUTLET		
R1								
REV.	DESCRIPTION.		DRN.	CKD.	DATE:			
ACTIVITY	INITIAL	DESIGNATION	SIGNATURE	DATE	DETAILS :	CONSTRUCTION DRAWING : TYPE A ENTRANCE CURTAIN WALL ELEV. & DETAILS		
DRN:	ARL			17.12.2006				
CKD:	HAA	CM(E)	<i>shy</i>	26.12.06				
APPD:					SCALE: NTS	CAD DWG: IOC-MISC.- HO-BANDRA RETAIL OUTLET/AA		
APPD:	DAM(E)	MANI	26.12.06		JOB NO: 26208/RO	DRG. NO: IOC/LEH- P0/TYPE A-WD04/HQ - 2/2	R0	

**INDIAN OIL CORPORATION LTD.  
HEAD OFFICE MARKETING DIVISION**

**CONSULTANT : ADHARSHILA ARCHITECTS**

107, GANATRA ESTATE, OPP. S.B.I. JEKEGRAM BR., NEAR PUNJANI ESTATE,  
KHOPAT ROAD, THANE(W)-400 601.  
TELEFAX : 022 2547 0706, 022 2547 3906.  
email : [adharch@yahoo.com](mailto:adharch@yahoo.com), [adharch@roltanet.com](mailto:adharch@roltanet.com)

DRG. NO. IOCL/LFH-R0/TYPE A - HD 08/40 - 2/2



## BRICK WORK - WORKING LAYOUT

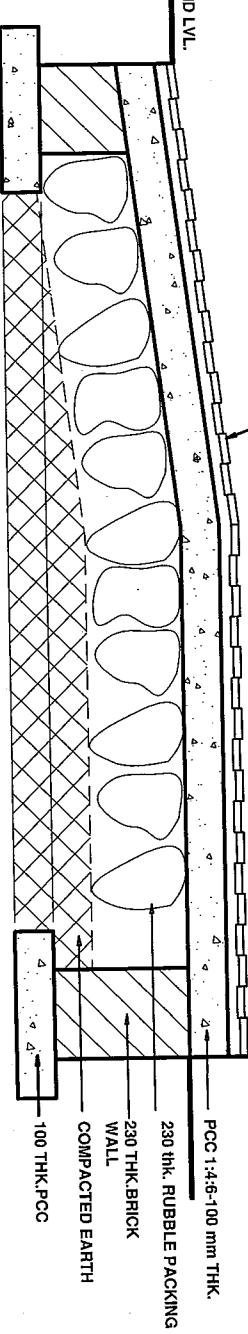
SCALE - 1 : 75

## FRONT ELEVATION

SCALE - 1 : 75

## CROSS SECTION-MM

SCALE - 1 : 25



R2				NAME OF WORK :	PUBLIC CONVENIENCE LARGE FORMAT HIGHWAY RETAIL OUTLET		INDIAN OIL CORPORATION LTD. HEAD OFFICE MARKETING DIVISION
R1				DETAILS :	CONSTRUCTION DRAWING : TYPE A ENTRANCE CURTAIN WALL ELEV. & DETAILS		
REV.	DESCRIPTION:	DRN.	CKD.	DATE:			
ACTIVITY	INITIAL	DESIGNATION	SIGNATURE	DATE			
DRN:	ARL			17.12.2006			
CKD:	HAA	CM(E)		26.12.06			
APPD:							CONSULTANT : ADHARSHILA ARCHITECTS
APPD:	DAM(E)			26.12.06			107, GANATRA ESTATE, OPP. S.B.I. JEKEGRAM BR., NEAR PUNJANI ESTATE, KHOPAT ROAD, THANE(W)-400 601. TELEFAX : 022 2547 0706, 022 2547 3906. email : adharch@yahoo.com, adharch@rotanet.com

DRG.NU. IOCL/LFH-RO /TYPE A : WD 08 / HO - 1/2



## ENGINEERING DEPARTMENT, H.O

### INTER OFFICE MEMO

To : STATE ENGG HEADS

From : DGM (ENGG) HO

Ref. : ENG/20

Date : 26.12.2006

#### Sub: Installation of Tanks and Pipelines at Retail Outlets

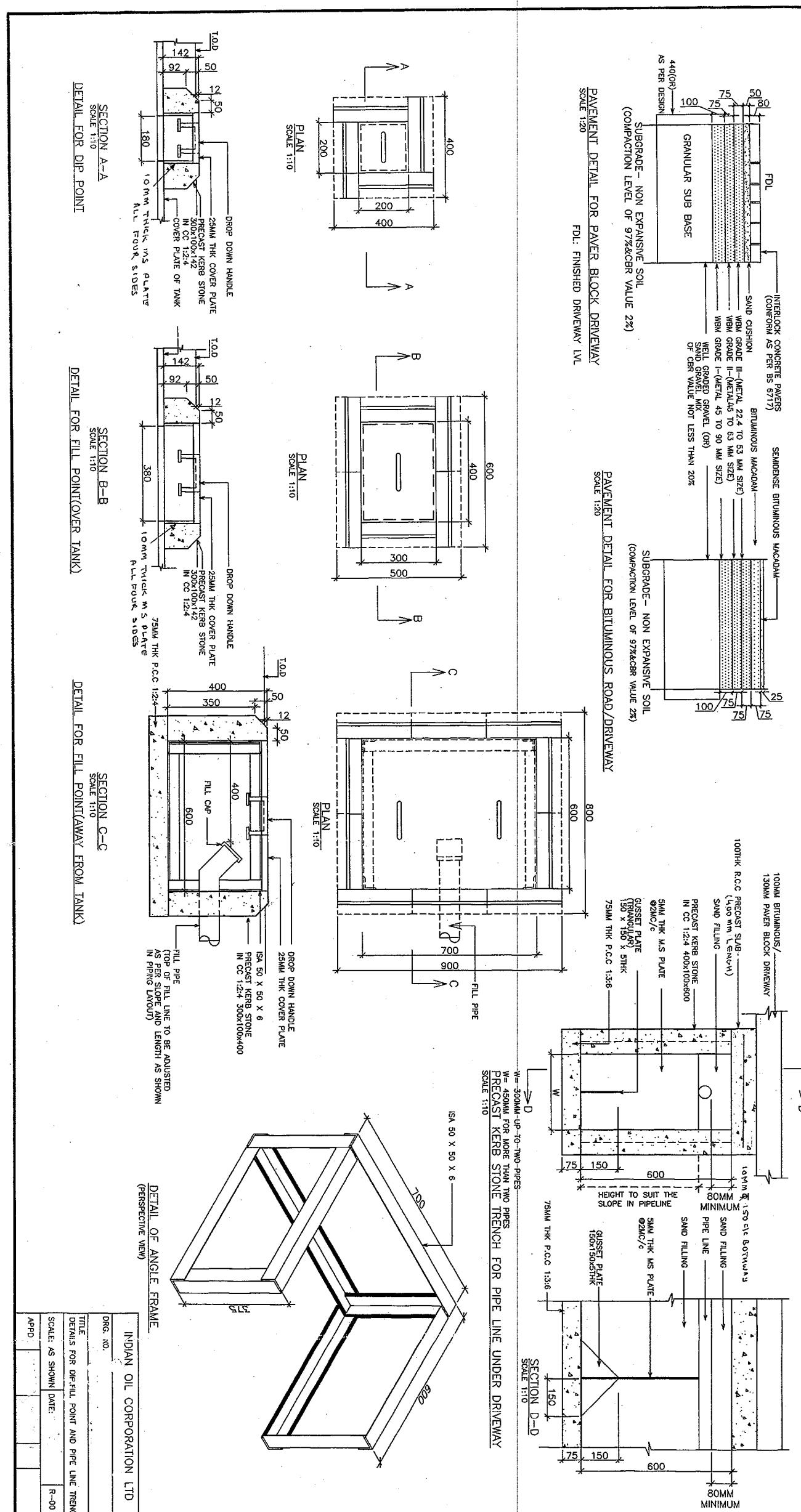
Various instructions have been given with respect to the subject matter from time to time. However, it is observed that there are deviations taking place from the standard Engineering practices contained either in the manuals or the circulars issued from HO. For the benefit of all the Field Engineers, the following is reiterated once again :

1. The pipelines installed at new Retail Outlets ought to be MS Pipes conforming to IS:1239 Part I (Heavy Class). The pipes have to be invariably welded in case of new ROs. Even in case of upgradation and provision of additional facilities, pipes should be welded, where feasible. However, necessary safety precautions should be ensured while doing the hot work.
2. The pipes have to be laid in a slope of minimum 1 in 96 (as per American Petroleum Institute Publication no.1615 of Nov'79) rising towards the pump from the tank. This is to ensure there is no 'vapour lock' affecting the suction of the product.
3. The pipes should invariably be laid in trenches of sufficient width and depth to accommodate the number of pipelines and the slope required. The trenches shall be covered with pre-cast RCC slabs for maintenance overlaid by paver blocks for aesthetics & uniformity in the driveway. A typical drawing for the trenches is attached, which may be shared with all the Field Engineers.
4. Hydrostatic testing of tanks and pipelines should be witnessed by IOC representative and recorded.

Please ensure circulation to all concerned including DO Engineers.

  
26/12/06  
(Shailendra Mital)  
DGM (Engg)

Encl: a/a



3.1 Hereafter it may be noted that the enclosed interface protocol shall be used for directly interfacing the LRCs with the SAP server. As part of automation jobs, the SAP interface protocols shall be furnished to the successful terminal vendor on award of works. A sum of Rs.30,000/- shall be collected from the vendor as charges towards the protocols to be included by the Corporation. As such, a condition in the tender must be included for all future terminal automation jobs to the effect that the successful tenderer shall have to remit an amount of Rs.30,000/- to the Corporation on award of works.

3.0 CO, IS has now advised latest set of direct interface protocol for SAP as part of terminal automation system. The version 4.1 updated in December 2006 is enclosed. This protocol also comprises of TDM protocols in the interface for business continuity purposes in the event of non-availability of SAP services due to any disaster.

2.0 With the implementation of SAP in the Organisation, the terminal vendors for providing necessary interface as and when automation jobs were taken up.

With the implementation of SAP in the Organisation, the terminal automation system (TAS) needs to be interfaced directly with the SAP server. Corporate Office, IS had circulated the SAP interface protocols during the year 2003 which were being furnished to the automation vendor at a cost of Rs. 30,000/-.

1.0 Terminal automation system at Marketing Depots and Terminals are being provided with the LRCs being interfaced with the TDM. In order to ensure the same, the TDM protocol was being given to the automation vendor at a cost of Rs. 30,000/-.

#### Sub : SAP INTERFACE WITH AUTOMATION SYSTEMS (LRCs)

To : All State Engineering Heads	From : DGM(Engg), HO	Ref : ENG/39	Dt : 21.12.2006
----------------------------------	----------------------	--------------	-----------------

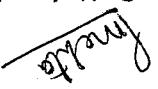


IndianOil

SAP Interface

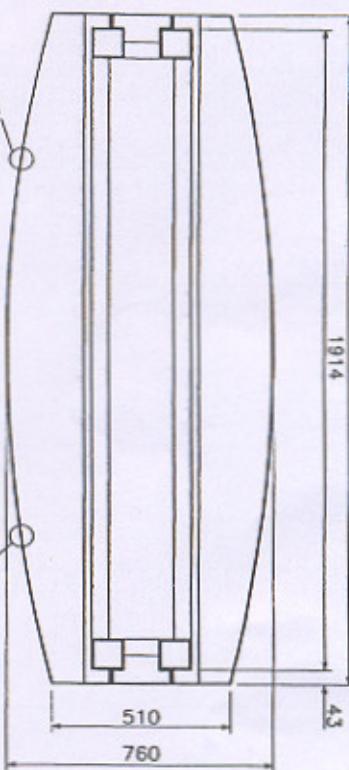
 Engg. Deptt. HO  
 IndianOil (MD)

- 3.2 Please note that the SAP interfacce protocols shall not be issued in the tender. However, a condition shall be built in the tender that the successful terminal automation vendor shall carry out interfacing of LRC with the SAP as per the protocols to be furnished by the Corporation on award of works.
- 3.3 The successful terminal automation vendor shall report to CO, IS, New Delhi for obtaining a brief on the interfacce programming and for collecting the sample programmes and the RFCSDK files. CO, IS will be providing required software development kit consisting of source code along with RFCSDK.
- 4.0 Acknowledgement receipt of the SAP interfacce protocols for implementation of the guidelines issued.

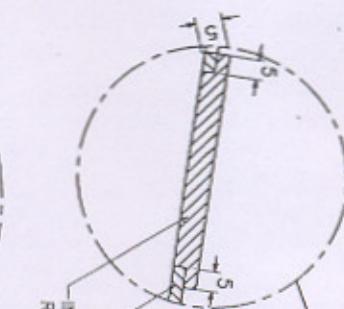
[ P. C. Mehta ]  
P. C. Mehta  
  
DGM(Engg)

Encl : Terminal Automation System Direct Interface Protocol for SAP (Version 4.1, dt. December 2006) issued by CO, IS, New Delhi

2000  
1914  
4.3

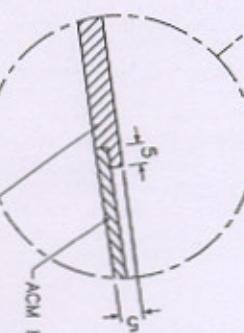


SECTION B-B

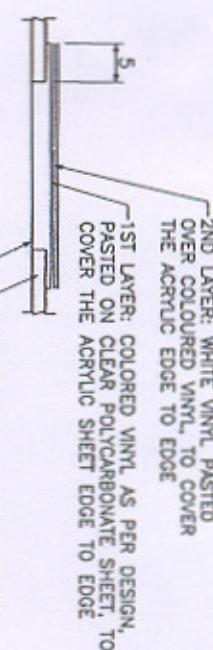


ACM MONOLITH PANEL 3t  
RESISTANT POLYCARBONATE

PRICE DISPLAY WINDOW PANEL 5.0t  
CLEAR UV RESISTANT POLYCARBONATE



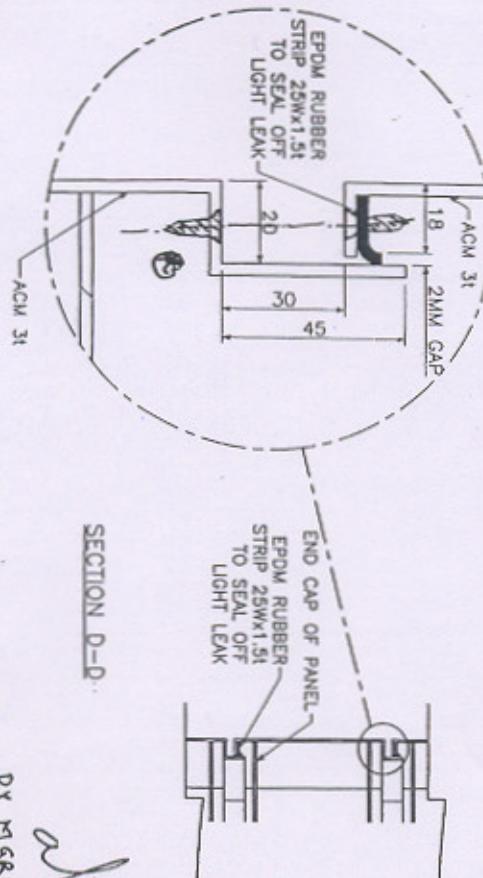
STANDARD DETAIL FOR FLUSH BACKLIT AREA



2ND LAYER: WHITE VINYL PASTED  
OVER COLOURED VINYL TO COVER  
THE ACRYLIC EDGE TO EDGE

1ST LAYER: COLORED VINYL AS PER DESIGN,  
PASTED ON CLEAR POLYCARBONATE SHEET, TO  
COVER THE ACRYLIC SHEET EDGE TO EDGE.

5MM THICK CLEAR UV RESISTANT POLYCARBONATE  
SHEET ROUTED TO FIT PERFECTLY IN THE OPENING  
OF ACM, PASTED TO ACM WITH ADHESIVE  
AND CAULKED WITH WHITE SILICON SEALANT.



SECTION D-D

(\*) - FIXING DETAILS OF FOAM BOARD  
END CAP INCORPORATED IN SECTION D-D  
ALL DIMENSION IN MM  
DO NOT SCALE  
IF IN DOUBT PLZ ASK

REV.	DATE	CHANGES	DRAWN	CHECKED
R-1	24/3/2006	(*)		

CLERK - IndianOil Corporation Limited (Mkt. Div.)  
Head Office

TITLE : - MONOLITH SECTION B-B & SECTION D-D VIEW

MATERIAL	QUANTITY	DESCRIPTION	NAME	DATE	SIGN
FINISH	1	ACM	Q	24/3/2006	DRW. BY
USED ON	1	DESIGN	V.L.	17/3/06	APPROVED
QTY	1	1000x1000	1000x1000	S-DRW.	17/3/06
SCALE	1:-	REF 1 :-		SHEET NO. - 1st	
		DRG NO. 1 - IOCL/RW/AL/04			R-1

BY MARKING (D.S.O)  
PREPARED BY

*Arora 20/3/2006*  
*WWW.WIJUJIL*  
DGM (ENGG), HO

**Indian Oil Corporation Ltd (MD)**  
**Delhi State Office**

Ref : DSO/Engg/04

Date : 20.12.2006

Sub : Minutes of Meeting Held in Delhi State Office on Design Considerations for Monoliths approved by Head Office.

A joint factory visit to the premises of RVI converters on 19/12/06 was made by the following IOC officials:

1. Sh Shailendra Mital, DGM(E) HO
2. Sh Sanjeev K Jain, CEM DSO
3. Sh Tara Chand, SM(E) KASO

During the above inspection few clarifications were requested by the converters on the detailed fabrication drawings issued along with HO purchase order for Monoliths issued on 14<sup>th</sup> Sept., 06.

The drawings were examined in details along with Sh Roopak Trehan of M/s Design Dialogues India Pvt Ltd, New Delhi at DSO on 20<sup>th</sup> Dec, 2006 and following clarifications are issued:

1. Drg No.IOCL/RVI/ML-06, sheet no. 1 of 3 – Details of ACM panel with Foam Board options:

It is found that an extruded aluminum section is shown for fixing the ACM at section M-M. This extruded section is found to be not matching with the details given in Drg No.IOCL/RVI/ML-03 Sheet No. 1 of 1.

It is clarified that the fabrication details shown in Drg No.IOCL/RVI/ML-03 Sheet No. 1 of 1 shall be used which shows aluminum angle 38x38x3 mm thick for fixing ACM panels. In other words extruded section shown in Drg No.IOCL/RVI/ML-06, Sheet No. 1 of 3 is to be replaced with aluminum angle 38x38x3 mm with necessary price adjustments.

2. Depth of foam board end cap is shown different in Drg No. IOCL/RVI/ML-06, Sheet No 1 of 3 and Sheet No. 2 of 3. The depth of foam board end cap shall be kept 90 mm as shown in Sheet No 2 of 3 of the drawing.

Contd. Page – 2

*AP/MS*  
20/12/06

*AMM*  
20/12/06

*AMM*  
20/12/06

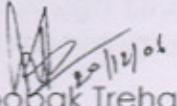
3. It is found that fixing details for ACM/foam board end caps with ACM panel have not been shown in any of the fabrication drawings. IOC clarified that any of the following options can be used:

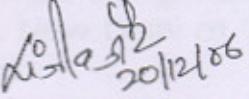
**a. End caps made with ACM**

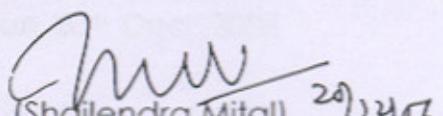
- i. Using cleats of aluminum angles glued at suitable distance inside the ACM panel and fixing the end caps with screws or acrylic adhesive as specified.

**b. End cap made with foam board**

- i. Same as a (i) above.
- ii. Using counter sunk self-driven steel screws on the periphery of ACM panel as shown in drg. No. IOCL/RVI/ML-04 sheet no. 1 of 1, revision 1 dated 20/12/06.

  
(Roopak Trehan)  
M/s Design Dialogues  
Pvt Ltd, New Delhi

  
(Sanjeev K Jain)  
Ch Engg Manager,  
Delhi & Haryana SO

  
(Shailendra Mital)  
DGM (Engg)  
Head Office

## **INTER OFFICE MEMO**

Ref : ENG/ 34  
Dt. 17/11/2006

**FOR : All State Engg Heads**

**FROM: DGM (Engg), HO**

### **Sub : Use of FRP underground storage tanks for Retail Outlets**

As you all must be aware, Storage tanks made of FRP (Fibre Reinforced Plastic) are being manufactured in India by few manufacturers and is being used by Oil Industry in their Retail Outlets. GM (E) had earlier approved trial of these tanks at MSO & GSO. This was conveyed to MSO and GSO vide our earlier letter ENG-15-WR dated 07.03.06 from CEM, HO. Considering the advantages of these tanks over the conventional steel tanks, in terms of life especially in corrosive areas and the quality of manufacturing, it is proposed that these tanks be tried at other State Offices as well. To begin with, these may be tried for coastal locations.

Some essential details are being given hereunder :

- i) M/s Amiantit Fibre Glass Industries India Pvt Ltd., Maina Road, Village Navelim (Near Amona) Taluka Bicholim, North Goa – 403505 Tel : 0832-2386551/2 Fax : 0832-2386444 E-Mail : [amiantit@amiantit-india.com](mailto:amiantit@amiantit-india.com)
- ii) M/s Graphite India Ltd, C-7, MIDC, Ambad, Nasik –422010 Tel : 0253-2382385 Fax :0253 – 2302300 E-Mail : [mktggrp@graphiteindia.com](mailto:mktggrp@graphiteindia.com)
- iii) M/s Sintex Industries Ltd., Plastic Division, Kalol, North Gujarat-382721 Tel: 02764-224301 Fax : 02764-220385 E-Mail : [plastic@sintex.co.in](mailto:plastic@sintex.co.in)

FRP tanks are available in different capacities and manufacturer can supply 20 KL tanks as per our required dimensions. All the above manufacturers have valid CCOE clearance for their tanks.

The installation of the tanks has to be done under strict supervision of the representatives of these manufacturers. Alternatively, the tanks can be installed by the manufacturer themselves. Proper installation, testing and earthing should be ensured.

: 2 :

The tanks can be procured and installed from these manufacturers for pilot sites after following proper procedure for award of work. Necessary warranty / guarantee etc shall be obtained from the manufacturer.

The material and fabrication of FRP tanks shall be in accordance with Underwriters Laboratories Inc standard UL 1316 to ensure its compatibility with Ethanol.

For undertaking trials in your State office, please arrange to identify suitable locations in consultation with State Retail Heads at the earliest.

After successful trial, you may invite public tenders also in order to get more number of capable vendors.



(Shaileendra Mital) 17/11/16  
DGM (E)

Copy to : GM I/C (Engg) HO – for kind information.



**INTER OFFICE MEMO**

For : STATE ENGG. HEADS  
From : DGM (E), HO  
Ref : ENG/ 38

Date : 16/11/2006

**Sub: Fabrication of Floating Roof Tanks at Marketing Locations.**

- 1.0 Fabrication of FR tanks at Marketing locations are being provided from time to time as per the tankage requirements being indicated by Operations Group. Based on the requirement, fabrication of 8 m dia FR tank have been undertaken at some of the locations.
- 1.1 The sizes of tanks are being adopted from the standard sizes indicated in the Bridge and Roof Drawings that have been developed.
- 2.0 It has now been seen that all the tanks of 8 mtr dia that have been fabricated and commissioned at different locations have come up for repairs due to failure of the deck either due to sinking of deck or due to the deck getting stuck during its traverse while filling / emptying the tank.
- 2.1 It has therefore become essential to review the design of the 8 mtr dia FR tanks once again prior to acceptance for fabrication at locations.
- 3.0 The next higher available size of tank is 10 mtr dia x 9 mtr high. While good number of locations are operating with these tanks, it is also felt that the design of these tanks needs to be re-verified in view of failure of 10 mtr dia tank at some of the locations.
- 3.1 As such, it becomes essential to adopt minimum size of the FR tank as 12 m dia x 7.5 m high (nominal capacity of 736 KL) in future and till such time the design for 8 mtr and 10 mtr dia tanks are re-verified for acceptance.
- 3.2 Decision has therefore been taken not to adopt 8 m and 10 m dia sizes for FR tanks at marketing locations till such time the designs are re-ascertained.
- 4.0 Please therefore advise all concerned to adopt minimum size of the FR tanks to be provided in future as 12 m dia x 7.5 mtr high (nominal capacity 736 KL).

*P.C.Mehta*  
(P.C.MEHTA)  
DY. GENERAL MANAGER (ENGG)

**CC: GM (OPS), HO – Please advise concerned Operation Heads of State Offices to note minimum capacity of FR tank as 736 KL.**

**CC : DGM (M & I), HO**

12 T @200 C/C  
AT TOP AND BOTTOM

2500

12 T @200 C/C  
AT TOP AND BOTTOM

2500

100 THK. BRICK ON TWO SIDES WALL  
IN 1:6 MORTAR CENTER PORTION TO  
BE FILLED WITH SAND

+0.700M  
FOR HIGHWAY ROAD

100 THK. BRICK ON TWO SIDES WALL  
IN 1:6 MORTAR CENTER PORTION TO  
BE FILLED WITH SAND

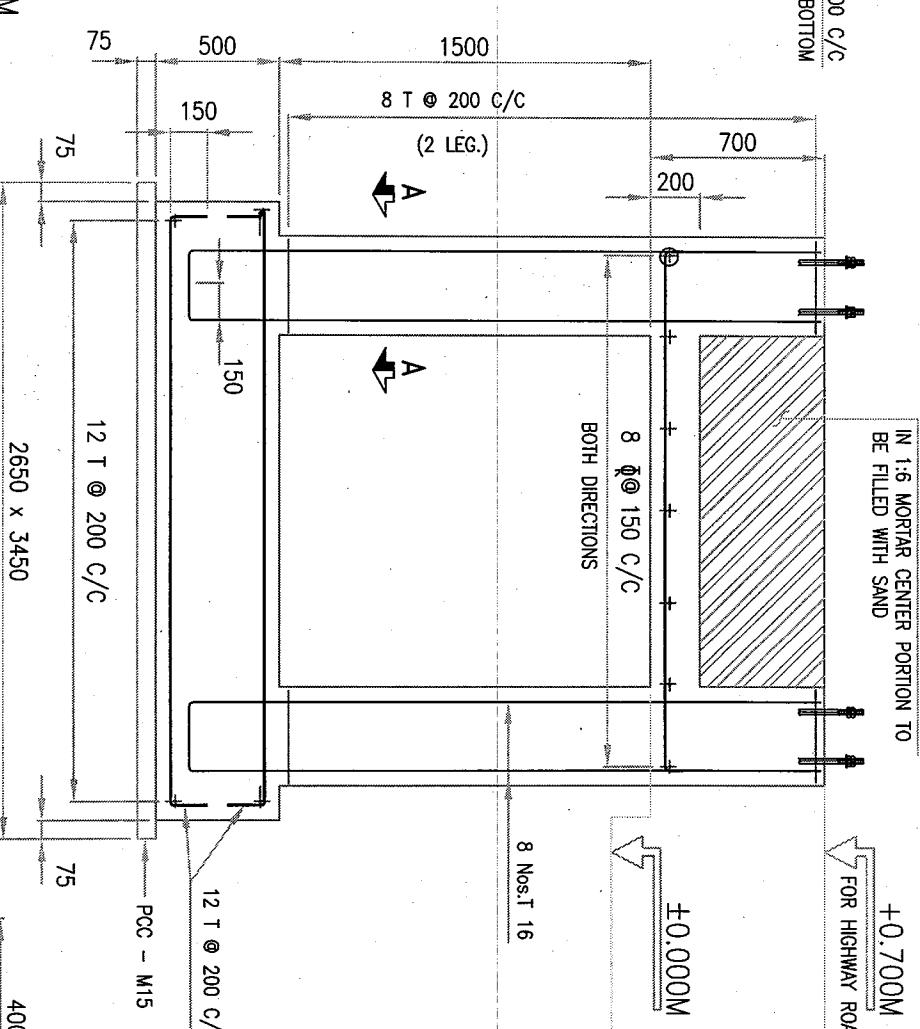
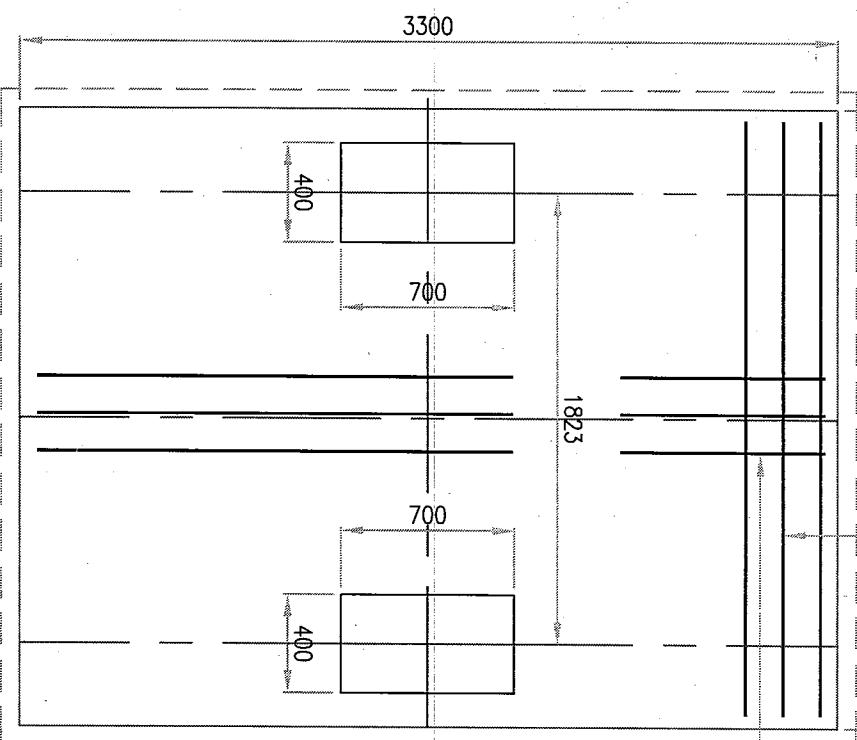
+0.000M  
FOR CITY ROAD

100 THK. BRICK ON TWO SIDES WALL  
IN 1:6 MORTAR CENTER PORTION TO  
BE FILLED WITH SAND

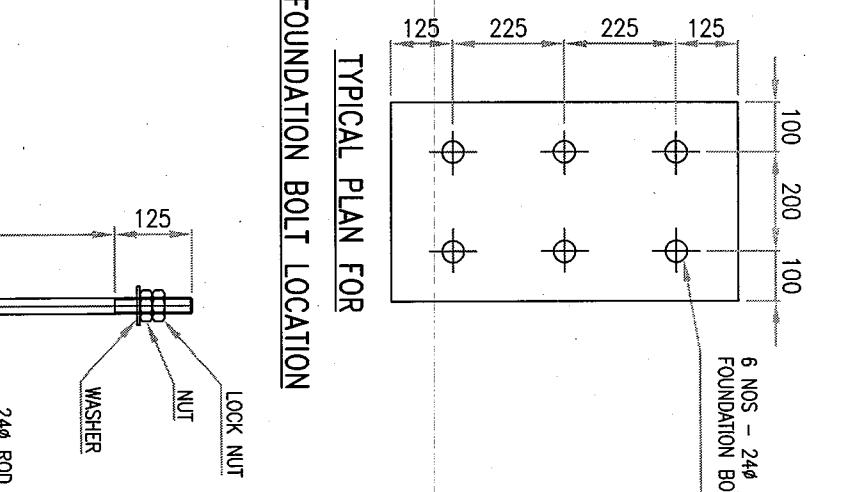
+0.000M  
FOR CITY ROAD

## BILL OF MATERIAL

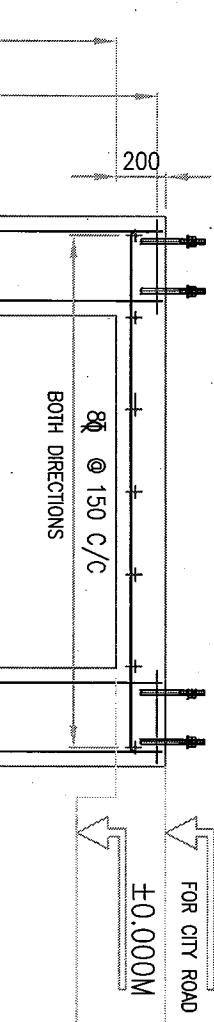
ITEM NO.	SKINNO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
		6 NOS - 24 <sup>φ</sup> FOUNDATION BOLTS			



### TYPICAL FOUNDATION BOLT DETAILS



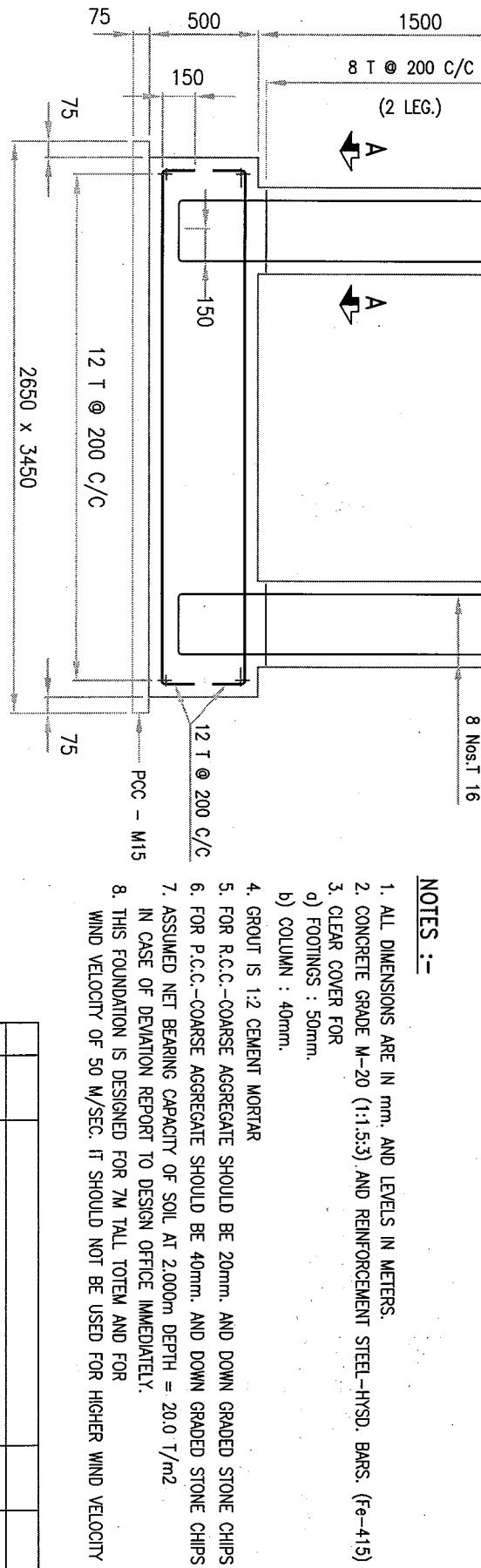
### TYPICAL DETAILS OF FOUNDATION (FOR HIGHWAY R.O.)



+0.200M  
±0.000M

PLAN

### TYPICAL DETAILS OF FOUNDATION (FOR CITY R.O.)



+0.200M  
±0.000M

PLAN

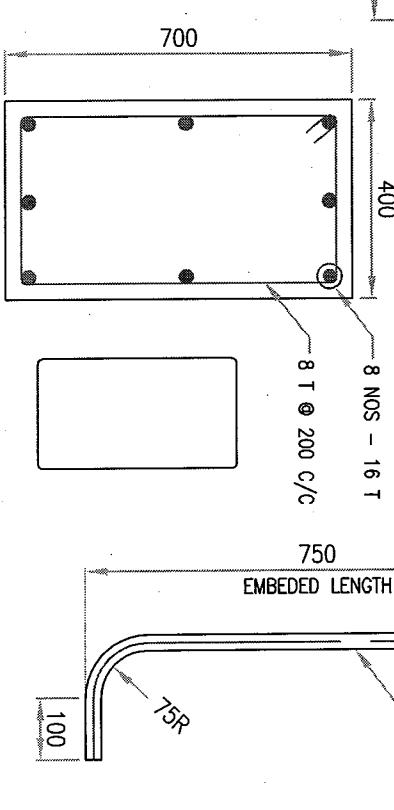
### NOTES :-

1. ALL DIMENSIONS ARE IN mm. AND LEVELS IN METERS.
2. CONCRETE GRADE M-20 (1:1.5:3) AND REINFORCEMENT STEEL-HYSD BARS. (Fe-415)
3. CLEAR COVER FOR

  - a) FOOTINGS : 50mm.
  - b) COLUMN : 40mm.

4. GROUT IS 1:2 CEMENT MORTAR
5. FOR R.C.C.-COARSE AGGREGATE SHOULD BE 20mm. AND DOWN GRADED STONE CHIPS
6. FOR P.C.C.-COARSE AGGREGATE SHOULD BE 40mm. AND DOWN GRADED STONE CHIPS
7. ASSUMED NET BEARING CAPACITY OF SOIL AT 2.000m DEPTH = 20.0 T/m<sup>2</sup>.  
IN CASE OF DEVIATION REPORT TO DESIGN OFFICE IMMEDIATELY.
8. THIS FOUNDATION IS DESIGNED FOR 7M TALL TOTEM AND FOR WIND VELOCITY OF 50 M/SEC. IT SHOULD NOT BE USED FOR HIGHER WIND VELOCITY

### SECTION A-A



+0.200M  
±0.000M

PLAN

DESIGNERS' CONSULTANCY SERVICES  
A-62, SIDDHI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 061. PH: 28889597

CHIEF ENGINEER: INDIAN OIL CORPORATION LTD.

7M TALL TOTEM

COPYRIGHT

TYPICAL DETAILS OF FOUNDATION  
(FOR CITY R.O.)

NO.	DATE	DESCRIPTION	CHIEF ENGINEER	VERIFIED - S. D. Patel	SCALE ~	APPROVED D. C. Patel	DOC. NO. DCS-IOCL-IOCL029-002	REV C
		REVISION						

## **INTER OFFICE MEMO**

Ref : ENG/61  
Dt. 03/11/2006

**FOR : All State Engg Heads**

**FROM: DGM (Engg), HO**

### **Sub : Provision of Automation at New Retail Outlets**

As you all are aware, the ROs selling more than 200 KL per month are being provided Automation System in a phased manner.

In order to minimize problems at a later date in execution works such as cutting the drive ways for laying cables etc., it would be advisable to keep provision for automation at the conceptual stage itself for new ROs.

Please therefore ensure that for all new ROs expected to have a sale of more than 200 KL per month, conduit pipes are provided between tanks to DUs, tanks to sales building and DUs to Sales building for laying control cables at a later date.

Similarly, well designed earthing system should also be provided on such ROs.

Please advise all concerned accordingly.



3/11/06  
(Shailendra Mital)  
DGM (E)

### **Copy to :**

1. DGM (Retail) HO
2. DGM (RA) HO

} For Information



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

**To : STATE ENGINEERING HEADS**

**From : CEM, HO**

**Ref : ENG/ 20**

**Date : 03.10.2006**

**Sub : Approval of Tender Documents for Engineering Works**

The competent authority for approval of tender documents for engineering works were earlier prescribed vide letter ref. ENG/20 dtd. 18.11.2003 & ENG/20 dtd. 05.03.2004. In view of substantial increase in the tendering activity at State Offices due to abolition of Capex categories III & IV and changes in the composition of State Engineering set up, the authority for approval of tender documents at State office level has been revised. The revised authority for various tenders is as under :

- 1 For all Public Tenders - State Engineering Head
2. For Limited Tenders - State Engineering Head or Officers of 'F' Grade for works of value Rs. 30 Lacs and above.
  - Officers of 'E' Grade for works of value Rs.10 Lacs to Rs. 30 Lacs.
  - Officers of 'D' Grade for works of value upto Rs. 10 Lacs

All are advised to comply. The above is issued with the approval of GM (E).

  
**(V.M. SASIDHAR)**  
**CEM**

**CC : All State Heads**



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

**To : All State Engineering Heads**

**From : CEM, HO**

**Date : 25.09.2006**

**Ref. : ENG/59**

**Sub: Structural/ fabrication drawings for the standard canopy of size 16 X 14 M.**

Drawings bearing ref. DCS-IOCL-IOCL008-001 to DCS-IOCL-IOCL008-015 for a standard canopy of size 16 x 14 M were earlier circulated in the name of 'Low Cost Canopy'. The earlier designs/ drawings were based on a wind speed of 30 m/sec. Now the design has been revised to take care of wind speeds upto 50 m/sec. Also the gutter arrangements have been modified. The revised drawings are enclosed herewith.

These drawings supersede the drawings issued earlier bearing references mentioned above.



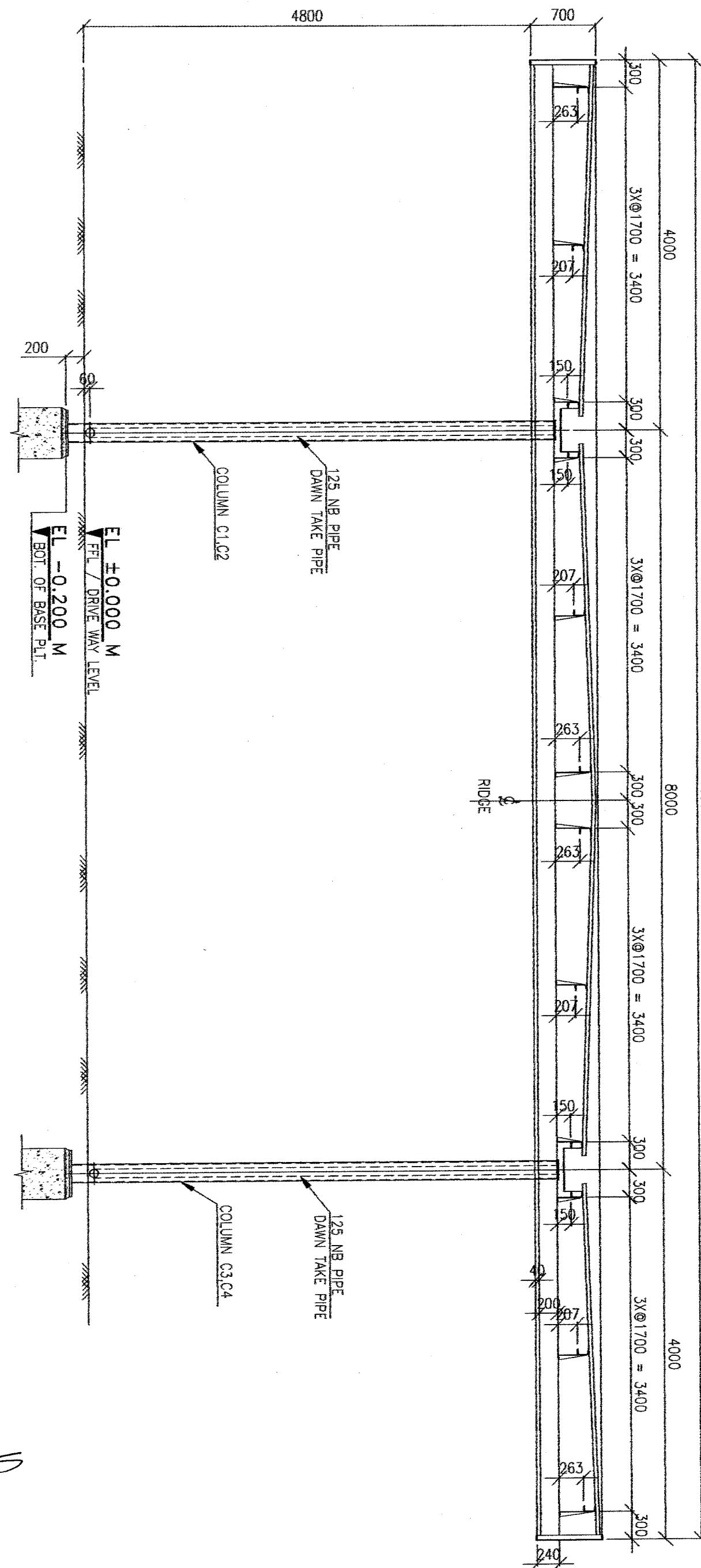
(V.M.Sasidhar)  
CEM

**Encl: a/a**



## **BILL OF MATERIAL**

BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (kg.)	REMARKS



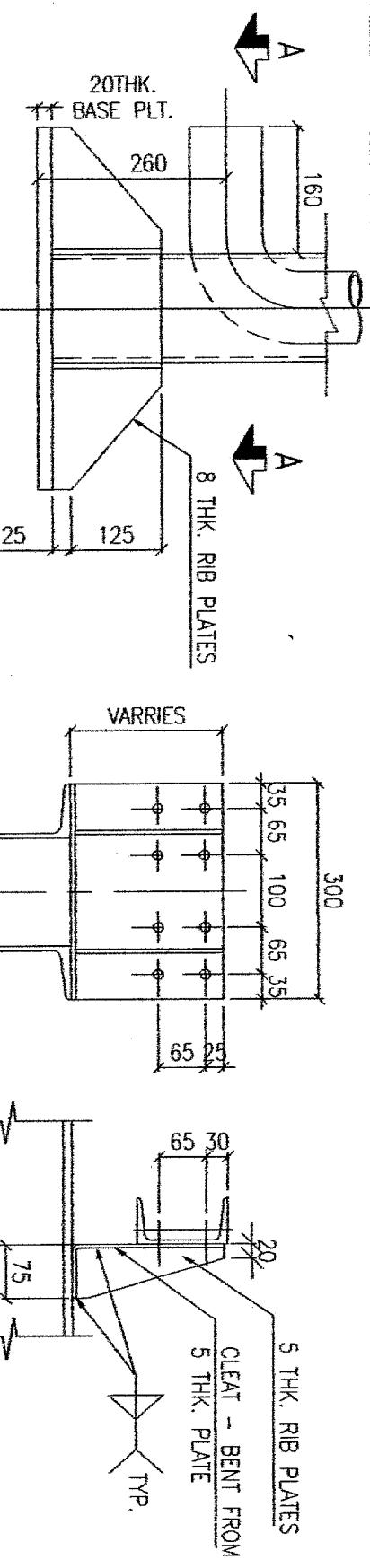
AMCEI, HQ  
CHECKED BY

APPROVED BY

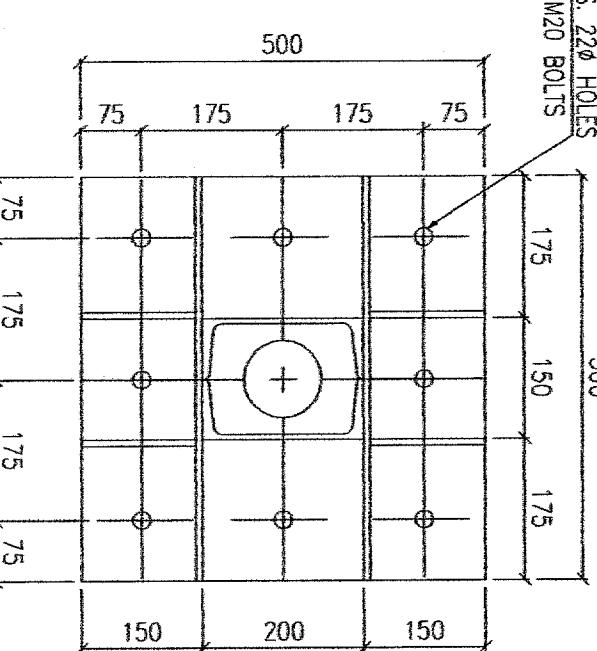
**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDIH APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 101, PH: 28879597

## BILL OF MATERIAL

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (kg.)	REMARKS
			4 NOS. 20Ø BOLTS PC 8.8 GRADE. NUT TO BE TACK WELDED AFTER COMPLETE ALIGNMENT AND TIGHTENING		

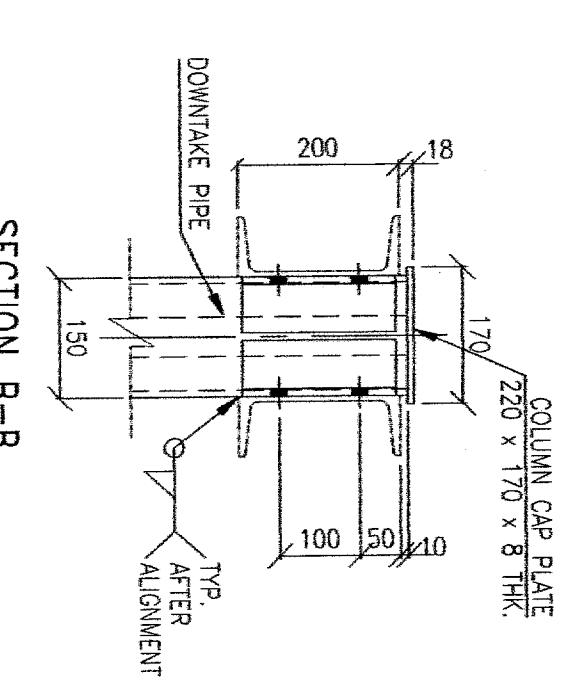


## TYPICAL CLEAT DETAIL FOR PURFLIN FIXING



## NOTES.

- \* ALL DIMENSIONS ARE IN mm
- \* ALL DIMENSION TO BE CHECKED AND VERIFIED ON JOB SITE BEFORE ERECTION.
- \* ALL WELDS ARE 5mm SFW U.O.S.
- \* DO NOT SCALE THE DRAWING
- \* STEEL SHALL CONFIRM TO IS:2062
- \* YIELD STRENGTH OF STEEL = 250 N/mm<sup>2</sup> MIN.
- \* ALL BOLTS USED FOR SPlicing AND CONNECTION OF RAFTER SHALL BE 20Ø BOLTS (GRADE PC 8.8) AS PER IS:1367 - 1979
- \* ALL BOLTS USED FOR FIXING OF PURFLIN WITH RAFTER SHALL BE 12Ø BOLTS (GRADE PC 4.6)



## TYPICAL CONNECTION BETWEEN COLUMN AND MAIN BEAM

(CHECKED BY)  
*W.M.C.E.I. H.O.*

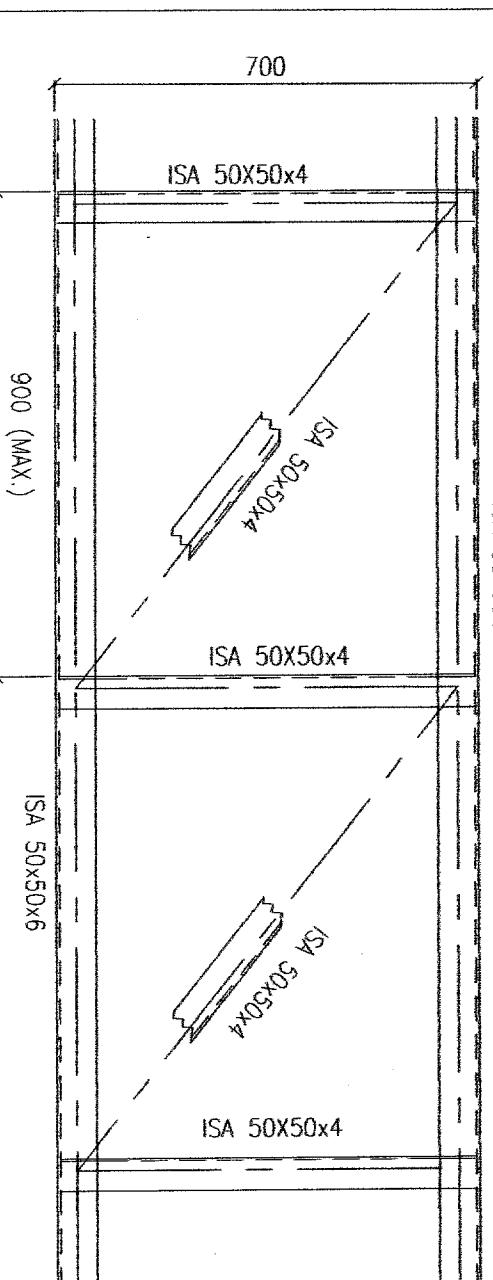
(APPROVED BY)  
*N.K. DCEM*

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 059  
PHONE: 28875597

CLIENT      INDIAN OIL CORPORATION LTD.

JOB      16 M x 14 M STANDARD CANOPY

CONTRACTOR



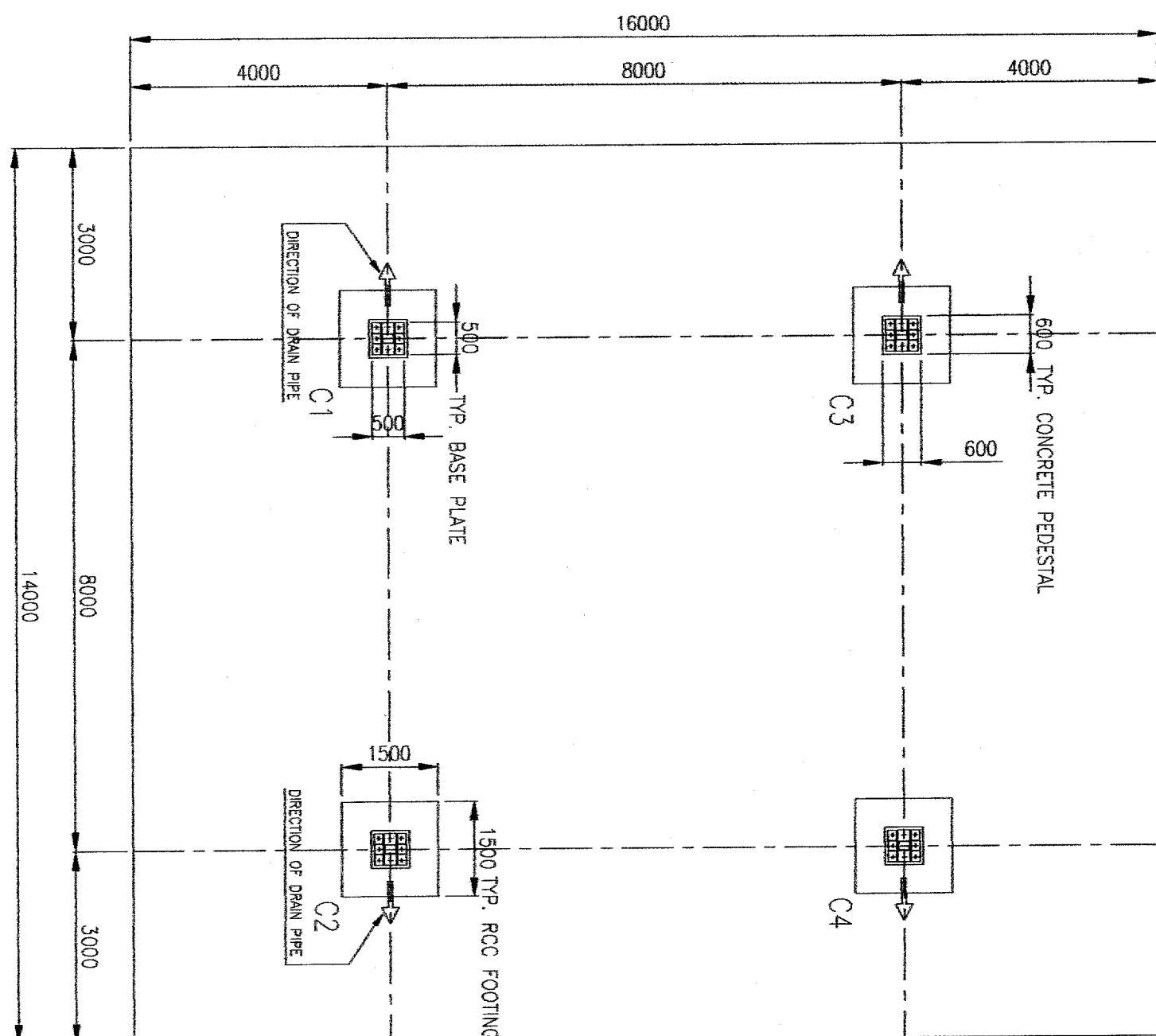
900 (MAX.)

ISA 50x50x6

## TYPICAL DETAILS OF FASCIA TRUSS

	DRAWN	DCS	24.08.06	TYPICAL DETAILS OF CANOPY
		CHECKED AS	24.08.06	
NO.	DATE	DESCRIPTION	BY	CHKD
		VERIFIED	-	-
		SCALE	~	
		APPROVED	-	-
		DRG. No.	DCS-IOCL-OCLO08-003	REV. B

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS



### FOUNDATION LAYOUT

READ THIS DRAWING IN CONJUNCTION WITH  
DRG. NO. : DCS-IOCL-IOCL008-005

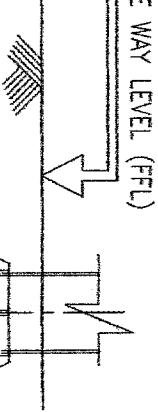
*AMC E.I. WO  
(CHECKED BY)*

*IN APPROVED  
BY*

<b>DESIGNERS' CONSULTANCY SERVICES</b>	
A-62, SIDHI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 051, PH: 28879597	
CLIENT	INDIAN OIL CORPORATION LTD.
JOB	16 M x 14 M STANDARD CANOPY
CONTRACTOR	<i>Parikh</i>

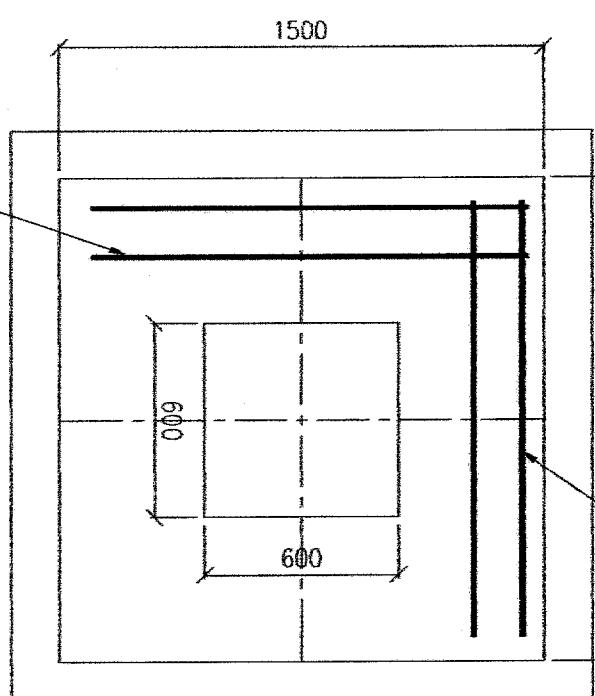
	DRAWN	DCS	24.08.06	LAYOUT OF FOUNDATION
	CHECKED	AMIT	24.08.06	
NO.	DESCRIPTION	BY	CHKD	VERIFIED - - SCALE 1:100 REV.
	REVISION		APPROVED - +	DRC. No. DCS-IOCL-IOCL008-004 B

TOP OF DRIVE WAY LEVEL (FFL)  
± 0.000M



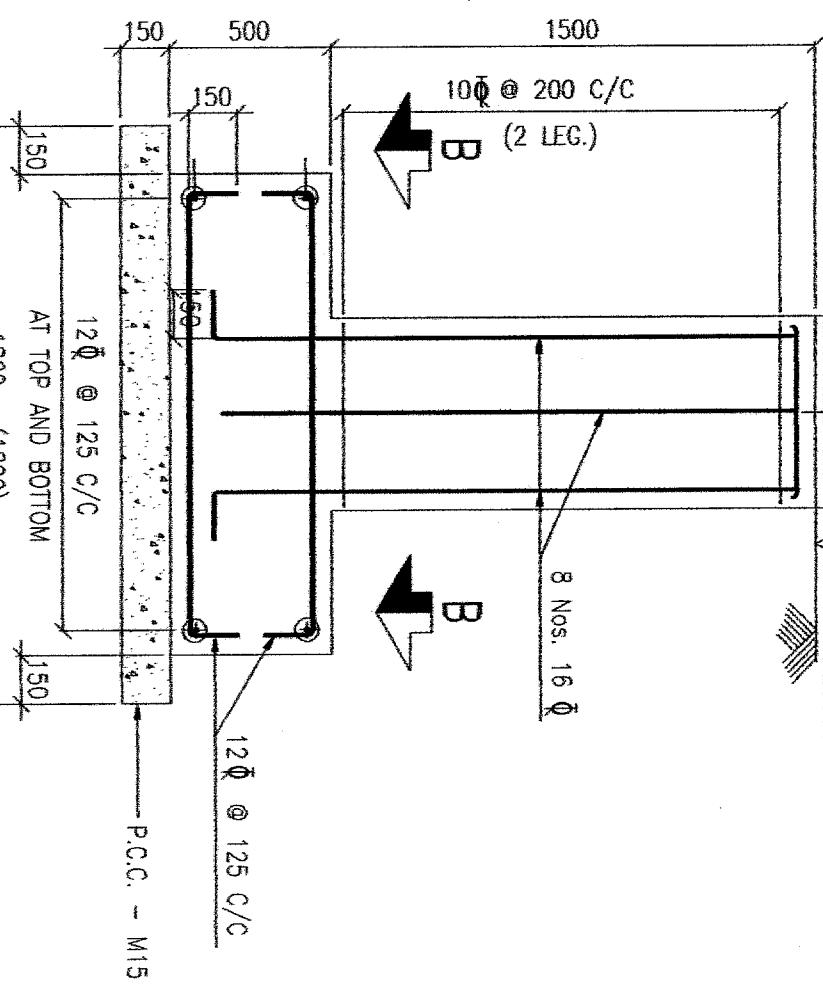
12Ø @ 125 C/C  
AT TOP AND BOTTOM

BOTTOM OF BASE PLATE  
-0.2000M

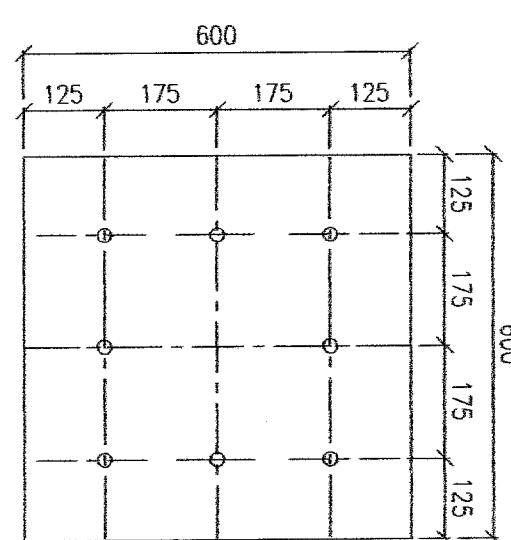


12Ø @ 125 C/C  
AT TOP AND BOTTOM

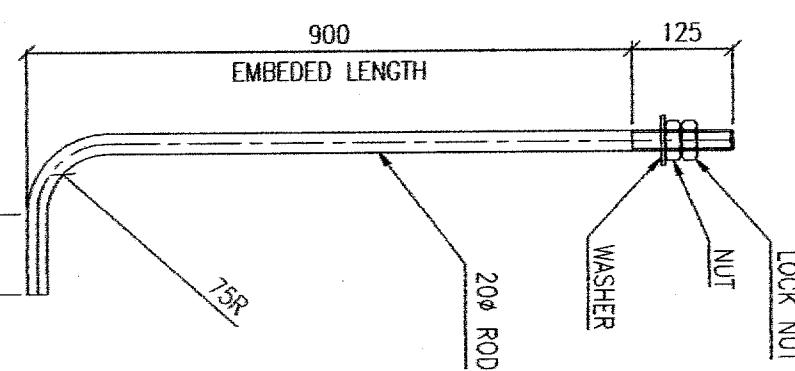
PLAN



TYPICAL DETAILS OF FOOTING



TYPICAL FOUNDATION BOLT DETAILS



SECTION B-B  
(TYP. FOR ALL FOOTINGS)

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SUDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 051. PH: 28879597

CLIENT INDIAN OIL CORPORATION LTD.

JOB 16 M x 14 M STANDARD CANOPY

CONTRACTOR

*AM (E), HO  
C.C HECKED BY*

*W.S.  
APPROVED BY*

READ THIS DRAWING IN CONJUNCTION WITH DRG. NO. : DCS-IOCL-IOCL008-004

NOTES :-

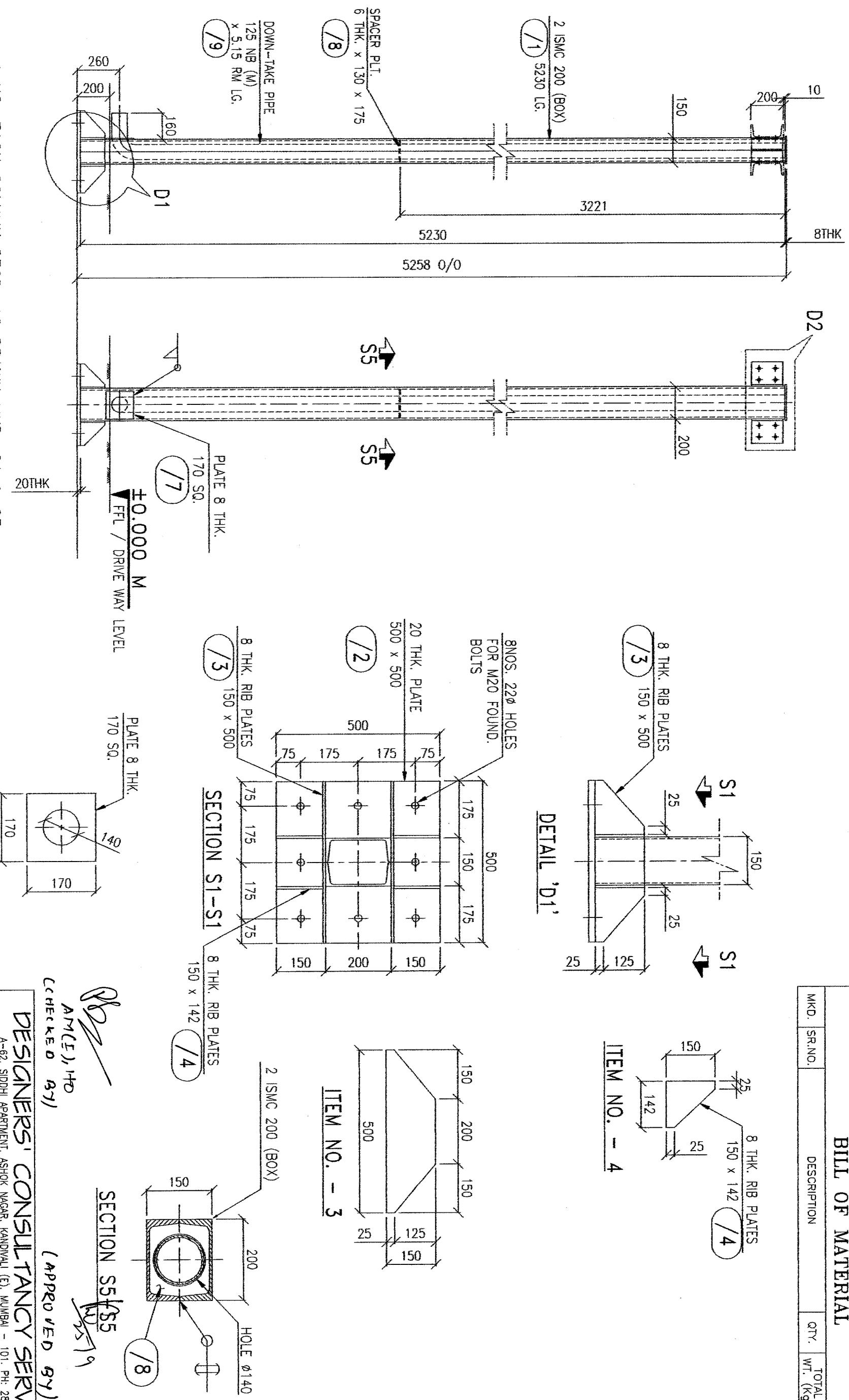
- ALL DIMENSIONS ARE IN mm. AND LEVELS IN METERS.
- CONCRETE GRADE M-25 (1:1:2) AND REINFORCEMENT STEEL-HYSD. BARS. (Fe-415)
- CLEAR COVER FOR
  - FOOTINGS : 50mm.
  - COLUMN : 40mm.
- GROUT IS 1:2 CEMENT MORTAR
- FOR R.C.C.-COARSE AGGREGATE SHOULD BE 20mm. AND DOWN GRADED STONE CHIPS
- FOR P.C.C.-COARSE AGGREGATE SHOULD BE 40mm. AND DOWN GRADED STONE CHIPS
- ASSUMED NET BEARING CAPACITY OF SOIL AT 2.000m DEPTH = 15.0 T/m<sup>2</sup>

IN CASE OF DEVIATION REPORT TO DESIGN OFFICE IMMEDIATELY.

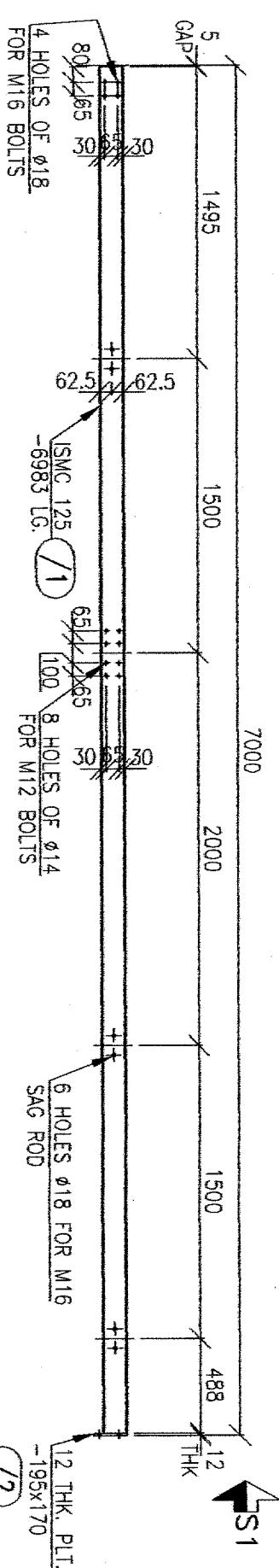
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (kg.)	REMARKS

NO.	DATE	DESCRIPTION	DRAWN BY	CHECKED BY	VERIFIED BY	SCALE	REV.
		DETAILS OF FOUNDATION				1:25	B
		DRG. No.	DCS-IOCL-IOCL008-005				

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS

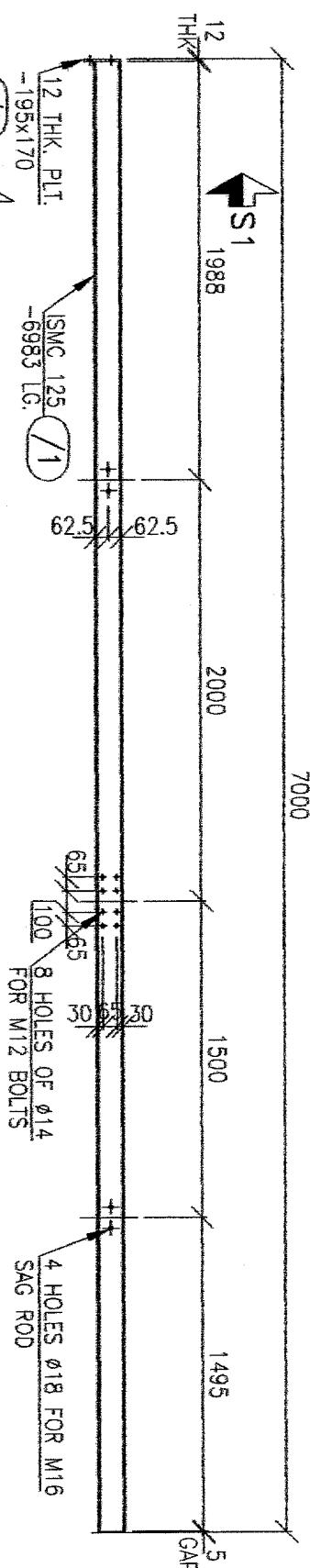






6 NOS. PURLIN REQD. AS DRAWN MKD AS PR1

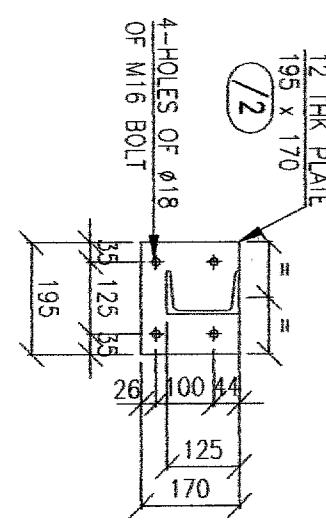
6 NOS. PURLIN REQD. OPP. HAND TO AS DRAWN MKD AS PR2



BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
PR1	/1	ISMC 125 - 6983 LG.	1	91.47	
	/2	PL. 12 THK. x 195 x 170	1	3.12	
	TOTAL			94.59	
	SUB TOTAL (QTY. - 6 NOS.)			567.54	
PR2	SAME BOM AS PR1(OPP.HAND)(QTY. - 6 NOS.)			567.54	

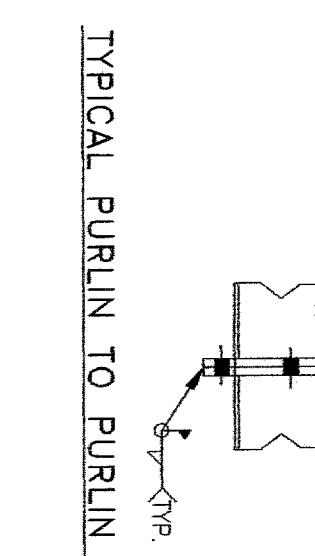
PR1X	/1	ISMC 125 - 6983 LG.	1	91.47	
	/2	PL. 12 THK. x 195 x 170	1	3.12	
	TOTAL			94.59	
	SUB TOTAL (QTY. - 6 NOS.)			567.54	
PR2X	SAME BOM AS PR1(OPP.HAND)(QTY. - 6 NOS.)			567.54	

SG1	/1	ROD Ø16 x 1780 LG.	40	112.50	
	/N1	HEX. NUT M16 WITH WASHER	160	-	
	TOTAL			2382.66	
				TOTAL WT. - 2382.66 Kgs.	



6 NOS. PURLIN REQD. AS DRAWN MKD AS PR1X

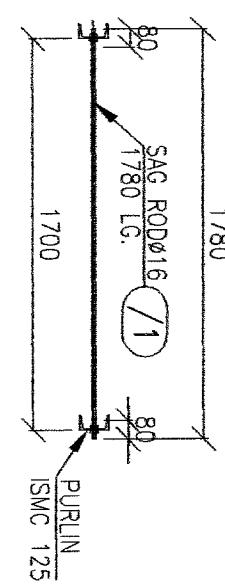
6 NOS. PURLIN REQD. OPP. HAND TO AS DRAWN MKD AS PR2X



\*FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-10CL008-003.

*MR. AMIT HOD*  
*(APPROVED BY)*

*MR. AMIT HOD*  
*(APPROVED BY)*



SECTION S1-S1

TYPICAL PURLIN TO PURLIN CONNECTION

*MR. AMIT HOD*  
*(APPROVED BY)*

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SUDDHI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 051. PH: 28879997  
CLIENT INDIAN OIL CORPORATION LTD.  
JOB 16 M x 14 M STANDARD CANOPY  
CONTRACTOR

40 NOS. SAG ROD MKD.SG1

DRAWN	DCS	24.08.06	DETAILS OF PURLINS & SAGROD	
CHECKED	AS	24.08.06	REV.	
NO. / DATE	DESCRIPTION	BY CHKD	VERIFIED	SCALE ~
	REVISION	APPROVED -	-	DRC. No. DCS-10CL008-008 B

The drawing shows a top-down view of a rectangular rib plate. The width is labeled as 300. The height is divided into two sections: A (top) and B (bottom). Section A has a height of 65, and section B has a height of 25. There are 8 holes of diameter 14 arranged in a grid pattern. The horizontal distance between the centers of the holes in each row is 65, and the vertical distance between the centers of the holes in adjacent rows is 35. An arrow labeled V2 points to the right.

300

65 100 65 35

A 65 25

B

8 Holes of Ø14  
FOR M12 BOLT

V2

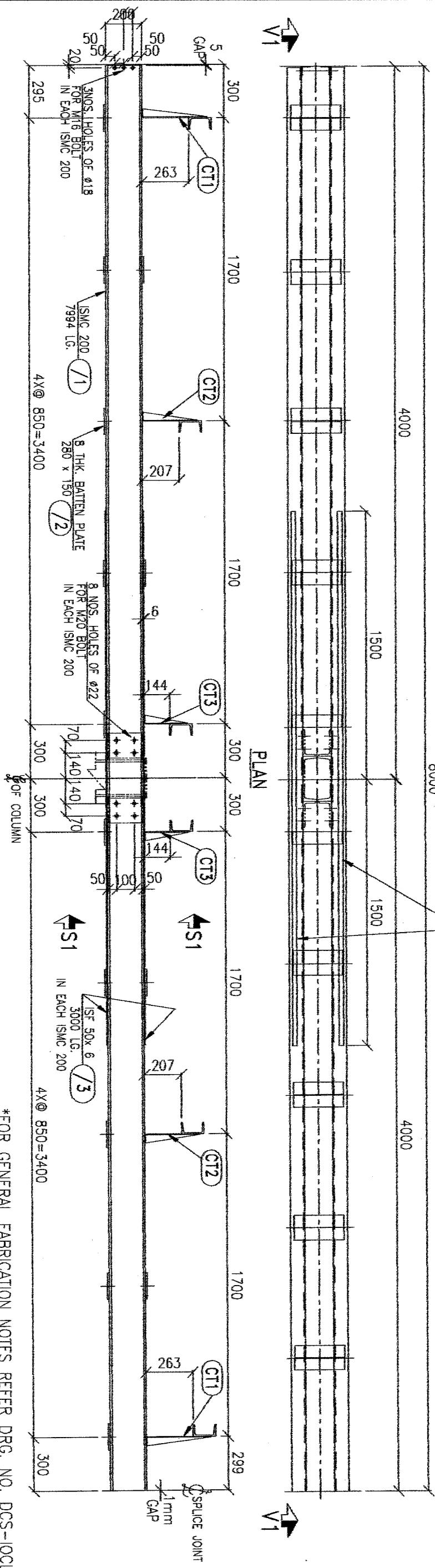
65 30

5 THK. RIB PLATES  
PT1 TO PT5  
C11 TO C15  
CLEAT - BENT FROM  
TYP.

BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
		TOTAL WT. (QTY. - 2 NOS.)		920.68	
RF1X		SAME QTY. OF RF1 AS (OPP. HAND) (QTY.-2NOS)		920.68	
	/4	PL.16 THK. x 50 x 300	8	15.07	
	/5	PL.10 THK. x 120 x 300	4	11.30	
		<b>TOTAL WT.</b>		<b>1867.73</b>	

BILL OF MATERIAL					
SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS	
/1	ISMC 200 - 7994 LG	2	356.53		
/2	BATTEN PLATE 280 x 150 x 8THK.	14	36.93		
/3	ISF 50 x 6 x 3000	4	28.30		
CT1	ANGLE 383 x 75 x 5 THK. x 300 LG.	2	10.78		
CT2	ANGLE 327 x 75 x 5 THK. x 300 LG.	2	9.46		
CT3	ANGLE 264 x 75 x 5 THK. x 300 LG	2	7.98		
PT1	PLATE 373 x 70 x 5 THK.	4	4.09		
PT2	PLATE 317 x 70 x 5 THK.	4	3.48		
PT3	PLATE 254 x 70 x 5 THK.	4	2.79		
	TOTAL WT.		460.34		

**PROVIDE FLANGE PLATE AT  
TOP AND BOTTOM - 1SF<sup>2</sup> 50X1  
ON BOTH MAIN BEAMS**



\*FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-10CL008-003.

**DESIGNERS' CONSULTANCY SERVICES**  
A CO. CINNLU ADVERTISING (M) KUALA LUMPUR (E) MIMBAN - 101 PH: 2880507

A-62, SODHI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 067. PH: 28879597

FLANGE PL. 10 IN.

200

1

IVB

卷之三

WEB PL 10 THI

120 x 300

C

TYR

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卷之三

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卷之三

卷之三

BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS
FC1	/1	ISA 50 x 50 x 6 THK, 7950 LG.	2	71.55	
	/2	ISA 50 x 50 x 6 THK, 700 LG.	2	6.3	
	/3	ISA 50 x 50 x 4 THK, 688 LG.	10	20.64	
	/4	ISA 50 x 50 x 4 THK, 1042 LG.	8	25.00	
	/7	PLATE 180 x 125 x 5 THK.	6	5.29	
		TOTAL		128.78	
		TOTAL (QTY. 2 NOS.)		257.56	
FC1X		SAME QTY. AS FC1 (OPP. HAND) (QTY. 2 NOS.)		257.56	
		TOTAL WT.		515.12	

## BILL OF MATERIAL

Technical drawing of a structural frame section, likely a girder or column, showing dimensions and joint details. The overall width is 8000 mm, divided into two 300 mm sections by vertical stiffeners. The height is 500 mm, with a top flange thickness of 250 mm. The frame consists of four main vertical columns and horizontal beams. Joint-1 at the top is made of four 850 mm wide plates. Joint-2 at the bottom is made of four 150 mm wide plates. Diagonal bracing is provided at the top and bottom joints. Internal horizontal beams are labeled 503. Vertical stiffeners are labeled 447. Labels include:

- JOINT-1
- ISI 50x50x6 THK.
- 700 LG. (72)
- ISI 50x50x6 THK.
- 7950 LG. (71)
- ISI 50x50x6 THK.
- 688 LG. (73)
- ISI 50x50x4 THK.
- 1042 LG. (74)
- 4 X @ 850 = 3400
- 300
- 300
- 447
- 1042
- 1042
- 390
- 390
- 447
- 1042
- 'D2'
- 'D1'
- 'S1'
- 'V1'
- 50
- 4 X @ 150 = 600
- 50
- 700
- JOINT-2
- ISI 50x50x6 THK.
- 700 LG. (72)
- 50
- 4 X @ 150 = 600
- 50
- 8000

2NOS. FACIA MARKED AS FC1 (AS SHOWN)

\*FOR GENERAL FABRICATION NOTES REFER DRC. NO. DCS-10CL008-003.

<b>DESIGNERS' CONSULTANCY SERVICES</b>	
A-62, SIDDHI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 067. PH: 28879997	
CLIENT	INDIAN OIL CORPORATION LTD.
JOB	16 M x 14 M STANDARD CANOPY
CONTRACTOR	

DEAL - DI

DETAIL - D2





## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To : All State Engineering Heads**

**From : CEM, HO**

**Date : 15.09.2006**

**Ref. : ENG/59**

### **Sub: Fabrication drawings for the canopy for Swagat ROs.**

This is in continuation of our letter ref. ENG/59 dt.24.05.06 wherein certain immediate measures/ modifications were advised to State Offices for strengthening the canopy. Subsequent to the same, we had engaged a structural consultant for development of detailed design/fabrication drawings for structural canopies for a wind velocity of 50 m/sec.

The design and fabrication drawings are enclosed herewith. You are advised to follow these drawings for Swagat ROs for wind velocities upto 50 m/sec.



**(V.M.Sasidhar)**  
**CEM**

**Encl: a/a**



BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KGS.)	REMARKS

74710

5X@10642 =53211

7450

9505

SECTION S1-S

۷۱۴

5X@10642 =5.321

SECTION 52-54

*[Signature]*

APPROVED

*Alexander*

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SUDOH APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 401. PHN: 28879597

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 067. PH: 2897997

CLIENT : INDIAN OIL CORPORATION LTD.

1

STRUCTURAL G.A. OF CANOPY (SECTIONS)						
NO.	DATE	DESCRIPTION	BY	CHKD.	VERIFIED	DRAWN
						CHECKED AS 29.07.06 DGS 29.07.06
						SCALE NTS DRG. No. DGS-1001.041 - 002 A
		REVISION			APPROVED	-



**BILL OF MATERIAL**

BILL OF MATERIAL				
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)
REMARKS				

READ THIS DRAWING IN CONJUNCTION WITH

READ THIS DRAWING IN CONJU-  
RE  
DBG NO : DCS-10C1 41-005

**DESIGNERS' CONSULTANCY SERVICES**  
A-452 SUMI APARTMENT ASHOK NAGAR KANDIVALI (E) MUMBAI - 400 056. PH: 28879597

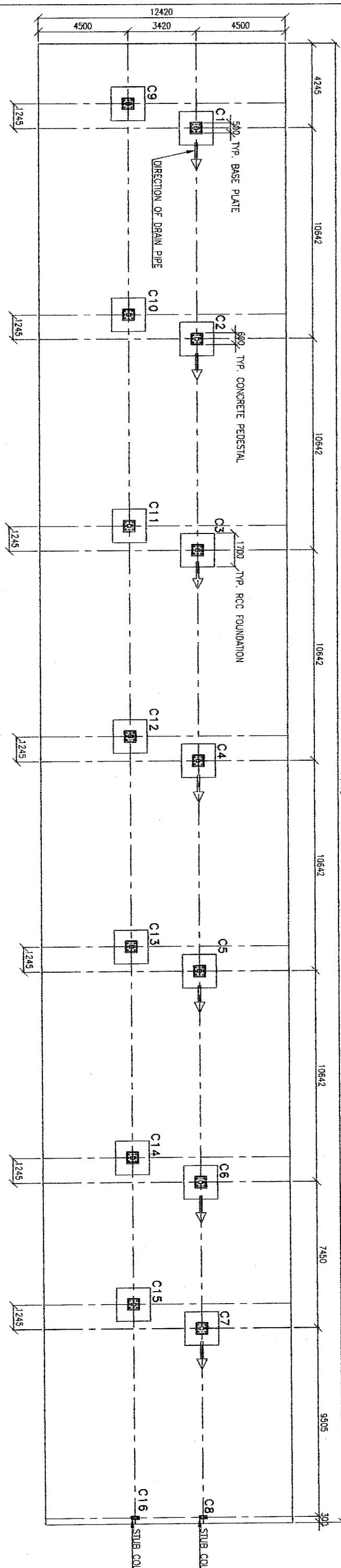
10

(APPROPRIATE) *BY*

11

*DR*  
ARMED FORCES  
CHECKED BY

FOUNDATIONS



## BILL OF MATERIAL

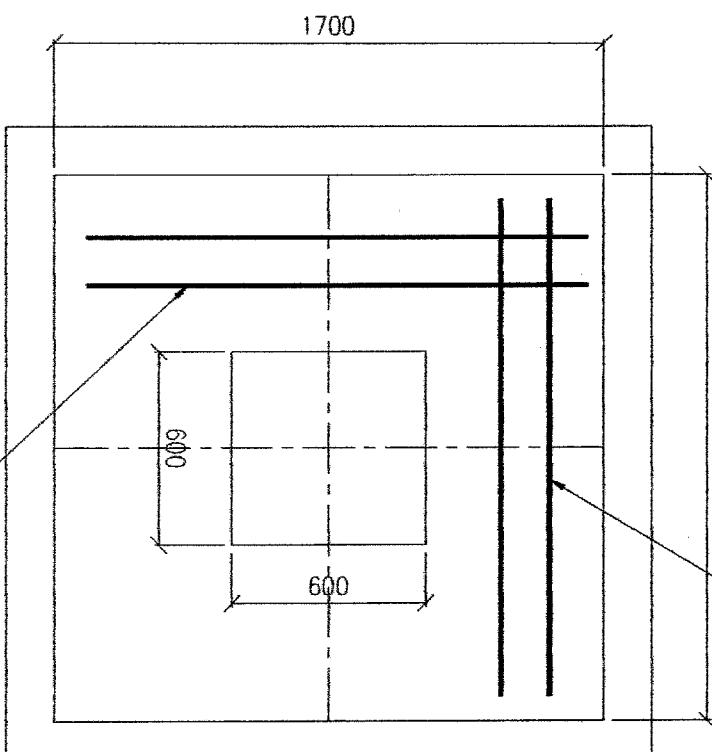
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS

12 Ø @ 150 C/C  
AT TOP AND BOTTOM

TOP OF DRIVE WAY LEVEL (FFL)  
± 0.00M

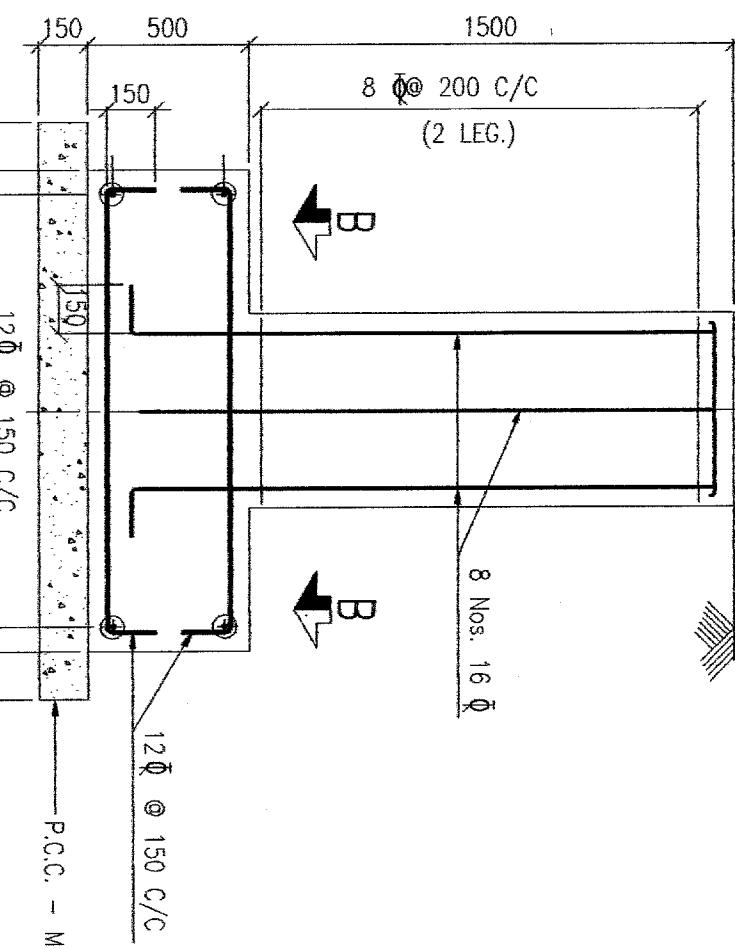
BOTTOM OF BASE PLATE  
-0.200M

NUT  
WASHER  
20# ROD

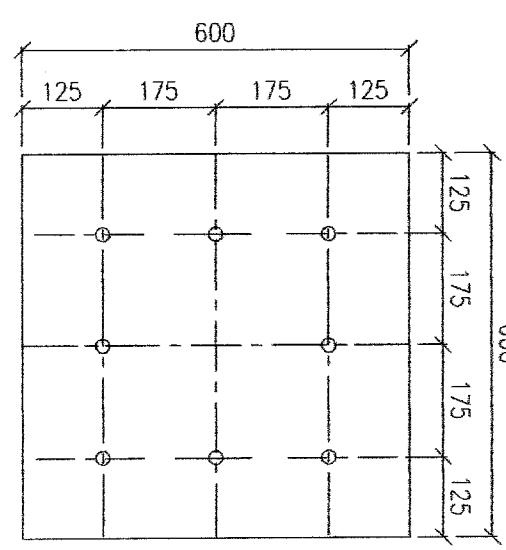


PLAN

12 Ø @ 150 C/C  
AT TOP AND BOTTOM



TYPICAL DETAILS OF FOOTING



TYPICAL PLAN FOR

(TYP. FOR ALL FOOTINGS)

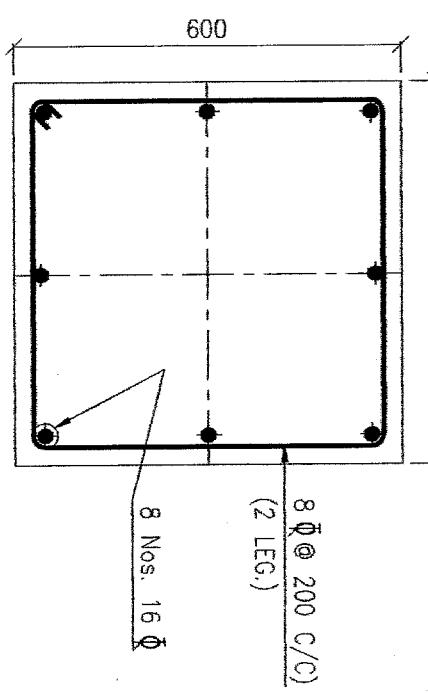
DESIGNERS' CONSULTANCY SERVICES  
A-62, SIDDIHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 051. PH. 28879597

CLIENT

INDIAN OIL CORPORATION LTD.

JOB NO. 74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR



TYPICAL FOUNDATION BOLT DETAILS

READ THIS DRAWING IN CONJUNCTION WITH DRG. NO. : DCS-10CL041-004

### NOTES :-

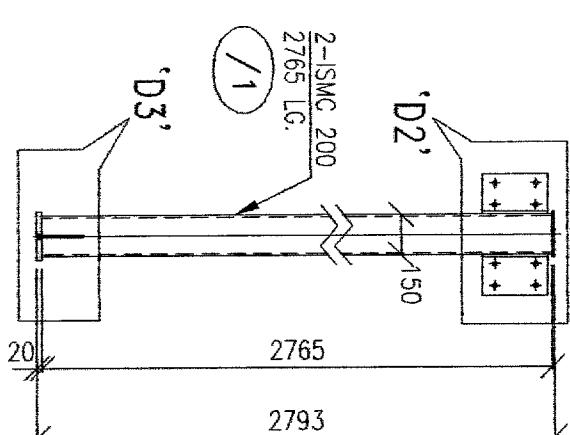
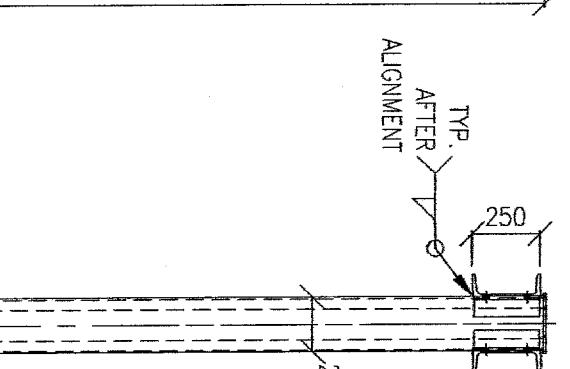
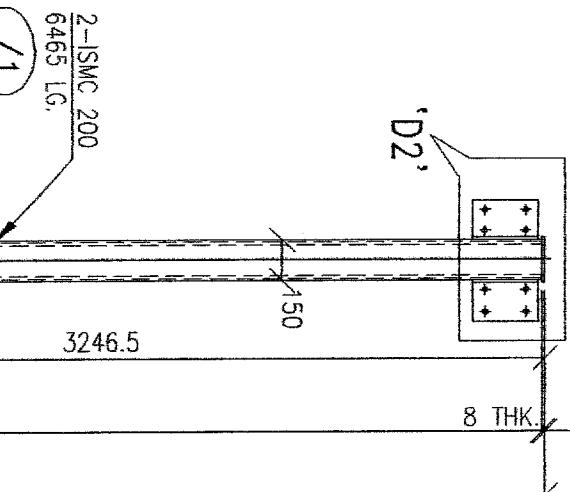
- ALL DIMENSIONS ARE IN mm. AND LEVELS IN METERS.
- CONCRETE GRADE M-20 (1:1.5:3) AND REINFORCEMENT STEEL-HYSD. BARS. (Fe-415)
- CLEAR COVER FOR
- FOOTINGS : 50mm.
- COLUMN : 40mm.
- GROUT IS 1:2 CEMENT MORTAR
- FOR R.C.C.-COARSE AGGREGATE SHOULD BE 20mm. AND DOWN GRADED STONE CHIPS
- FOR P.C.C.-COARSE AGGREGATE SHOULD BE 40mm. AND DOWN GRADED STONE CHIPS
- ASSUMED NET BEARING CAPACITY OF SOIL AT 2.000m DEPTH = 20.0 T/m<sup>2</sup>
- IN CASE OF DEVIATION REPORT TO DESIGN OFFICE IMMEDIATELY.

*AMC, MO APPROVED BY*  
*APPROVED BY*

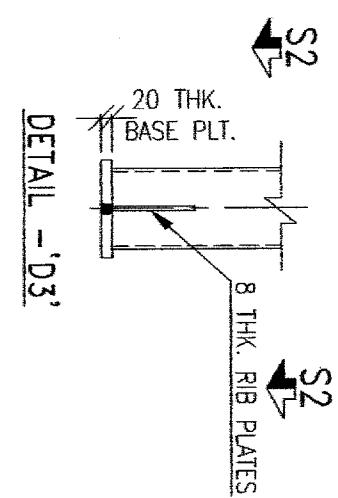
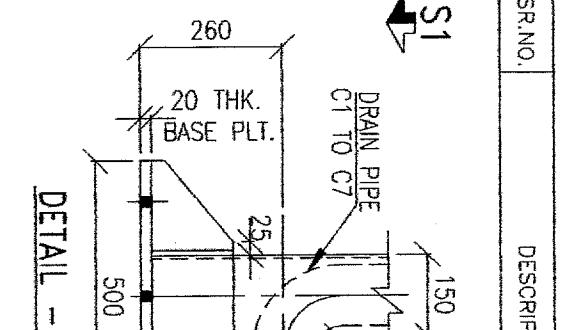
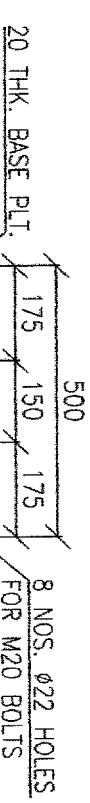
FOUNDATION BOLT LOCATION		CONTRACTOR	
<i>APPROVED BY</i>		<i>APPROVED BY</i>	
DRAWN	DCS	01.08.06	DETAILS OF FOUNDATION
CHECKED	AS	01.08.06	
VERIFIED	-	-	SCALE NTS
APPROVED	-	-	REV. DCR. No. DCS-10CL041-005
NO.	DATE	DESCRIPTION	REV.
			A
		REVISION	

## BILL OF MATERIAL

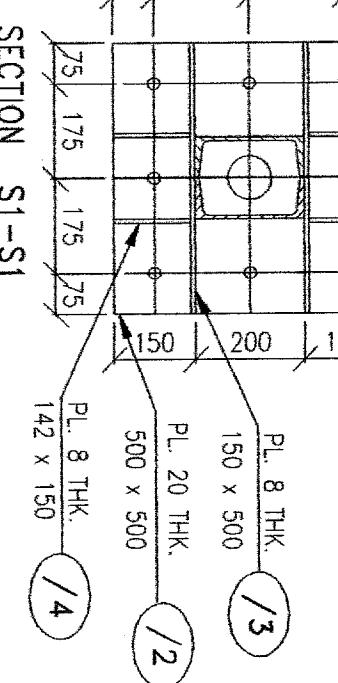
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (kg.)	REMARKS
------	--------	-------------	------	-----------------	---------



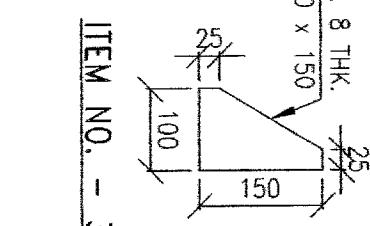
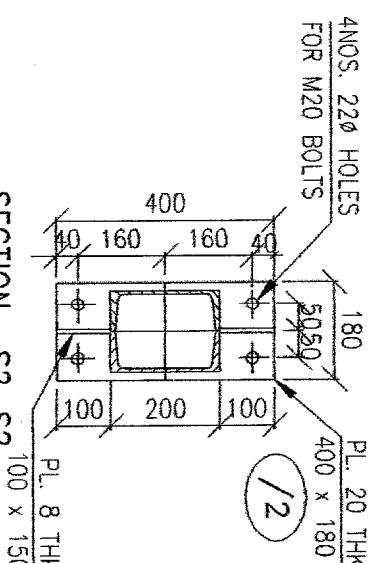
1 NO. EACH COLUMN AS DRAWN AS MARKED C8 & C16



DETAIL - 'D3'



SECTION S1-S1



ITEM NO. - 3

ITEM NO. - 4

ITEM NO. - 3

FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-10C1041-003

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 059  
JOB NO. 74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CLIENT INDIAN OIL CORPORATION LTD.

JOB NO. 74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR

APPROVED BY

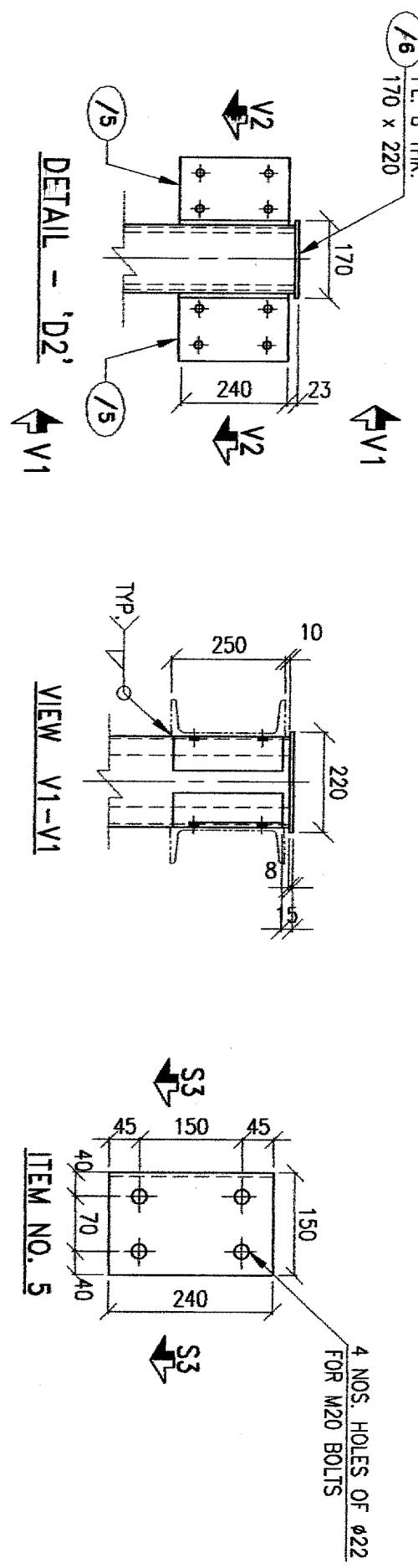
APPROVED BY

APPROVED BY

1 NO. EACH COLUMN AS DRAWN AS NOTED MARKED C9 TO C15

1 NO. EACH COLUMN AS DRAWN AS NOTED MARKED C9 TO C15

NO.	DATE	DESCRIPTION	BY	CHKD.	VERIFIED	-	-	SCALE	NTS	REV.
		REVISION			APPROVED	-	-	DRG. No.	DCS-10C1041-006	A

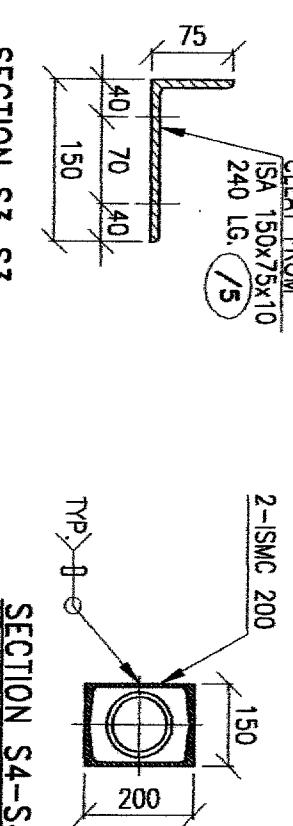


DETAIL - 'D2'

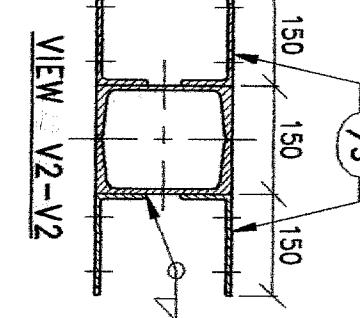
V1

VIEW V1-V1

ITEM NO. 5



SECTION S3-S3



VIEW V2-V2

SECTION S4-S4

	TOTAL	467.49
C2 TO C7 & SAME QTY. ABOVE C1 (6 NOS.)		2804.94
C9 TO C15 SAME AS C1 EXCEPT /8 &/9 (7 NOS.)		2533.86
C8 & C16 /1 ISMC 200 - 2765 LG.	2	123.32
/2 PL. 20 THK. x 400 x 180	1	11.30
/3 PL. 20 THK. x 100 x 150	2	1.88
/5 ISA 150 x 75 x 10 THK. - 240 LG.	4	16.22
/6 PL. 8 THK. x 170 x 220	1	2.34
TOTAL (1 NO.)		155.06
TOTAL (2 NOS.)		310.12
TOTAL		6116.41

TOTAL WT. - 6116.41 Kgs.

FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-IOCL041-003

### DESIGNERS' CONSULTANCY SERVICES

A-62, SIDDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 401101. PH. 28879597

CLIENT

INDIAN OIL CORPORATION LTD.

JOB

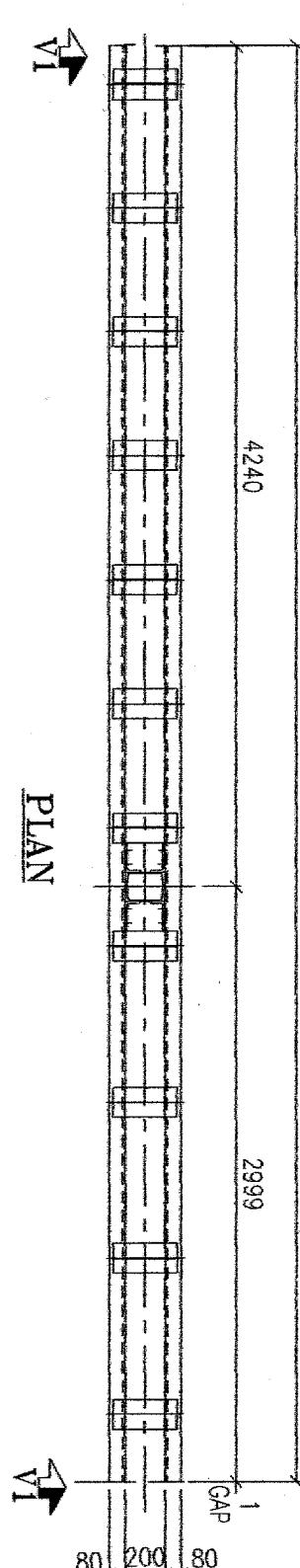
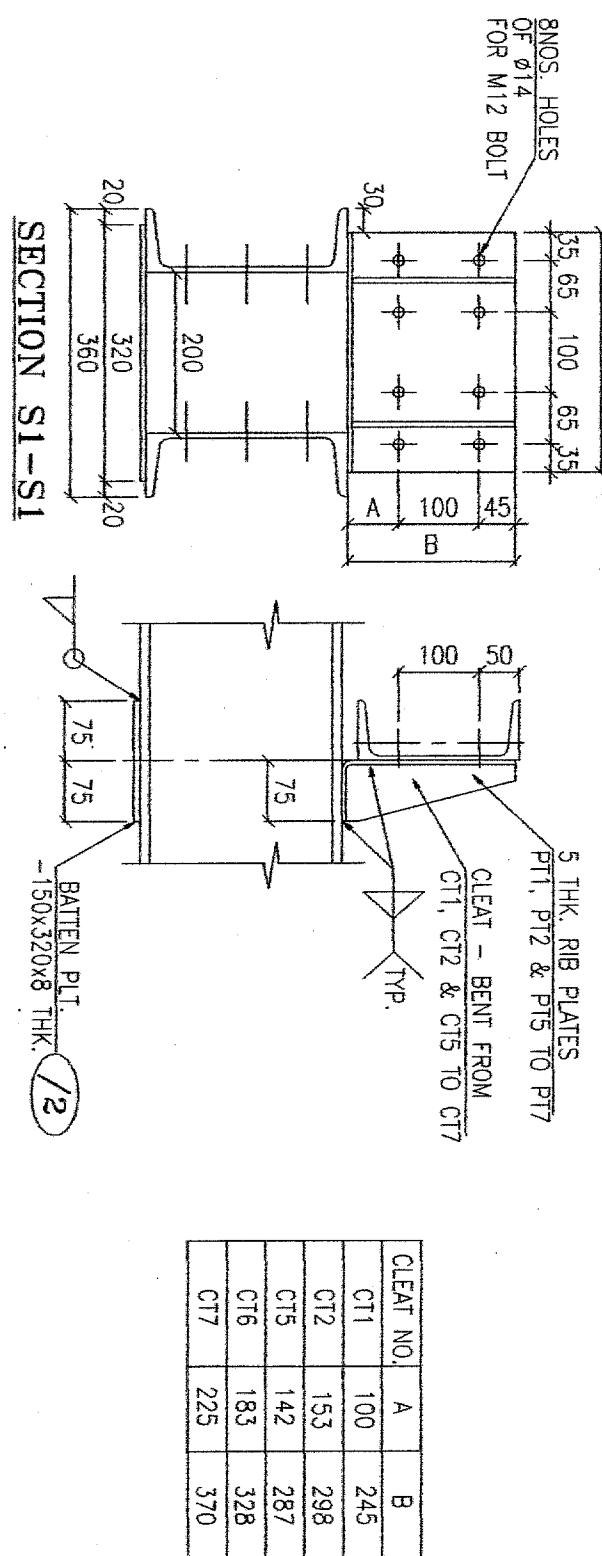
74.4M x 12.4M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR

READ THIS DRAWING IN CONJUNCTION WITH DRG. NO. : DCS-IOCL041-006

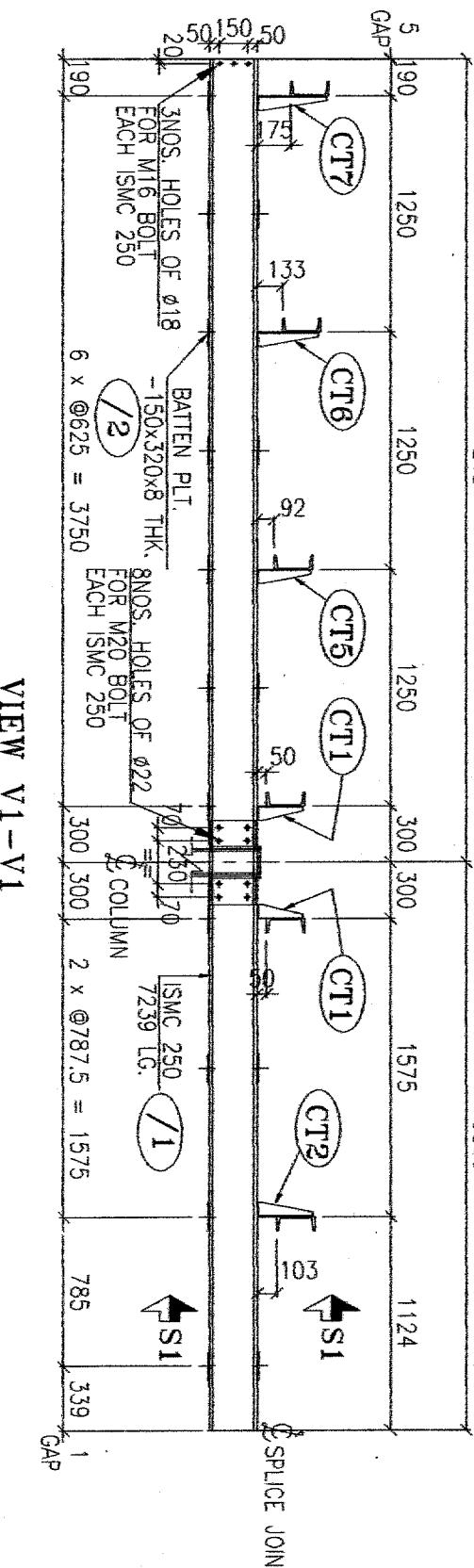
	DRAWN	DCS	01.08.06	DETAILS OF COLUMN C1 TO C16		
NO. DATE	CHECKED	AS	01.08.06	SCALE	NTS	REV.
	BY	CHKD.	VERIFIED	-	-	DRG. No. DCS-IOCL041-007 A





BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS
RF1	/1	ISMC 250 - 7239 LG.	2	495.14	
	/2	BAT. PLT. 8THK. x 150 x 320	16	48.23	
CT1		ANGLE 245 x 75 x 5 THK.-300 LG.	2	7.53	
CT2		ANGLE 298 x 75 x 5 THK.-300 LG.	1	4.35	
CT5		ANGLE 287 x 75 x 5 THK.-300 LG.	1	4.26	
CT6		ANGLE 328 x 75 x 5 THK.-300 LG.	1	4.74	
CT7		ANGLE 370 x 75 x 5 THK.-300 LG.	1	5.23	
PT1		PLATE 235 x 70 x 5 THK.	4	2.58	
PT2		PLATE 288 x 70 x 5 THK.	2	1.58	
PT5		PLATE 277 x 70 x 5 THK.	2	1.52	
PT6		PLATE 318 x 70 x 5 THK.	2	1.74	
PT7		PLATE 360 x 70 x 5 THK.	2	1.97	
TOTAL WT. (QTY. = 1 NO.)			578.87		
/3		PL. 16 THK. x 50 x 300	4	7.54	SPLICING
/4		PL. 10 THK. x 170 x 300	2	8.00	JOINT
TOTAL			15.54		
SUB TOTAL			594.41		

TOTAL WT.: 594.41 KGS.



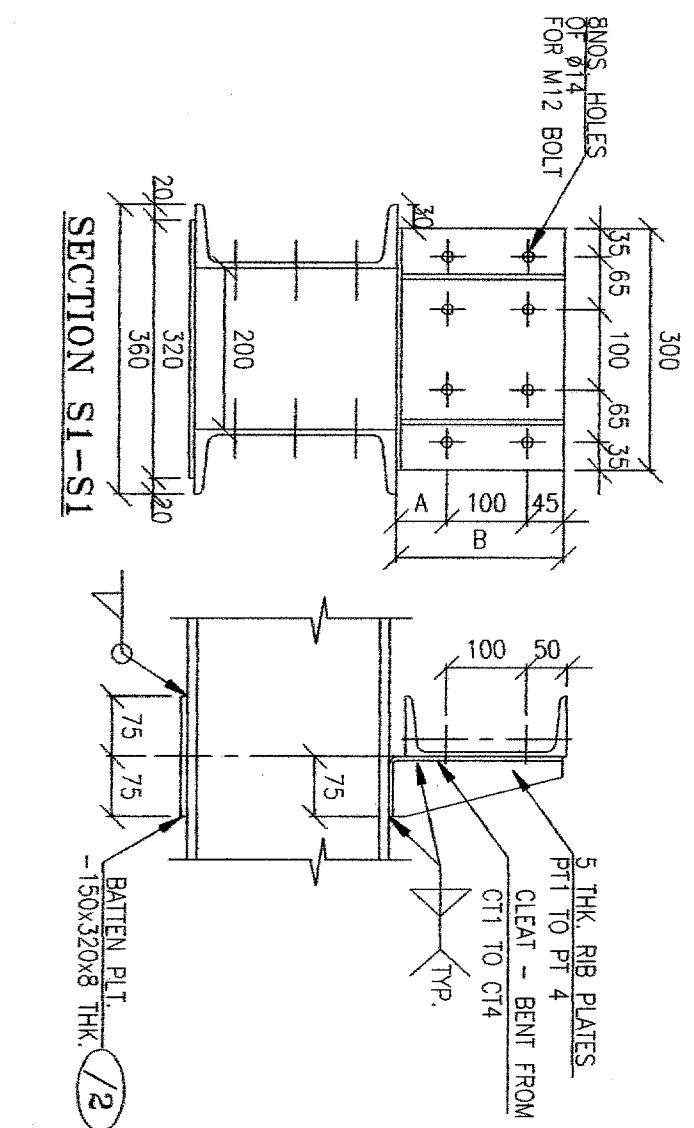
FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-10CL041-003

✓ FLANGE PL. 16 THK. 50 x 300

✓ TYP.

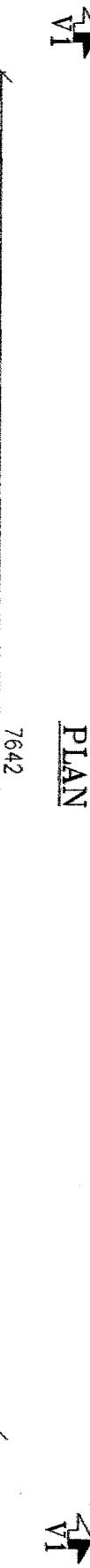
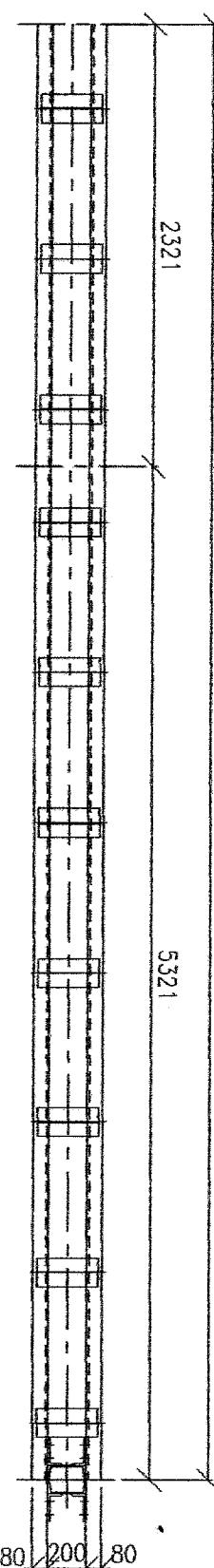
WEB PL. 10 THK. 170 x 300

✓ TYP.



**SECTION S1-S1**

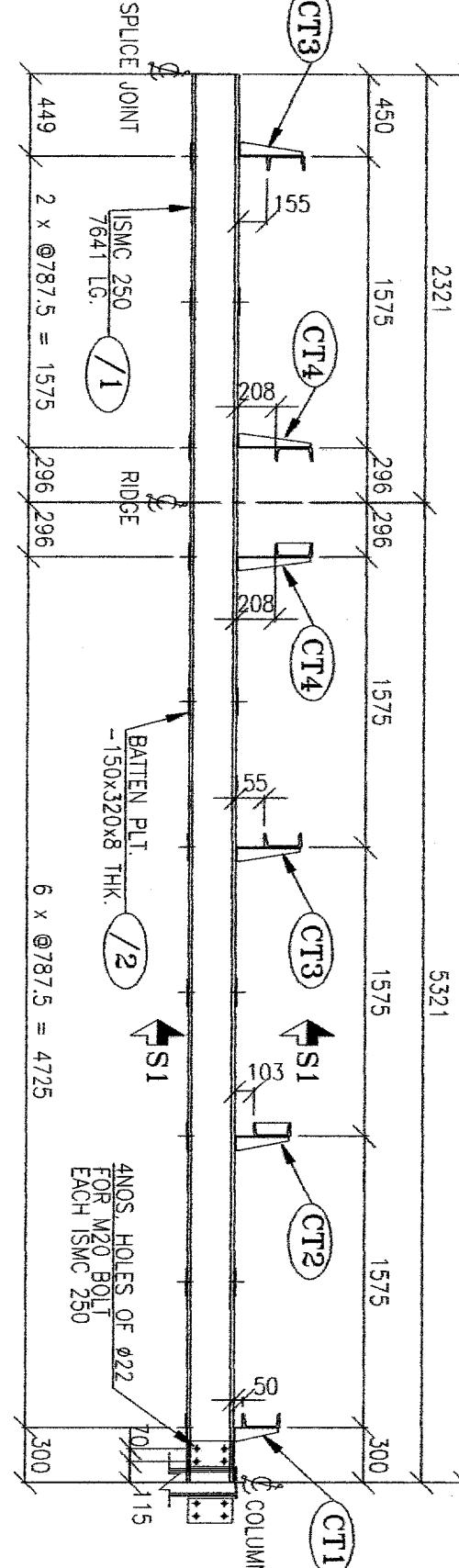
7642



**PLAN**

7642

5321



**PLAN**

7642

5321

FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-10CL041-003

*R.P.*  
A.M.C.E., M.T.O  
(CHECKED BY)

*J.Y.*  
APPROVED  
(REVIEWED)

TOTAL WT.: - 605.11 KGS.

### BILL OF MATERIAL

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS
RF2	/1	ISMC 250 - 7641 LG.	2	522.64	
	/2	BAT. PLT. 8THK. x 150 x 320	14	42.20	
CT1	ANGLE 245 x 75 x 5 THK.-300 LG.	1	4.35		
CT2	ANGLE 350 x 75 x 5 THK.-300 LG.	2	10.00		
CT3	ANGLE 403 x 75 x 5 THK.-300 LG.	2	11.25		
CT4	PLATE 235 x 70 x 5 THK.	2	1.29		
PT1	PLATE 288 x 70 x 5 THK.	2	1.58		
PT2	PLATE 340 x 70 x 5 THK.	4	3.73		
PT3	PLATE 393 x 70 x 5 THK.	4	4.31		
	TOTAL WT. (QTY. = 1 NO.)		605.11		

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SUDDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 051. PH: 28879597

CLIENT

INDIAN OIL CORPORATION LTD.

JOB

74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR

READ THIS DRAWING IN CONJUNCTION WITH DRG. NO. : DCS-10CL041-009

	DRAWN	DCS	02.08.06	DETAILS OF RAFTER MKD. RF2	
NO.	CHECKED AS	02.08.06			
DATE	DESCRIPTION	BY CHKO	VERIFIED -	SCALE NTS	REV.
				DRG. No. DCS-10CL040-010	A
	REVISION				

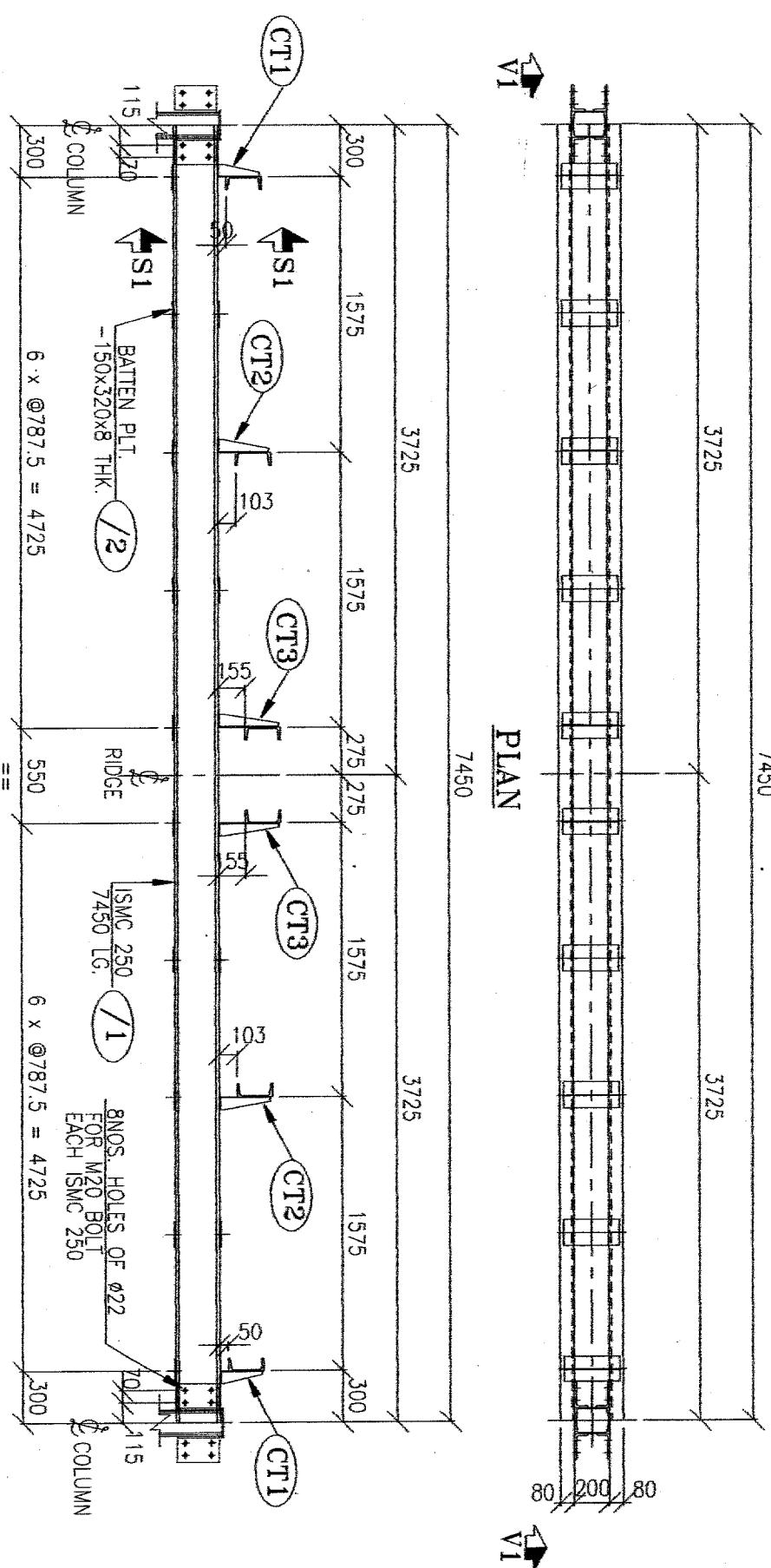


BILL OF MATERIAL						
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS	
<b>RF4</b>	/1	I-SMC 250 - 7450 LG.	2	509.58		
	/2	BAT. PLT. 8THK. x 150 x 320	14	42.20		
	CT1	ANGLE 245 x 75 x 5 THK.-300 LG.	2	7.52		
	CT2	ANGLE 298 x 75 x 5 THK.-300 LG.	2	8.70		
	CT3	ANGLE 350 x 75 x 5 THK.-300 LG.	2	10.00		
	PT1	PLATE 235 x 70 x 5 THK.	4	2.58		
	PT2	PLATE 288 x 70 x 5 THK.	4	3.16		
	PT3	PLATE 340 x 70 x 5 THK.	4	3.73		
	TOTAL WT. (QTY. = 1 NO.)			<b>587.47</b>		

SECTION S1-S1

TOTAL WT : - 587.47 KGS

PLAN



VIEW V1-V1

1 NO. Rafter marked RF4 (as drawn)

AS DRAWN

AMENDED  
CHEKED BY

APPROVED BY  
REVIEWED BY

FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-JCL041-003

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 067. PH: 28879597

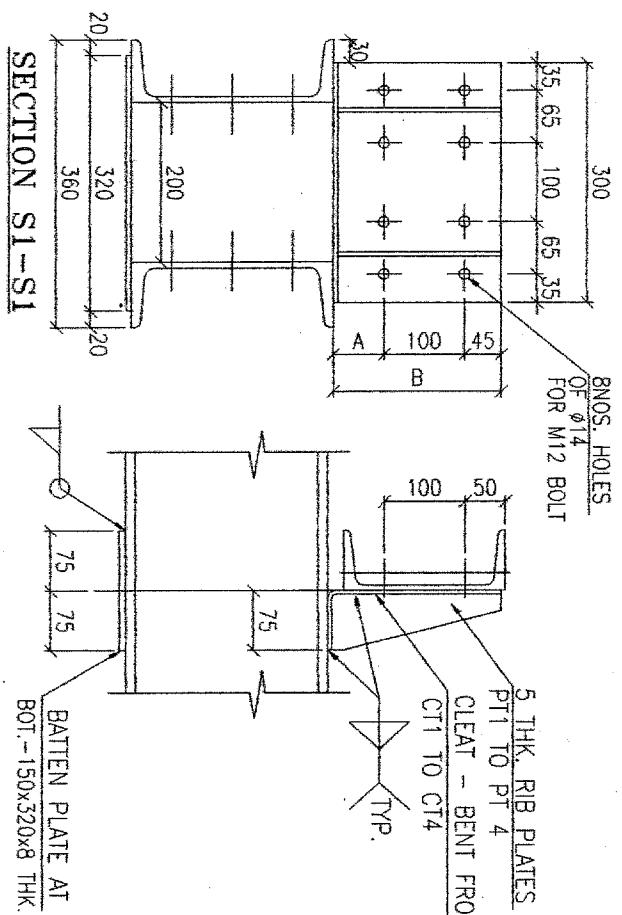
INDIAN OIL COMMISSION LTD.

CONTRACTOR



BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
RF6	/1	ISMC 250 - 7239 LG.	2	495.14	
	/2	BAT. PLT.8THK. x 150 x 320	16	48.23	
	CT1	ANGLE 245 x 75 x 5 THK.-300 LG.	2	7.53	
	CT2	ANGLE 298 x 75 x 5 THK.-300 LG.	1	4.35	
	CT5	ANGLE 287 x 75 x 5 THK.-300 LG.	1	4.26	
	CT6	ANGLE 328 x 75 x 5 THK.-300 LG.	1	4.74	
	CT7	ANGLE 370 x 75 x 5 THK.-300 LG.	1	5.23	
	PT1	PLATE 235 x 70 x 5 THK.	4	2.58	
	PT2	PLATE 288 x 70 x 5 THK.	2	1.58	
	PT5	PLATE 277 x 70 x 5 THK.	2	1.52	
	PT6	PLATE 318 x 70 x 5 THK.	2	1.74	
	PT7	PLATE 360 x 70 x 5 THK.	2	1.97	
	TOTAL WT. (QTY. = 1 NO.)			578.87	
	/3	PL. 16 THK. x 50 x 300	4	7.54	SPLICING JOINT
	/4	PL. 10 THK. x 170 x 300	2	8.00	
		TOTAL		15.54	
		SUB TOTAL		594.41	

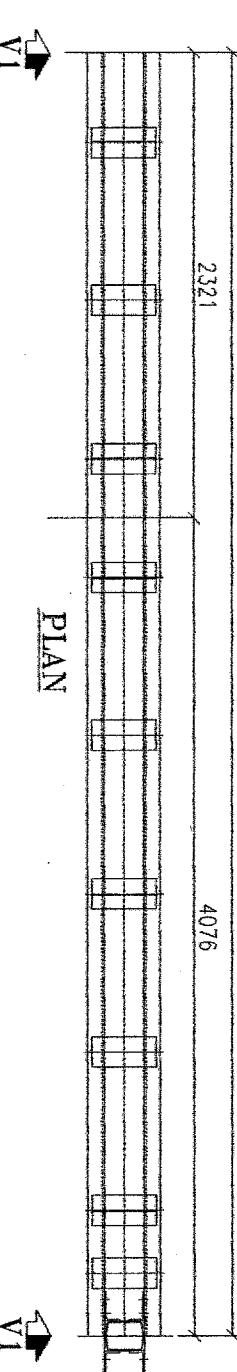
## BILL OF MATERIAL



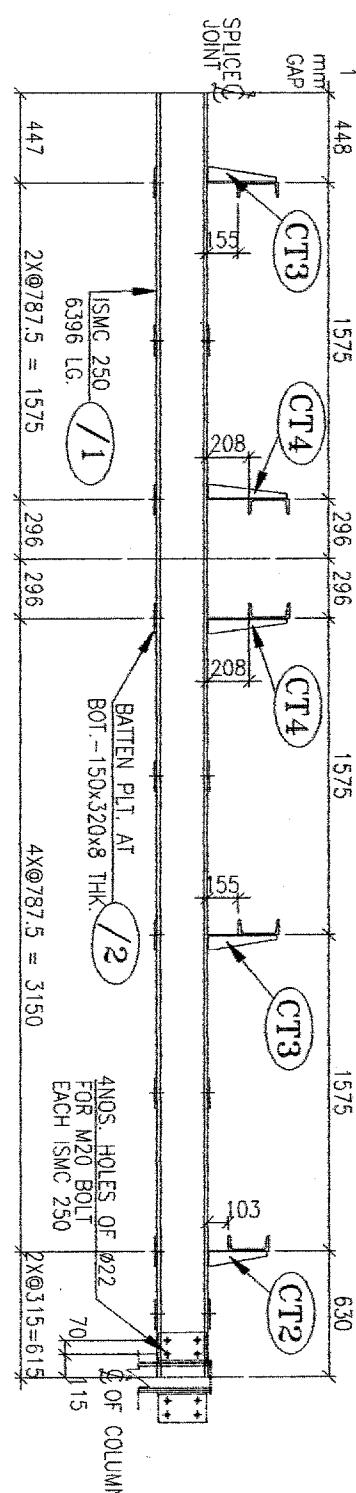
BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
RF7	/1	ISMC 250 - 6396 LG.	2	437.48	
	/2	BAT. PLT. 8THK. x 150 x 320	13	39.18	
	CT2	ANGLE 298 x 75 x 5 THK. - 300 LG.	1	4.35	
	CT3	ANGLE 350 x 75 x 5 THK. - 300 LG.	2	10.00	
	CT4	ANGLE 403 x 75 x 5 THK. - 300 LG.	2	11.25	
	PT2	PLATE 288 x 70 x 5 THK.	2	1.58	
	PT3	PLATE 340 x 70 x 5 THK.	4	3.73	
	PT4	PLATE 393 x 70 x 5 THK.	4	4.31	
	TOTAL WT. (QTY. = 1 NO.)			511.88	

TOTAL WT.: -511.88 KGS.

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
RF7	/1	ISMC 250 - 6396 LG.	2	437.48	
	/2	BAT. PLT. 8THK. x 150 x 320	13	39.18	
	CT2	ANGLE 298 x 75 x 5 THK. - 300 LG.	1	4.35	
	CT3	ANGLE 350 x 75 x 5 THK. - 300 LG.	2	10.00	
	CT4	ANGLE 403 x 75 x 5 THK. - 300 LG.	2	11.25	
	PT2	PLATE 288 x 70 x 5 THK.	2	1.58	
	PT3	PLATE 340 x 70 x 5 THK.	4	3.73	
	PT4	PLATE 393 x 70 x 5 THK.	4	4.31	
	TOTAL WT. (QTY. = 1 NO.)			511.88	



PLAN



VIEW V1-V1

### DESIGNERS' CONSULTANCY SERVICES

A-62, SUDDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 067. PH. 28879597

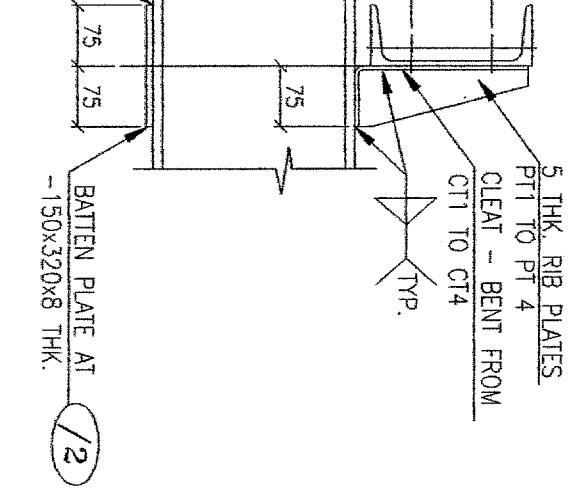
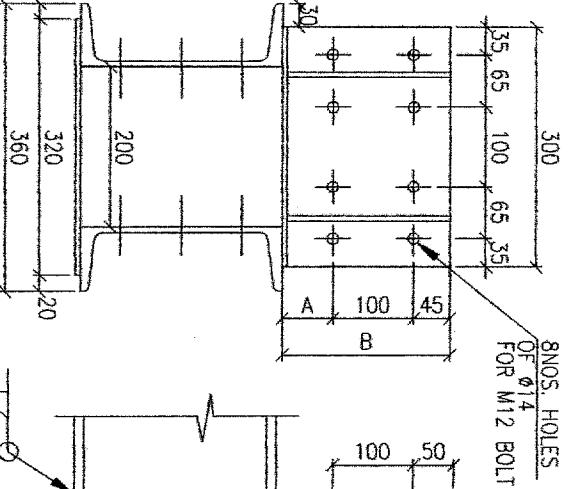
CLIENT INDIAN OIL CORPORATION LTD.

JOB 9.00M x 24.00M CANOPY FOR MUMBAI-PUNE EXPRESWAY - SANJGAON

CONTRACTOR

READ THIS DRAWING IN CONJUNCTION WITH DRG. NO. : DCS-IOCL041-014

DRAWN DCS 03.08.06 DETAILS OF RAFTER MKD. RF7  
CHECKED AS 03.08.06  
NO. DATE DESCRIPTION BY CHKD. VERIFIED - SCALE NTS REV.  
APPROVED - DRG. No. DCS-IOCL041-015 A



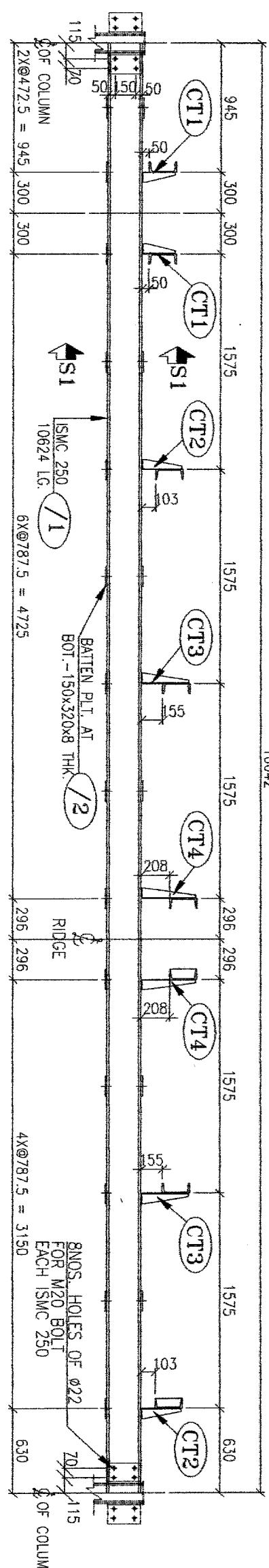
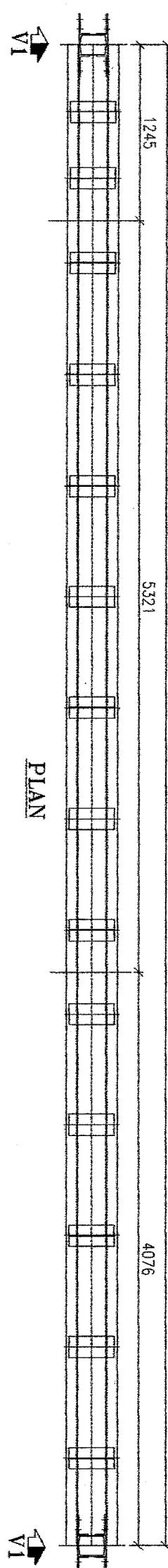
**SECTION S1-S1**

-150x320x8 THK.

$\frac{1}{2}$

**TOTAL WT.: -3357.76 KGS.**

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (kg.)	REMARKS
RF8	/1	ISMC 250 - 10642 LG.	2	727.91	
	/2	BAT. PLT. 8THK. x 150 x 320	20	60.28	
PT1		PLATE 235 x 70 x 5 THK.	4	2.58	
PT2		PLATE 288 x 70 x 5 THK.	4	3.16	
PT3		PLATE 340 x 70 x 5 THK.	4	3.73	
PT4		PLATE 393 x 70 x 5 THK.	4	4.31	
		<b>TOTAL WT.</b>		<b>839.44</b>	
		<b>TOTAL WT. (QTY. = 4 NOS.)</b>		<b>3357.76</b>	



FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-10CL041-003

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDIH APARTMENT, ASHOK NAGAR, KANDIVI (E), MUMBAI - 400067  
PHONE: 28879597

**CLIENT** INDIAN OIL CORPORATION LTD.

JOB 74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR

	DRAWN	DCS	03.08.05	DETAILS OF RAFTER MKD. RF8		
NO.	DATE	DESCRIPTION	CHECKED AS 03.08.06	SCALE	NITS	REV.
		BY CHKD.	VERIFIED -	-	DRG. No. DCS-10CL041-016	A

*AM (E), MO  
CHECKED BY*

*(APPROVED BY)  
D.G.M.*

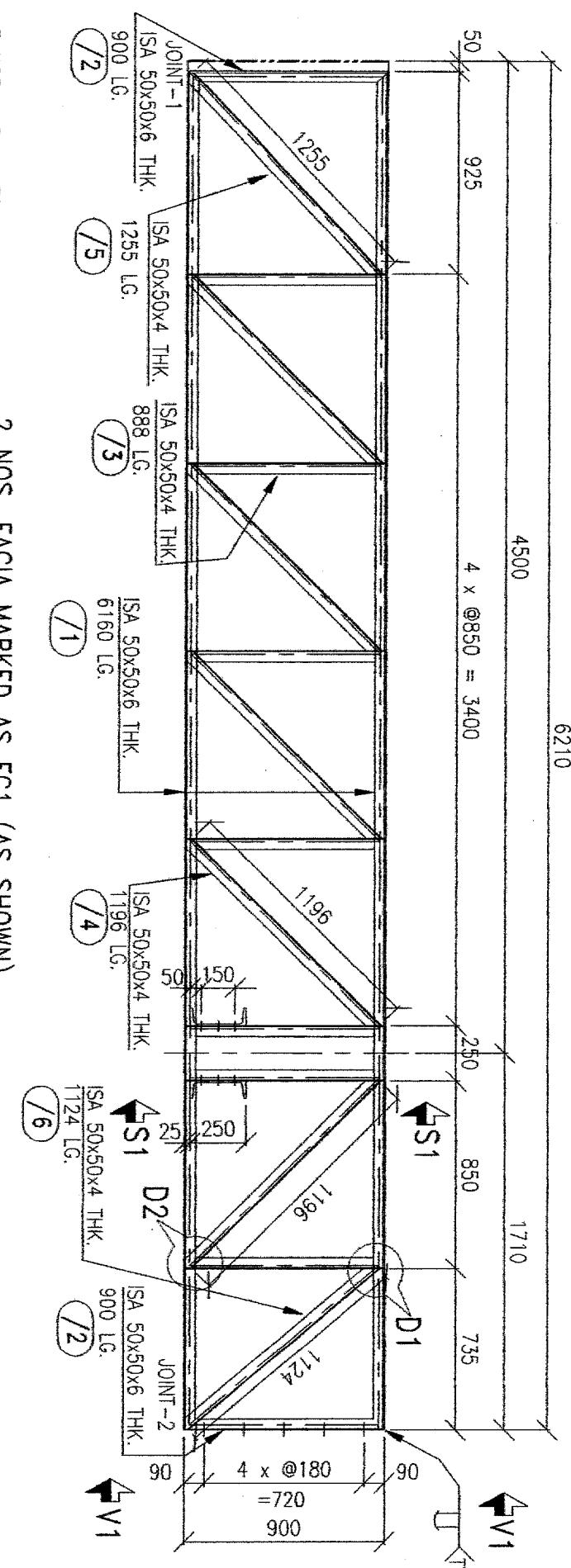
*RECORDED*





## BILL OF MATERIAL

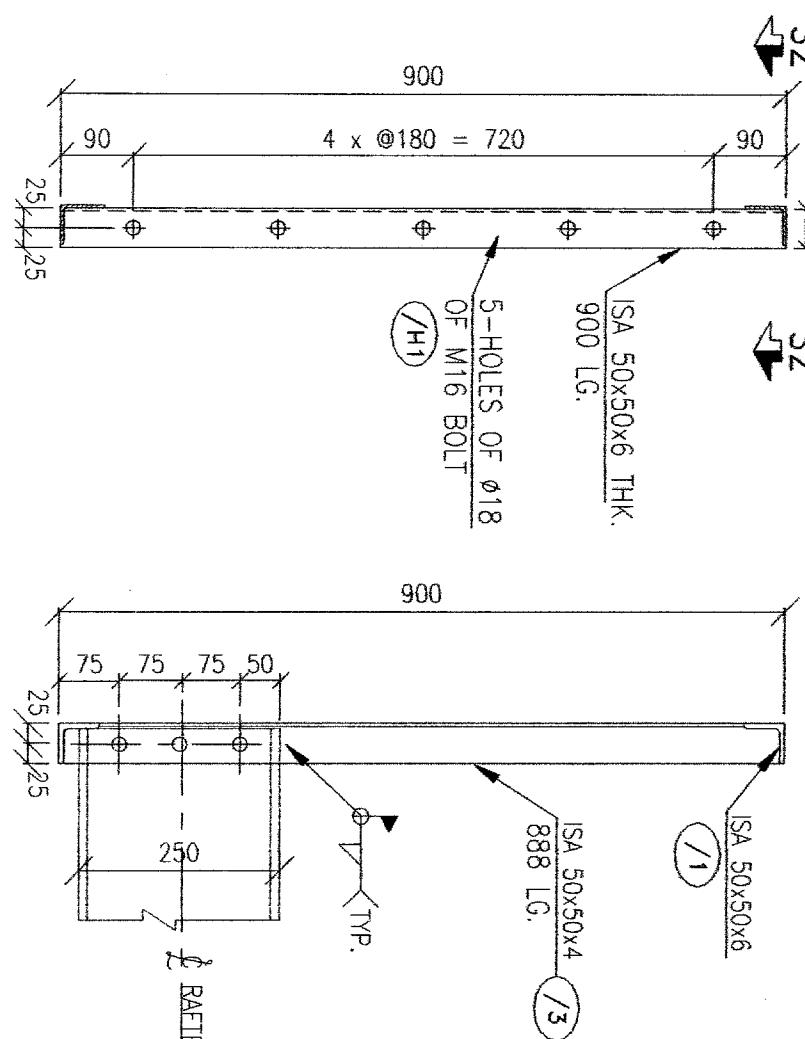
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
FC1	/1	ISA 50x50x6 THK - 6160 LG.	2	55.44	
	/2	ISA 50x50x6 THK - 900 LG.	2	8.1	
	/3	ISA 50x50x4 THK - 888 LG.	7	18.64	
	/4	ISA 50x50x4 THK - 1196 LG.	5	17.94	
	/5	ISA 50x50x4 THK - 1255 LG.	1	3.76	
	/6	ISA 50x50x4 THK - 1124 LG.	1	3.37	
	TOTAL			107.25	
	TOTAL (QTY - 2 NOS.)			214.50	
FC1X		SAME QTY. FOR FC1X AS ABOVE FC1 (OPP. HAND) TOTAL (QTY - 2 NOS.)		214.50	
	TOTAL			429.00	



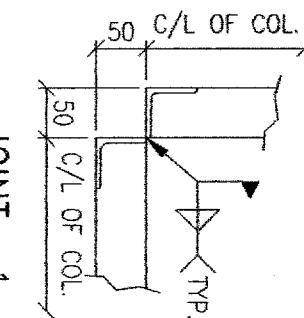
5 NOS. Ø18 HOLES  
FOR M16 BOLT  
(H1)

25

SECTION S2-S2

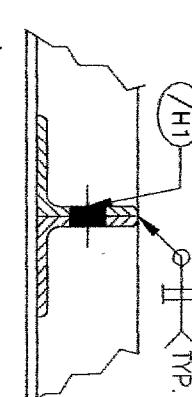


DETAIL - D1



JOINT - 1

JOINT - 2



JOINT - 1

JOINT - 2

APPROVED  
(HECKED BY)  
FOR GENERAL FABRICATION NOTES REFER DRG. NO. DCS-IOCL041-003.

APPROVED  
(HECKED BY)

DESIGNERS' CONSULTANCY SERVICES  
A-62, SIDDI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 091. PH: 28879597.

CLIENT INDIAN OIL CORPORATION LTD.

JOB 74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR

VIEW V1-V1

SECTION S1 - S1

		DRAWN	DCS	02.08.06	ASSLY FASCA MKD. FC1, FC1X
NO.	DATE	DRAWN	DCS	02.08.06	REV.
		CHECKED AS	BY CHKD.	VERIFIED -	SCALE ~
					DRG. No. DCS-IOCL041-019
		APPROVED -	-		A

BILL OF MATERIAL					
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (kg.)	REMARKS

## BILL OF MATERIAL

DESIGNERS' CONSULTANCY SERVICES

APPROVED by

~~AM(E), HQ  
(CHECKED BY)~~

**1 NO. FACIA MARKED AS FC4X (OPP. HANC)**

**V1**

**JOINT-2**

**ISA 50x50x6 THK.**

**ISA 50x50x4 THK.**

**ISA 50x50x6 THK.**

**ISA 50x50x4 THK.**

**ISA 50x50x6 THK.**

**JOINT-2**

**4 x @180 = 720**

**900**

**300**

**4500**

**5 x @ 775 = 3875**

**325**

**377**

**428**

**1135**

**1135 LG.**

**4500 LG.**

**888 LG.**

**900 LG.**

**S1**

**V1**

**V1**

**V1**

**V1**

**V1**

**V1**

JOINT - 2

ISA 50x50x6 THK.

900 LG.

1144

378

426

430

378

ISA 50x50x4 THK.

1144 LG.

ISA 50x50x6 THK.

4195 LG.

ISA 50x50x4 THK.

888 LG.

JOINT - 2

ISA 50x50x6 THK.

900 LG.

325

4 x @180 =720

900

300

300

550

550

4 x @787.5 = 3150

4 x @787.5 = 3150

300

300

90

90

TYP

S1

V1

V1

1/2

1/2

1/4

1/1

1/3

1 NO. FACIA MARKED AS FC5 (AS SHOWN)  
1 NO. FACIA MARKED AS FC5X (OPP. HAND)

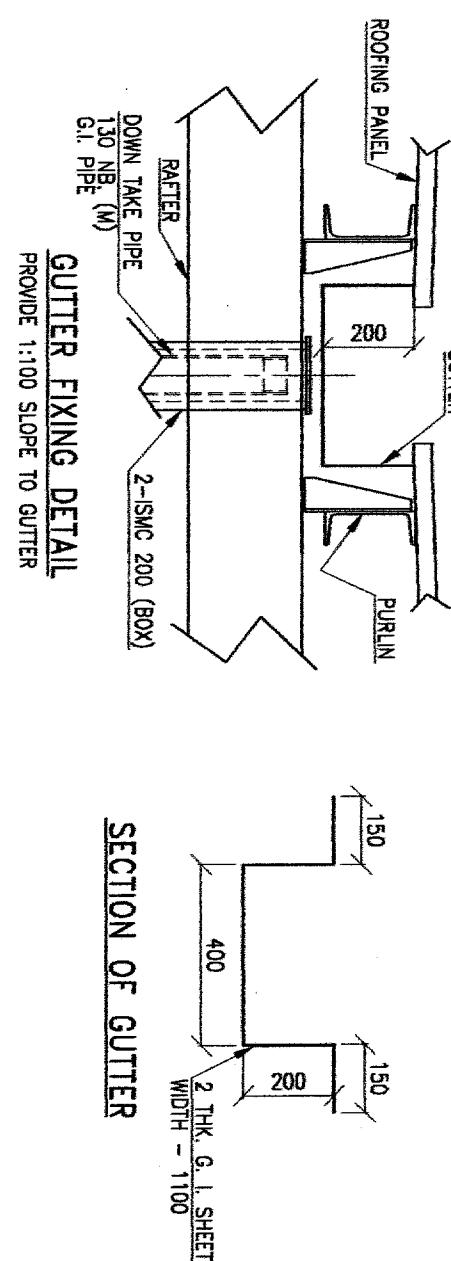
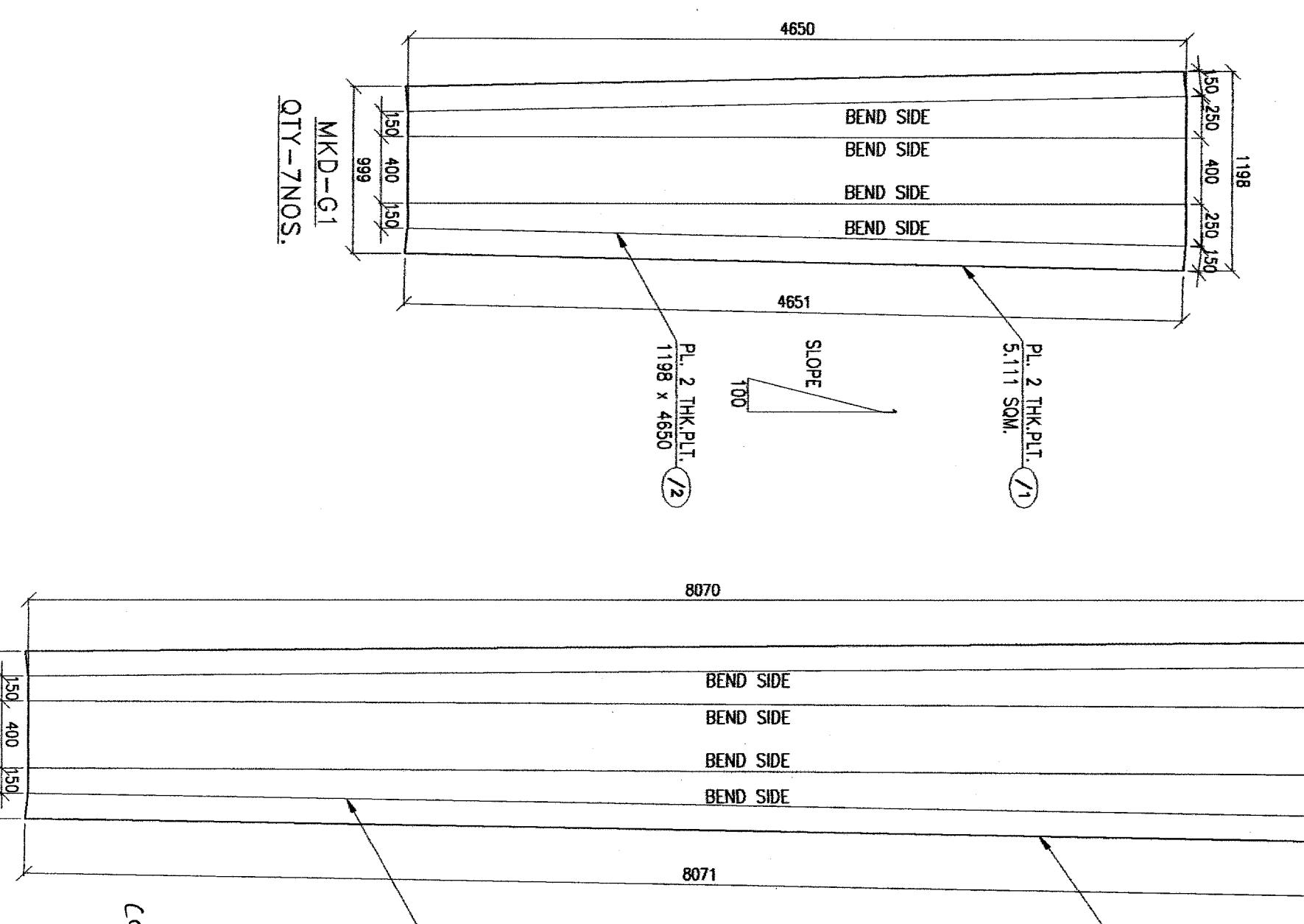
1 NO. FACIA MARKED AS FC2 (AS SHOWN)  
1 NO. FACIA MARKED AS FC2X (OPP. HAND)

5 NOS. FACIA MARKED AS FC3 (AS SHOWN)  
5 NOS. FACIA MARKED AS FC3X (OPP. HAND)

CHECKED	AS	11.07.06	ASSLY FASCIA MKD. FC2 10 FG5 & FC2X 10 FG5X
VERIFIED	-	-	SCALE ~
APPROVED	-	-	DCS-10CL-10CL041-020 DRG. No. A



BILL OF MATERIAL						
MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS	
G1	/1	PL. 2 THK. x 5.111 SQM.	1	8.024		
	/2	PL. 2 THK. x 1198 x 4650	1	87.45		
		TOTAL		95.47		
		TOTAL (7 NOS.)		668.29		
G2	/1	PL. 2 THK. x 8.868 SQM.	1	1.392		
	/2	PL. 2 THK. x 1198 x 8070	1	151.78		
		TOTAL		153.17		
		TOTAL (7 NOS.)		1072.19		
		TOTAL WT.		1740.48		



### DESIGNERS' CONSULTANCY SERVICES

A-62, SIDDI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 051. PH: 28879597

CLIENT INDIAN OIL CORPORATION LTD.

JOB 74.41M x 12.42M STANDARD CANOPY FOR FLAGSHIP R.O.

CONTRACTOR

	DRAWN	DCS	05.09.06	DETAILS OF GUTTER		
	CHECKED	AS	05.09.06			
NO. DATE	DESCRIPTION	BY	CHKD.	VERIFIED	-	-
				SCALE	NTS	REV.
	REVISION			APPROVED	-	DRG. No. DCS-IOCL04-022
						A

MKD-G1  
QTY - 7 NOS.

*[Signature]*  
AMCE, Ho  
CHECKED BY

*[Signature]*  
(APPROVED BY)

## INTER OFFICE MEMO

Ref : ENG/59  
Dt. 24/08/2006

FOR : GM, RSO

FROM : GM (E), HO

### **Sub : Abnormal delays in completion of Retail Outlets**

On review of the progress report received from your State Office for the month of July'06 on retail development, it is observed that work is on hold at 5nos. retail outlets that were commissioned during 2005-06 due to the following:

- 1 no. A Site RO - For want of proposed road levels from NHAI to finalize RO levels
- 2 nos. B Site ROs – Hold by Sales
- 1 no. A site and 1 no B site ROs - Reasons not furnished.

You may like to review the status of clearances for individual ROs and also the reason for hold of work in case of other ROs where the same have not been furnished.

In the event it is found that work on any of the above ROs is not likely to start in near future, it would be desirable that IR nos. of such ROs are closed. Later on IRs may be issued afresh whenever clearances are received for particular ROs.

*R.C. Jindal*  
(R.C. Jindal)  
GM (Engg.)

#### **Copy to :**

1. **SEM, RSO** : The issue of expediting completion of all old ROs was discussed in length during the last SEH conference held at HO on 10/05/2006. It is found that desired results are not forthcoming. Please put up details of all the above cases to GM, RSO for closure of IRs. Action taken in this regard should reflect in the MPR for Aug'06. You are also advised to mention reasons for hold of work on ROs explicitly in MPRs. Wherever contractors are delaying the work, necessary action should be initiated without further loss of time.
2. **ED (RS), HO** : For information please.



**Indian Oil Corporation Ltd.  
HO-Engineering**

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REF : ENG/20/193

21/08/2006

**C I R C U L A R**

To

All State Engineering Heads

**Sub : Escalation clause in Capex Contract**

Guidelines for provision of escalation clause was circulated vide circular ref. ENG/20 dt.23.05.05. For computing the escalation to be applied, the method based on Wholesale Price Index and Consumer Price Index was delineated in the circular. However, as regards Consumer Price Index, it was mentioned that the CPI on all India basis should be referred to, without making any reference to the group. It is now clarified that the CPI pertaining to industrial workers on all India basis need to be referred to.

All are advised to be guided accordingly. This is issued with the approval of GM (E).

  
**(V.M.SASIDHAR)**  
**CEM**

**CC : All State Heads  
CC : DGM (F), HO**

**INTER OFFICE MEMO**

Ref : ENG/71

Dt. 08/08/2006

**FOR : ALL STATE ENGINEERING HEADS**

**FROM: DGM (E), HO**

**Sub : Provision of column cladding for canopies at ROs under RVI**

This is to inform you that while obtaining approval of new RVI features from the management, it has been specified that column cladding in ACM is to be provided only to replace existing FRP cladding. This was done because in earlier canopies the columns were not fabricated as closed box and were required to be covered for aesthetics.

Accordingly, RVI drawing no. IOC-RVIURB-DD-AR-011-R02 dtd. 17/08/2004 issued by M/s. Fountainhead showing details of column cladding bears note "Canopy column cladding to be undertaken on only those canopy columns that are presently clad with FRP false columns".

Please ensure that cladding in ACM is not done for box type columns, which are now being provided as per Vision Excellence specifications.

Above instructions should be circulated to all engineers in field also for uniform implementation.

  
(Shailendra Mital) 8/8/06  
DGM (E)

**Copy to :**

DGM (RS), HO  
GM (E), HO

} For kind information

## **INTER OFFICE MEMO**

**Ref : ENG/20  
Dt. 27/07/2006**

**FOR : STATE ENGINEERING HEADS**

**FROM: GM(E), HO**

### **Sub: Design, fabrication and inspection of canopies at Retail Outlets**

Head office has circulated standard designs of canopies for different types of ROs. This was done with the purpose of uniformity and also to save time in designing and checking fabrication drawings in field. However, it is noticed that few State Offices are developing their own designs for different types of canopies apart from modifying the standard designs.

It is absolutely necessary that whenever new designs of canopies are developed by State Offices, services of competent registered structural consultants only are taken for the design and all design parameters & applicable codes are mentioned on the drawings. A 'Certificate of Stability' should be available on the drawings signed by the Consultant. The drawings should also contain complete fabrication details and BOQ. These drawings should be checked and approved by our engineers as per the guidelines contained in Engineering Manual.

The practice of keeping design and fabrication details of canopies in the scope of contractors is not desirable and should be dispensed with immediately.

Fabrication of canopy should not be permitted at site and should be done in workshops having adequate facilities. The workshop should be visited to verify (a) Make and size of individual structural members, (b) Efficacy and soundness of welding along with quality of electrodes, (c) Make, size and strength of nuts & bolts and (d) Cleaning the surface and application of primer coats before the structures are dispatched to site for erection.

Erection of canopy should be verified for (a) Plumb and level, (b) Placement of correct types of nuts and bolts, (c) Slope, dimension, material of gutter along with water tight connection to the down pipe, (d) Application of final coat of paint before the contractor is permitted to provide roofing and false ceiling. Under no circumstances, contractor should be permitted to either elongate holes in base plates/ connecting flanges, or to provide undersized nuts & bolts to compensate faulty fabrication.

For enhancing the life of canopies already erected at ROs, the same are required to be periodically inspected and maintained. Therefore, once in every 5

years condition of canopy structure including welding, nuts & bolts, excessive deflection should be checked for any deterioration and necessary corrective actions taken. The canopy structure can be exposed by removing the false ceiling. After rectifications, the entire structure should be re-painted with 2 coats of appropriate primer. State offices may draw necessary action plan in this regard to complete the inspection of all canopies in a phased manner.

In coastal areas where corrosion is more prominent, the inspection & maintenance of canopies should be taken up immediately after present rainy season.

Please communicate the above instructions to all the field engineers also for guidance and implementation.

  
(Shailendra Mital) 22/7/17  
DGM (Engg.)

## **INTER OFFICE MEMO**

Ref : ENG/20  
Dt. 24/07/2006

**FOR : STATE ENGINEERING HEADS**

**FROM: GM(E), HO**

### **Sub: Construction of Retail Outlets – Detailed engineering**

Success of retail development programme depends on timely completion of ROs with highest quality of construction. This entails systematic collection of site data, detailed engineering and issuance of complete engineering drawings during construction. Preparation of realistic estimate also depends on accuracy of engineering data.

To help State Offices and field, detailed engineering drawings of different facilities at ROs have been circulated by HO vide letters No. ENG/14 dt 06/02/03 and ENG/59 dt 21/09/05.

Few instances have come to our notice where desired quality of construction could not be achieved due to over looking few essential concepts mentioned below. Therefore, it is once again emphasized that following minimum activities must be done before undertaking construction work:

- a) **Collection of site data for preparation of basic layout drawing and estimate for administrative approval:**
  - (i) Triangulation of the plot or corner angles of the plot are to be recorded so that the shape and dimensions of the plot can be accurately reproduced by developing layout.
  - (ii) Contouring of the plot should be done on Grid of 5 M X 5 M for the area extended 20 M beyond the plot to know general topography of the area. Level of the edge of the road should also be marked in similar way along with the length of the plot so that finished level of the RO could be decided. The dimensions of the plot as mentioned in (i) above should be clearly marked on the contour drawing. The layout should be made on a scale of 1:200 preferably on CAD.
  - (iii) Key plan showing features around 100 M from the center of the plot which is required for obtaining construction approval from Explosives Department.

- (iv) Width of the road and also location and invert levels of the storm water drain.
  - (v) Location of trees, well, electrical / telephone lines passing through the plot or between road and the plot.
  - (vi) Location of the trial pit of soil testing including details of strata encountered at various depths. Wherever black cotton soil is encountered, thickness of the black cotton soil layer should also be mentioned.
  - (vii) Soaked CBR value (under saturated condition) for the sub-grade in the plot.
  - (viii) For identifying the plot at site, while carrying out the survey reference point like Kilo Meter stone, Road Culvert, Road Crossing / Curve / Level Crossing, Flyover or any other important structure should be clearly marked on the survey plan.
  - (ix) Before undertaking the survey, it is essential that visit of local "Patvari" (Officer from revenue dept) is organized through the landlord and exact dimensions as well as ownership are established in the beginning itself.
- b) **Preparation of basic layout drawing for obtaining Collector's NOC and other statutory clearances:**

The concerned engineer is required to interact closely with DM / Manager (Retail) to finalize the facilities required as per market classification (Refer policy circular No. 42-11/02 issued vide letter no. RO/6002 dt 03/12/03 for minimum plot size, and facilities for different category of ROs under various classes of market), and layout should be based on designs circulated vide letters No. ENG/14 dt 06/02/03 and ENG/59 dt 21/09/05.

If the plot is larger than the requirement, planning should be done from entry side and spare land should be left on exit side for future development.

Layout drawing finalized for obtaining NOC and other clearances should not be altered at a later date.

c) **Preparation of estimate for administrative approval:**

The engineer, preparing estimate must visit the site to familiarise with the site features and also should examine soil investigation report and CBR value

of the soil to decide (a) Type of foundations, (b) Need for soil replacement and (c) Design of sub-base for the driveway.

Similarly, contour drawing is also to be examined to decide on extent of earth filling/ cutting and direction of slope for drainage etc.

A confirmation that estimate has been prepared based on site visit and study of soil report and contour drawing must be given by the concerned engineer on the estimate itself. Provision of consultancy charges for detailed engineering or site supervision and contingencies should be kept as per extant guidelines.

**d) Preparation of detailed engineering drawings:**

These are required to be made at State Office for individual ROs and shall include the following :

- (i) Construction drawing of the RO showing –
  - All facilities including tanks, soak pits and tube well etc.
  - Finished ground levels and slopes,
  - Location of drains with invert levels,
  - Location of interceptor drains or cattle catcher,
  - Route of product piping, air and water lines. Routing of product piping should permit use of standard bends to facilitate sound welding,
  - Location of light poles and facility signage,
  - Coordinates of all facilities with reference to a fixed point for accurate demarcation.
- (ii) Electrical drawing showing –
  - Cable route
  - Type and location of cable trenches or RCC pipes
  - Earthing grid with location of electrode stations
  - Location of emergency shut off switch
  - Location of yard light poles
  - Types of light fittings and their distribution for under canopy lighting and yard lighting
- (iii) Electrical line diagram showing –
  - Circuits and protection devices in the electrical control panel including over current protection relay and over voltage protection

relays. The panel to have spare MCBs and provision for power supply to additional DUs in future.

- Distribution of load equally on different phases
- Division of under canopy lights and yard lights on 3 phases.
- Circuit for lights and load to be transferred to DG set in case of power failure.

**e) Issuance of drawings and details along with tenders and work orders:**

While inviting tenders or placement of work order, following details must be provided to the contractor –

- Soil investigation report
- Contour drawing
- Detailed engineering drawings mentioned at 'd' above
- Detailed construction drawing of sales building, canopy, installation of under ground tanks,
- Details of drains, trenches, culverts, boundary walls, kerbing stone and cross section of driveway.

All the drawings are required to be approved by the competent authority and complete set of drawings should also be available with the engineer supervising the work.

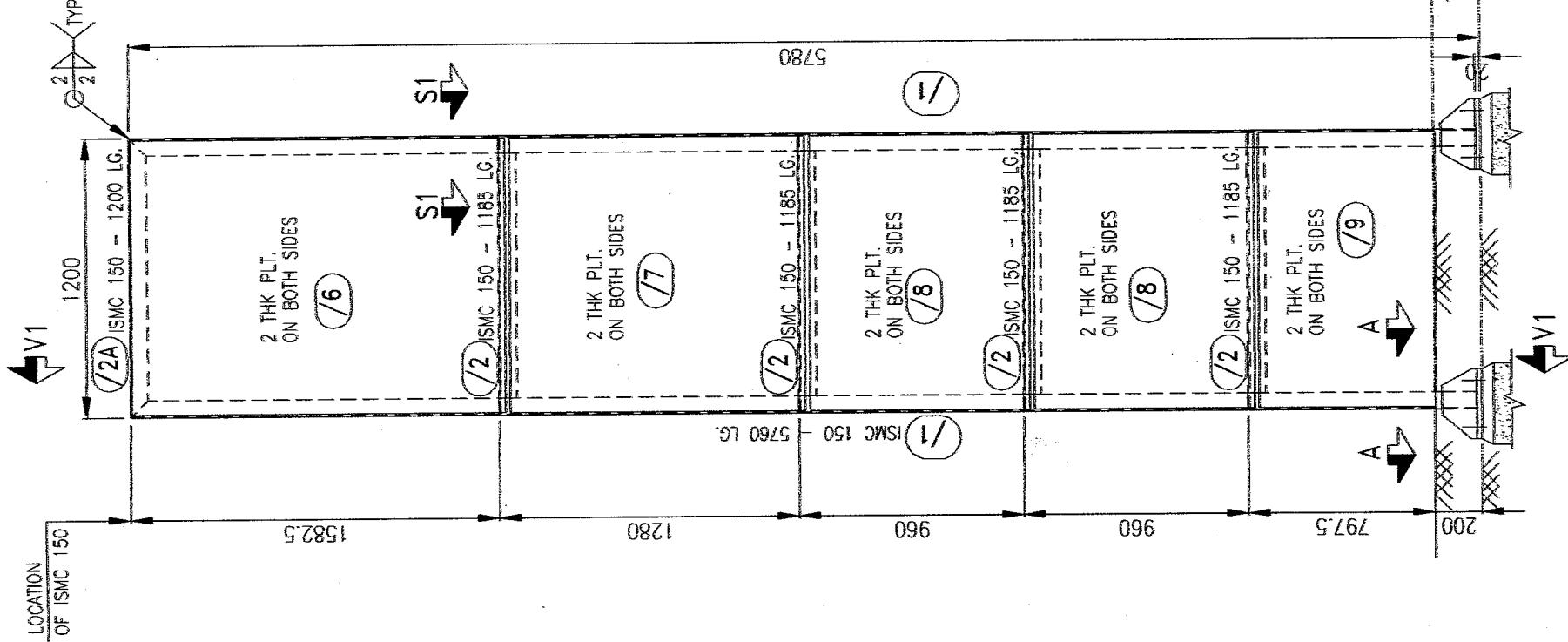
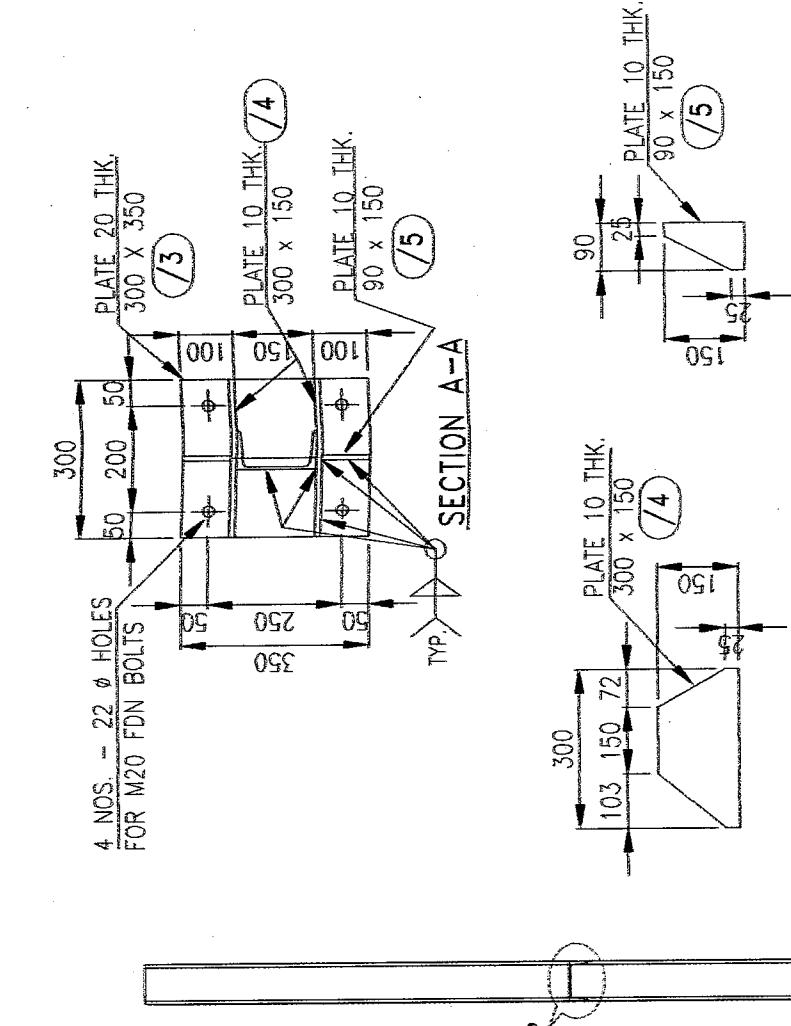
Please take action for implementing the above at the earliest and also circulate the above instructions to all the field engineers.



(Shailendra Mital)  
DGM (Engg.)  
24/2/02

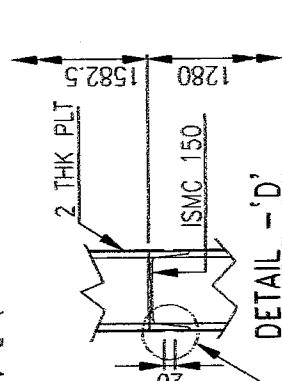
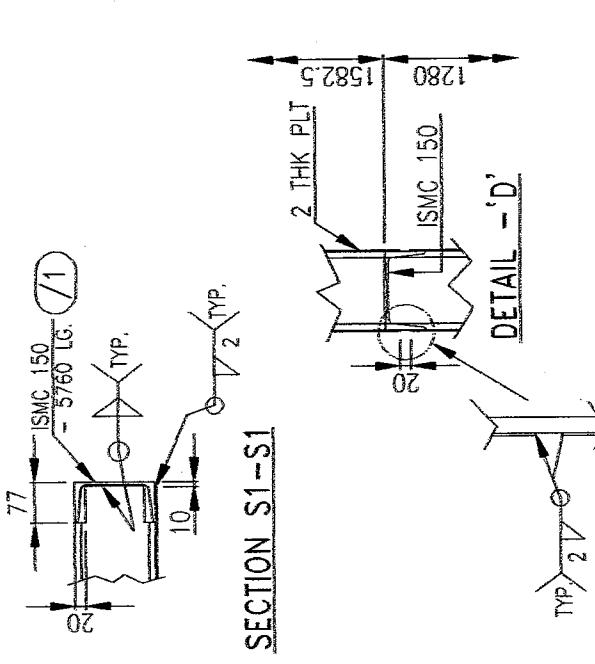
## BILL OF MATERIAL

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (KG.)	REMARKS
	/1	ISMC 150 - 5760 LG.	2	193.53	
	/2	ISMC 150 - 1185 LG.	4	79.63	
	/2A	ISMC 150 - 1200 LG.	1	20.16	
	/3	20 THK PLT- 300 x 350	2	32.97	
	/4	10 THK PLT- 300 x 150	4	14.13	
	/5	10 THK PLT- 90 x 150	4	4.24	
	/6	2 THK PLT- 1605 x 1180	2	59.47	
	/7	2 THK PLT- 1260 x 1180	2	46.68	
	/8	2 THK PLT- 940 x 1180	4	69.65	
	/9	2 THK PLT- 755 x 1180	2	27.97	
				<b>TOTAL WT. = 548.45 KG.</b>	



## NOTES.

- \* ALL DIMENSIONS ARE IN mm
- \* ALL DIMENSION TO BE CHECKED AND VERIFIED ON JOB SITE BEFORE ERECTION.
- \* ALL WELDS ARE 5mm FILLET WELD UNLESS NOTED OTHERWISE.
- \* DO NOT SCALE THE DRAWING.
- \* ALL STEEL TO IS:2062-1984, GRADE 'A'.
- \* GENERAL TOLERANCES TO IS:2102 (MED) SHALL APPLY SUBJECT TO A MAX. ±2mm NOT CUMULATIVE.
- \* FOR PAINTING SPECIFICATION REF. DOCUMENT NO. DCS-IOCL-IOCL014-004.



\* THIS DRAWING HOLDS GOOD FOR WIND VELOCITY UPTO 50 m/sec.

**DESIGNERS' CONSULTANCY SERVICES**

A-62, SIDDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 057, PH: 28879597

**INDIAN OIL CORPORATION LTD.**

JOB : KSK POST

ELEVATION

VIEW V1-V1

SECTION

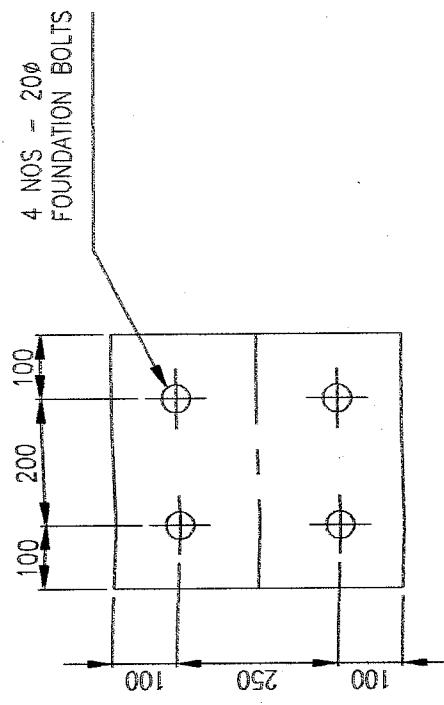
CONTRACTOR

NO.	DATE	DESCRIPTION	BY	CHK'D.	VERIFIED	SCALE	REV.
B 28.06.06	DRAWING GENERALLY REVISED	DCS	AS	CHECKED	AS	26.08.05	FABRICATION DETAILS OF KSK POST

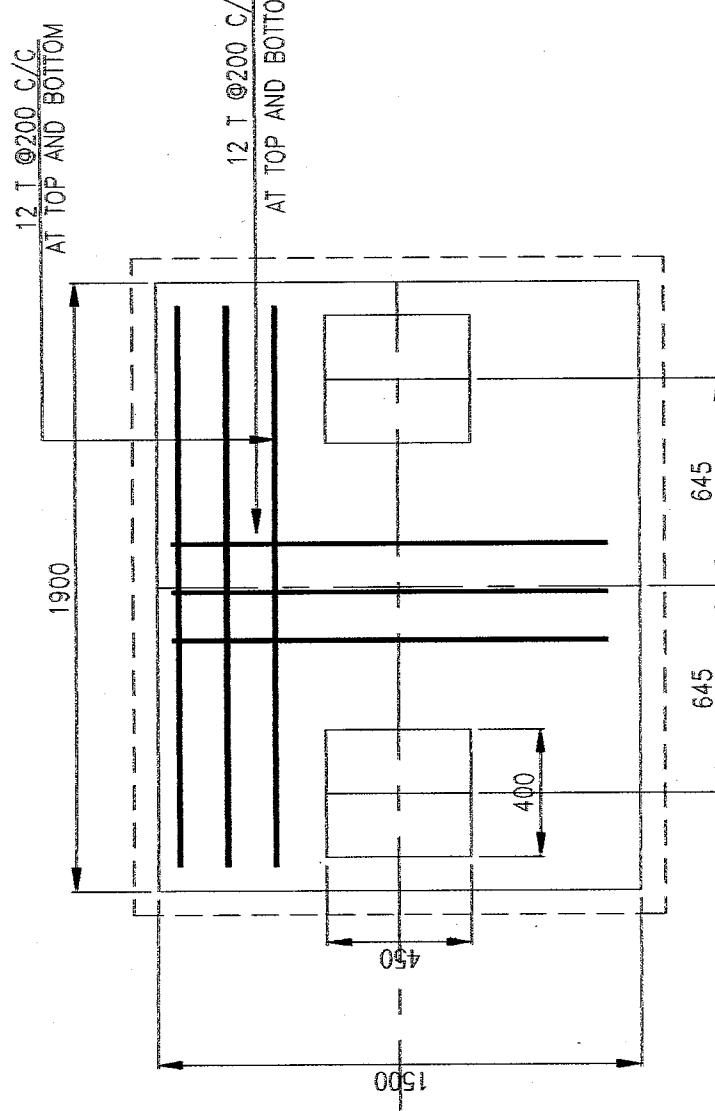
NO.	DATE	DESCRIPTION	BY	CHK'D.	VERIFIED	SCALE	REV.
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## BILL OF MATERIAL

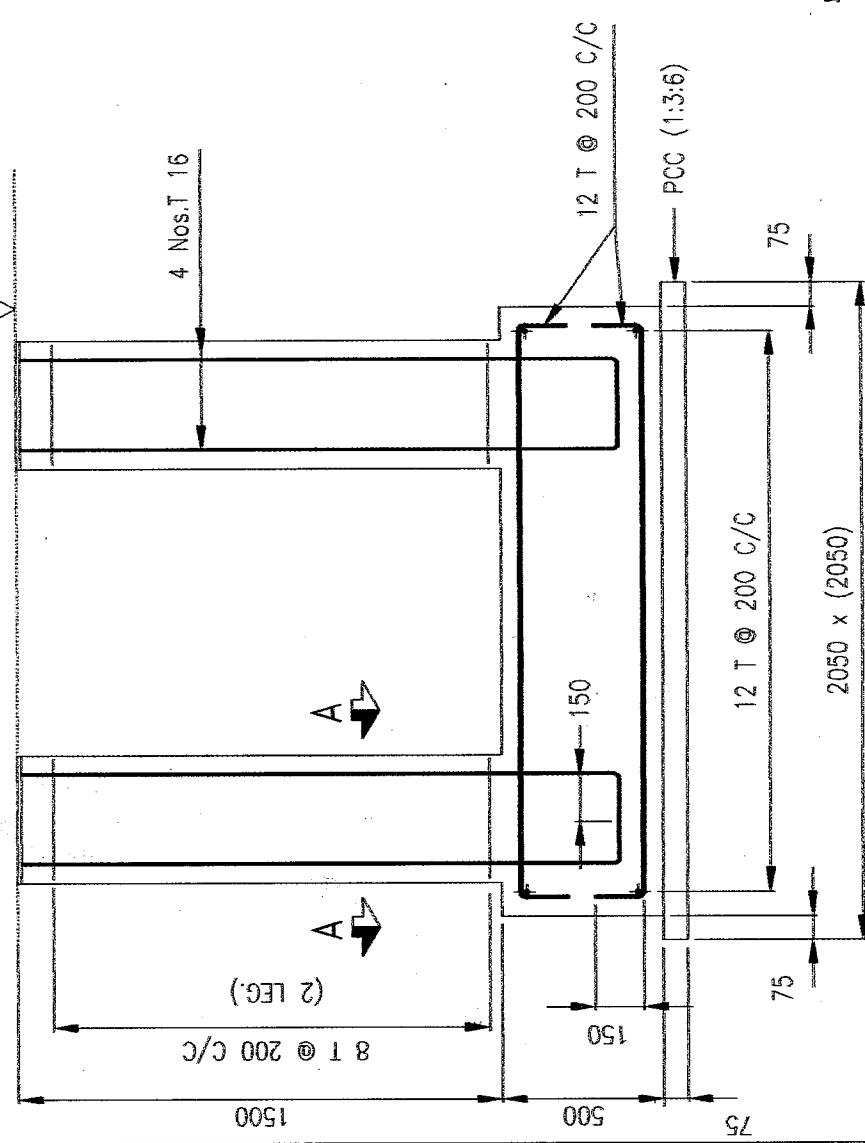
MKD.	S.R.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS



TYPICAL PLAN FOR FOUNDATION BOLT LOCATION

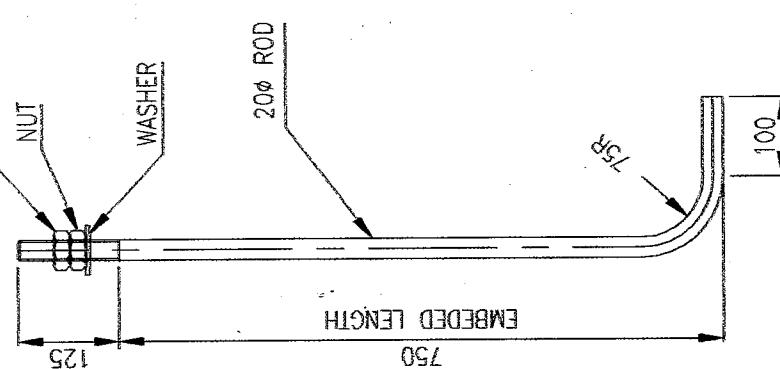


PLAN



TYPICAL DETAILS OF KSK FOUNDATION

SECTION D-D



TYPICAL FOUNDATION BOLT DETAILS

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDIHI APARTMENT, ASHOK NAGAR, KANDIVLI (E), MUMBAI - 400 069  
REV. B

**INDIAN OIL CORPORATION LTD.**

JKS POST

UP TO 50 M/SEC

FOUNDATION DETAILS

NO.	DATE	DRAWING GENERALLY REVISED BY	AMIT CHECKED AS	26.08.05	26.08.05	SCALE	DRG. No.	REVISION
B	28.06.06	REVISION	VERIFIED	=	=	~	DGS-IOCL-0014-002	B

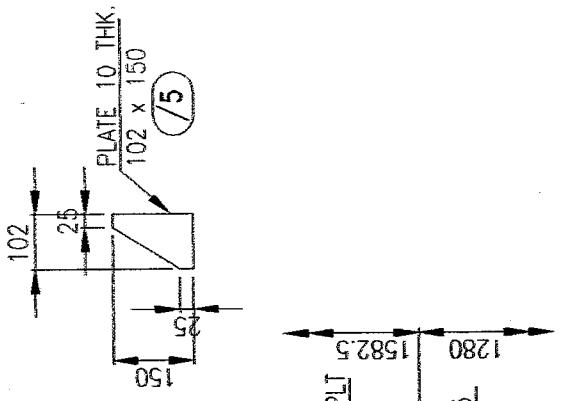
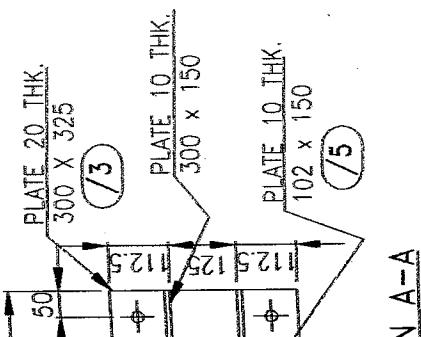
- NOTES :-
- ALL DIMENSIONS ARE IN mm. AND LEVELS IN METERS.
  - CONCRETE GRADE M-20 (1:1.5:3) AND REINFORCEMENT STEEL-HYSD. BARS. (Fe-415)
  - CLEAR COVER FOR
    - FOOTINGS : 50mm.
    - COLUMN : 40mm.
  - GROUT IS 1:2 CEMENT MORTAR
  - FOR R.C.C.-COARSE AGGREGATE SHOULD BE 20mm. AND DOWN GRADED STONE CHIPS
  - FOR P.C.C.-COARSE AGGREGATE SHOULD BE 40mm. AND DOWN GRADED STONE CHIPS
  - ASSUMED NET BEARING CAPACITY OF SOIL AT 2.000m DEPTH = 20.0 T/m<sup>2</sup>
  - IN CASE OF DEVIATION REPORT TO DESIGN OFFICE IMMEDIATELY.

*(V.M.S.SIDDIHI)  
(V.M.S.SIDDIHI)  
K.P RAJAN (R.E)  
THIS DESIGN HOLDS GOOD FOR WIND VELOCITY*

## BILL OF MATERIAL

MKD.	SR.NO.	DESCRIPTION	QTY.	TOTAL WT. (Kg.)	REMARKS
	/1	ISMC 125 - 5760 LG.	2	150.91	
	/2	ISMC 125 - 1186 LG.	4	62.14	
	/2A	ISMC 125 - 1200 LG.	1	15.72	
	/3	20 THK PLT- 300 x 350	2	32.97	
	/4	10 THK PLT- 300 x 150	4	14.13	
	/5	10 THK PLT- 102 x 150	4	4.80	
	/6	2 THK PLT- 1605 x 1180	2	59.47	
	/7	2 THK PLT- 1260 x 1180	2	46.68	
	/8	2 THK PLT- 940 x 1180	4	69.65	
	/9	2 THK PLT- 755 x 1180	2	27.97	

TOTAL WT. = 484.44 KG.



### NOTES.

- \* ALL DIMENSIONS ARE IN mm
- \* ALL DIMENSION TO BE CHECKED AND VERIFIED ON JOB SITE BEFORE ERECTION.
- \* ALL WELDS ARE 5mm FILLET WELD UNLESS NOTED OTHERWISE.
- \* DO NOT SCALE THE DRAWING.
- \* ALL STEEL TO IS:2062-1984, GRADE 'A'.
- \* GENERAL TOLERANCES TO IS:2102 (M) SHALL APPLY SUBJECT TO A MAX. ±2mm NOT CUMULATIVE.
- \* FOR PAINTING SPECIFICATION REF. DOCUMENT NO. DCS-IOCL-IOCL014-004.

\* THIS DRAWING HOLDS GOOD FOR WIND VELOCITY UPTO 39 m/sec.

**DESIGNERS' CONSULTANCY SERVICES**  
A-62, SIDDHI APARTMENT, ASHOK NAGAR, KANDIVALI (E), MUMBAI - 400 091. PH: 28879597

CLIENT INDIAN OIL CORPORATION LTD.

JOB	CONTRACTOR	FABRICATION DETAILS OF KSK POST			
		DRAWN	DCS	CHECKED	AS
		-	-	-	26.08.05
		APPROVED	-	VERIFIED	-

REV. A  
DCS-IOCL-IOCL014-003

## PAINTING SPECIFICATION FOR KSK POLE

Client	INDIAN OIL CORP. LTD.
Job	KSK POLE
Job No.	IOCL014
Document No.	DCS-IOCL-IOCL014-004
Revision	A

Following Indian Standards may be referred to for carrying out the painting job:

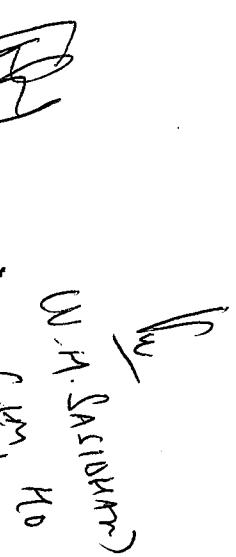
- IS : 5 Colors for ready mixed paints and enamels
- IS : 1303 Glossary of terms relating to paints.
- IS : 1477 Code of practice for painting of ferrous metals in buildings (Parts I & II)
- IS : 2074 Ready mixed paint, air drying, red oxide zinc chrome, priming.
- IS : 2932 Enamel, synthetic, exterior (a) under coating (b) finishing.

Following must be done for painting.

- SURFACE PREPARATION : Refer Annexure A of this document.  
SHOP PRIMER : Refer Annexure B of this document.  
FINISH PAINT : Refer Annexure C of this document  
FINISH PAINT COLOUR CODE : Refer Annexure D of this document

### SURFACE PREPARATION

Surfaces of equipment / Components to be painted shall be thoroughly cleaned of all grease, oil, loose mill scale, dirt, rust and any other foreign matter. Mechanical cleaning by power tool scraping with steel wire brushes shall be adopted to clean the surfaces. However in certain locations where power tool cleaning cannot be carried out, hand scraping may be permitted with steel wire brushes and abrasive paper. The contractor, only in such areas where the other methods specified above has not achieved the desired results, shall resort to cleaning by solvents. Cleaning with solvents shall be adopted only after obtaining written approval of the engineer. The workmanship shall, in general, be in accordance with IS : 1477.

  
W.M. SANKARAN  
C.E., M.O.  
Sr. Mgr (C&M)

## PRIMER PAINT

After the surface is prepared, one coat of red oxide primer conforming to IS : 2074 shall be applied. After this first coat is dried up completely, second coat of red oxide primer shall be applied. Primer shall be applied by brushing to ensure a continuous film without 'holidays'. The dry film thickness of each coat will be minimum 25 microns and final dry film thickness shall be 50 microns minimum.

## FINISH PAINT

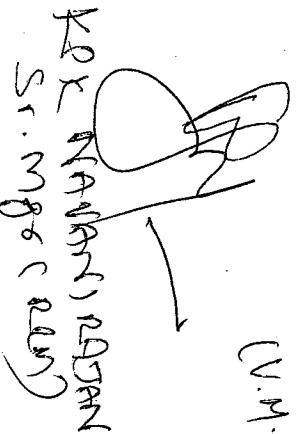
Synthetic enamel paint conforming to IS : 2932 shall be used for finish coats. The colour / shade be as approved by the engineer.

After cleaning the dust on the dried up primer, first coat of synthetic enamel paint shall be applied. After this first coat dries up hard, the surface is wet rubbed cutting down to a smooth finish and ensuring that at no place the first coat is completely removed. After allowing the water to get evaporated completely, the second finish coat of synthetic enamel paint shall be applied. The dry film thickness shall be minimum 25 microns per finish coat & total DFT for finish coat should be minimum 50 microns.

## FINISH PAINT COLOUR CODE

1. After complete fabrication, entire structure shall be painted with Silver grey colour with colour no. 600 as per IS:5 except top 1.61m portion in front at back. Top 1.61m portion in front and back shall be painted with milky white colour. Top 1.61m portion of side however shall be painted with silver grey No. 600.
2. Wherever sticker panel is to be stuck, the background shall be painted with milky white colour enamel at site before pasting the sticker. The 20mm gap between the sticker would continue to be of silver grey colour.
3. The standard drawing indicates all proposed message panels giving various panels and services envisaged. In case any particular KSK does not have one or more product or services, the relevant message panel will not be displayed and the balance available messages shall be moved up in the order. The balance available area at bottom shall be left silver grey at the bottom.

  
V.M. SASI KUMAR  
CEN, HOD

  
K.R. RAVINDRA PATAK  
Sr. Mfg. Engg.



## **RETAIL SALES DEPT., HO**

From: DGM(Retail Sales), HO                          No.RS/24                          Date : 27.06.06  
To : CEM, HO    Attn : Shri Shailendra Mittal

---

### **Sub : Display of Xtracare Logo**

In view of the revision in the Xtracare Logo, which is now to be provided as a stand alone sinage at the Xtracare ROs, the following is proposed :

1. The "XTRACARE" Logo provided with backlit arrangement on the canopy facia has to be discontinued. In other words, no new backlit XTRACARE Logo should be provided on the canopy facia. However, the logo already provided on canopy facia would not be removed.
2. The "XTRACARE" Logo will henceforth not be provided on the first panel under the IOC logo on the Main Sign Pole. In other words, this panel will be left blank. On the Main Sign Poles where the logo has already been provided, the same should be removed and a blank panel provided for.

It is requested that the above may be advised to all the State Offices for incorporating the same in all the new Main Sign Poles being fabricated and installed against the work orders placed by them. Further, the above changes in the Main Sign Pole design may also be incorporated in the tender specifications for fabrication of Main Sign Poles floated by HO, Engg. Dept.

*Amresh Kapoor*  
(Amresh Kapoor)  
Dy. General Manager(Retail Sales)

Cc: Shri R.K. Jain, Ch. Mgr.(RS)/Shri P.V. Srinivas, Sr. Mgr.(RS), HO – for information.



## **INTER OFFICE MEMO**

REF. : ENG/20  
DATE : 21/06/2006

---

FOR : State Engineering Heads  
FROM : GM (E), HO

---

### **Sub : Release of drawings alongwith Work Orders**

During inspection of works at one of the Sate Offices, it was found that the drawings for construction were being issued to the contractors without approval of any engineer. This is considered a serious lapse as documents have no authenticity, if they are not approved by the competent authority.

As you all are aware, engineering drawings are important documents that are required to be checked for accuracy and efficacy of design and approved before releasing for construction so that no failure takes place due to inadequate design.

You all are therefore advised to ensure that under no circumstances any drawing is issued for construction without approval as per manualised instructions. As far as possible, all the important drawings like fabrication details of canopies, structural details of sales buildings should be approved by the State Engineering Heads and necessary certification regarding applicable design codes from the structural engineer should also be recorded on the drawing.

Please confirm your understanding on the subject.

*R. Jindal*  
(R. J. Jindal)  
GM (Engg.)



Indian Oil Corporation Ltd.  
Marketing Division  
Head Office

CIRCULAR

SEP / 421

31<sup>st</sup> May, 2006

↓  
P.M.Y.  
forwarded  
All Hod's  
and concerned  
Dept's

Sub : Petroleum Rules, 2002

We are forwarding herewith a copy of Circular No. G.40(Misc)p/Guj/2003 dated 12.05.06 received from Jt.Chief Controller of Explosives, Nagpur regarding use of appropriate material for the containers of petroleum products in line with the Petroleum Rules, 2002.

The above is for your information and needful action.

dd  
7/6

31/5/06  
(Dinkar Pandit)  
GM(S&EP)

Circulate to :

CEA to Dir(M)  
All EDs / GMs - HO  
ED(RS&MC) - NR  
GM(RS) - ER/WR/SR  
All State Heads - GM (RSO)



~~CEN (SM)~~  
~~V.K. Tiwari~~

INTER OFFICE MEMO

REF: HO/RD/RVI Roll out 06-07  
DATE: 19.05.2006

For : GM (ENGG), HO

From : GM (RETAIL STRATEGY), HO

Subject: Procurement of ACM Monolith for the year 2006-07 under the roll out programme of RVI

Enclosed please find herewith indent for procurement of 2866 ACM Monoliths (1443 Front lit + 1423 Backlit) duly approved by ED (RS).

You are kindly requested to do the needful in the matter.

26 May 3  
G TIWARI  
GM (RETAIL STRATEGY)

Encl: As above.

Indian Oil Corporation Ltd. (MD)  
Head Office- Retail Development

Ref: HO/ RD/ RVI Roll out 06-07  
Date: May 18, 2006

Subject: Roll out of New Retail Visual Identity during 2006-07

1. Retail Outlets are the key interface between IndianOil and its customers and are prime facilitator to our Retail Business. It was felt necessary to review the efficacy of the RVI elements in line with the market requirement.
2. Accordingly, new Retail Visual Identity elements were developed and rolled out initially at 129 ROs in select 10 cities and Highway flagship ROs during 2004-05. Subsequently, new RVI elements stage I (comprising canopy fascia, building fascia, building & column cladding) were completed at 498 ROs & stage II (comprising of Monolith, individual/ directional signages etc) at 170 ROs during 2005-06.
3. During the review of Retail Engineering Department by Chairman on 6<sup>th</sup> February 2006, one of the action point was to provide New RVI elements at another 2500 ROs during 2006-07 (Action point No. 2 of minutes on meeting).

Flag "A"

4. Accordingly, State Offices were advised to identify the ROs for provision of Monolith and list of the ROs drawn based on the inputs received.
5. 2866 ROs on all India basis have been identified by State Offices for provision of Monolith during 2006-07. The State Office wise details for type of Monolith is as under:

Region	State	No. of ROs identified	Frontlit Monolith	Backlit Monolith	Total
Northern	DSO	191	89	102	NR = 1150
	PSO	275	110	165	
	RSO	257	54	203	
	UPSO	427	300	127	
Eastern	BSO	102	40	62	ER = 384
	OSO	67	27	40	
	NESO	84	0	84	
	WBSO	131	50	81	
Western	MSO	186	46	140	WR = 605
	MPSO	250	188	62	
	GSO	169	113	56	
Southern	APSO	227	160	67	SR = 727
	KASO	156	61	95	
	KESO	100	95	5	
	TNSO	244	110	134	
Total		2866	1443	1423	2866

:: 2 ::

Ref: HO/ RD/RVI Roll out 06-07  
Date: May 18, 2006

Subject: Roll out of New Retail Visual Identity during 2006-07

4. As per directional estimate advised by RO design agency M/s Fountainhead, the total financial implication for provision of Monolith with price change unit at identified ROs works out as under:

(All Figures Rs in Lac)

Type of Monolith	Nos	Cost per Monolith	Total
Frontlit	1443	4.65	6709.95
Backlit	1423	4.55	6474.65
Total	2866		13184.60

Say Rs 131.85 Crores

5. Budget provision of Rs 15887 Lac has been made under capital budget OBE 06-07 (Modernization of ROs- under the head RVI) and the expenditure shall be met through these funds.
- b. It is therefore proposed to forward requirement of 2866 Monoliths (1443 Frontlit + 1423 Backlit) at an estimated cost of Rs. 131.85 crores to HO Engineering Department for immediate action. RO wise IR Nos shall be obtained by respective State Offices.

ED (RS) may kindly accord approval for the same.

Submitted.

GM (RET STRATEGY)

19/05/06

24/05/06  
P W BHOMLE  
SR MANAGER (RD)

ED (RS)

T M B (R)  
19/05/06

तार “विस्फोटक”, नागपूर  
Telegram: ‘EXPLOSIVES’, Nagpur  
Website :  
Email:  
दूरभाष/ Telephone : 0712-2510248  
फैक्स/ FAX: 2510577

कार्यालयीन उद्देश्य के सभी पत्रादि “मुख्य विस्फोटक नियंत्रक” के पदनाम से भेजे जाएं, उनके व्यक्तिगत नाम से नहीं।

All communications intended for this Office should be addressed to the ‘Chief Controller of Explosives’ and NOT to him by name.



भारत सरकार

## GOVERNMENT OF INDIA

पेट्रोलियम तथा विस्फोटक सुरक्षा संगठन

### Petroleum and Explosives Safety Organisation

(पूर्व नाम- विस्फोटक विभाग)

(Formerly- Department of Explosives)

“ए” ब्लॉक, पाँचवा तल, केन्द्रीय कार्यालय परिसर,  
“A” Block, 5<sup>th</sup> Floor, CGO Complex,  
सेमीनरी हिल्स, नागपूर-440 006 (महा.)

Seminary Hills, Nagpur- 440006

संख्या/No. G.40(Misc)P/Guj/2003

नागपूर, दिनांक/Nagpur, dated 12.05.2006

### CIRCULAR

Recently it has come to the notice of this Organisation that petroleum products which are covered under Petroleum Act, 1934 are being supplied and stored in HDPE drums in violation of Petroleum Rules, 2002. In this connection, attention of manufacturers of petroleum products is invited to the Rule 4 of Petroleum Rules, 2002 which clearly states that containers exceeding one litre capacity for petroleum Class ‘A’ and five litres in capacity for petroleum Class ‘B’ or ‘C’ shall be of a type approved by Chief Controller of Explosives, Nagpur. The Rule 5 and 6 of above said Rules describe for the material of construction of containers (i.e. tinned, galvanized or externally rust proof sheet iron or steel), minimum thickness requirement of the construction material, maximum container capacity, minimum air space requirement, exhibition of warnings on the containers etc. for compliance. Hence, use of HDPE drums for the purpose if being done should be stopped henceforth.

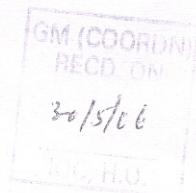
In view of the above, you are requested to ensure storage and supply of petroleum products regulated under Petroleum Act and Petroleum Rules be carried out in the containers which are of a type approved by the Chief Controller of Explosives, Nagpur. In case containers being used by you are not of type approved by Chief Controller of Explosives, Nagpur, you may please follow the procedure as mentioned in the Rule 4(2) of Petroleum Rules, 2002 for obtaining type approval for the same from this Organisation.

(AJAI NIGAM)

Jt. Chief Controller of Explosives  
for Chief Controller of Explosives

### Distribution:

1. The Director (Marketing),  
M/s. Hindustan Petroleum Corporation Ltd.,  
Hindustan Bhawan, P.B. No.155,  
8, Shoorji Vallabhdas Marg,  
Mumbai-400035
2. The Director (Marketing),  
M/s. Bharat Petroleum Corporation Ltd.,  
Bharat Bhawan, 4X6, Currumbhoy Road,  
Baliard Estate,  
Mumbai-400038.
3. The Director (Marketing),  
M/s. Indian Oil Corporation Ltd.,  
254-C, Dr. Annie Besant Road,  
Prabhadevi  
Mumbai-400025.
4. The Director (Marketing),  
M/s. Hindustan Organic Chemicals,  
P.O.Rasayani,  
Dist. Raigad (M.S.)
5. The Director (Marketing),  
M/s. Mangalore Refinery and Petrochemical  
Ltd., Kuthethoor, P.O.Via Kattipalla  
Moodapadav,  
Mangalore-574149
6. The Director (Marketing),  
M/s. Herdihila Chemicals Ltd.,  
Thane-Belapur Road,  
Navi Mumbai.
7. The Director (Marketing),  
M/s. Relene Petrochemicals Pvt. LTD.,  
5, TTC Industrial Area, Thane-Belapur  
Road,  
PO Box No.10, PO Ghansoli,  
Navi Mumbai-400701.
8. The President (Petroleum Business),  
Reliance Industries Ltd.,  
DAKC Complex, Thane-Belapur Road,  
Navi Mumbai.
9. The Director (Marketing),  
Indian Petrochemicals Corporation Ltd.,  
Vadodara-391346.



Copy for information to the Jt. Chief Controller of Explosives, Faridabad, Agra, Mumbai, Kolkata & Chennai.

GM (S&EP)

P.I. circulate to all concerned

GM to-od

NSF  
26/5/06

for Chief Controller of Explosives



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

**To : STATE ENGINEERING HEADS**

**From : CEM, HO**

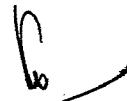
**Date : 09.03.2006**

**Ref : ENG/20**

**Sub : Payment to contractors**

Your attention is invited to the joint circular from ED(F) and GM(E) vide ref. ENG/20/185 dtd. 20/10/2005 & circular ref. ENG/20/188 dtd. 15/12/2005 in which it was advised to ensure that payment to contractors are made within 7 days in case of running bills and within 60 days in case of final bills. Further to the same, Chairman during the Retail Engineering Review held on 6<sup>th</sup> February'06 advised that efforts should be made to make the final bill payments within 30 days of submission of the bill.

We request you to place a proper monitoring system to ensure that payments are promptly made. As advised by Chairman, efforts should be made to achieve release of final bill payments within 30 days as far as possible.

  
**(V.M. SASIDHAR)**  
**CEM**

**CC : State Heads** – It is kindly requested to institute a monitoring system to ensure that payments to contractors are released promptly.

**Indian Oil Corporation Ltd. (MD)  
Head Office- Retail Development**

Ref: HO/ RD/ RVI  
Date: 24th February' 2006

**All State Retail Heads  
All State Engineering Heads**

**Subject: New Retail Visual Identity Programme - Freezing of Messages on Main Sign Pole & facility Display pole - Provision of Facility Display Pole.**

Policy circular No.84-08 / 2005 dated 17.08.2005 has been communicated to all State Offices, regarding freezing of messages on Main Sign Pole & Facility Display pole and provision of Facility Display Pole at Retail outlets.

During the provision of the Facility Display Pole with identified facilities at Xtracare Retail Outlets in one of the State Office, Engineering Department has informed that, either none or less than four of the identified facilities to be displayed on the panels of Facility Display Pole are available at RO.

The provision of Facility Display Pole with identified facilities is primarily to differentiate XTRACARE RO from the rest of the RO network on the basis of facilities/services available.

In view of the above, approval of ED(RS) is obtained for the following:

If none of the identified facilities to be displayed on Facility Display pole are available at the XTRACARE RO, then the provision of Facility Display Pole to be deferred till at least 2 facilities are made available at RO before putting up this signage.

Needless to mention that wherever identified facilities are not available at the XTRACARE RO, the same needs to be provided on time bound basis so that the benefit of the XTRACARE proposition is available to the customers.

*P W Bhomle*  
(P W BHOMLE)  
SR MGR (RD)

CC : STATE HEADS  
CC : ED (RS), HO  
CC : GM (ENGG), HO  
CC : DGM (RD), HO  
CC : DGM (RS II), HO  
CC : CEA TO DIR (M)  
CC : CM, BRANDING, HO



**Indian Oil Corporation Ltd.**  
HO-Engineering

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REF : ENG/20/190

14/02/2006

**C I R C U L A R**

To

All State Engineering Heads

**SUB : PERMANENT EARNEST MONEY DEPOSIT FOR EMPANELLED CONTRACTORS**

Acceptance of permanent Earnest Money Deposit from the empanelled contractors has been approved by DIR(M), in order to avoid frequent deposit and release of EMDs to empanelled contractors. The following are the main features :

1. The permanent EMD facility shall be available only for the empanelled parties.
2. The EMD amount shall be deposited by the empanelled contractors in the form of DD only and there shall be no interest paid on the same.
3. The permanent EMD amount shall be Rs.1,00,000/- for category III (Rs. 20-50 lacs) and Rs. 2,00,000/- for category IV (Rs. 50 – 100 lacs). The amount is calculated based on 2% of the maximum value of work permitted in the category. In case of change in the financial limits of the category, the EMD should be suitably revised.
4. The permanent EMD shall be paid separately for each category and shall be valid only for the particular State Office. For bidding for any other Tender (other than the empanelled category) separate EMD has to be deposited as required in the tender.
5. The parties can bid for any no. of tenders with the Permanent EMD during the period of empanelment and for the period in which the deposit is retained. Once the EMD is forfeited partly / fully, they can bid in further tenders only after the adjusted amount is separately paid.
6. The details of cash receipt for the payment of permanent EMD should be mentioned by the party while submitting the tenders.

The above system may be introduced immediately in the State Offices. Proper control may be maintained by Engineering/Finance so that full EMD amount of the empanelled party is available with us when the tender is under consideration.



(V.M. SASIDHAR)  
CEM

**CC : ED (IA), CO**  
**CC : ED (F), HO**  
**CC : GM (IA), HO**  
**CC : GM (RS), NR/ER/WR/SR**  
**CC : GM (E), HO**  
**CC : GM (LPG), HO**  
**CC : State Finance Heads**  
**CC : State Heads**  
**CC : DGM (Vig.), CO / DGM (Vig.), HO**  
**CC : CEA to Director (M)**

**INTER OFFICE MEMO**

FROM: DGM(M&amp;I), HO

FOR : DGM(Ops.), HO

REF : HO/M&amp;I/12

DATE : 07/02/06

**Sub : Painting of Storage Tanks**

Our M&I officers often try to inspect and check the tank painting work, if the same is found being carried out at the time of their specified scheduled inspections / visits. We put forth some of the observations on the deviations noted by them in the tank painting work.

- Biswanath  
Coff  
Mahanan  
d/s  
132*
1. Copy of the WO for painting jobs being carried out for tanks / piping found not kept at Locations.
  2. Copy of the WO is found not kept by the contractor / paint applicator at work site. This is needed to check the specification / provision made in the contract.
  3. Full isolation of the tanks is not ensured by the locations before offering the same for painting jobs. In some cases, tanks are handed over without cleaning sludge / water from inside. Proper isolation and cleaning of tanks is necessary to avoid unsafe working practice, which can lead to any sort of accident.
  4. Internal painting work of FR Tanks found taken up putting the roof legs at lower position. It can be appreciated that roof at lower position will create hindrances for the movement of workmen in carrying out the painting job and also for supervision and inspection of painting job being carried out.
  5. The contractor / paint applicator does not keep the inspecting tools, like digital surface profile gauge, Swedish Pictorial Standard (for comparison of cleaned surface with standard cleaned surface), digital painting thickness gauge etc. These are necessary to facilitate inspections / recording of correct data and in turn to ensure quality job. In some cases, tools made available were found not functioning properly / calibrated.
  6. In FR tanks, the rim seals found not removed while carrying out internal painting. This obviously hinders the blast cleaning / painting of the continuous band in the shell plate and rim plate. The foam seal & weather shield also get considerably damaged due to blasting.
  7. Batch certificates of the paints brought to the site were found not available. Verification of paints with the batch certificates is required to ensure the correct specifications of the paint and their date & batch of manufacture etc.



8. Scaffolding is often removed before taking proper reading of surface profile / DFT of each coat of paint application. Removal of scaffolding is required to be done with the consent of Site In Charge after his proper recording of the data and certification of the job done.
9. A copy of the standard QAP for the painting jobs, prepared by M&I and circulated, was found not available either at location or with contractor. The case specific QAP (if required) is also found not made and got verified / certified through Regional M&I by the Executor.

It can be appreciated that due attention is essentially required to be given to all the points while executing the tank painting jobs. To ensure quality in tank painting work, the various instructions / guidelines issued by M&I, from time to time, should be strictly adhered to.

You are hence requested to advise all the locations to be guided on the above accordingly while carrying out the tank painting jobs.

  
(A C DAS)  
DGM(M&I)

CC : GM(ENGG) / GM(SUPPLIES), HO

GM(RS) - N/E/W/S

ALL STATE HEADS G.M., Rajasthan State Office

CH M&I MANAGER, N/E/W/S



ENG/ 20/189

## C I R C U L A R

To

All State Engineering Heads  
 All State Operations Heads  
 All Heads of Regional M&I  
 All Heads of Regional Aviation

**Sub: Warranty Period For Painting Systems Of Storage Tanks In Depots,  
 Terminals & AFSSs.**

Painting system for tanks with high performance paints were issued vide circular ENG/ 201 dated 19/ 07/ 1995. Based on the painting schemes suggested, warranty period for the painting systems was issued vide circular ENG/ 201 dated 24/ 07/ 95.

A new Painting Manual was introduced in the year 1999 which included a new set of external & internal painting schemes, depending on the corrosivity of the locations. This came into effect from 24/ 09/ 1999. Now, upon review, the warranty period has been revised for different painting schemes for Storage Tanks. Accordingly, Corrosion Zone wise warranty period for painting schemes prescribed in the painting manual are given below.

S/N	DETAILS	PROPOSED WARRANTY PERIOD (YEARS)
	<u>ZONE A - FIRST TIME PAINTING</u>	
1	External Painting	4
2	Internal Painting	5
	<u>ZONE B - FIRST TIME PAINTING</u>	
3	External Painting	3
4	Internal Painting	5
	<u>ZONE A &amp; ZONE B - RE PAINTING</u>	
5	External Painting	3
6	Internal Painting	5
7	Zone A/ B - FIRST & RE PAINTING	3
7	Internal Painting of FR deck	3

The details of painting schemes stipulated in the painting manual along with the warranty periods now fixed are given in the annexure.

In order to ensure that the painting work is carried out with desired quality to last the intended life, the following shall also be part of the contractual provisions for Painting works for Storage Tanks:

- a. Indemnity bond towards joint paint warranty as per the format enclosed. The warranty shall cover the period indicated above and should indicate the periods for external/internal/FR deck internal painting distinctly.
- b. Additional Performance Bank Guarantee (PBG) at 10% of value of painting system to be submitted by painting contractor (Over and above the normal SD of 10% which covers the defect liability period of 12 months). This PBG shall cover the highest warranty period of painting system under the contract. The PBG shall be submitted by the contractors prior to release of final bills under the contract. Format of the PBG is enclosed.

This circular supercedes the earlier circular ENG/ 201 dated 24/ 07/ 95.

The above provisions shall be part of all the Tenders to be invited henceforth for the painting of Tanks.

This circular is issued with the approval of GM (Engg).

*P Mehta*  
(P C MEHTA)  
DEPUTY GENERAL MANAGER (ENGG)

CC ED (IA) CO/GM (IA) HO  
CC: ED (VIG) CO/DGM (VIG) HO  
CC: GM (E)/GM (AVN)/GM (SUP) HO  
CC: DGM (O)/DGM (M&I) HO  
CC: GM (RS), N/E/W/S  
CC: ALL STATEHEADS

**REVISED WARRANTY PERIOD FOR PAINTING SCHEMES FOR STORAGE TANKS AT DEPOTS/  
TERMINALS/ AFSS. (SCHEMES REPRODUCED FROM PAINTING MANUAL)**

<b>STORAGE TANK TYPE</b>	<b>SURFACE PREPARATION ON</b>	<b>PRIMER</b>	<b>FINISH</b>	<b>TOTAL DFT (min)</b>	<b>WARRANTY PERIOD (YRS)</b>
<b>ZONE A: FIRST TIME PAINTING</b>					
<b>EXTERNAL PAINTING</b>					
CR Tanks (Product) / Horton sphere/ Bullet – as per Table 1	Blast Clean (SA 2 ½)	P1- coat	1 U1-1 coat F1 – 2 coats	275 µ	4
CR Tanks for ATF – as per Table 2	Blast Clean (SA 2 ½)	P1- coat	1 U1-1 coat F1 – 2 coats	275 µ	4
FR Tanks – as per Table 3	Blast Clean (SA 2 ½)	P1- coat	1 U1-1 coat F1 – 2 coats	275 µ	4
CR Tanks (Water)- as per Table 6	Blast Clean (SA 2 ½)	P1- coat	1 U1-1 coat F1 – 2 coats	275 µ	4
<b>INTERNAL PAINTING</b>					
CR Tanks as per Table 1 (Internal painting not required for LPG service)	Blast Clean (SA 2 ½)	P1 – 1 coat	L1 – 2 coats	325 µ	5
ATF tanks at AFS to be totally internally coated – as per Table 2	Blast (SA 2 ½)	P2 – 1 coat	L1 – 2 coats	325 µ	5
FR tanks – as per Table 3	Blast (SA 2 ½)	Clean coat	P1- 1	L1-2 coats	325 µ
FR tanks (internals of double deck pontoon compartments)– as per Table 3	Manual clean (SSPC SP2)	P2- coats	1 Nil	75 µ	3
CR Tanks (Water) - as per Table 6	Blast (SA 2 ½)	Clean coat	P1- 1	F3-2 coats	375 µ
<b>ZONE B: FIRST TIME PAINTING</b>					
<b>EXTERNAL PAINTING</b>					
CR Tanks (Product) / Horton sphere/ Bullet – as per Table 10	Blast Clean (SA 2 ½)	P3- coat	2 F2 – 2 coats	90 µ	3
FR Tanks – as per Table 11	Blast (SA 2 ½)	Clean coat	P3- 2	F2 – 2 coats	90 µ
CR Tanks (Water)- as per Table 14	Blast (SA 2 ½)	Clean coat	P3- 2	F4 – 2 coats	110 µ
<b>INTERNAL PAINTING</b>					
CR Tanks as per Table 1 &10 (Internal painting not required for LPG service)	Blast (SA 2 ½)	Clean coat	P1 – 1	L1 – 2 coats	325 µ
					5

<b>STORAGE TANK TYPE</b>	<b>SURFACE PREPARATION</b>	<b>PRIMER</b>	<b>FINISH</b>	<b>TOTAL DFT (min)</b>	<b>WARRANTY PERIOD (YRS)</b>
ATF tanks at AFS to be totally internally coated – as per Table 2	Blast Clean (SA 2 ½)	P2 – 1 coat	L1 – 2 coats	325 µ	5
FR tanks – as per Table 11	Blast Clean (SA 2 ½)	P1- 1 coat	L1-2 coats	325 µ	5
FR tanks (Internals of double deck compartments)– as per Table 13	Manual clean (SSPC SP2)	P3- coats	Nil	60 µ	4
CR Tanks (Water) - as per Table 14	Blast Clean (SA 2 ½)	Nil	2 coats of epoxy coal tar	300 µ	5
<b>ZONE A: REPAINTING</b>					
<u>EXTERNAL PAINTING</u>					
CR Tanks (Product) & ATF Tanks– as per Table 4	Manual clean (SSPC ST 3.)	P4- 1 coat	F1 – 2 coats	255 µ	3
FR Tanks – as per Table 5	Manual clean (SSPC ST 3.)	P4- 1 coat	F1 – 2 coats	255 µ	3
CR Tanks (Water)- as per Table 7	Manual clean (SSPC SP 3)	P4- 1 coat	F1 – 2 coats	255 µ	3
<u>INTERNAL PAINTING</u>					
FR tanks – as per Table 3 & 5	Blast Clean (SA 2 ½)	P1- 1 coat	L1-2 coats	325 µ	5
CR Tanks (Water) - as per Table 7	Manual clean (SSPC SP 2)	P4- 1 coat	F3- 1 coat	325 µ	5
<b>ZONE B: RE PAINTING</b>					
<u>EXTERNAL PAINTING</u>					
CR Tanks (Product) / Horton sphere/ Bullet – as per Table 10	Manual clean (SSPC ST 3)	P3- 1 coat	F2 – 2 coats	60 µ	3
FR Tanks – as per Table 12	Manual clean (SSPC SP2)	P3- 1 coat	F2 – 2 coats	60 µ	3
CR Tanks (Water)- as per Table 14	Manual clean (SSPC ST 3)	P3- 1 coat	F4 – 2 coats	80 µ	3
<u>INTERNAL PAINTING</u>					
FR tanks – as per Table 11 & 12	Blast Clean (SA 2 ½)	P1- 1 coat	L1- 2 coats	325 µ	5
FR tanks (Internals of double deck compartments)– as per Table 13	Manual clean (SSPC SP2)	P3- coats	Nil	60 µ	3
CR Tanks (Water) - as per Table 14	Manual clean (SSPC SP 2)	P4- 1 coat	F3- 1 coat	325 µ	5

**Note:** While every care is taken to reproduce the painting schemes/ specifications from the Painting Manual, users are advised to refer to Painting Manual also.

**DRAFT PROFORMA OF PERFORMANCE BANK GUARANTEE**

**(to be executed on stamp paper of Rs.100/-)**

Work Order No. & Date \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

Valid upto \_\_\_\_\_

Indian Oil Corporation Ltd.

Dear Sir,

1. In consideration of Indian Oil Corporation Ltd. Having its registered office at G-9, Indian Oil Bhavan, Ali Yavar Jung Marg, Bandra (E), Mumbai – 400 051 and its state office at \_\_\_\_\_ (hereinafter called "the Corporation") having awarded Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ on M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ (hereinafter called "the Contractor") (which expression shall in so far as the context admits include their successors and assigns) for the supply and application of paint for tanks upon the said Contractors furnishing security for the due performance of the Contractor's obligations and/or discharge of the contractor's liability under the said Work Order up to a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) amounting to 10% (Ten percent) of the total work order value\*.  
(\* This is restricted to the value of work awarded towards the supply and application of paint.)

2. And whereas we \_\_\_\_\_(the name of the Bank) having its registered office at \_\_\_\_\_ (hereinafter referred to as "Bank" which expression shall include its successors and assigns) at the request of M/s \_\_\_\_\_ (contractor) and with the intent to bind the bank its successors and assigns do hereby unconditionally and irrevocably undertake to pay to the Corporation forthwith on first demand without protest or demur or proof or satisfaction and without reference to this guarantee upto to an aggregate limit of Rs.\_\_\_\_\_

3. This Guarantee/Undertaking shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the Corporation upon the Bank made up to the midnight of \_\_\_\_\_ provided that the Bank shall upon the written request of the Corporation made upon the Bank at any time within 6 (six) months from the said date extend the validity of the Bank Guarantee by a further 6 (six months) so as to enable claims to be made under this guarantee by a further 6(six) months from the said date with the intent that the validity of this Guarantee shall automatically stand extended by a further 6(six) months upon such request by the Corporation.

4. The Corporation shall have the fullest liberty without reference to the Bank and without affecting in any way the liability of the Bank under this Guarantee/Undertaking, at any time and/or from time to time to amend or vary the Work Order and/or any of the terms and conditions thereof or to extend time for performance of the said work order in whole or part or to postpone for any time and/or from time to time any of the obligations of the Contractor and/or the powers or remedies exercisable by the Corporation against the Contractor and either to enforce or forbear from enforcing any of the terms and conditions of or governing the said Work Order available to the Corporation or any

of them and the Bank shall not be released from its liability under these presents and the liability of the Bank hereunder shall remain in full force and effect notwithstanding any exercise by the Corporation of the liberty with reference to any or all the matters aforesaid or by reason of time being given to the Contractor or any other forbearance, act or omission on the part of the Contractor or of any indulgence by the Corporation to the Contractors or of any other act, matter or thing whatsoever which under the law relating to sureties or otherwise which could but for the provision have the effect of releasing the Bank from its liability hereunder or any part thereof and the Bank hereby specifically waives any and all contrary rights whatsoever.

5. The obligations of the Bank to the Corporation hereunder shall be as principal to principal and shall be wholly independent of the work order and it shall not be necessary for the Corporation to proceed against the Contractor before proceeding against the Bank and the Guarantee/Undertaking herein contained shall be enforceable against the Bank notwithstanding the existence of any other Guarantee/undertaking or security for any indebtedness of the Contractor to the Corporation (including relative to the said Security Deposit) and notwithstanding that any such undertaking or security shall at the time when claim is made against the Bank or proceedings taken against the Bank hereunder, be outstanding or unrealised.
6. The amount stated by the Corporation in any demand, claim or notice made with reference to this guarantee shall as between the Bank and the Corporation for the purpose of these presents be conclusive of the amount payable by the Bank to the Corporation hereunder.

7. The liability of the bank to the Corporation under this Guarantee/Undertaking shall remain in full force and effect notwithstanding the existence of any difference or dispute between the Contractor and the Corporation, the Contractor and the Bank and/or the Bank and the Corporation or otherwise howsoever touching or affecting these presents for the liability of the Contractor to the Corporation, and notwithstanding the existence of any instructions or purported instructions by the Contractor or any other person to the Bank not to pay or for any cause withhold or defer payment to the Corporation under these presents, with the intent that notwithstanding the existence of such difference, dispute or instruction, the Bank shall be and remain liable to make payment to the Corporation in terms hereof.
8. The Bank shall not revoke this undertaking during its currency except with the previous consent of the Corporation in writing and also agrees that any change in the constitution of the Contractor or the Bank or the Corporation shall not discharge the Bank's liability hereunder.
9. Without prejudice to any other mode of service, a demand or claim or other communication may be transmitted by fax. If transmitted by fax, the transmission shall be complete as soon as acknowledged by bank.
10. Notwithstanding anything contained herein :
  - (a) The Bank's liability under this guarantee/undertaking shall not exceed (Amount in figures and words):
  - (b) This guarantee/undertaking shall remain in force upto \_\_\_\_\_ and any extention (s) thereof; and

- (c) The Bank shall be released and discharged from all liability under this guarantee /undertaking unless a written claim or demand is issued to the Bank on or before \_\_\_\_\_ or the date of expiry of any extension(s) thereof if this guarantee/undertaking has been extended.
- (d) This Bank doth hereby declare that Shri \_\_\_\_\_ (Name of the person signing on behalf of the Bank) who is \_\_\_\_\_ (his designation), is authorized to sign this undertaking on behalf of the Bank and to bind the Bank hereby.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

*Yours faithfully,*

Signature :

Name & designation :

Name of the Branch :

Dated :

**MODEL PROFORMA FOR JOINT PERFORMANCE WARRANTY FOR PAINTING  
WORKS FOR \_\_\_\_\_ MONTHS**

**(TO BE JOINTLY EXECUTED ON NON-JUDICIAL STAMP PAPER OF RS.100 BY  
SUCCESSFUL TENDERER AND THE PAINT MANUFACTURER)**

**TO : M/S. INDIAN OIL CORPORATION LIMITED**

**SUB :**

**1. WORK ORDER NO. \_\_\_\_\_ DT. \_\_\_\_\_**

**2. AGREEMENT NO. \_\_\_\_\_ DT. \_\_\_\_\_**

This Indemnity Bond /Undertaking / Guarantee Bond executed at \_\_\_\_\_ this \_\_\_\_\_ day of month \_\_\_\_\_ of 20\_\_\_\_\_  
by M/s \_\_\_\_\_ (The successful tenderer) & M/s \_\_\_\_\_ (The paint manufacturer supplying paint materials to the tenderer), hereunder both constituents called the "CONTRACTORS" (which expression shall mean and include, if the context so admits, the partners or partner for time being of the firms & their or their prospective heirs, executors, administrators, successors and assigns in Law) in favour of :

M/s INDIAN OIL CORPORATION LTD., a company incorporated under the Company Act 1 of 1956 and having its Registered Office at G-9, All Yavar Jung Marg, Bandra (East), Bombay -400 051, hereafter called the "OWNER". (which expression shall include its administrators, successors and assigns in Law).

WHEREAS, the "OWNER" desirous of having executed painting works specified in the work order no. \_\_\_\_\_ Dated \_\_\_\_\_ issued by the "OWNER" on the successful tenderer (First constituent of the "CONTRACTORS") who had participated in tender no. \_\_\_\_\_ invited by the "OWNER" and opened on Dated \_\_\_\_\_, has caused drawings specifications and bill of quantities showing and describing the work to be done, prepared and the same have been signed by or on behalf of the successful tenderer.

WHEREAS the successful tenderer have agreed with the "OWNER" to execute and perform the said work specified in the work order upon terms & conditions provided in the Agreement executed between the FIRST CONSTITUENT of the "CONTRACTORS" and the "OWNER" and also contained in the General Conditions of Contract attached hereto.

AND WHERE AS the paint manufacturer has fully acquainted himself and

understood all the terms and conditions attaching to the agreement entered into between the "OWNER" and the successful tenderer regarding execution and performance of the works specified in the work order aforementioned."

IT IS, THEREFORE, THE INTENT OF THIS INDEMNITY BOND BY THE "CONTRACTORS" jointly and severally to indemnify and keep indemnified the "OWNER" as stated hereinafter:

- 1.0.0 The "CONTRACTORS" hereby confirm having carefully examined the coating system specified by the "OWNER" in the tender documents. Considering all technical aspects & climatic conditions prevailing at the location, the "CONTRACTORS" confirm that specified coating systems are fully suitable for the desired services on mild steel vertical oil storage tanks at the location.
- 2.0.0 The "CONTRACTORS" hereby confirm that they will ensure thorough surface preparation as per specified Swedish Standards so as to have desired surface profile before application of paint system on the steel surfaces.
- 3.0.0 The "CONTRACTORS" hereby agree to provide all the latest codes, SSPC guidelines for painting, provide surface profile comparators, wet & dry film thickness measuring gadgets and other painting inspection kits for inspection by the "OWNER" conforming to latest SSPC guidelines for painting inspection.
- 4.0.0 The "CONTRACTORS" hereby confirm to provide Dry Film Thickness (DFT) of paint specified for every coat. If, actual DFT of a particular coat is beyond the permissible limits of acceptance of variation in DFT, the "CONTRACTORS" undertake to sand blast the painted surface again and apply paint system so as to achieve the specified DFT for every coat.
- 5.0.0 The "CONTRACTORS" hereby confirm that the coating system will be free from the defects i.e. chalking, cracking, alligatoring, flaking, peeling, delaminating, rusting, blistering, wrinkling, edge failure and failure around welds etc. during the Guarantee period of the coating system.
- 6.0.0 The "CONTRACTORS" hereby agree that guarantee period of coating system will commence on the date of completion of work as detailed in the work order no. \_\_\_\_\_ Dated \_\_\_\_\_ It, expires \_\_\_\_\_ months after commencement of guarantee period.

However, the "OWNER" agrees that guarantee period shall not be extended by any repairs or repainting made during this Guarantee period.

#### 7.0.0

The "CONTRACTORS" hereby agree that defective areas of coating system will mean an area or areas exceeding 1% (one percent) of total area of an individual tank.

#### 8.0.0

The "CONTRACTORS" hereby confirm to repair any defect in the paint system arising during the guarantee period of \_\_\_\_\_ months at no extra cost to the "OWNER".

9.0.0 The "CONTRACTORS" hereby confirm that in case of premature paint failure, they will supply paint material free of cost and repaint/rectify, at no extra cost to the "OWNER" those defective areas where pre-mature paint failure has been noticed by the "OWNER".

#### 10.0.0 EXCLUSIONS

10.1.0 The "CONTRACTORS" shall have no liability under this contract for the following:

10.1.1 Deterioration and damage to the painting systems not caused by wear & tear, but caused due to any of the following reasons on the coated surfaces:

- Welding.
- Undertaking other heating.
- Mechanical damage.
- Fire.
- Explosion.

10.1.2 Coating areas on which repair or other works have been performed by the "OWNER" after commencement of guarantee period.

10.1.3 Deterioration of coating system caused by physical abuse such as on walkways, handrails, ladders etc.

10.2.0 The "CONTRACTORS" obligations are automatically waived off and void if coating system are affected as a consequences of strikes, war, invasion, acts of terrorists or foreign enemies, hostilities, civil war rebellion, revolution, insurrection, military or usurped power, confiscation or Nationalization or requisition or destruction of or damage to property by or under the order of any Government or

authority and to the extent that loss or damage is directly or indirectly caused by such circumstances or natural catastrophe.

WITNESS:

"CONTRACTORS"  
SIGNATURES

1. SIGNATURES

TENDERER'S SIGNATURES  
(FIRST CONSTITUENT)

NAME :

ADDRESS :

SEAL

2. SIGNATURES

PAINT MANUFACTURER'S  
SIGNATURES

NAME :  
(SECOND  
CONSTITUENT)

ADDRESS :

SEAL

**HO-ENGINEERING**

**REF : ENG/20/188**

**DATE : 15/12/2005**

To,

**All State Engineering Heads**

**Sub : Payment of Contractor's Bills for Engineering Works.**

In continuation to communication ref. ENG/20/185 dtd. 20/10/2005 on the above subject and with a view to expedite payments of Contractors' bills, the following additional procedure needs to be implemented.

1. Engineering Deptt. shall ensure that measurement are finalized, final bill is prepared and submitted duly completed in all respect to Finance Deptt. for payment within 30 days from the date of completion of work.
2. Engineering Deptt. shall also ensure that final bill submitted for payment shall be completed in all respect alongwith all required enclosures. A checklist to be used to ensure that all the documents are enclosed before forwarding the same to Finance Department for payment.

Finance Department has informed that payment of the final bills are released within a maximum period of one week. In view of above, all concerned are advised to ensure prompt payment of contractor's bills.

Please ensure compliance of the above.

*Jindal*  
**(R.C. JINDAL)**  
**GM (ENGG.)**

**CC : All State Heads**

**CC : ED (F), HO – Please connect this with letter reference GM(F)/2 dtd. 05/12/2005  
from GM (F), HO**

**CC : GM (RS), SR/ER/NR/WR**

**CC : CEA TO DIR(M)**

**CC : DGM(E) - I & II,  
HO**

**INTER OFFICE MEMO**

REF : ENG/4  
DT : 05/12/05

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FOR : ALL STATE ENGG. HEADS

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FROM : SEM, HO

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SUB : PROCEDURE FOR SENDING QRIP REPLIES TO  
AUDIT CO-ORDINATION, HO

It has been observed that State Offices often send replies to Audit Paras (QRIP) directly to their Finance Head or some times even to GM(IA), HO.

As per the procedure, replies to all QRIP Audit Paras need to be routed through the Functional Head in HO for onward submission to Audit Co-Ordination Deptt. in order to avoid unnecessary confusion and duplication in replies. This also helps to have a better control resulting in early settlement / dropping of Audit Paras.

Kindly ensure compliance to the above.

  
(V. KUMAR)  
SEM

ENGINEERING DEPARTMENT, HO

**INTER OFFICE MEMO**

Ref: ENG/20

Date: 02.12.2005

**FOR : ALL STATE ENGINEERING HEADS**

**FROM : HO - ENGINEERING**

**SUB: PREPARATION OF ESTIMATES.**

Enclosed find herewith IOM no. IR/1461/P/18/2005 dt.29.11.2005 on the subject matter for your information and necessary compliance please.

  
**(V.KUMAR)**  
**SEM**

**Encl.: a/a**

इंडियनोयल

*[Signature]*  
M. Vimalak  
J. 12/05

**Indianoil (M), HO.**  
**Human Resource**

INTER OFFICE MEMO

**From : GM(HR) HO, Mumbai**

**Ref. No. : IR/1461/P/18/2005**

**To : GM(Regional Services)/  
DGM(HR): NR/ER/WR/SR**

**Date : 29.11.2005**

**GMs/DGMs : Delhi & Haryana SO/Punjab &  
Himachal SO/ Rajasthan SO/ Uttar Pradesh SO /  
Orissa SO / West Bengal SO / Bihar SO / NESO, Guwahati /  
Gujarat SO / Maharashtra SO/ Madhya Pradesh SO/  
Tamil Nadu SO /Karnataka SO / Kerala SO / Andhra Pradesh SO**

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**Sub : Preparation of estimates.**

We quote below the relevant contents of communication no. DP/4/13/98 dated 24.11.2005 received from GM(HR), CO, New Delhi resting on the subject matter for strict compliance apart from ensuring wide dissemination of the matter please:-

**Quote**

Vigilance scrutinized a purchase file regarding procurement of CS pipes in one of the Ref. Units and observed that the estimates were prepared based on the following and in most of these cases, the estimates do not reflect the landed cost :-

- a) Previous contracts without applying proper escalation/de-escalation
- b) Moving average price from SAP which is exclusive of excise duties for which CENVAT benefit has been availed by the company.
- c) Budgetary offer from the party.

It was further observed that as a result of above, the estimates prepared become unrealistic in most cases and widely varies with the prices quoted by the bidders. Also, subsequent to the price bid opening , the quoted prices are justified considering omissions while preparing the estimates.

In view of the above, Vigilance has suggested that :-

- (i) while preparing estimates, care should be taken to include suitable price escalation/de-escalation in case the estimates are based on previous contracts.
- (ii) It is always desirable to obtain prevailing market rates;
- (iii) It should be ensured that estimates include all components of landed cost;

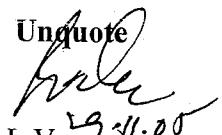
...2/-

**G. M. (ENGG.)**  
**Received on.../.../2005**

...2....

- (iv) The basis of estimates should be provided along with the indents while processing the same for approval;
- (v) The estimate should be thoroughly checked before approval of the competent authority.

Unquote

  
(S.L.Verma)  
General Manager(HR)

- Copy forwarded to all EDs & GMs, Head Office for information and necessary action please.
- Copy forwarded to DGM(Vig),HO for information please.
- Copy forwarded to GM(HR), CO for information please in reference to IOM No. DP/4/13/98 dated 24.11.2005 on the subject.
- Copy forwarded to DGM(Vig), CO for information please.
- Copy forwarded to CEA to DIR(M) for information please.



Indianoil (M), HO.  
Human Resource

INTER OFFICE MEMO

From : GM(IIR) HO, Mumbai

Ref. No. : IR/1461/P/18/2005

To : GM(Regional Services)/  
DGM(HR): NR/ER/WR/SR

Date : 29.11.2005

GMs/DGMs : Delhi & Haryana SO/Punjab &  
Himachal SO/ Rajasthan SO/ Uttar Pradesh SO /  
Orissa SO / West Bengal SO / Bihar SO / NESO, Guwahati /  
Gujarat SO / Maharashtra SO/ Madhya Pradesh SO/  
Tamil Nadu SO /Karnataka SO / Kerala SO / Andhra Pradesh SO

*S&H  
to issue Circular  
to all engaged and  
in operation group,*  
Sub : Preparation of estimates,

*Dated  
10/12*  
Quote

Vigilance scrutinized a purchase file regarding procurement of CS pipes in one of the Ref. Units and observed that the estimates were prepared based on the following and in most of these cases, the estimates do not reflect the landed cost :-

- Previous contracts without applying proper escalation/de-escalation
- Moving average price from SAP which is exclusive of excise duties for which CENVAT benefit has been availed by the company.
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In view of the above, Vigilance has suggested that :-

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- It is always desirable to obtain prevailing market rates;
- It should be ensured that estimates include all components of landed cost;

...2....

- (iv) The basis of estimates should be provided along with the indents while processing the same for approval;
- (v) The estimate should be thoroughly checked before approval of the competent authority.

Unquote

  
25/11/05  
(S.L.Verma)  
General Manager(IIR)

# **INDIAN OIL CORPORATION LIMITED (MD)**

**Head Office**

**REF.: RS/RO/AUTOMATION**

**DATE: 09.11.2005**

**TO : ALL STATE HEADS**

## **SUB.: PROVISION OF DENSITY DISPLAYS AT AKRAMAN ROs**

During recent Operation Everest Review Meeting, it was decided that Product Density Displays should be provided at Akraman ROs. Accordingly, a proposal has been approved for provision of Density Display Boards on Dispensing Units at such ROs.

Prototype for above Density Display Board was got developed, installed and commissioned at one of the RO in Chennai. After its evaluation, it is decided that the character size of the display should be 4" with Discrete LED type display having display on the both sides of the Board. The LED shall be of high intensity (Dot Matrix type) in red colour. Following sizes of display board are envisaged:

For one Product - 10" (High) x 28" (Length)  
For Two Product - 16" (High) x 28" (Length)

Copy of the Functional & Technical specifications and specimen of a visual Display are enclosed for your guidance.

It is advised that further necessary action may kindly be initiated at your end for development, installation & commissioning of the proposed LED displays on all dispensing units at Akraman ROs. The details of Akraman RO location will be advised shortly by DGM (RD), HO.

The above task need to be completed by 15.12.2005. Weekly progress may be conveyed to HO.

*H.B.Chauhan*  
09/11/05  
**(H.B. CHAUHAN)**  
**DGM (E)**

*Amresh Kapoor*  
**(AMRESH KAPOOR)**  
**DGM (RS)**

**Encl.: As Above**

**CC: All State Retail Heads**  
**CC: All State Engg. Heads**

2/  
X

## Density Display

### Functional Specifications

A bright and conspicuous display of the density for each product in a Dispensing Unit is required in the DU island (mountable on DU top) so that the customer can see and verify the same at the time of fuelling. The density displayed shall be the value at 15<sup>0</sup> C in Kg/M3 measured manually by the Dealer / Officer-In-Charge of the Retail outlet. The density value shall be entered by the dealer / Officer-In-Charge with the help of a Key board / Push Button / Hand held remote control.

### Technical Specifications

1. The density display shall be two sided capable of displaying 4 digits (Dot Matrix Type) at a time in " XXX . X" manner - where "X" is a variable and "." is a decimal separator.
2. The displayed characters shall be min. 4 inch high made from Discrete LED 's . The LED shall be of high intensity ( Dot matrix ) in red colour.
3. It should be possible to enter / edit the density values from key board or push Button or from a hand held remote control from an effective range of 3 – 5 meters.
4. The display shall be housed in a black powder coated aluminium cabinet of approx size - 10 inches high x 28 inches wide. The size will vary for density display of the product depending on the number of products dispensed by the DU.
5. The vacant space at the top and bottom of the display shall be utilized for Product name, Density at 15<sup>0</sup> C in Kg/M3. For branded products viz XTRAPREMIUM, XTRAMILE, the respective brand signs may be used to indicate the product type.
6. The display board shall be powered from 230V AC power supply.
7. The display board shall be mountable on top of a dispensing unit with suitable arrangement for securing the same.
8. The density display shall be weatherproof to IP-55, capable to withstand atmospheric temperature variations in the range of 10 – 50<sup>0</sup> C with RH of 10 – 98 % (non condensing) .
9. The following sizes of cabinet are envisaged :
  - For one product – 10" (high) x 28" (length)
  - For two products – 16" (high) x 28" (length)
10. Warranty – one year

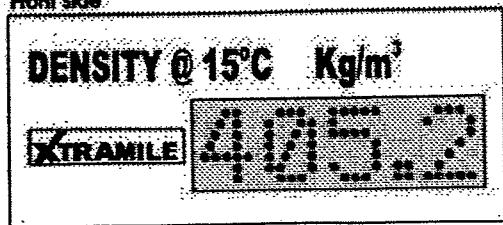
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ANNEXURE-II

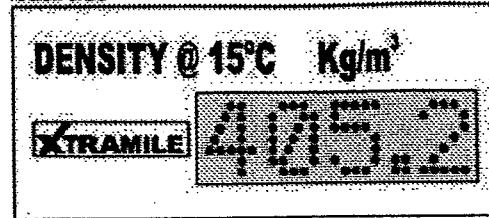
3/V

LED DISPLAY FOR DENSITY – SINGLE PRODUCT

Board Size: 10" X 28"  
Front Side



Board Size: 10" X 28"  
Back Side

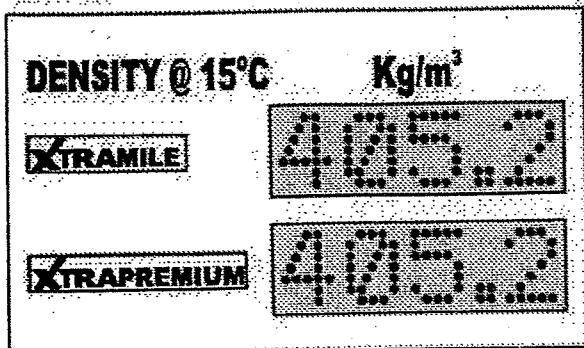


BOARD SIZE : 10" ( high) x 28" (length)

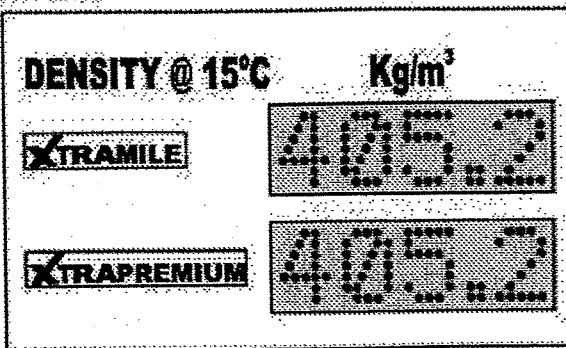
RP  
HR

**LED DISPLAY FOR DENSITY – TWO PRODUCTS**

Board Size: 16" X 28"  
Front Side



Board Size: 16" X 28"  
Back Side



**BOARD SIZE : 16" ( high) x 28" (length)**

DENSITY @ 15°C

Kg/m<sup>3</sup>

PETROL

736.7

XTRA PREMIUM

737.6

Rs 50.000

Total Sale

Rs 47.49

10.206

Litres

1.000

XTRA

X  
14

## HO, Engineering

REF.: ENG/RVI/73

DATE: 07.11.2005

### **ALL STATE ENGINEERING HEADS**

#### **SUB.: ALUMINIUM COMPOSITE MATERIAL (ACM) FOR RVI**

Technical parameters colour specification etc. have already been circulated to all State Engineering Heads in respect of Aluminium Composite Material to be used in canopy fascia, monolith, column/building cladding and other signages.

Study of the tender documents for RVI forwarded by various State Offices reveal certain variation in the specifications, conditions etc. for Aluminum Composite Material.

With a view to expedite implementation of RVI works and to have similarity and clarity in the specifications, conditions etc. for ACM, enclosed document has been developed at HO for bringing out uniformity in the tender documents with respect to Aluminium Composite Material (ACM).

Henceforth, all State Engineering Head are advised to be guided by the specifications, conditions etc. as detailed in the enclosure to this communication for invitation of tenders and implementation of RVI works.

*H.B. Chauhan*  
07/11/05  
**(H.B. Chauhan)**  
**DGM (E)**

**Encl.: As Above**

**CC: All State Heads – For kind information.**

✓/X

## SPECIFICATIONS FOR ALUMINIUM COMPOSITE MATERIAL (ACM)

### 1. **MAKES :**

- a) ALUCO BOND from M/s ALCAN Composite, Germany.
- b) REYNOBOND from M/s ALCOA, France
- c) ALPOLIC from M/s MITSUBISHI, Japan.

### 2. **COMPOSITION :**

Low Density Polyethylene (LDPE) core sandwiched between two skins of Aluminium Alloy.

### 3. **SURFACE FINISH :**

**FRONT SIDE:** Factory re-finished by the manufacturer with a **PVDF Kynar 500 (70:30) or LUMIFLON or DURAGLOSS 5000** based coating. Coating shall be in specific colors as defined later in this document.

The finished surface shall be factory protected with self-adhesive peel-off-foil. Peel-off-foil to withstand at least 6 months exposure to local weather condition without losing the original peel off characteristics or causing stains or other damages to the painted panel surface.

**REVERSE SIDE:** Reverse side of the panel surface shall be coated in a factory applied protection lacquer or protective primer, without protective peel-off-foil. Total dry-film thickness of the protection lacquer/protective primer shall be minimum 4 micron or mill finish if Marine grade Aluminium, EN-AW-5005A (AlMg-1)/EN-AW-3004 (AlMn1Mg1), is used.

### 4. **COLOUR DEFINITIONS :**

SN	COLOR NAME	PATONE REFERENCE/OTHER REFERENCE
1.	IOC Orange	Pantone 1655 C
2.	IOC Blue	Pantone 2757 C
3.	White	Pantone Warm Gray 1C
4.	Silver Grey	To match the ALUCOBOND standard color "600 Sunrise Silver Metallic" supplied by M/s Alcan Composites, Germany

### 5. **MANDATORY IDENTIFICATION MARKS**

Each ACM Panel shall bear markings as follows :

#### a) **ON PEEL-OFF-FOIL**

- i) Manufacturers' name/brand printed clearly for easy identification.
- ii) Direction of grains for metallic colors, by way of an arrow.

#### b) **ON REVERSE SIDE OF THE PANEL**

- i) Production batch identification number.
- ii) Manufacturer's name/brand printed clearly for easy identification.

3/4

6. **ACM (ALUMINIUM COMPOSITE MATERIAL) PANEL SHOULD CONFORM TO FOLLOWING SPECIFICATIONS :**

<b>SN</b>	<b>DESCRIPTION</b>	<b>STANDARD TEST</b>	<b>ACCEPTABLE VALUE /RESULT</b>
<b>A. PHYSICAL TEST FOR ACM</b>			
1.	Overall Thickness of	Visual Check/ Measurement as per QAP	3mm ( $\pm 0.2$ mm)
2.	Aluminium Skin Thickness (each side)	Visual Check/ Measurement as per QAP	0.3mm (+0.04mm) / (-0.025mm)
3.	Panel Weight	Visual Check/ Measurement as per QAP	3.8 Kg/m <sup>2</sup> ( $\pm 5\%$ )
<b>B. MECHANICAL PROPERTIES OF ACM</b>			
1.	Peel off strength Drum Peel Test	ASTM D 1781 or ASTM D 903	> 72mmN/mm or More than 4N/mm
<b>C. PROPERTIES OF ALUMINIUM SKIN</b>			
1.	Tensile strength (Rm)	ASTM E8	Minimum 110 N/mm <sup>2</sup>
2.	Modules of elasticity	ASTM E8	Min 68000 N/ mm <sup>2</sup>
3.	Elongation	ASTM E8	$A_{50} \geq 2\%$
4.	0.2% Proof Stress	ASTM E8	Minimum 100 N/mm <sup>2</sup>
<b>D PROPERTIES OF PAINT FINISH (FRONT SIDE ONLY)</b>			
1.	Coating Type	Using FTIR (instrument) or chemical method	<b>DURAGLOSS - 5000</b> Cycloaliphatic Polymer Resins Cross-Linked with a specific melamine blend <b>LUMIFLON -</b> Fluoro Ethylene Alkyl Vinyl Ether <b>PVDF Kynar 500(70:30)</b> Polyvinylidene difluoride
2.	D.F.T (Dry Film Thickness) of paint	ASTM D 1400 or ECCA T1	23.75 Micron to 45 Micron
3.	Specular Gloss	ASTM D 523 or ECCA T2	Solid Colors 25-40% Metallic Colors 20-35%
4.	Abrasion Resistance	ASTM D 968 or ASTM D 4060	> 25 litres per unit or < 45mg/1000 cycles (weight loss)
5.	Gloss Retention	ASTM 523 or ECCA T2	Min. 60% (after 10 years)
6.	Color Retention	ASTM D 2244 or ECCA T3	5 units (Max.) over 4000 hrs.
7.	Chalk Resistance	ASTM D 4214 or ECCA T 14	Max rating 8 units after 4000 hrs.
8.	Adhesion	ASTM D3359 or ECCA T6	No adhesion loss permitted

*H. B. Chauhan*  
*03/11/05*  
**H. B. Chauhan**  
 Dy. Gen. Manager (Engg.)  
 (Marketing Division)  
 G-9, Ali Yavar Jung Marg,  
 Bandra (East), Mumbai - 400 051.

~~CK~~  
~~LX~~

7. **GENERAL CONDITIONS :**

- a) No further application of paint by means of any method shall be permitted after first painting of ACM at the manufacturer's factory. No repair/touch-up of factory finished paint coated surface shall be permitted at any time.
- b) The Contractor/Converter/Vendor shall obtain certificate from the respective ACM Manufacturer stating that the ACM complies with the various parameters as mentioned above. This certificate in original shall be submitted to IOC.
- c) The Contractor/Converter/Vendor shall make available 10 years warranty for ACM from respective ACM Manufacturer. The warranty shall be in the name of Contractor/Converter/Vendor.
- d) After award of work Contractor/Converter/Vendor shall inform IOC regarding source of ACM. Necessary documentary evidences like copy of order to the ACM Manufacturer and LC References etc. shall be provided by Contractor /Converter/Vendor to IOC for verification within 15 – 30 days from award of work.

H. B. Chauhan  
03/11/05

**H. B. Chauhan**  
Dy. Gen. Manager (Engg.)  
(Marketing Division)  
G-9, Ali Yavar Jung Marg,  
Bandra (East), Mumbai - 400 051.



"Kamal Co"  
<kamalco@eth.net>  
10/28/2005 10:40 AM

To: <USENTHILVELAN@indianoil.co.in>,   
<SANJEEVIRAMAN@INDIANOIL.CO.IN>,   
<SANJEEV@INDIANOIL.CO.IN>, <payer@indianoil.co.in>,   
<chauhanhb@indianoil.co.in>  
cc: <ksrajagopalan@indianoil.co.in>  
Subject: Density Display prices

X

## Kamal & Co

### Showroom and Address for Correspondence:

# 42, Mambalam High Road, T.Nagar, Chennai 600017

Tel: +91-44-2814 0111 , 2814 0222 , 2814 0333 , 2814 0444 , 2814 0555

Fax / Tel : +91-44-2814 0814

Web: [www.factorydisplay.com](http://www.factorydisplay.com) [www.fixosign.com](http://www.fixosign.com) [www.fixovision.com](http://www.fixovision.com)

E.Mail: [kamalco@eth.net](mailto:kamalco@eth.net) [fixosign@yahoo.co.in](mailto:fixosign@yahoo.co.in)

Dear Sir,

This has reference to the prices for the various displays we have been discussing.

The prices for the same have been given below.

INDICATIVE PRICES FOR DISPENSER BOARDS *			ORDER LOT 500 PIECES	ORDER LOT 1000 PIECES
<b>LOOK AT TERMS BELOW FOR DETAILS</b>				
PUSH BUTTON CONTROL TYPE	2" FND TYPE DISPLAY	SINGLE PRODUCT DOUBLE SIDE TWO PRODUCTS DOUBLE SIDE	<b>3,960</b>	<b>3,490</b>
4" DISCRETE LED TYPE DISPLAY		SINGLE PRODUCT DOUBLE SIDE TWO PRODUCTS DOUBLE SIDE	<b>6,439</b>	<b>5,676</b>
HAND HELD REMOTE CONTROL TYPE	2" FND TYPE	SINGLE PRODUCT	<b>4,586</b>	<b>4,054</b>
			<b>6,734</b>	<b>5,862</b>
			<b>5,795</b>	<b>5,366</b>

DISPLAY	DOUBLE SIDE TWO PRODUCTS	<b>10,170</b>	<b>9,348</b>	✓✓
4" DISCRETE LED TYPE DISPLAY	SINGLE PRODUCT DOUBLE SIDE TWO PRODUCTS	<b>9,520</b>	<b>8,880</b>	-----
	DOUBLE SIDE			-----

## **\*Terms:**

1. Prices are inclusive of a standard packing of the display with simple corrugated 2 ply box
2. Prices are inclusive of all local / or interstate Sales Tax - Octroi / VAT is not applicable in Chennai at the time of this quote. Any new levy will go to increase the cost appropriately
3. Installation of unit not in our scope of supply
4. Prices are Ex-Our Office Chennai
5. Prices are inclusive of one can of RTV solution for fixing the base clamp of the display to the dispenser.
6. Delivery of units within 4-6 weeks of order or earlier as applicable
7. Delivery will be made in lots of 100 numbers each and invoices for the same will be raised and cleared by M/s IOCL before next lot is delivered
8. Validity of quote - 60 days

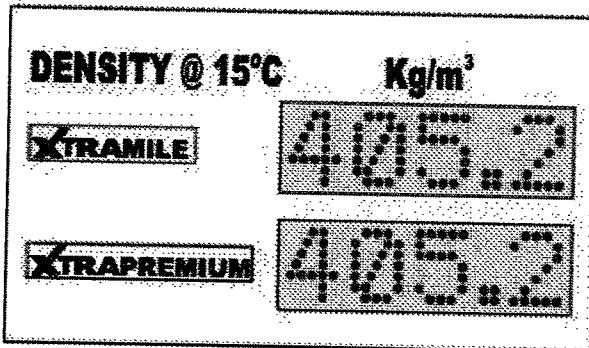
Thanks and Regards  
 Sriram L Iyer  
 0-98407 73410

[IMAGE]

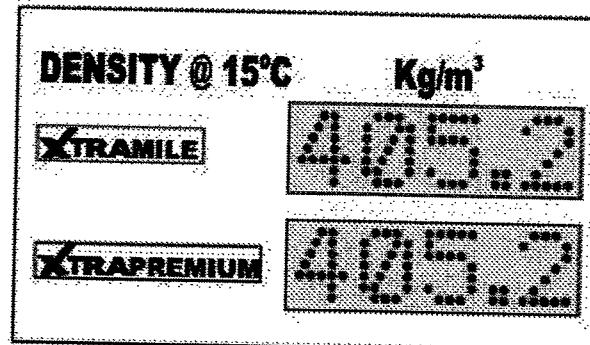
regards

3/1X

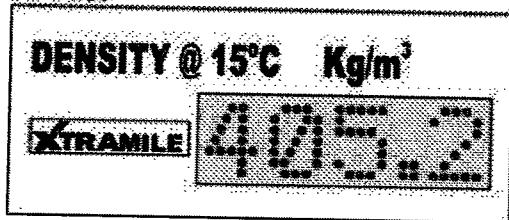
Board Size: 16" X 28"  
Front Side



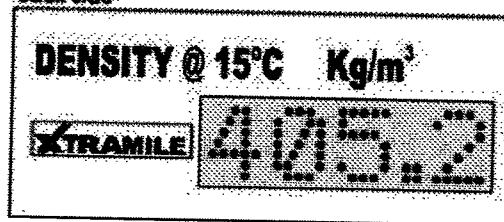
Board Size: 16" X 28"  
Back Side

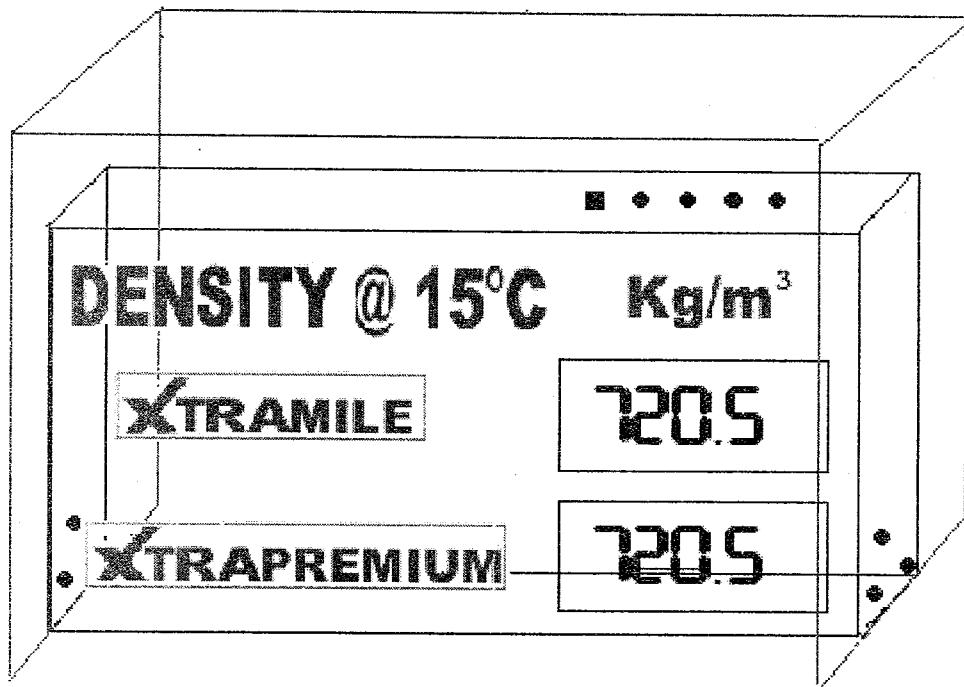


Board Size: 10" X 28"  
Front Side



Board Size: 10" X 28"  
Back Side





### Outer Casing

- \* Display Box - Size - 3.5 inches wide 28 inches long 12 inches high
- \* Outer Hood - Size - 8 inches wide 28 inches long 14 inches high

Kamal & Co

Showroom and Address for Correspondence:

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Tel: +91-44-2814 0111 , 2814 0222 , 2814 0333 , 2814 0444 , 2814 0555

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E.Mail: [kamalco@eth.net](mailto:kamalco@eth.net) [fixosign@yahoo.co.in](mailto:fixosign@yahoo.co.in)

**HO-ENGINEERING**

**REF : ENG/20/185**

**DATE: 20.10.2005**

**To**

**All State Heads**

**Sub: Payment of Contractors Bills.**

Delay in payment of contractor's bills for the Engineering works carried out is being reported as one of the impediments in expeditious execution of works.

As per Engineering Manual Volume - 5 (Procedures), Running Bills should be paid within 7 days of receipt of bill in the office and Final Bills within 30 days from the date of finalization of measurements.

State Offices are advised to ensure that contractor's bills are not delayed either on account of finalization of bills by Engineering Department or processing of the same by the Finance Group.

Concerned officials may please be advised to ensure prompt payment of contractor's bills.

  
**(R.C. JINDAL)**  
**GM (ENGG)**

  
**(S.S. SONI)**  
**ED (F)**

**CC : GM (RS), HO**

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING

**INTER OFFICE MEMO**

**REF : ENG/RVI  
DATE : 20.10.2005**

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**FOR : STATE ENGINEERING HEADS**

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**FROM : GM (ENGG), HO**

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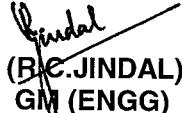
**Sub: RVI Roll Out Plan.**

State Offices are aware about MOU target for roll out of new RVI Scheme. In this reference, State Engineering Heads were also advised to expedite finalization of contracts vide DO dt.22.08.05.

Based on the progress reports and discussions with respective State Engineering Heads, month wise target for roll out of RVI in respect of fascia, cladding & monolith has been firmed up by HO, Engineering and the same is enclosed.

State Engineering Heads are advised to monitor the progress of roll out plan closely to ensure that there is no deviation in the target. State Engineering Heads are also advised to ensure that payment to contractors against the completed works are released on priority as per procedure. A fortnightly report incorporating the complete details as per format is also required to be sent to HO, Engineering.

Please ensure compliance.

  
(R.C.JINDAL)  
GM (ENGG)

**Encl: a/a**

**CC :: All State Heads – For information please.**

**HO - ENGINEERING DEPARTMENT**  
**IMPLEMENTATION OF NEW RVI ELEMENT**  
**CANOPY FASCIA, BUILDING FASCIA, COLUMN AND BUILDING CLADDING**  
**STATUS AS ON**

Sl. No	State office	MOU Target	No of ROs for which IRs obtained	No of ROs for which LOI/ WO placed	No. of Converters working for SO	Completed till	Anticipated completion of RVI elements					Total	
							Sep'05	Oct'05	Nov'05	Dec'05	Jan'06		
1	APSO	38	30	30	4	9	0	5	5	11	8	0	38
2	BSO	12	12	12	4	0	0	2	2	2	4	2	12
3	DSO	85	68	43	9	0	0	10	15	20	20	20	85
4	GSO	40	29	15	1	0	0	0	10	10	10	10	40
5	KASO	40	36	40	5	12	3	5	5	5	5	5	40
6	KESO	15	15	15	3	0	0	0	5	5	5	0	15
7	MPSO	20	20	*	*	0	0	0	0	6	11	3	20
8	MSO	50	28	28	6	0	0	6	10	12	10	12	50
9	OSO	12	12	9	2	0	0	2	0	0	7	3	12
10	PSO	45	55	55	8	0	0	5	10	9	10	11	45
11	RSO	50	21	18	10	0	0	5	7	7	15	16	50
12	TNSO	40	40	40	4	0	0	0	10	10	10	10	40
13	UPSO	35	33	33	8	0	0	6	8	9	6	6	35
14	WBSO	25	22	9	3	0	0	0	5	5	10	5	25
<b>Total</b>		<b>507</b>	<b>421</b>	<b>347</b>		<b>21</b>	<b>3</b>	<b>46</b>	<b>92</b>	<b>111</b>	<b>131</b>	<b>103</b>	<b>507</b>

\* MPSO - Tender under finalistaion

**HO - ENGINEERING DEPARTMENT**  
**IMPLEMENTATION OF NEW RVI ELEMENT**  
**MONOLITH, SPREADER & FACILITY SIGN POLE ETC.**

SN	STATE OFFICE	TENDER INVITED ON	ACTUAL/ANTCD DATE OF LOI/ WORK ORDER	MOU TARGET	EXPECTED DATE OF INSTALLATION (TOTAL NOS.)				
					NOV'05	DEC'05	JAN'06	FEB'06	MAR'06
1	DSO	30.09.05	31.10.05	85	2	10	25	25	23
2	UPSO	30.08.05	31.10.05	35	0	5	10	10	10
3	RSO	19.09.05	25.10.05	50	0	5	10	15	20
4	PSO	17.10.05	15.11.05	45	2	0	0	20	23
5	BSO	07.10.05	31.10.05	12	0	2	2	2	6
6	OSO	07.10.05	31.10.05	12	0	2	2	4	4
7	WBSO	30.09.05	31.10.05	25	2	0	5	10	8
8	GSO	13.09.05	25.10.05	40	0	5	10	10	15
9	MSO	01.09.05	17.10.05 (Finalized)	50	0	10	15	15	10
10	MPSO	27.09.05	31.10.05	20	0	0	5	5	10
11	TNSO	25.08.05	31.10.05	40	0	5	10	15	10
12	KASO	30.09.05	31.10.05	40	2	0	10	15	13
13	KESO	03.10.05	31.10.05	15	0	0	5	5	5
14	APSO	23.08.05	19.10.05 (Finalized)	38	2	5	10	15	6
<b>TOTAL</b>				<b>507</b>	<b>10</b>	<b>49</b>	<b>119</b>	<b>166</b>	<b>163</b>

## POLICY CIRCULAR NO.86 -09/2005

IndianOil (MD)  
HO, Retail Development



HO/RD/RVI/BLD- FASCIA  
September 27' 2005

All State Retail Heads  
All State Engineering Heads

### Sub: Installation of RVI features - Building Fascia.

#### 1.0 BACKGROUND

- 1.1 Dir(M) vide note. HO/RS/RVI dtd. 08/01/04 approved provision of New RVI elements at 1039 ROs to be branded as XTRA ROs and to cover 150 ROs out of these in select 10 cities and Highway flagship ROs under phase I and 889 ROs under Phase II.
- 1.2 Policy circular No.81-06/2005 dated 21.06.2005 and subsequent improvement in the feature of canopy fascia vide HO/RD/RVI dated 30.08.2005 had been sent to State Offices for implementation.
- 1.3 It was felt necessary to draw guidelines for provision of fascia on building at ROs where building is to be provided on stand alone basis & canopy is not likely to be provided. The issue was deliberated in the light to ensure uniform Visual Identity.

#### 2.0 APPROVAL

In view of the above, Director (Marketing) has approved the following:

##### 2.1 **Building fascia**

- 2.1.1 To provide building fascia of 550 mm in ACM with 75 mm Blue band on the top and balance 475 mm Saffron on all the visible sides except rear side of the building in the following order of priority directly at ROs in the following categories:
  - i) New ROs in A & B class Market
  - ii) Swagat ROs
  - iii) XTRACARE ROs in Cities & Highways
  - iv) ROs under Akraman Strategy
- 2.1.2 All other existing and new ROs not covered under above categories and not provided with canopy or canopy is not likely to be provided in near future, to be provided with building fascia in flat Aluminium / Mild Sheet with supporting structure & spray painted as per the new RVI color scheme (i.e. blue and saffron)

The spray painting would be provided as under:

- i) 75 mm Blue band on the top (Pantone shade 2757 C)
- ii) 475 mm Saffron balance portion (Pantone shade 1655 C)

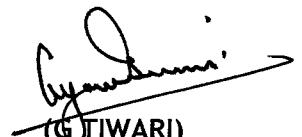
:: 2 ::

Ref. No.: HO/RD/RVI

September 27' 2005

Paint application and paint specification to be adopted for painting the Aluminium sheet fascia and Mild Steel fascia shall be as per Annexure I & II of Policy circular No.81-06/2005 dated 21.06.2005

- 2.1.3 In case provision of building fascia in ACM likely to take more than 12 months, building fascia as detailed in para 2.1.2 above in flat Aluminum / Mild sheet of 550 mm as per the color graphics with spray-painting to be provided and the same to continue till they are to be replaced with ACM as and when their turn comes for provision of the same.
- 2.1.4 The above shall be applicable to both A & B site ROs and provision of the recommended facilities shall be governed by modernization and subsidy policy applicable to B site ROs.



(G. TIWARI)  
DGM (RD)

Encl: Drawing No. HO/RVI/BFS/005 Dated 15.09.05  
Duly approved by DGM (E) HO

CC: STATE HEADS  
CC: GM (RS), HO  
CC: GM (ENGG), HO  
CC: DGM (RS) - I (SKD), DGM (RS) - II(AK), HO  
CC: DGM(ENGG) HO  
CC: CEA TO DIR(M), HO

HO, Engineering

**INTER OFFICE MEMO**

Ref: ENG/20  
23-09-05

---

**TO: ALL STATE ENGG HEADS**

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**FROM: GM(E)**

**SUB: QUALITY ASSURANCE IN CONSTRUCTION OF RETAIL OUTLETS**

During recent Core Group meeting, Director (M) expressed a concern regarding need for improvement in quality of construction at Retail outlets.

In this connection reference is made to our communications even ref dt. 06-02-03 and dt. 23-02-04 and deliberations during our recent Engineering Reviews where in emphasis was again given for improvement in quality of construction of Retail Outlet.

We would like to reiterate that State Engineering Heads should ensure that the quality of construction of Retail Outlet should be improved. The State Engineering team should target to construct the ROs which should be exemplary.

Please confirm understanding of this communication.

*W. K. N. K. M.  
23-09-05*  
**DGM(E)**

**CC: All State Heads**

**Indian Oil Corporation Ltd. (MD)**  
**Head Office- Retail Development**

Ref: HO/ RD/ RVI  
Date: 17<sup>th</sup> September 2005

**All State Heads**

**Subject: Expenses on Retail Visual Identity**

1. Director (Marketing) vide note reference HO/RS/RVI dated 08/01/2004 approved provision of New Retail Visual Identity elements at 1039 ROS to be branded as XTRA ROS. Out of this, 150 ROS in select 10 cities and highways (Flagship ROS) under phase I and 889 ROS under phase II, are to be covered. In addition to this, the New RVI elements to be rolled out in a phased manner across the entire retail network.

2. Some of the State offices have raised the issue as to whether the expenditure on provision of RVI is to be booked under Capital or Revenue head.
3. The subject issue has been deliberated at length in HO, and the following is decided:

<b>RVI Elements</b>	<b>Asset Class</b>	<b>Existing ROS</b>		<b>New ROS</b>	
		<b>"A" Site</b>	<b>"B" Site</b>	<b>"A" Site</b>	<b>"B" Site</b>
Main Sign Pole (Monolith)	Plant & Mach.	Capital	Capital	Capital	Capital
High Mast Signage	Plant & Mach.	Capital	Capital	Capital	Capital
Facility Sign Pole	Plant & Mach.	Capital	Capital	Capital	Capital
Canopy Fascia (900 mm)	Building	Revenue*	Revenue	Capital	Revenue
Building Fascia (550 mm)	Building	Revenue*	Revenue	Capital	Revenue
Building & Column Cladding	Building	Revenue*	Revenue	Capital	Revenue
Directional Signages	Plant & Mach.	Revenue	Revenue	Capital	Revenue
Individual Facility Signages	Plant & Mach.	Revenue	Revenue	Capital	Revenue
Spreaders	Plant & Mach.	Revenue	Revenue	Capital	Revenue

(\*) In case RVI elements are provided at any existing "A" site retail outlet on first-time construction of canopy/building, these shall be capitalized.

GL codes for booking the revenue items are as under –

<b>GL Code</b>	<b>Description</b>	<b>Commitment Items</b>
5263500081	Expenses on RVI – "A" Site	Repair & Maintenance- Buildings
5291800310	Expenses on RVI – "B" Site	Sales Promotion

4. Since the payments for installing various RVI elements at a RO are released to a single vendor, single POs may be created for both Revenue and Capital Items. However, proper care should be taken while creating POs, by assigning different RVI Items to related Revenue/Capital GL Codes (5999999999), to ensure correct accounting in line with the above table.

5. State Offices shall exercise control over all RVI expenses irrespective of their treatment as Revenue or Capital nature. All RVI expenses shall necessarily be approved/concurred by GMs of the State Office/ State Finance Heads.

6. In respect of Revenue expenses on RVI, RO-wise details shall be maintained as per Annexure-I. Quarterly schedules of the Revenue GL Codes as stated at (3) above shall be prepared by each State Office and that shall be audited by the Internal Audit. In addition, a copy of the quarterly schedules shall also be sent to GM(RS) and GM(F), Head Office by the end of the succeeding month of each quarter.

7. As the RVI elements in respect of "A" Site retail outlets have been capitalized, and charged charged-off to revenue in case of "B" Site retail outlets during 2004-05 and April'05 till date, the State Offices should ensure to bring the erstwhile accounting treatment in line with the above policy in September'05 Closing of accounts.

8. Suitable RBE (2005-06) and OBE (2006-07) in respect of Capital and Revenue budgets should be created keeping in view the above policy on RVI.

Please acknowledge the receipt and confirm compliance.

(AMK SINHA) 17/7/05  
GM (RS)

SS SONI  
ED (F)

Encl : Annexure - I

CC : GM (ENGG), HO  
CC : All State Finance Heads  
CC : DGM(F)s : N/E/W/S  
CC : GM(IA), HO  
CC : CEA TO DIR(M), HO





**HO-ENGINEERING**

**REF : ENG/20/183**

**DATE : 12.09.2005**

**To**

**All State Engineering Heads**

**Sub: Quality in Construction of Retail Outlets.**

The matter of improving quality in construction work has been emphasized on several occasions in the past through various communications.

During inspection of some of the Retail Outlets, following common irregularities in construction have been observed :

1. **Rain water pipe from canopy** – The rain water pipe taken down from the canopy columns are not connected to the drainage system and are left on the driveway below the pump island. Due to this the driveway is not kept clean and the pump island from where water is discharged does not give aesthetic look.

It must be ensured that water drain pipes are connected to proper drainage system through underground pipes and are not left to be discharged on the driveway.

2. **Electrical cabling and Earth Pit** - Laying of electrical cables must be planned and should be marked on the layout drawings. The cables should be laid as per specifications and should be provided with proper tags for identification and markers. Proper glanding of the cables should be ensured. Necessary loop should be provided as specified. The earth pits should be properly planned and visible for inspection.
3. **Level of Driveway** – The slope of the driveway should be properly planned in such a manner that there is no water stagnation. The manhole covers and pavers should be properly finished to the level. The pavers should be compacted using vibrators.

Please take corrective action to ensure that such irregularities are not observed in the ROs under your State Office and confirm compliance.

*R.Jindal*  
12.9.05  
**(R.C. JINDAL)**  
**GM (ENGG)**

**CC : ALL HEADS OF STATE**

*CC: DGM(E)-IL*

**HO-ENGINEERING**

**REF : ENG/20/182**

**DATE : 31.08.2005**

**C I R C U L A R**

**To**

**All State Engineering Heads**

**Sub : Imposition of restrictive condition in Public Tender.**

In the Public Tender invited by one of the State Office for supply, fabrication, transportation and installation of main sign pole and FRP cladding etc. for Retail Outlets, a restrictive condition was imposed stating that "the tenderer should have a workshop for fabricating and assembling the signage within any of the States of Tamil Nadu, Andhra Pradesh, Karnataka, Kerala, Pondichery and must be capable of supplying the signage anywhere in the particular State".

Since Public Tender is issued for the entire nation, such restrictive condition is against the spirit of the Public Tender.

All concerned are advised that while inviting Public Tenders, restrictive condition should not be imposed debarring the tenderers of any State from participating in the tender, provided they meet other requirements / eligibility criteria stipulated in the tender.

*Jindal*  
**(R.C. JINDAL)  
GM (ENGG)**

**CC : ALL CORE GROUP MEMBERS  
CC : ALL HEADS OF STATE  
CC : GM (RS) - NR/ SR/ WR/ ER  
CC : ED IBP CO\_ORDINATION  
CC : DGM (VIG), CO  
CC : DGM (VIG), HO  
CC : CEA TO DIR(M)**

इंडियन ऑयल कॉर्पोरेशन लिमिटेड  
प्रधान कार्यालय  
इंडियन ऑयल भवन, जी-9, अली यावर जंग मार्ग,  
बांद्रा (पूर्व), मुंबई - 400 051.  
**Indian Oil Corporation Limited**  
Head Office  
Indian Oil Bhavan, G-9, Ali Yavar Jung Marg,  
Bandra (East), Mumbai - 400 051.  
Phones : 2642 3272 / 2640 0926  
DID : 2644 1077 / 2644 1101  
Fax : 2640 0606 / 2644 1541



विपणन प्रभाग  
Marketing Division

Ref: ENG/RVI

Date: 25/08/2005

**M/s Parekhplast India Pvt. Ltd.**  
F-35, Nand Dham Indl. Estate  
Marol Maroshi Road, Andheri (E)  
Mumbai – 400 059  
Ph: 022-28503636/28501430  
Fax : 022-28525212

Dear Sir,

**SUB: ENLISTMENT OF ADDITIONAL CONVERTERS TO SUPPLY, FABRICATE  
AND INSTALL NEW RETAIL VISUAL IDENTITY ELEMENTS AT RETAIL  
OUTLETS**

**REF: NO. HO-ENG/ PT/RVI/001/05-06**

Reference is made on the following on the subject matter:

1. Your application vide letter dt.11/05/05
2. Our letter ref. ENG/RVI dt.10/06/05
3. Our letter ref. ENG/RVI dt.04/07/05
4. Your letter ref. Nil dt.15/07/05
5. Verification of original documents on 21/06/05.

We are pleased to inform you that you have been enlisted with Indian Oil Corporation Limited (Marketing Division) as a converter for supply, fabrication and installation of new Retail Visual Identity elements at our Retail Outlets. This enlistment is valid **for a period till 31/10/2007**.

As per your willingness submitted regarding work area, your organization have been enlisted for the subject work under the following State Offices of Indian Oil Corporation Ltd. (Marketing Division):

**Andhra Pradesh, Delhi, Gujarat, Karnataka, Kerala, Maharashtra, Madhya Pradesh, Orissa, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh.**

Please note that this enlistment is carried out based on the credentials, documents submitted along with your application. The enlistment is subject to satisfactory execution of work orders in respect of delivery and quality of the works as and when awarded to you. Your performance in this regard shall be reviewed continuously on a periodical basis for our assessment.

.....2

:2:

The enlistment is liable for cancellation, for whatsoever reason, entirely at our discretion. The enlistment shall not make your company/firm eligible for claiming right to receive tender enquiries or award of works by IOCL.

We hope that you would always endeavour to deliver quality works without any time overrun.

Thanking you,

Yours faithfully,  
**For Indian Oil Corporation Limited,**

  
(VIBHASH KUMAR)  
Senior Engineering Manager

**N.O.O.: Confidential**

CC: SEHs –APSO, DSO, GSO, KASO, KESO, MSO, MPSO, OSO, PSO, RSO, TNSO & UPSO

With the remarks that M/s Parekhplast India Pvt. Ltd., Mumbai may be considered for issuance of tender for supplying, fabrication & installation of Retail Visual Identity Elements at Retail Outlets under your jurisdiction. The performance of the party should be evaluated as per the guidelines.

CC: SEHs – BSO, NESO, WBSO

This party is not enlisted for carrying out RVI works under jurisdiction of your State Office.



## INTER OFFICE MEMO

**From : DGM(Finance) HO**

**Ref : AC:CAP:03/RS/14/ ०१०८.२००५)**

**Date : 21<sup>st</sup> July 2005**

**To : EDs HO/GMs HO**

**GM(RS) NR/ER/WR/SR**

**DGM(F) NR/ER/WR/SR**

**ALL SO HEADS**

**ALL SO FINANCE HEADS**

**Sub : Improvement in Tendering System to reduce Tendering Cycle Time**

As per the decision of the Corporate Management Committee held on 28.7.04, an Inter Divisional Committee comprising of representatives from Refinery, Marketing, Pipelines Divisions and R&D Centre was constituted to suggest improvements over the existing tendering system to reduce the tendering cycle time. The group after deliberations and after obtaining the comments from the Division made several recommendations for reducing the tender cycle time. . The same was examined by Corporate Office and recommendations accepted by Corporate Office is attached for implementation.

*Koshy Eipe*  
**(Koshy Eipe)**  
**DGM(F)**

## **Improvement in Tendering System to reduce Tendering Cycle Time**

### **1.0 ESTIMATES:**

In case of any major change in tech.. Specifications, scope of work ,change in any tax structure , variation in prices of material having an impact on prices, etc ; the estimate should be revisited (and duly concurred and approved in case of revision by appropriate estimate approving authority) before opening of price bids. This revised estimate shall be used for comparison of prices and award of work.

### **2.0 PREPARATION OF TENDER DOCUMENTS:**

- 2.1 Standard Specifications for each type of jobs should be developed to the extent possible. Uniformity shall help the bidders in understanding the specifications and will lead to avoidance of queries and clarifications thereon..
- 2.2 One of the major reasons for the delay in tendering process is floating of the tender without finalizing the engineering inputs. This leads to issue of amendments and seeking of revised Price Bids/implications from bidders. To avoid this delay, the tenders should be floated only after completion of detailed engineering. In addition to curtailment of time in finalisation of tenders, it will also help in preparation of realistic estimate.
- 2.3 A standard check-list indicating requirements to be submitted by the parties should be given in the tender for ease of evaluation.
- 2.4 In order to avoid printing and handling of voluminous tender documents which take considerable time and effort , tender documents in electronic format i.e. CSs in PDF format is recommended.. Tender documents can be downloaded from the internet also, hence the tender documents can be handed over in floppy form. However, the documents to be submitted should be the printed set duly signed by the bidder. Guidelines for issue and receipt of tender documents in electronic format are enclosed in Annexure I.

### **3.0 INVITATION OF TENDERS:**

- 3.1 Whenever the estimates are based on approved Schedule of Rates/CPWD or PWD SORs/Rate Analysis, all item rate tenders should preferably be invited on **percentage basis** i.e. estimated rates of all items to be given in the tender and the tenderers should be asked to quote a overall percentage applicable on all the items above or below the rates. This will lead to reduction in evaluation time. This shall also ensure that the L-1 party remains L-1 after execution of work also, irrespective of any change in quantities of individual items.

### **3.2 Open/Limited Tenders :**

As per provisions of DOA (in Marketing Division) open tenders shall generally be called for works above Rs.50 lakh. Hence HO/RO/SO may continue to resort to limited tenders for works below Rs.50 lakh and for higher value works also, in case of urgency with specific approval as per DOA.

In case of open tenders upto a limit of Rs.100 lakhs tender notice to be released in State level Newspapers and only where the tender value is beyond Rs.100 lakhs notice to be released in National level Newspapers.

In addition to the above financial limits, nature of the job should also be considered while deciding on the level of publicity.

Approval of SO Head /GM(RS)/Functional ED at HO will be required for any reduction in the level of publicity.

Global Tenders to be called depending upon the nature of work. .

### **3.3 TENDER SUBMISSION TIME:**

In case of Open Tenders, complete Tender documents are put on Website and are available for viewing/downloading from day one, hence minimum time of submission period (from the starting date of sale as mentioned in the NIT to the last date of submission of tenders) may be reduced as follows:

- . Open Tender above Rs.100 lakh – 28 days
- . Open Tender up to Rs.100 lakh – 21 days
- . Limited Tenders above Rs.50 lakh – 15 days
- . Limited Tenders up to Rs.50 lakh – 10 days

In case of specialized works, this limit may be increased.. However, the above time limit may also be reduced but with the approval of Competent Authority for award of work. Such increase or reduction in the submission time can be done with the approval of the Competent Authority i.e. GM or above as contained in Clause no.1.7.2 of the Engineering Manual Vol-V(Procedures).

### **3.4 TENDER FEE:**

- i) In order to simplify issue of tender documents, tender fee should be taken in the form of Demand Draft/Bankers Cheque/Pay Orders only and no cash payments should be accepted.
- ii) Tender fees is also to be charged for Limited Tenders as per recent guidelines of CVO wherein it was clearly stated that such a fee is collected to recover

the cost of tender documents. As per IOM no.CO/PAG/19 dated 02.08.04, in case it is considered necessary not to charge the tender fee in a specific case, the approval for waiver giving full justification may be taken from the competent authority (not above SO Head/ GM(RS)/Functional EDs at HO before of issue of tender .

#### **4.0 EVALUATION OF OFFERS :**

- 4.1 The intent of tendering is to solicit bids without any deviation as a lot of time is spent in resolving the deviations. Hence, if as a result of Techno Commercial examination of all bids received , it is found that bids for three bidders conform to bid stipulations, then only one chance will be given to rest of the bidders for compliance with bid stipulation with a definite time frame.
- 4.2 Amendments to tender stipulations should normally be discouraged and should be allowed only in exceptional circumstances such as cases in which concurrent engineering is being done.

#### **5.0 PRICE NEGOTIATIONS :**

- 5.1 Negotiations are not to be conducted as a matter of routine and are done only in specific cases where deviation from the estimate are more than 10% or there is wide variation in case of quoted price for individual items. Before conducting negotiation approval of the competent authority is required to be taken by giving complete justifications. Further the competent authority for approving calling of parties for negotiations will be the Tender Approving Authority as per the DOA but not beyond the level of GM/ED heading the function at HO/SO Heads/GM(RS).
- 5.2 In cases where the estimate has been revisited just before opening of price bids as mentioned at para 2.1 above, it should not be necessary to review the estimate again prior to negotiations.
- 5.3 Generally, it is observed that delays occur in organizing price negotiations with out-station bidders. In order to avoid such delays, for works upto Rs.50 lakh, negotiations over telephone (with speaker phone) by the negotiating committee (which should have a finance representative) can be done with the approval of the competent authority i.e. Tender approving authority not above the rank of GM/ED of HO/RO/SO. In case of negotiation with a foreign bidder for works of any value, prior approval at the level of SO Heads/ GM shall be taken for holding price negotiations through telephone. A discussion note should be prepared immediately and signed by all the Committee members. The discussions should be confirmed over fax by the party before finalizing the contract.

**6.0 APPROVAL OF TCC RECOMMENDATIONS FOR AWARD OF CONTRACT :**

Existing procedure to continue. It should be ensured that recommendation of the Tender Committee are duly concurred by Finance before approval of Competent Authority as per DOA.

**7.0 CONTRACT AGREEMENT:**

- 7.1 Present limit of Rs.5 lakh for signing a contract agreement is to be continued.
- 7.2 Present system of providing the stamp papers by the contractors to be continued

## **ANNEXURE – I**

### **Recommendations of the Inter-Divisional Group on 'Review of present procedure / practices for contract finalisation'**

#### **Guidelines for issue of Bidding Documents in Electronic Format and Receipt of Bids**

- A) With a view to cut down the time cycle of tendering activities so as to achieve overall reduction in Time Schedule, use of IT for issue of Bidding Documents and other tendering activities has been found a viable preposition.
- B) The proposed methodology is as under :

1. Bidding Documents to agencies shall be issued in Compact Disc / Floppies as under :
  - a) CD1 – containing two files in PDF, one for Commercial Part of the Bidding Document and the second for the Price Part.
  - b) CE 2 – containing one file in PDF for the Technical part of the Bidding Document.
  - c) Floppy Disc / CD – containing Excel Files of the price Schedule for obtaining soft copy of the price bid, with short item description. This will be applicable for item rate tenders and will be used only for preparing the Comparative Statement.
2. The above CDs / Floppy Disc shall be issued to the bidders along with the covering letter (Letter Inviting Tender in case of Limited Tenders) and Master Index of the Bidding Document.
3. Amendments / Queries (TQ / CQ), if any, shall be sent to agencies through e-mails in PDF files.
4. Procedure for submission of Bids by Bidders shall be same as applicable in conventional tendering i.e. Bidders will be required to submit their bids in separately sealed envelopes duly superscribed :
  - a. **PART-I** : Technical and un-priced Commercial Part, containing :
    - i) Bid – offer in Hard Copy as per the requirement of the Bidding Documents duly

signed and stamped on each page including any Addenda /TQ/CQ and its replies.

- ii) Master Index enclosed with the covering letter, duly signed and stamped on each page by the bidders as a token of having received and read all parts of the Bidding Documents and having accepted and considered the same in preparing and submitting their Bid.
- iii) Earnest Money Deposit as specified in the Bidding Documents.

b. **PART – II** : Price Part, containing :

- i) Hard Copy of the Schedule of Rates, duly filled in.

In this part of bid, the bidder shall not stipulate any condition not shall there be any overwriting. Any condition mentioned in the Part-II shall render the Bid liable for rejection (as a the case in conventional tendering).

Price shall be submitted in one original copy only and shall be signed and stamped on each page by the bidder.

- ii) Soft Copy of Price Schedule in Excel File provided to the agency.

5. In case of any difference in price provided in Hard Copy and Soft the Soft Copy, the price indicated in the Hard Copy shall prevail.
6. All other activities including signing of the Contract Agreement shall be performed as in case of conventional tender.

From the above, it can be seen that II prevailing norms of conventional tendering are being followed except that Bid Documents are issued in tamperproof electronic format. This will avoid preparation, handling and mailing of bulky documents thereby saving time.

RD/45  
21.7.2005

**FOR : ALL STATE RETAIL & ENGG HEADS**

**SUB: STANDARD LAYOUT DRAWINGS FOR KSKs**

We are enclosing herewith the copies of three alternative standard layouts of KSKs duly approved to suit to the following requirements :

**Alt. A :** KSKs requiring small storage space for products such as Seeds, Fertilisers, etc based on potential in line with the policy.

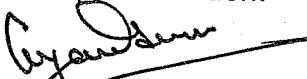
**Alt. B :** KSKs requiring large storage space based on potential for products such as Seeds, Fertilisers, pesticides, lanterns, stoves, agricultural equipments, daal, chana, gur etc. which may be required based on our Tie ups.

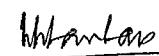
**Alt. C :** KSKs requiring large storage space for products such as Seeds, Fertilisers, pesticides, lanterns, stoves, agricultural equipments, daal, chana, gud etc. which may be required based on our Tie ups. and where Compressor / DG set is kept in separate room of sales building due to safety / security reasons.

For the purpose of security and safety of new barrels behind the sales building, a compound wall was proposed on the rear side which also renders wall space for Branding and the balance portion of the driveway to be provided with chain link fencing.

The entire investment of IOC should be limited within Rs. 5 lakhs as per the policy. The facilities required to be provided by IOC and the dealer should be in line with the policy circular no. 74 - 10 - 2004 (RO / 6002) dtd. 2.11.04). It may please be ensured that the site is so chosen to develop the RO as per standard drawing.

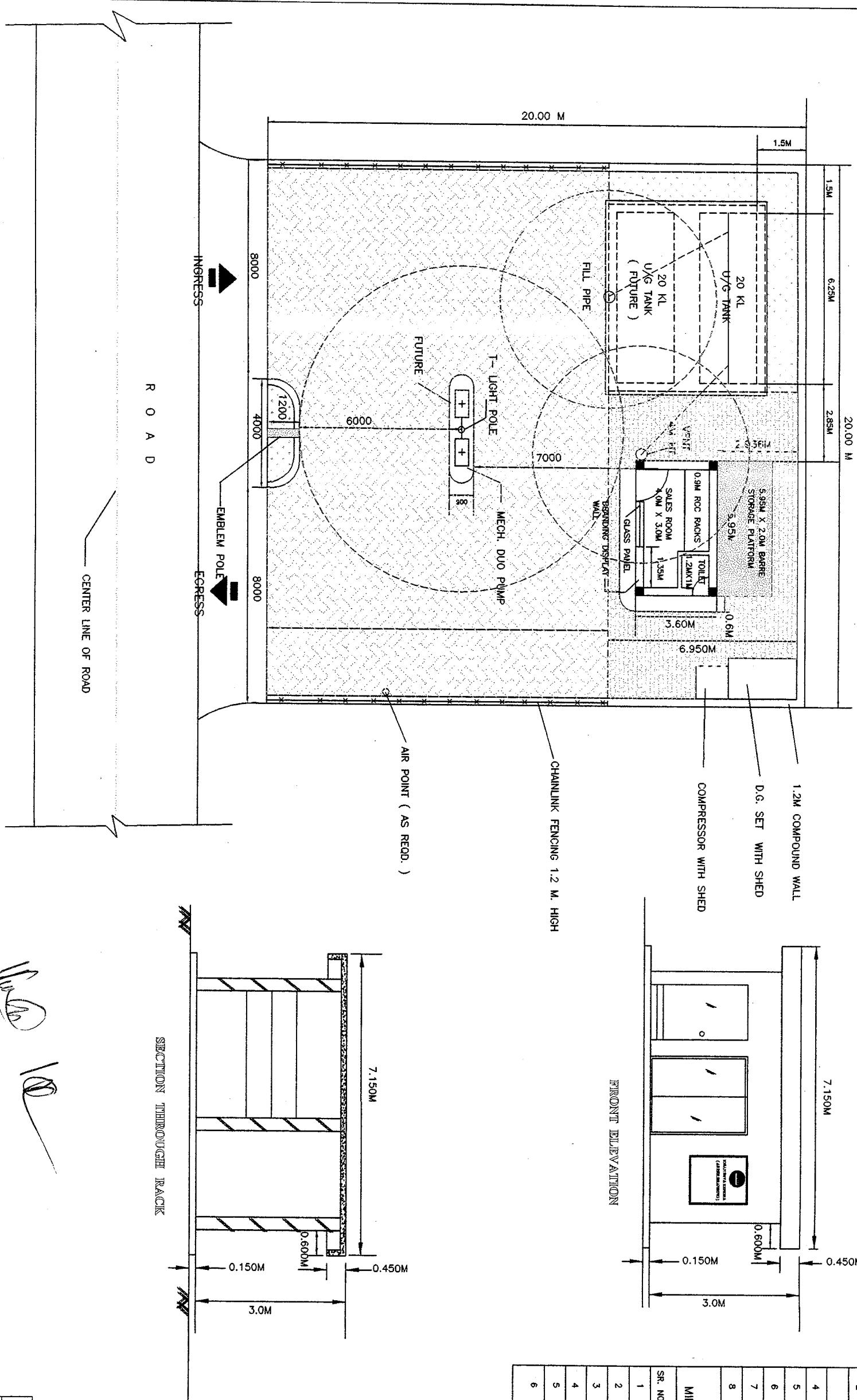
You are requested to bring the same to the notice of all concerned including Engineers for implementation.

  
**(G. Tiwari)**  
**DGM(RD)**

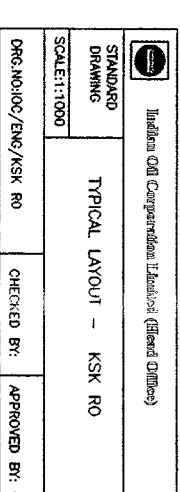
  
**H.B. CHAUHAN**  
**DGM (ENGG)**  
21/07/05

**FACILITY TO BE PROVIDED BY IOC**

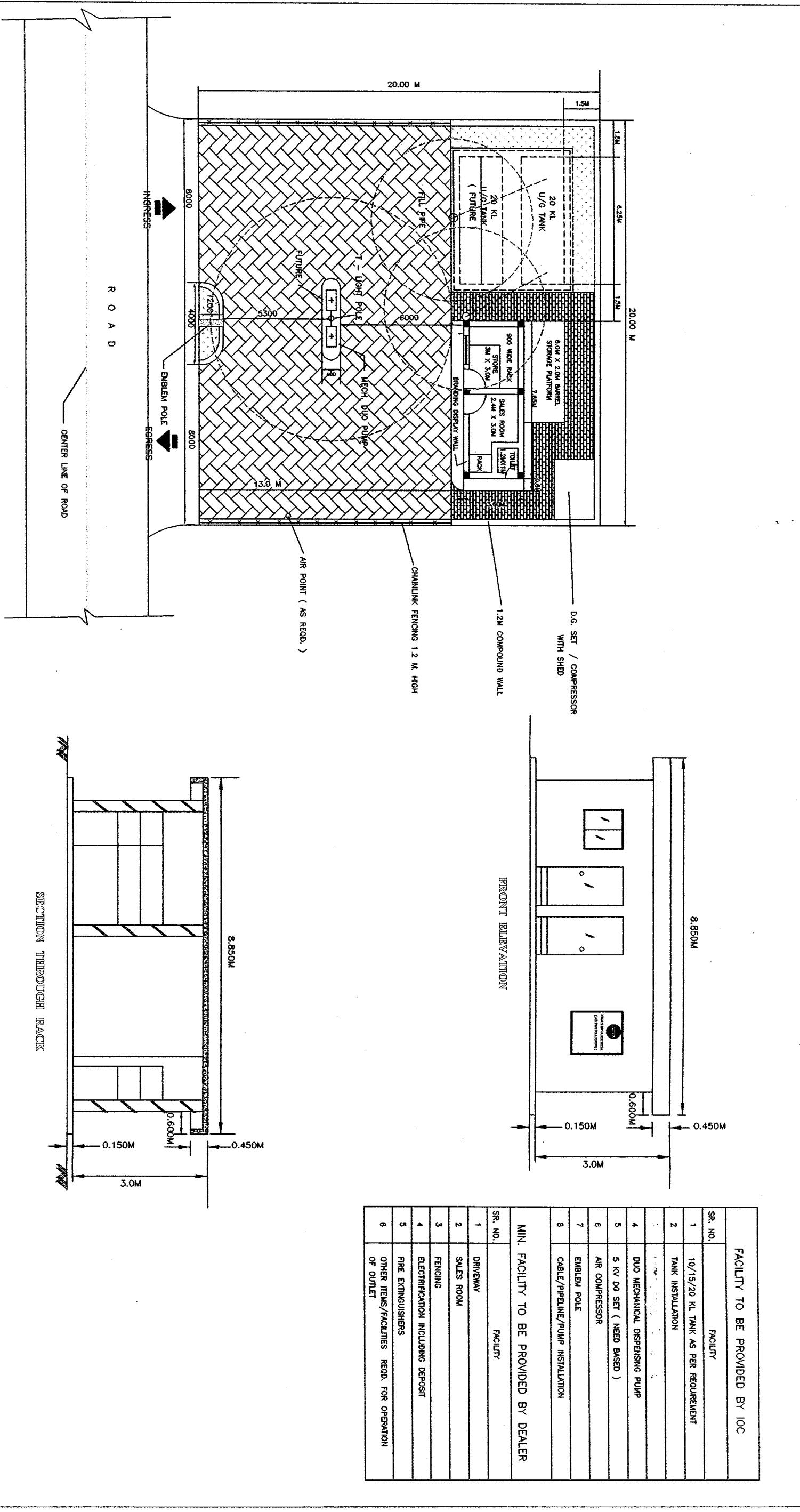
FACILITY TO BE PROVIDED BY IOC	
SR. NO.	FACILITY
1	10/15/20 KL TANK AS PER REQUIREMENT
2	TANK INSTALLATION
3	.....
4	DUO MECHANICAL DISPENSING PUMP
5	5 KV DG SET ( NEED BASED )
6	AIR COMPRESSOR
7	EMBLEM POLE
8	CABLE/PIPELINE/PUMP INSTALLATION
MIN. FACILITY TO BE PROVIDED BY DEALER	
SR. NO.	FACILITY
1	DRIVEWAY
2	SALES ROOM
3	FENCING
4	ELECTRIFICATION INCLUDING DEPOSIT
5	FIRE EXTINGUISHERS
6	OTHER ITEMS/FACILITIES REQD. FOR OPERATION OF OUTLET



C:/RURAL DEPOT5A1



A Alternative - B

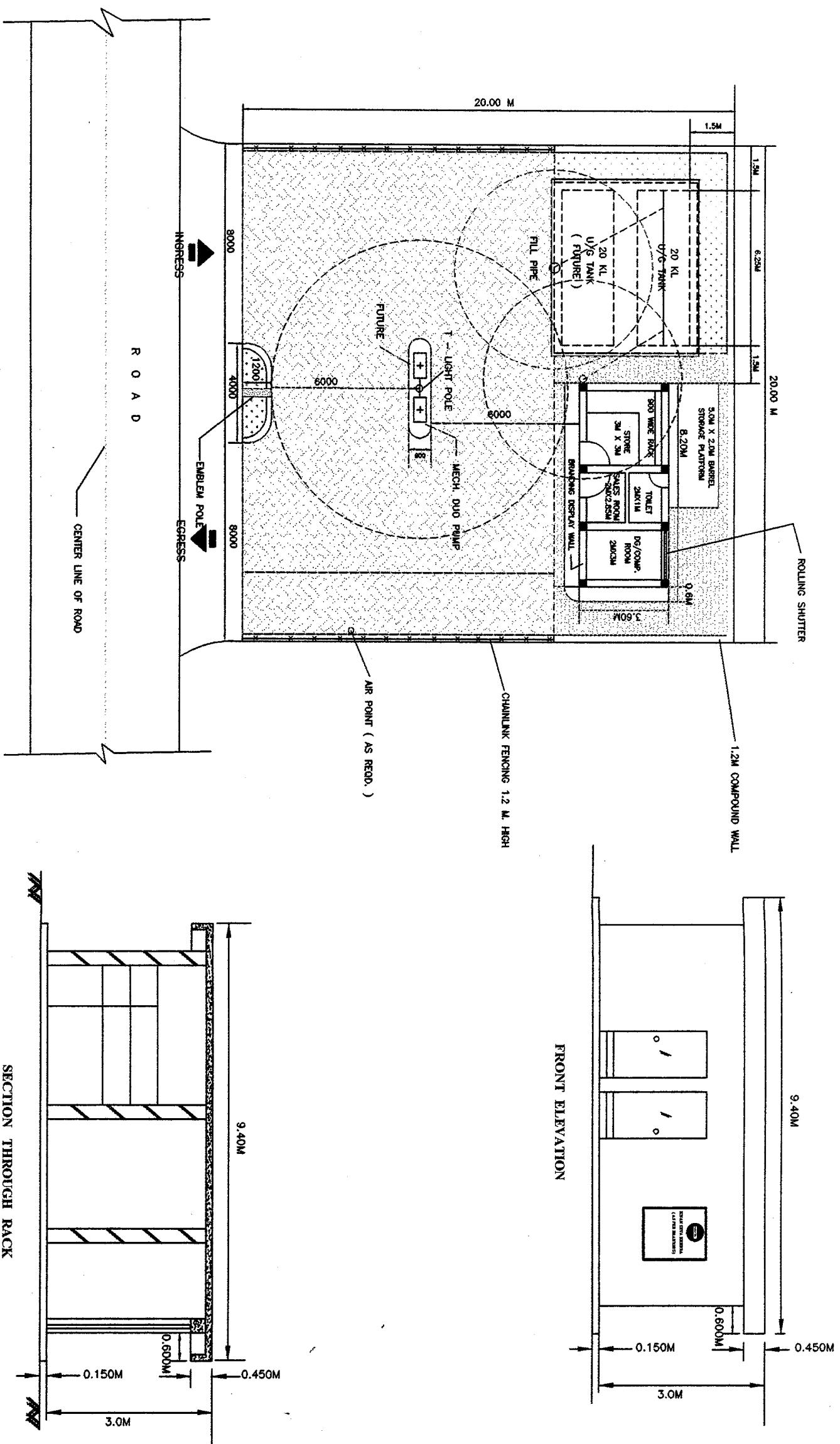


**FACILITY TO BE PROVIDED BY IOC**

FACILITY TO BE PROVIDED BY IOC	
SR. NO.	FACILITY
1	10/15/20 KL TANK AS PER REQUIREMENT
2	TANK INSTALLATION
3	USED BARRELS - 25 NOS.
4	DUD MECHANICAL DISPENSING PUMP
5	5 KV DG SET ( NEED BASED )
6	AIR COMPRESSOR
7	EMBLEM POLE
8	CABLE/PIPELINE/PUMP INSTALLATION

MIN. FACILITY TO BE PROVIDED BY DEALER	
SR. NO.	FACILITY
1	DRIVEMAN
2	SALES ROOM
3	FENCING
4	ELECTRIFICATION INCLUDING DEPOSIT
5	FIRE EXTINGUISHERS
6	OTHER ITEMS/FACILITIES REQD. FOR OPERATION OF OUTLET



## SECTION THROUGH RACK

Indian Oil Corporation Limited (Head Office)

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING

**INTER OFFICE MEMO**

**REF : ENG/34**

**DATE : 12.07.2005**

**FOR : ALL STATE ENGG. HEADS**

**FROM : HO- ENGINEERING**

**Sub : Hydraulic testing of horizontal cylindrical steel storage tank for Petroleum Products.**

Horizontal cylindrical steel storage tanks for Petroleum Storage at Retail/Consumer Outlets are fabricated as per BIS 10987:1992.

As per provisions of Engineering Manual Volume – 2 (Chapter – 7, Page – 159), all horizontal tanks are to be tested at a pressure of 0.75 kg/sq.cm. (Annexure – II). However, as per BIS 10987:1992, the tanks are required to be hydraulically tested to a pressure of 0.5 kg/sq.cm for checking the leaks.

In view of above, all concerned are advised to be guided by provisions of BIS 10987:1992 regarding testing operation and should ensure hydraulic testing of horizontal cylindrical steel storage tank for Petroleum Products at a pressure of 0.5 kg/sq.cm.

This communication supersedes provision in Engineering Manual Volume – 2 (Chapter – 7, Page – 159), regarding testing of Horizontal Storage Tanks and is issued with the approval of GM (E).

  
(V.KUMAR)  
SEM

*E.C. - F - Eng/20*

**INTER OFFICE MEMO**

REF : ENGG/20

DATE : 05.07.2005

**FOR : ALL STATE ENGG. HEADS**

**FROM : GM (ENGG), HO**

**Sub : Action Plan to Implement the Scheme for Strengthening of PDS SKO  
Distribution of Pilot Project.**

You may be aware that pilot project for strengthening the distribution of PDS SKO is to be taken up on top most priority by our Retail Sales Group. Communication has been sent in this regard by HO- Retail to all the State Heads emphasizing the importance of the project.

As this project is on high priority agenda of Ministry, construction activities for providing tanks and Dispensing Units are to be taken up as per requirement of the scheme. All State Engineering Heads are advised to take action for lining up required resources in terms of fabrication of underground tanks, contractors for installation of equipments and required Dispensing Units in consultation with State Retail Heads.

Top most priority to be assigned to the above project to ensure adherence of time lines.

  
(R.C. JINDAL)  
GM (ENGG)

**CC :: State Heads**

**CC :: GM (RS), HO**

**CONFIDENTIAL**

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING

**INTER OFFICE MEMO**

REF : ENG/207  
DATE : 01.07.2005

**FOR : ALL STATE ENGG. HEADS**

**FROM : HO – ENGINEERING**

**Sub : Reply to the correspondence made from Vigilance Deptt.**

Enclosed please find letter ref. IR/1461/P/9/2005 dt.21.06.05 on the above subject. All concerned are requested to be guided by the enclosed guidelines while sending replies to the letters of Vigilance Deptt.



(V.KUMAR)  
SEM

**Encl: a/a**



Indianoil (M), HO.  
Human Resource

CC: DGM (E)-I&II

: DGM - MATLS/M&I

: SEM (VK)

CONFIDENTIAL

INTER OFFICE MEMO

From : GM(HR) HO, Mumbai

Ref. No. : IR/1461/P/9/2005

To : GM(Regional Services)/  
DGM(HR): NR/ER/WR/SR

Date : 21.06.2005

GMs/DGMs : Delhi & Haryana SO/Punjab &  
Himachal SO/Rajasthan SO/Uttar Pradesh SO/  
Orissa SO /West Bengal SO/Bihar SO/ North East SO /  
Gujarat SO / Maharashtra SO/ Madhya Pradesh SO/  
Tamil Nadu SO /Karnataka SO / Kerala SO / Andhra Pradesh SO

Sub: Reply to the correspondence made from Vigilance Deptt.

We had vide our Circular Ref. no. IR/1461/P/14/2004 dated 25.6.2004 requested that the letters received from Vigilance Deptt. must be replied by an Officer not below the rank of DGM in order to consider it as a Management's view and also to avoid inadequacies of the reply.

It has been brought to our notice that many State Offices are still sending replies to the letters of Vigilance Deptt. which are signed by the officers below the rank of DGM.

It is , therefore, once again requested for strict compliance of the requirement in this regard.

*SLV*  
27/6/05  
(S L Verma)

General Manager(HR)

- Copy forwarded to all EDs & GMs, Head Office for information and necessary action please.
- Copy forwarded to DGM(Vig),HO for information please.
- Copy forwarded to GM(HR), CO for information please.
- Copy forwarded to DGM(Vig.), CO for information please. This has reference to your letter no. V-5/2004-NR dated 13.06.2005 on the subject.
- Copy forwarded to CEA to DIR(M) for information please.

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING

**INTER OFFICE MEMO**

**REF : ENG/20**

**DATE : 27.06.2005**

**FOR : STATE ENGINEERING HEADS**

**FROM : DGM (ENGG), HO**

**Sub : Quality in Construction Works – Supervision of ROs.**

The need for ensuring quality at construction sites have been reiterated on several occasions in past through various letters and during review meetings. In this connection, recent communications ref. ENG/20 dt.21.06.2004 and dt.24.03.2005 may be referred.

In view of large number of Retail Development activities being undertaken during current year, in order to ensure quality in RO construction, State Offices are advised to engage supervision agencies like IOTL or other reputed & competent agencies for supervision works wherever there is shortage of our own Engineers for supervision works. Needless to mention that laid down procedures for engaging such supervision agencies should be followed.

It is once again reiterated that the quality of construction should be maintained in line with specifications & QAP. It should be ensured that ~~the~~ important records like layout plan, construction drawings, site instruction books etc. are maintained as required. Site Engineers must ensure quality tests for all the materials being used as per contractual specifications and requirements.

Please confirm action taken in this regard.

*Wankar* 27.06.05  
**(H.B. CHAUHAN)**  
**DGM (E)**

**HO-ENGINEERING**

**REF : ENG/20/182**

**DATE : 22.06.2005**

**C I R C U L A R**

**To**

**All State Engineering Heads**

**Sub: Finance Concurrence for Technical Estimates.**

As per clause no. 1.3.3 of Engineering Manual Vol. 5 (Procedures), the technical estimates in the State Offices are approved by the Engineering Heads of the State Office in Grade 'D' & above. In HO / RO estimates are approved by minimum 'D' Grade Officers. However, there is no mention about finance concurrence of technical estimates.

As per current DOA effective from 22.09.2001 (note 'xi' under Works & Purchase Expenditure Authority), the estimates of the works/ purchases for value more than Rs.25 lacs require finance concurrence.

All concerned are advised to make a note of above and be guided as per provisions of the DOA i.e. estimates of value more than Rs.25 lacs should be approved only after finance concurrence.

Please ensure compliance.

*Jindal*  
**(R.C. JINDAL)**  
**GM (ENGG)**

CC : ALL CORE GROUP MEMBERS  
CC : ALL HEADS OF STATE  
CC : GM (RS) - NR/ SR/ WR/ ER  
CC : DGM (VIG), CO  
CC : DGM (VIG), HO  
CC : CEA TO DIR(M)

## POLICY CIRCULAR NO. 81- 06/ 2005

**IndianOil (MD)**  
**HO, Retail Development**



IndianOil  
HO/RD/RVI  
21<sup>st</sup> June' 2005

**All State Retail Heads**  
**All State Engineering Heads**

### **Sub : Installation of RVI features – Canopy Fascia.**

#### **1. GENERAL**

Director (M) vide Note No. HO/RS/RVI dated 08.01.2004 approved roll out of new RVI features at 1039 Retail outlets to be branded as XTRA ROs and to cover 150 ROs out of these in select 10 cities and highway flagship ROs under phase I and 889 ROs under phase II.

2. While construction of new ROs, some of the ROs are provided with Mild steel / Aluminium canopy fascia without painting, canopy provided with only roofing without fascia etc.
3. During the recent State Retail Head conference held at Mumbai, certain clarifications were sought as regards to provision of canopy fascia at new Retail outlets. The issue was deliberated in the light to facilitate maximum cost effectiveness and ensure uniform Visual identity.

#### **2. APPROVAL**

In view of the above, Director (Marketing), has approved the following:

##### **2.1 Canopy fascia**

###### **2.1.1 New ROs**

2.1.1.1 To provide ACM canopy fascia in the following order of priority directly at ROs in the following categories:

- i) New ROs in A & B class Market
- i) Swagat ROs
- ii) XTRACARE ROs in Cities & Highways
- iii) Akraman ROs

2.1.1.2 In case the provision of Canopy fascia in ACM is likely to take more than 6 months from the date of commissioning for new ROs, in such cases, canopy fascia as detailed in para 2.1.1.5 below in flat Aluminium sheet of 900 mm with spray painting to be provided immediately.

2.1.1.3 Some of the ROs under above category are provided with Mild steel / Aluminium canopy fascia without painting, canopy provided with only roofing without fascia or canopy provided with roofing & false ceiling without fascia. The following to be provided immediately.

- a) Canopy provided with Mild steel / Aluminium sheet fascia without painting – The same to be spray-painted as per the details given in para 2.1.1.5.
- b) Canopy provided with roofing without fascia – The same to be provided with Flat Aluminium sheet fascia & spray-painted as per the details given in para 2.1.1.5.
- c) Canopy provided with roofing & false ceiling but without fascia – The same to be provided with Flat Aluminium sheet fascia & spray-painted as per the details given in para 2.1.1.5.

2.1.1.4 In normal course canopy fascia in ACM shall be limited to 3 sides only. The side of canopy not predominately visible from Highway / road to be covered with Aluminium sheet of 900 mm with spray painting as per the details given in para 2.1.1.5 at ROs falling under above category.

2.1.1.5 Flat Aluminium sheet canopy fascia of 900 mm with spray painting directly at ROs which are not covered above under 2.1.1.1. Flat Aluminum sheet canopy fascia with spray painting.

The spray painting would be provided as under:

- i) 200 mm Blue band on the top (Pantone shade 2757 C)
- ii) 700 mm Saffron balance portion (Pantone shade 1655 C)

Paint application and paint specification to be adopted for painting the Aluminium sheet fascia and Mild Steel sheet fascia given by DGM (Engineering) dated 21.06.2005 is enclosed at **Annexure I & II**.

The 'IndianOil' lettering would be provided of 700 mm Helvetica bold in white vinyl cut out characters and pasted at a distance of 1 Mtr from the left side corner fascia on the Saffron background of flat Aluminium fascia without backlit arrangement. In the background of 'IndianOil' lettering saffron color to be provided without blue band.

## 2.1.2 Existing ROs

Most of the existing ROs with canopy are provided with rainbow canopy fascia.

Rainbow fascia at ROs falling in category of XTRACARE, Swagat, Akraman ROs and ROs (other than XTRACARE ROs) in 'A' & 'B' class market are to be replaced with canopy fascia in ACM. In case provision of canopy fascia in ACM likely to take more than 12 months, canopy fascia as detailed in para 2.1.1.5

HO/RD/RVI  
21<sup>st</sup> June' 2005

above in flat Aluminium sheet of 900 mm with spray-painting to be provided and the same to continue till they are to be replaced with ACM as and when their turn comes for provision of the same.

- 2.1.3 The above shall be applicable to both A & B site ROs and provision of the above facilities shall be governed by modernization and subsidy policy applicable to B site ROs.

Please acknowledge the receipt of the same and confirm compliance.



(G. TIWARI)  
DGM (RD)

CC : **STATE HEADS**  
CC : **GM (RS), HO**  
CC : **GM (ENGG), HO**  
CC : **CEA TO DIR(M), HO**  
CC : **DGM (RS), HO (AK/ SKD)**  
CC : **FILE HO/RD/RVI**  
C.C : **DGM (ENGG) HO**

1  
2

**INDIAN OIL CORPORATION LIMITED**  
**HEAD OFFICE**  
**ENGINEERING DEPARTMENT**

**SUB : SPECIFICATION FOR PAINT SYSTEM ON ALUMINIUM SHEETS**

Following painting specifications are to be adopted for painting the Aluminium sheet fascia at the Retail Outlets :

Activity	Details
<b>Surface preparation</b>	Manual cleaning to SSPC – SP2 standard with wire brush / emery paper etc. The surface should be made free from oil / grease / salts with detergent, fresh water washing and drying. The surface should have rough profile to ensure proper bonding of primer coat with base metal.
<b>Primer coat</b>	One coat of Etch / Wash Primer (DFT : 8 microns min.) Specification: Polyvinyl, butyral resin, medium cured with phosphoric acid solution, pigmented with zinc tetroxychromate. Volume of solids: 8% min. Surface finish : Matt
<b>Intermediate coat</b>	One coat of red oxide zinc phosphate primer (DFT: 30 micron min.) Specification: Single pack ready mixed alkyd medium pigmented with red oxide – zinc phosphate, conforming to IS – 12744, Volume of solids: 35% min. Surface finish : Matt
<b>Finish paint</b>	Two coats of synthetic enamel @ 20 microns DFT per coat (Total DFT : 40 micron ) Specification: Single pack modified alkyd medium suitably pigmented with good water & weather resistant, high gloss decorative finish, conforming to IS – 2932 (B). Volume of solids : 30% min. Surface finish : High gloss (gloss level > 90% at 60 degree gloss head)
<b>Total DFT</b>	78 microns

**NOTES :**

1. The thickness of **Aluminium Sheet shall be 2mm**
2. Conventional air spray painting technique shall be adopted to paint the fascia.
3. Total height of fascia shall be 900mm in which, height of orange and blue band shall be 700mm and 200 mm respectively.
4. In case of fascia of height other than 900mm, the heights of orange and blue bands need to be apportioned in the same ratio as that for fascia having standard height of 900 mm .
5. The orange and blue band shall conform to the following Pantone shades :
  - Orange - Pantone 1655 C
  - Blue - Pantone 2757 C
6. Reverse side of the fascia will be painted only with primer and intermediate coat.

*H.B.Chauhan*  
 21/06/05  
 (H.B.Chauhan)  
 DGM (Engg.)

2/2

**INDIAN OIL CORPORATION LIMITED**  
**HEAD OFFICE**  
**ENGINEERING DEPARTMENT**

**SUB : SPECIFICATION FOR PAINT SYSTEM ON MILD STEEL SHEETS**

Following painting specifications are to be adopted for painting the Mild Steel Sheet fascia at the Retail Outlets :

Activity	Details
<b>Surface preparation</b>	Manual cleaning to SSPC – SP2 standard with wire brush / emery paper etc. The surface should be made free from rust / oil / grease / salts with detergent, fresh water washing and drying. The surface should have rough profile to ensure proper bonding of primer coat with base metal.
<b>Primer Coat</b>	Two coats of red oxide zinc phosphate primer @ 30 microns DFT per coat. (Total DFT: 60 micron min.) Specification: Single pack ready mixed alkyd medium pigmented with red oxide – zinc phosphate, conforming to IS – 12744. Volume of solids: 35% min. Surface finish : Matt
<b>Finish paint</b>	Two coats of synthetic enamel @ 20 micron DFT per coat ( Total DFT : 40 micron ) Specification: Single pack modified alkyd medium suitably pigmented with good water & weather resistant, high gloss decorative finish, conforming to IS – 2932 (B). Volume of solids : 30% min. Surface finish : High gloss (gloss level > 90% at 60 degree gloss head)
<b>Total DFT</b>	100 microns

**NOTES :**

1. The thickness of **Mild Steel Sheet shall be 2mm**
2. Conventional air spray painting technique shall be adopted to paint the fascia.
3. Total height of fascia shall be 900mm in which, height of orange and blue band shall be 700mm and 200 mm respectively.
4. In case of fascia of height other than 900mm, the heights of orange and blue bands need to be apportioned in the same ratio as that for fascia having standard height of 900mm .
5. The orange and blue band shall conform to the following Pantone shades :
  - Orange - Pantone 1655 C
  - Blue - Pantone 2757 C
6. Reverse side of the fascia shall be painted only with primer coat.

*H.B.Chauhan*  
21/06/05  
 (H.B.Chauhan)  
 DGM (Engg.)

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING DEPTT.

## INTER OFFICE MEMO

FOR : ALL STATE ENGG. HEADS

REF : ENG/59

FROM : DGM (ENGG.), HO

DATE : 17/06/05

### Sub : Completion of Engineering Works at Retail Outlets.

This has reference to our earlier communication no. ENG/59 dtd. 06/02/03 (copy enclosed) and several other communications emphasizing expeditious completion of Retail Outlets.

We appreciate your efforts to achieve completion of new ROs in 21 weeks duration in most of the cases. But in the prevailing highly competitive market, there is an immediate need to gear up to further improve quality of work and reduce time duration as well.

We have reviewed the earlier milestone chart. Construction time of new ROs could be reduced by two weeks by adopting following schedule :

- Drive way activity may commence from 11<sup>th</sup> week and be completed by the end of 19<sup>th</sup> week.
- 'Commissioning Activity' may start at the beginning of 19<sup>th</sup> week and be completed at the end of 19<sup>th</sup> week.

State Offices should schedule activities accordingly for all 'A' site Retail Outlets.

It is also advised that completion of Retail Outlets be monitored closely so that there is no slippage from the schedule. Any impediments should be resolved immediately and if required, the same may be brought to the notice of State Heads.

*H.B. Chauhan*  
17/06/05  
(H.B. CHAUHAN)  
DGM (E)

Encl : As above

## POLICY CIRCULAR NO. 79 – 06/2005

IndianOil (MD)  
HO, Retail Development



HO/RD/RVI-Main Sign Pole  
6<sup>th</sup> June' 2005

**All State Retail Heads**  
**All State Engineering Heads**

### **Sub : Installation of RVI features – Main Sign Pole.**

#### **1. GENERAL**

Director (M) vide Note No. HO/RS/RVI dated 08.01.2004 approved roll out of new RVI features at 1039 Retail outlets to be branded as XTRA ROs and to cover 150 ROs out of these in select 10 cities and highway flagship ROs under phase I and 889 ROs under phase II.

2. RVI elements needs to be implemented, while doing so existing FRP Main Signages which will be rendered surplus from ROs where ACM Main Signages are being provided should be judiciously used at new ROs in 'C' & 'E' class market.
3. In view of the limitations of pace at which new RVI elements in ACM can be provided due to limited converters, the provision of New RVI elements be prioritized keeping in view potential of the Retail Outlet.

#### **2. APPROVAL**

With due consideration to achieve uniform Visual Identity, Director (Marketing), has approved the following:

##### **2.1 Main Sign Pole:**

- 2.1.1 FRP Main Sign Pole (existing design) quantity ordered till May' 05 to be executed with no further orders to the parties. This is necessary, as henceforth signages have to be in line with new design in ACM which are finalized recently.
- 2.1.2 New design ACM Main Sign Pole to be provided in the order of preference at the following category of ROs:
  - i) All existing and new ROs in 'A' & 'B' class of market.
  - ii) Swagat ROs
  - iii) XTRACARE ROs in Cities & Highways
  - i) Akraman ROs
- 2.1.3 Most of the ROs in above categories are existing ROs having Main Sign Pole in FRP in earlier design. The FRP signage at these ROs to continue till its replacement with ACM Main Sign Pole in new design.

- 2.1.4 As regards new ROs which will be falling in any of the above categories, the priority to be given to new RO over existing RO for provision of new design Main Sign Pole in ACM during phased roll out process.
- 2.1.5 The FRP signages, so rendered surplus on provision of Main Sign Pole in ACM, may be used at New ROs in 'C', 'E' and 'D' class market.
- 2.1.6 Once the phased roll out process of Main Sign Pole in ACM across the RO network is completed, then existing FRP Main Sign Pole will be rendered surplus which would be declared scrap, as most of the existing FRP Main Sign Pole may have completed the normal period of utilization.
- 2.1.7 The height of the Main Sign Pole in ACM would be 7.0 Meter for Urban & Highway market. However the difference of + 0.5 Meter in overall height of Main Sign Pole would be made in the height of foundation for Highway RO. Therefore the overall height of Main Sign Pole including foundation would be as under:
  - a) Urban RO : Height of Main Sign Pole ( 7.0 Meter) + Height of Foundation above RO finished level ( 0.2 Meter) = Total Height ( 7.2 Meter)
  - b) Highway RO : Height of Main Sign Pole ( 7.0 Meter) + Height of Foundation above RO finished level ( 0.2 Meter + 0.5 Meter) = Total Height ( 7.7 Meter)

The sides and top of the foundation would be provided cladding with polished black granite.

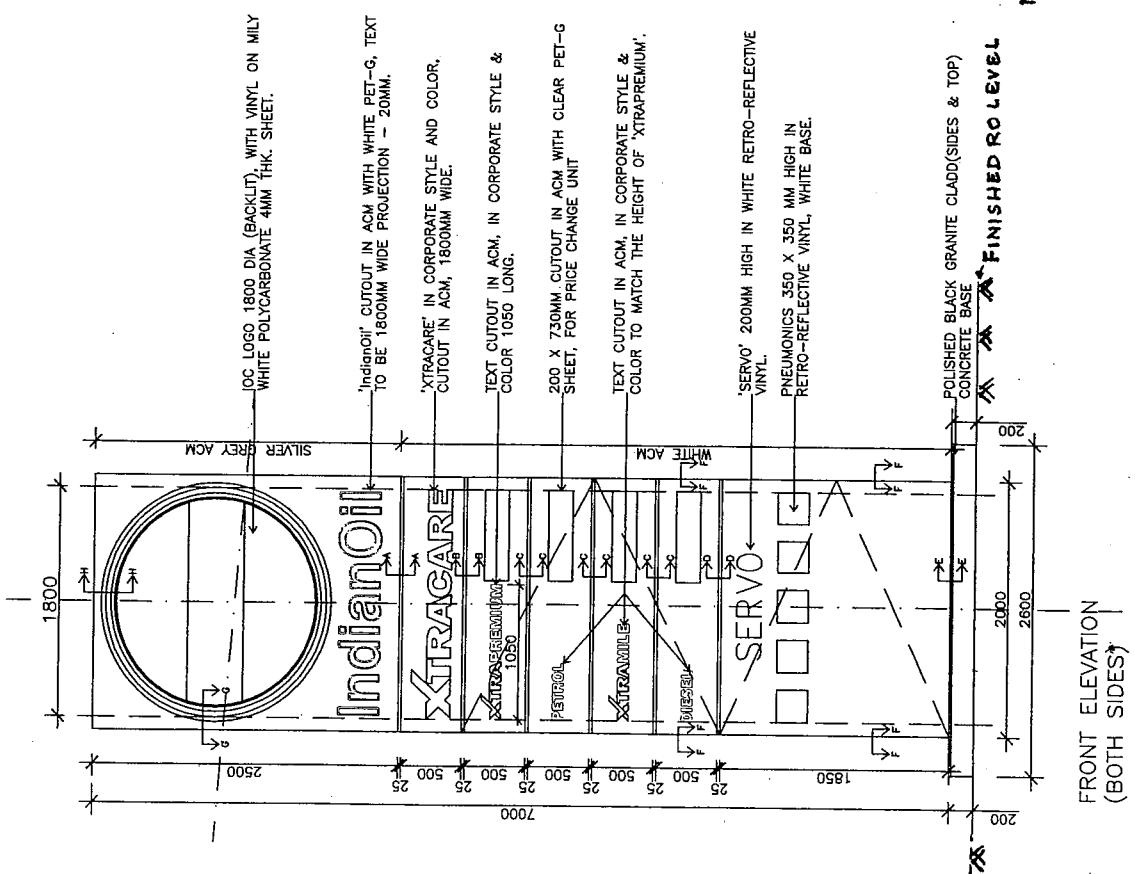
The above shall be applicable to both A & B site ROs for provision of new design Main Sign Pole in ACM.

Please acknowledge the receipt of the same.



(G. TIWARI)  
DGM (RD)

CC : **STATE HEADS**  
CC : **GM (RS), HO**  
CC : **GM (ENGG), HO**  
CC : **CEA TO DIR(M), HO**  
CC : **DGM (RS), HO (AK/ SKD)**  
CC : **FILE HO/RD/RVI**





## INTER OFFICE MEMO

For : State Engineering Heads  
From : DGM (E), HO  
Ref : ENG/ 20 Date : 01/ 06/ 05  
**Sub: Foam Pourers and Rim Seal Fire Protection System for FR Tanks**

1.0 Empowered Committee (EC) during its meeting held on 15/07/04 decided the following :

Quote :

In order to contain tank fire, Rim Seal Fire Protection in addition to foam pourer will be provided in all the floating roof tank in a phased manner. Priority will be given to West Bengal locations considering West Bengal as lightning prone area Unquote.

2.0 In line with the decision, all locations with FR tanks must be provided with foam pourer and rim seal fire protection arrangements.

3.0 Vide mail dated 24/03/2005, detailed tender document along with specifications, drawings, schedule of works , list of makes for components etc. were advised to all State Offices for necessary assistance in calling tenders for providing the system.

3.1 Operations, HO has also communicated to State Offices on provision of foam pourers in all FR tanks as per EC decision.

4.0 The above systems need to be provided in phased manner in all existing tanks. For the new FR tanks under fabrication at various marketing locations, the foam pourer and rim seal protection shall be completed prior to commissioning of the tanks.

  
(P.C. MEHTA)  
DGM (ENGG)



## **INTER OFFICE MEMO**

FOR : STATE ENGG. HEADS.

REF : ENG/RVI

FROM : CM (INSTRUMENTATION), HO

DATE : 27/05/05

### **Sub: Specifications of Aluminium Composite Material (ACM) used under Phase I**

This is further to our earlier letters / email messages dtd. 20/01/05, 04/04/05, 06/04/05 & 07/04/05 on the above subject. Vide our IOM no. ENG/RVI dtd. 04/04/05, we had also sent you the following correspondence exchanged with M/s. IIT, Bombay, M/s. Mitsubishi and M/s. Alcan :

<b>Correspondence with Mitsubishi</b>	<b>Correspondence with Alcan</b>
1. Letter dtd. 15/03/05 from Takashi Aoyama with reports	1. Email sent ton 10/03/05 to Alcan
2. Email sent by FH on 25/02/05 to Katsuya	2. Email received on 07/03/05 from Michael Knaus
3. Email received on 10/02/05 from Katsuya	3. Email received on 03/02/05 from Arjen Flierman
4. Email sent on 08/02/05 to Katsuya	
5. Email sent on 25/01/05 to Katsuya	<b>Correspondence with IIT, Mumbai</b>
6. Email received on 16/12/04 from Katsuya	1. Email received on 10/02/05
	2. Letter sent to Prof. Khanna on 07/02/05

In view of the comments / recommendations received from State Offices, the details received from IIT, our consultants M/s. Fountainhead and also the details received from M/s. Alcan and M/s. Mitsubishi, a proposal was put up to Management for final view on the subject matter. Following approval has been accorded vide the subject proposal :

#### **Quote**

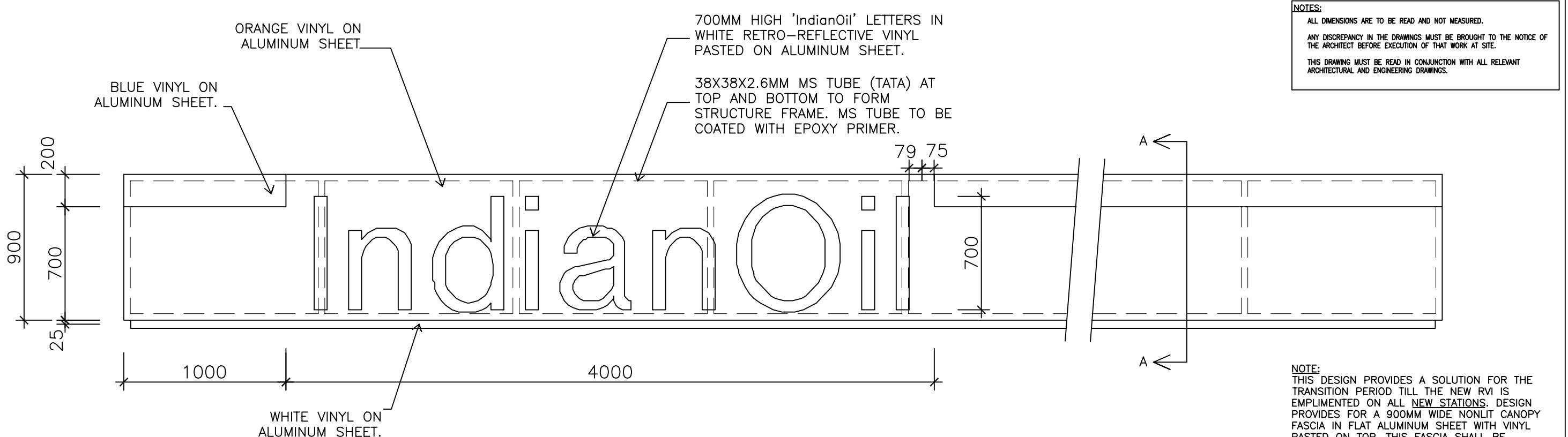
- a. The ACM procured from M/s. Alcan and M/s. Mitsubishi may be accepted technically.
- b. However, to safeguard IOCL's interest, State Offices should obtain a 10 years unconditional warranty certificate from the converters in respect of ACM supplied by them and suitable action to be taken as per tender conditions.

**Unquote**

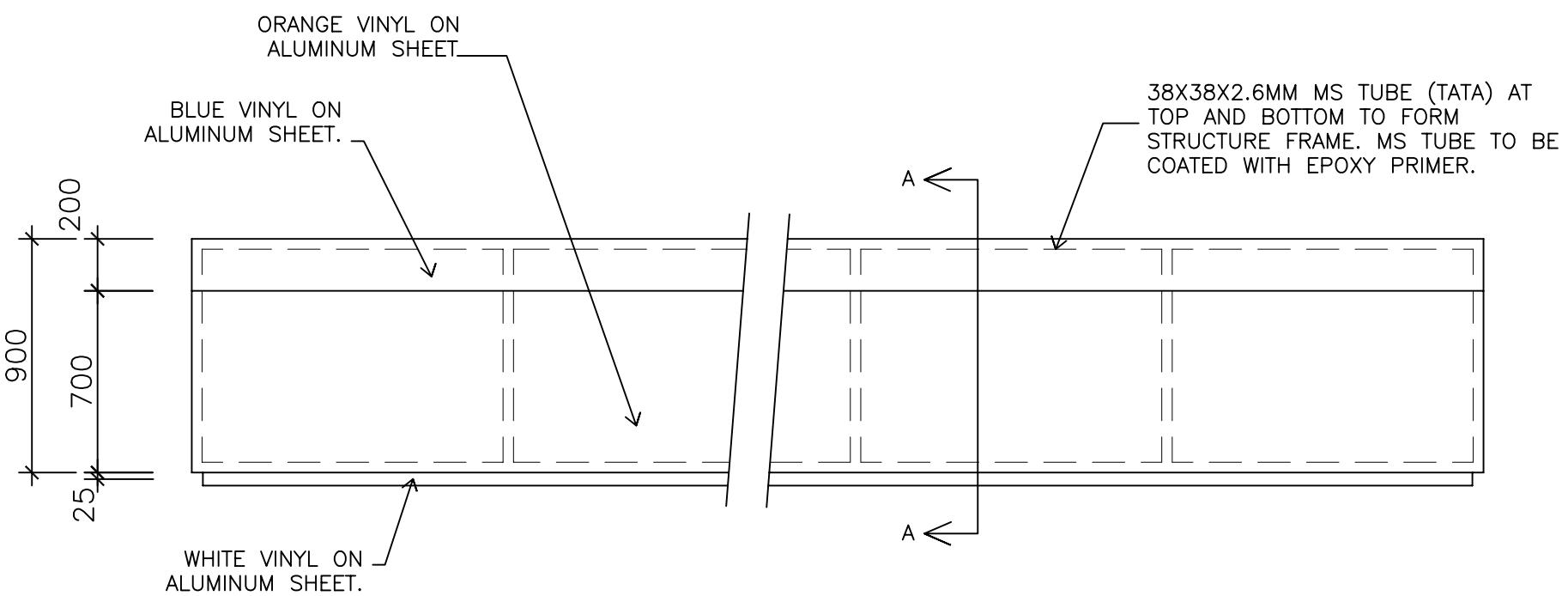
State Engineering Heads are advised to be guided accordingly.



(S. SANJEEVI RAMAN)  
CM (INSTRUMENTATION)



## TRANSITION CANOPY FASCIA ROAD SIDE ELEVATION



## TRANSITION CANOPY FASCIA TYPICAL SIDE ELEVATION

**NOTES:**  
 ALL DIMENSIONS ARE TO BE READ AND NOT MEASURED.  
 ANY DISCREPANCY IN THE DRAWINGS MUST BE BROUGHT TO THE NOTICE OF  
 THE ARCHITECT BEFORE EXECUTION OF THAT WORK AT SITE.  
 THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT  
 ARCHITECTURAL AND ENGINEERING DRAWINGS.

**NOTE:**  
 THIS DESIGN PROVIDES A SOLUTION FOR THE  
 TRANSITION PERIOD TILL THE NEW RVI IS  
 EMBODIED ON ALL NEW STATIONS. DESIGN  
 PROVIDES FOR A 900MM WIDE NONLIT CANOPY  
 FASCIA IN FLAT ALUMINUM SHEET WITH VINYL  
 PASTED ON TOP. THIS FASCIA SHALL BE  
 REPLACED WITH THE 'CANOPY FASCIA' AS  
 FINALIZED FOR THE RVI PROGRAM, AT A LATER  
 DATE.

**VINYL COLORS:**  
 ORANGE TO MATCH PANTONE 1655 C,  
 BLUE TO MATCH PANTONE 2757 C.  
 WHITE TO MATCH PANTONE WARM GRAY 1C

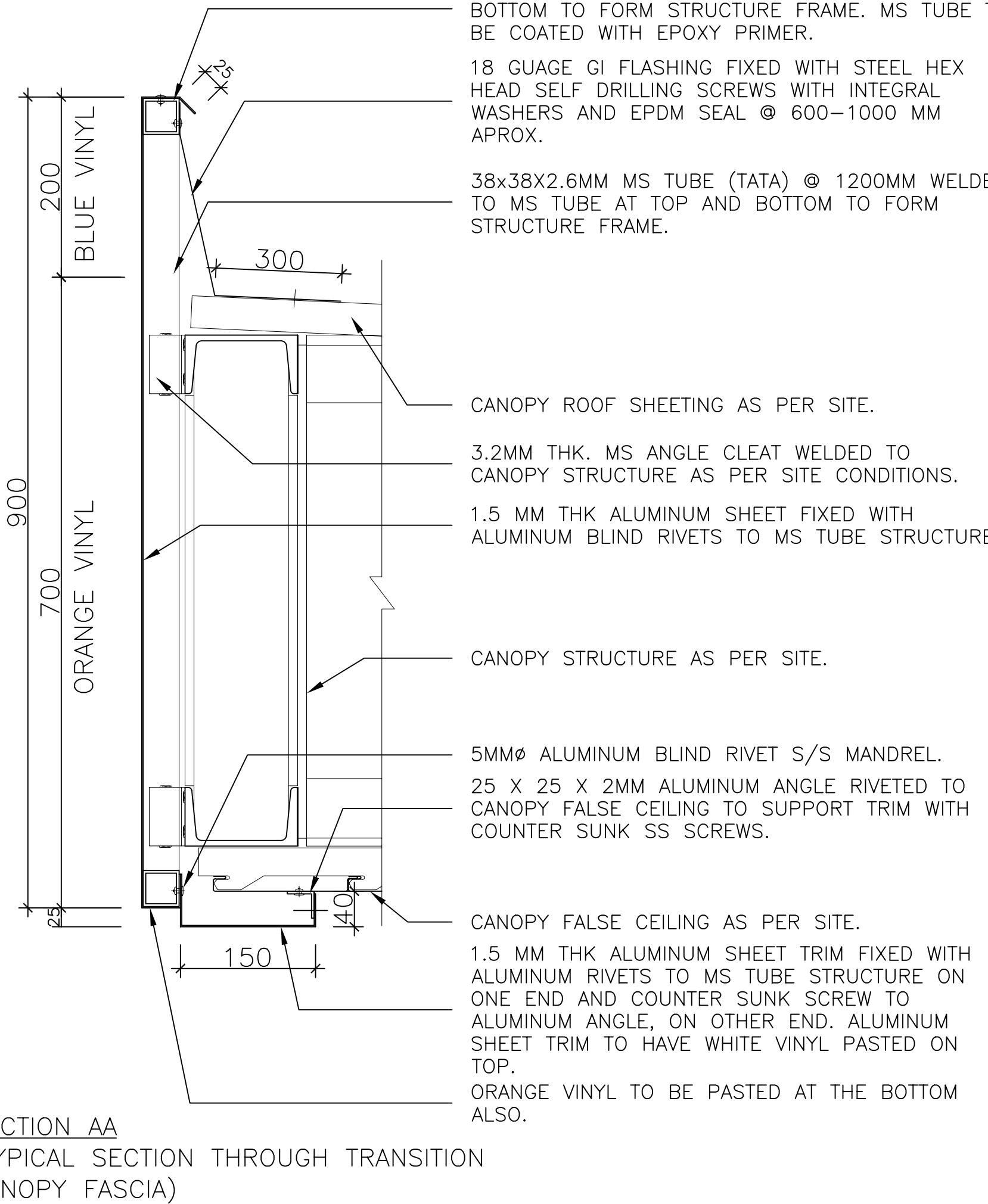
FONT STYLE: HELVETICA BOLD  
 FONT HEIGHT: 700 MM

**LIST OF APPROVED MAKES:**  
**VINYL:**  
 A. 3M:  
 1. 3630 SERIES  
 2. RETRO-REFLECTIVE: DIAMOND GRADE TYPE 9  
 B. AVERY DENNISON:  
 1. XL 5500 SERIES  
 2. RETRO-REFLECTIVE: DIAMOND GRADE TYPE 8

**HOLLOW STEEL TUBES:**  
 A. TATA

S.NO.	DATE	REVISION DETAILS
<b>REVISIONS</b>		
<b>CLIENT:</b> INDIAN OIL CORPORATION INDIAN OIL BHAVAN, C-9, ALI YAVAR JUNG MARG, BANDRA (EAST), MUMBAI - 400 051		
<b>ARCHITECT:</b> FOUNTAINHEAD C-9/9148, VASANT KUNJ, NEW DELHI - 110 070 Ph: 26891534, 26124540. FAX: 2689459 Email: fountainhead@vsnl.com		
<b>ENGG. CONSULTANT:</b>		
<b>STATION NAME &amp; ADDRESS:</b>		
<b>DRAWING TITLE:</b> RVI ELEMENTS 900 CANOPY FASCIA - TRANSITION		
<b>DISCIPLINE:</b> RVI DESIGN		
DRN BY:	MANMATH PARAKH	DATE: 28.02.2004
CHKD:	RKM	SCALE: 1 : 25
DRAWING No.	IOC-TYPICAL-DD-AR-003-R00	DETAIL DESIGN
FILE ADD:	HOLLEN...\IOC\RVI ELEMENTS\RVI ELEMENTS TRANSITION.DWG	

**NOTES:**  
 ALL DIMENSIONS ARE TO BE READ AND NOT MEASURED.  
 ANY DISCREPANCY IN THE DRAWINGS MUST BE BROUGHT TO THE NOTICE OF  
 THE ARCHITECT BEFORE EXECUTION OF THAT WORK AT SITE.  
 THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT  
 ARCHITECTURAL AND ENGINEERING DRAWINGS.



S.NO	DATE	REVISION DETAILS		
REVISIONS				
CLIENT:	INDIAN OIL CORPORATION			
	INDIAN OIL BHAVAN, C-9, ALI YAVAR JUNG MARG, BANDRA (EAST), MUMBAI - 400 051			
ARCHITECT:	FOUNTAINHEAD			
	C-9/9148, VASANT KUNJ, NEW DELHI - 110 070 Ph: 26891534, 26124540. FAX: 2689459 Email: fountainhead@vsnl.com			
ENGG. CONSULTANT:				
STATION NAME & ADDRESS:				
DRAWING TITLE: RVI ELEMENTS SECTION - 900 CANOPY FASCIA - TRANSITION				
DISCIPLINE:	RVI DESIGN	DATE: 28.02.2004		
DRN BY:	MANMATH PARAKH	SCALE: 1 : 5		
CHKD:	RKM			
DRAWING No.	IOC-TYPICAL-DD-AR-004-R01			
FILE ADD:	HOLLEN...\IOC\RVI ELEMENTS\RVI ELEMENTS TRANSITION.DWG			
DETAIL DESIGN				



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

**To : ALL STATE ENGG. HEADS**

**From : CEM, HO**

**Date : 23.05.2005**

**Ref : ENG/20**

**Sub : Escalation/ de-escalation clause in Capex contracts for Cat – I & II.**

In order to address the issue of steep variation in prices of various inputs viz. materials and labour, some State Offices have forwarded their recommendation for inclusion of escalation/de-escalation clause in the Capex rate contracts. The issue has been analysed and to ensure that all the State Offices adopt a uniform methodology, a formula has been devised for escalation/ de-escalation. The salient points are given below:

1. The escalation/ de-escalation clause shall be incorporated at the tendering stage itself. The clause is applicable only for **Capex rate contracts for Cat I & II**.
2. The working out of escalation / de-escalation is based on WPI (all India Wholesale Price Index) for **all materials** and CPI (all India Consumer Price Index). The method for calculating escalation/de-escalation is enclosed at **Annexure -I**.
3. WPI and CPI are given a weightage of 70% and 30% respectively.
4. The rates finalized for the rate contract shall be valid for the initial period of 6 months from the date of placement of Capex Work Order. Exactly after completion of 6 months, the escalation/ de-escalation shall be worked out based on the WPI / CPI applicable for the month. The revised rate shall be based on the increase/ decrease of WPI/ CPI with respect to the WPI/ CPI for the month in which the rate contract has come into effect. The percentage increase / decrease shall be same for all the items in the contract irrespective of the material, labour or fuel components required for each item. The rates so arrived at shall be valid for the next 6 months.
5. The escalation/ de-escalation shall be similarly worked out every 6 months thereafter, and the revised rates shall be valid for the next 6 months.
6. Once the Work Order is placed for individual works, the rates shall be firm for that work irrespective of the completion period or extension granted, even if the work extent beyond 6 months.
7. The enclosed clause shall be incorporated in the Special Terms & Conditions and shall be part of the contract documents including the annexure detailing the method for calculating escalation.
8. State Offices shall obtain approval for the inclusion of the escalation clause in the tender, while taking approval from State Heads for invitation of Public Tender for Capex.

9. Since the RBI Bulletins on WPI & CPI are published after a gap of around 3 months, the indices may not be available immediately when the revision is due. Hence, the rates cannot be immediately revised after completion of 6 months period. In the intervening period, mention to be made in the Work Orders to the effect that, revised rates based on WPI/ CPI of the month shall be applicable for the work.

The above is being issued with the clearance of GM (E).



(V.M.SASIDHAR)  
CEM

**CC: All State Heads**

**Annexure-I**

**METHOD FOR CALCULATING ESCALATION/ DE-ESCALATION FOR CAPEX CONTRACTS CAT - I & II**

<b>SN</b>	<b>Item</b>	<b>Index</b>
1	WPI for the month of issue of CAPEX Work Order	W1
2	WPI in the 7 <sup>th</sup> month (exactly after 6 months of the contract)	W2
3	Percentage (%) increase in WPI	$W3 = (W2-W1) \times 100/W1$
4	CPI for the month of issue of CAPEX Work Order	C1
5	CPI in the 7 <sup>th</sup> month (exactly after 6 months of the contract)	C2
6	Percentage (%) increase in CPI	$C3 = (C2-C1) \times 100/C1$
7	The escalation/De-escalation to be applied (%) (Weightage of 70% for WPI and 30% for CPI)	$E1 = 0.7 \times W3 + 0.3 \times C3$
8	Rate of any item in the CAPEX	R1
9	Increase /decrease in rate applicable from 7 <sup>th</sup> month to 12 <sup>th</sup> month	$V1 = E1 \times R1$
10	Revised rate applicable from 7 <sup>th</sup> month to 12 <sup>th</sup> month	$R2 = V1 + R1$
11	WPI in the 13 <sup>th</sup> month (exactly after 12 months of the contract)	W4
12	Percentage (%) increase in WPI (W4 Vs W1)	$W5 = (W4-W1) \times 100/W1$
13	CPI in the 13 <sup>th</sup> month (exactly after 12 months of the contract)	C4
14	Percentage (%) increase in CPI C4 Vs C1	$C5 = C4-C1 \times 100/C1$
15	The escalation/De-escalation to be applied (%) (Weightage of 70% for WPI and 30% for CPI)	$E2 = 0.7 \times W5 + .3 \times C5$
16	Increase /decrease in rate applicable from 13 <sup>th</sup> month to 18 <sup>th</sup> month	$V2 = E2 \times R1$
17	Revised rate applicable from 13 <sup>th</sup> month to 18 <sup>th</sup> Month	$R3 = V2 + R1$

**Escalation clause to be included in the special terms & conditions of Capex tenders.**

Escalation / de-escalation shall be applicable on the concluded rates of the Capex contract based on all India Wholesale Price Index for all materials and Consumer Price Index for all India, published by RBI. The escalation /de-escalation shall be worked out every 6 months and the percentage increase/decrease applicable on the concluded rates shall be conveyed to all Capex contractors. The percentage shall be applicable uniformly for all the items contained in the Capex contract.

The 1<sup>st</sup> escalation/ de-escalation shall become due exactly after 6 months of commencement of contract i.e. 6 months from the date of placement of Capex work order (there shall be no escalation /de-escalation in the 1<sup>st</sup> 6 months of the contract). The revised rates arrived at based on WPI / CPI and shall be valid for the next 6 months and so on till the conclusion of the contract.

Once an order is placed for individual work, the rates shall be firm and there shall be no escalation/de-escalation for that work, irrespective of its completion period.

For calculating the escalation/ de-escalation, the percentage increase / decrease in WPI (for all materials for all India) and CPI for all India pertaining to the month when revision falls due (exactly after 6 months, 1 year, 1½ years etc.) over the WPI for the month of placement of CAPEX work order shall be the basis. The variation in WPI and CPI shall be given a weightage of 70% & 30% to arrive at the uniform rate applicable on all items, irrespective of the requirement of labour, materials, any other input required for the particular item. The method of calculating escalation /de-escalation is enumerated at annexure-I

Since the WPI/ CPI may not be immediately available when the revision is due, a mention shall be made in the work order to the effect that revised rate based on the prescribed formula shall be applicable for the work. The formula is enclosed in the annexure.

X

**Indian Oil Corporation Ltd.,  
Head Office- Retail Development**

Ref. No.: HO/RS/RVI

6<sup>th</sup> May, 2005

**Sub : Installation of RVI features – Canopy Fascia**

**1.0 BACKGROUND**

Dir(M) vide note. HO/RS/RVI dtd. 08/01/04 (**FLAG 'A'**) approved provision of New RVI elements at 1039 ROs to be branded as XTRA ROs and to cover 150 ROs out of these in select 10 cities and Highway flagship ROs under phase I and 889 ROs under Phase II.

Accordingly, State Offices placed orders covering 149 ROs. Order for 8 ROs was cancelled due to unsatisfactory performance of the converters. Phase I therefore effectively covered 141 ROs.

During execution of works under phase I, provision of Main Sign Pole in ACM was kept under hold as a new design of monolith was under consideration. While balance works under phase I for 137 ROs completed by April' 05 and for balance ROs are in advance stage of completion, there was also a move to modify the design of spreaders, directional signages and individual facility signages in line with the new Main Sign Pole design.

The new design for Main Sign Pole, Spreader, Directional Signage and Individual Facility Signage are finalized recently and engineering prototype is being provided at one of the RO at Delhi.

During the State Retail Heads Conference held at IMCL, Mumbai on 02.05.2005, certain clarifications were sought as regards to provision of Canopy fascia at new Retail outlets.

With due consideration, the following is recommended:

**2.0 RECOMMENDATIONS**

**2.1 Canopy fascia**

**2.1.1 New ROs**

2.1.1.1 To provide ACM canopy fascia in the following order of priority directly at ROs in the following categories:

- i) New ROs in A & B class Market
- ii) Swagat ROs
- iii) XTRACARE ROs in Cities & Highways
- iv) Akraman ROs

✓/A

Ref. No.: HO/RS/RVI

6<sup>th</sup> May, 2005

2.1.1.2 In case the provision of Canopy fascia in ACM is likely to take more than 6 months from the date of commissioning for new ROs, in such cases, canopy fascia as detailed in para 2.1.1.5 below in flat Aluminum sheet of 900 mm with spray painting to be provided immediately.

2.1.1.3 Some of the ROs under above category are provided with Mild steel / Aluminum canopy fascia without painting, canopy provided with only roofing without fascia or canopy provided with roofing & false ceiling without fascia. The following to be provided immediately.

- a) Canopy provided with Mild steel / Aluminum sheet fascia without painting – The same to be spray-painted as per the details given in para 2.1.1.5.
- b) Canopy provided with roofing without fascia– The same to be provided with Flat Aluminum sheet fascia & spray-painted as per the details given in para 2.1.1.5.
- c) Canopy provided with roofing & false ceiling but without fascia – The same to be provided with Flat Aluminum sheet fascia & spray-painted as per the details given in para 2.1.1.5.

2.1.1.4 In normal course canopy fascia in ACM shall be limited to 3 sides only. The side of canopy not predominately visible from Highway / road to be covered with Aluminum sheet of 900 mm with spray painting as per the details given in para 2.1.1.5 at ROs falling under above category.

2.1.1.5 Flat Aluminum sheet canopy fascia of 900 mm with spray painting directly at ROs which are not covered above under 2.1.1.1. Flat Aluminum sheet canopy fascia with spray painting is recommended over vinyl for cost effectiveness as enumerated in Annexure (**FLAG 'B'**).

The spray painting would be provided as under:

- i) 200 mm Blue band on the top (Pantone shade 2757 C)
- ii) 700 mm Saffron balance portion (Pantone shade 1655 C)

The 'IndianOil' lettering would be provided of 700 mm Helvetica bold in white vinyl cut out characters and pasted at a distance of 1 Mtr from the left side corner fascia on the Saffron background of flat Aluminium fascia without backlit arrangement. In the background of 'IndianOil' lettering saffron color to be provided without blue band.

## 2.1.2 Existing ROs

Most of the existing ROs with canopy are provided with rainbow canopy fascia.

Rainbow-fascia-at-ROs-falling-in-category-of-XTRACARE-Swagat-Akraman-ROs-and-ROs-(other-than-XTRACARE-ROs) in 'A' & 'B' class market are to be replaced with canopy

3/  
✓

Ref. No.: HO/RS/RVI

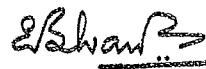
6<sup>th</sup> May, 2005

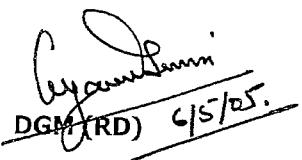
fascia in ACM. In case provision of canopy fascia in ACM likely to take more than 12 months, canopy fascia as detailed in para 2.1.1.5 above in flat aluminum sheet of 900 mm with spray-painting to be provided and the same to continue till they are to be replaced with ACM as and when their turn comes for provision of the same.

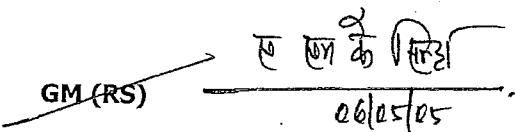
- 2.1.3 The above recommendations shall be applicable to both A & B site ROs and provision of the recommended facilities shall be governed by modernization and subsidy policy applicable to B site ROs.

Director (M) may kindly approve the above recommendation.

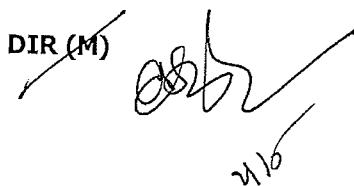
Submitted,

  
(P W Bhomle)  
Sr Manager (RD)

  
DGM (RD) 6/5/05.

  
GM (RS) 6/5/05.

  
GM (ENGG) 6/5/05.

  
DIR (M) 6/5/05.

02.03.05

**Annexure**

The directional cost comparison between Aluminium fascia with spray painting and Aluminium fascia with Vinyl is given as under:

**Aluminium Fascia:**

- a) Cost per R/ Mtr of Avery make Vinyl : **Rs. 1050/-**
- b) Cost per R/ Mtr for Spray painting with Acrylic emulsion paint (2 primer+2 finish coat) : **Rs 300/-**

*1.70  
cm (frum)*

*DGM (Engg),*

## **HO ENGINEERING**

### **CIRCULAR**

Ref: ENG/20

Date: 28/04/2005

All Divisional Retail Sales & Consumer Sales Managers  
All Supply Locations  
All State Retail Sales Heads/Consumer Sales Heads/Operations Heads/  
All Engineering Heads

#### **Sub: Sealed Decantation of Tank Trucks at Retail/Consumer Outlets.**

In a recent incident, a Tank Truck caught fire while decanting MS into an underground tank at a Retail Outlet resulting in loss of product, damage to the Tank Truck and two dispensing units. From the preliminary report, it appears that proper bonding of the Tank Truck with underground tank of the Retail Outlet (RO) was not carried out leading to a flash during decantation.

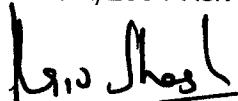
In this connection, reference is made to HO S&EP joint Circular issued on 25/8/2004 regarding 'Sealed decantation of Tank Truck/Retail/Consumer Outlet'. This Circular covers the procedure for decantation of tank truck (TT) at Retail/Consumer Outlets (CO), imparting of training by field Sales Officers to RO/CO and the list of Safety Features which should be available at RO/CO. Apparently, implementation of the instructions contained in the above-referred Circular is not being done comprehensively.

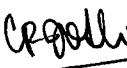
Special attention is drawn to the following:

1. TT decantation through close coupled electrically continuous and sound rubber hose at RO/CO. TTs to carry 5 mtr. long flexible cable with both sides having crocodile clips for bonding the TT with the storage tanks.
2. Continuous supervision by RO/CO during TT decantation and observance of the safe decantation procedure.
3. All new underground tanks at RO/CO to be provided with suitable coupling on the receipt pipe to enable coupling of the TT rubber hose to ensure sealed decantation. Existing underground tanks to be provided with such couplings in a phased manner.

It is reiterated that all concerned should take action and implement without deviation the contents of the Circular No.1/2004 Ref. SEP/SKS1/180 dt 25/8/04 (copy enclosed).

  
(R.C.JINDAL)  
GM(ENGG.)

  
(RAJIV SHASTRI)  
GM I/C (CS)

  
(C.P.JOSHI)  
ED(SUP)

  
(A.M.K.SINHA)  
GM(RS)

CC: All State Heads

# SAFETY & ENVIRONMENT PROTECTION, H.O. MUMBAI



Indian Oil

CIRCULAR NO : 1/2004

OUR REF : SEP/SKS1/180

DATE : 25/08/04

FOR : ALL DIVISIONAL RETAIL & CONSUMER SALES MANAGERS  
ALL SUPPLY LOCATIONS

Sub: Sealed decantation of Tank Truck/Retail/Consumer Outlet

Recently a fire accident took place while decantation of petroleum product from TT at a Retail Outlet. OISD investigated this fire incident and had put up their recommendations to MOP&NG who have advised implementation of the same. In light of these recommendations, procedure for decantation of TT at Retail/Consumer Outlet has been prepared which is attached as Annex- I, which should be implemented in field while decanting TTs. The main feature of the same shall also be displayed at a prominent place at Retail / Consumer Outlets.

Further, as per recommendation of OISD, the Outlet staff should also be trained to comply with these laid down procedures and associated safety precautions. The Field Sales Officers shall impart this training during the course of their visits to Retail/Consumer Outlets as per Annex - II.

The list of safety features which should be available at Retail/Consumer Outlets is attached as Annex – III. The Safety features of Retail / Consumer Outlets shall be looked into by the Field Sales Officers during their visits to Retail / Consumer Outlets.

Kamal Kumar

(K.K. Gupta )  
M(QC & S&EP)

Jindal

( R.C. Jindal )  
GM(Engg)

Ujwal

( A.S. Ujwal )  
GM(Ops)

Jagdale

( A.M. Jagdale )  
DGM(Consumer)

Gupta 25/8

( S.K. Diwan )  
DGM(RS)

CC :: ED(Plng.&Co-ordn)  
CC :: ED(PJ&M&I)  
CC :: ED(SUPPLIES & ID)  
CC :: ED(RS) / ED(RD)  
CC :: GM(I/C) CONSUMER  
CC :: ALL STATE HEADS  
CC :: CEA TO DIR(M)

9c

Procedure for safe decantation of MS/HSD from TT at Retail / Consumer Outlet

1. After arrival of the TT, check the document and be sure that, the consignment is for you.
2. Place the TT on a leveled ground near the unloading point/tank. Allow the TT to settle for 10-15 minutes. Take out the DCP Fire extinguisher of the TT and keep it in front of the TT.
3. Put off engine, isolate battery by operating battery 'Cut- Off' switch & apply hand brake of the TT. Put wheel chokes under the front and rear wheel.
4. Earthing connection needs to be given to the tank truck before start of unloading of product and also ensure proper earthing of underground tank(s). Also as a further measure of safety, the tank truck manifold should be connected to the underground tank, bonding through a flexible cable of size 50 sq. mm copper (as per condition of explosive license TTs are required to carry 5 metre long flexible cable with both sides having crocodile clips for bonding). The crocodile clips to be clamped on bare clean metal surface at both ends.
5. As per condition 9 of License granted by CCOE for RO, the petroleum product should enter the tank through a closed-coupled electrically continuous and sound hose (rubber). This shall be strictly enforced at all ROs. Never use PVC Hose for unloading.
6. No naked light /smoking is allowed while decantation is on. Mobile phone should be in switch off mode.
7. Visually check the surroundings, the tank and the connections for any unusual or dangerous situation.
8. Open the manhole dome cover and cap of dip pipe & fill pipe of the TT. Do not open Fusible vent cover of TT.
9. Draw composite sample through the delivery line of each compartment in a bonded metallic bucket (while drawing sample connect bonding wire to the TT manifold and the bucket) as per sampling procedure. Check the dip of TT as per practice.
10. Before starting unloading, cordon off the area for barring entry of vehicle. The area should remain cordoned off till completion of unloading.
11. Open the bottom valve of each compartment slowly turn by turn as per unloading sequence and observe for leakage if any.
12. During decantation, underground tank's dip pipe cover should be in closed condition.
13. Dealer's representative as well as TT crew must remain present near the TT during decantation.
14. In case of any leakage/ abnormal situation, stop the operation immediately. Operation should be resumed after taking corrective actions.
15. In case of fire -----
  - a) On noticing Fire seek for necessary help and also try to extinguish the fire by discharging the nearest DCP Fire Extinguisher.
  - b) Inform local IOC Sales officer.
  - c) Contact following for help (These telephone numbers to be prominently displayed at Retail/Consumer pumps):
    - i) Local Fire Brigade : Tel. No.:
    - ii) IOCL depot/ Terminal: Tel. No.:
    - iii) HPCL Depot/ Terminal: Tel. No.:
    - iv) BPCL Depot/ Terminal: Tel. No.:
    - v) Local Police station : Tel. No.:



**ANNEX-II**

**Training Module for Retail / Consumer Outlet staff**

**Training to be imparted by Field Sales Officer.**

**Objective:**

- To provide knowledge on Safe decantation of TTs, Operation of Fire fighting equipment and handling of Emergencies at Retail/Consumer outlets.

**Course content to be covered:**

- a) Hazardous properties of petroleum product
- b) Safe Handling & decantation procedures of TT
- c) Fire - causes, prevention and control
- d) Fire Fighting Equipment - Operation & maintenance
- e) House Keeping
- f) Emergency procedures
- g) First Aid



Safety equipment/ features for Retail / Consumer Outlet

- i) The underground tank and facilities at a Retail/Consumer outlet should be as per the CCOE approved plan and as per the conditions of license granted under Form XIV.
- ii. The petroleum shall enter a tank through a closed-coupled electrically continuous and sound rubber hose.
- iii. No naked flame/ light is allowed in the license premises. Mobile phone should be kept in switch off mode.
- iv. No smoking sign should be displayed in the license premises.
- v. For premises where Auto LPG or CNG dispensing facilities are installed, the requirement of Static & Mobile Pressure Vessels (Unfired) Rules 1981 or Gas Cylinder Rules 1981, as the case may be, and conditions of the respective licenses granted under those Rules for the above facilities shall also be complied with. 2 x 75 kg. ISI marked DCP fire extinguishers near tank, 1 x 10 Kg. ISI marked 10 Kg DCP Fire Extinguisher near unloading point, 2 x 10 Kg ISI marked DCP Fire Extinguishers near DU, 1 x 4.5 kg. CO<sub>2</sub> fire extinguisher for electrical meter room to be provided for the Auto LPG Dispensing Facility.
- vi. Minimum 2 nos. ISI marked 10 Kg DCP Fire Extinguisher per DU should be available in the premises.
- vii. Also minimum 2 nos. ISI marked 10 Kg DCP Fire Extinguisher should be available in the Office.
- viii. Stock of 50 % spare cartridge & Powder (100% in case of ALDS) for total no. of fire Extinguisher must be maintained by the Retail Outlet.
- ix. The fire extinguishers are to be checked as per following schedule:

1. Visual check of the extinguisher	: Every Month
2. Condition of DCP, Hose, Nozzle and safety clip	: Every Month
3. Weight checking of CO <sub>2</sub> Cartridge	: Every Quarter
4. Pr. Testing of Extinguisher	: Every Three years

- x. Minimum 1 no. 4.5 Kg CO<sub>2</sub> Fire Extinguisher should be available in each electrical meter room and Compressor Room.
- xi. Minimum 8 nos. Sand Buckets filled with dry sand should be available at the premises.
- xii. All employees working in the premises must be conversant with the safe handling of Petroleum product and first hand knowledge of fire fighting & emergency handling.
- xiii. Earth Pits as per IS 3043 should be provided in line with Engg. Manual and the earth pits should be inter-connected. Earth Resistance Test to be carried out twice in a year and records of the same to be maintained.



# SAFETY & ENVIRONMENT PROTECTION, H.O. MUMBAI



Indian Oil

## CIRCULAR NO : 2/2004

OUR REF : SEP/SD/180

DATE : 02/09/04

### Sub: Fire in Floating Roof Tank at Baitalpur Depot

A floating roof tank containing MS at Baitalpur Depot caught fire at around 10.10 hours on 30.06.04. The employees of Depot immediately started fighting the fire with water and foam and mutual aid from nearby industries was also activated and the fire was fully extinguished within 3 hours. A Committee was nominated to ascertain the cause of fire, examine adequacy of fire fighting facilities, efficacy of Mutual Aid Plan / Disaster Management Plan and suggest remedial measures to avoid reoccurrence of the same.

The Committee has observed that during water draining procedure from the product tank some product had escaped and was available in the dyke. The cause of the fire is anticipated to be due to fall of spanner (held by an employee for some work) on the plastered surface / other metallic surface, pipeline etc. inside the tank dyke or due to static electricity generation by friction which might have created the spark.

Keeping these observations in view, it is worthwhile mentioning that each and every operation has important linkage with safety of the location and we must emphasize the same to all concerned by educating about the dangerous situations that may develop in case of any slackness while carrying out the operations however small it may be. In this regard, the following precautions may be re-emphasized in addition to other regular precautions which locations are taking in their day-to-day working :

1. The water draining procedure as per Operation's Manual should be well understood by the persons carrying out such operation. This procedure should be carried out under the supervision of an Officer of the Location.
2. Location must ensure extensive use of intrinsically safe walkie-talkie sets or other communication system provided in pump house, tank farm, TLF and tank wagon siding area etc for proper co-ordination and communication to facilitate proper / safe operations.
3. Ensure provision of proper isolation valves in the dykes so as to contain the spilled product in the affected tank dyke only.
4. The security system should be examined / strengthened as required. Entry of unauthorized person in the licensed area should not be allowed. No person should carry cell phone, camera etc. inside licensed area.
5. The fire fighting facilities should be in line with OISD. The foam pouring system and sprinkler system provided for the tanks should be checked for its effective operation on regular basis. The water in the fire hydrant network should not be allowed to stagnate for longer intervals as this causes choking of sprinkler nozzles. The location should plan / do flushing operation of the hydrant network from time to time.

6. Regular checks of fire fighting equipments for their healthiness to be ensured as per norms and records maintained.
7. The On-site, Off-site Disaster Management Plan and Mutual Aid Scheme should be available at the locations and mock drills / emergency response drills should be conducted regularly.
8. Refresher training on safe operating procedures should be given to all employees, contract labourers etc.

*Kamal Kumar*  
21/9/10  
(K.K. Gupta)  
GM(QC & S&EP)

cc : ED(Plng & Co-ord), HO  
cc : ED(Supplies), HO  
cc : GM(O), HO  
cc : All State Heads – Kindly circulate to all locations  
cc : GM(RS), NR , ER, WR, SR  
cc : Sr S&EP Manager, NR, ER, WR, SR



## **INTER OFFICE MEMO**

For : STATE ENGINEERING HEADS

From : DGM (E), HO

Ref : ENG/ 22

Date : 20/ 04/ 05

**Sub: Non Plan Capital Works 05- 06 for Depots/ Installations.**

- 1.0 This has reference to Budget exercise for Non Plan Capital works for Depots, Installations and AFSs. Board has conveyed the approval for BE 05- 06 for an amount of Rs.20703 Lacs for Installations and Depots; Rs.840 lacs for AFSs. The break up of the amount state office wise under the respective heads is given in the table below.

**FIG/ RS. LACS**

S/N	STATE OFFICE	BE 05- 06			
		INST.	DEPOTS	TOTAL	AVIATION
1	DSO	1933.30	174.50	2107.80	110.00
2	PSO	469.02	510.80	979.82	57.15
3	UPSO	2646.97	714.15	3361.12	59.85
4	RSO	671.92	467.39	1139.31	13.10
5	MSO	1268.00	274.27	1542.27	284.41
6	MPSO	00.00	1344.70	1344.70	0.00
7	GSO	1393.34	132.40	1525.74	5.00
8	APSO	433.01	154.00	587.01	0.00
9	KESO	77.02	0.00	77.02	10.50
10	KASO	769.89	203.29	973.18	0.00
11	TNSO	2982.60	1146.36	4128.96	91.93
12	OSO	497.33	676.48	1173.81	11.32
13	BSO	359.00	280.44	639.44	44.00
14	WBSO	559.41	59.15	618.56	41.41
15	NESO	15.69	488.38	504.07	111.24
	TOTAL	14076.5	6626.31	20702.81	839.91



.. 2 ..

- 2.0 As per the approvals accorded for the schemes proposed earlier, you are advised to carry out detailed execution plan in respect of material indents/ tendering and finalisation of contracts etc. so as to utilise the outlay as proposed by yourselves and approved by Board.
- 2.1 As conveyed earlier vide mail dated 23/ 03/ 05, you are once again advised to include following particulars in the monthly PRM folders for the schemes being taken up for execution.
  - Schemes up to Rs. 25 Lacs: Financial progress (Plan/ Actuals) on Month & Cumulative basis for all such schemes put together.
  - Schemes from Rs. 25 Lacs up to Rs. 100 Lacs : Project progress (Plan/ Actual) and Financial progress (Plan/ Actual) on Month/ Cumulative basis for each project shall be furnished in the monthly report.
  - Schemes of Rs. 100 Lacs and above: Detailed progress report as per formats advised above shall be furnished in monthly progress report.
- 3.0 Acknowledge receipt of the letter and confirm action taken.

*Mehta*  
(P C MEHTA)  
D G M(ENGG)

CC :: State Heads

IndianOil (MD)  
HO, Retail Development



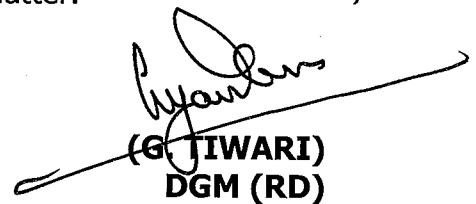
HO/RO/RVI  
5<sup>th</sup> April 2005

**All State Retail Heads**

**Sub : Fabrication of Monolith under Phase-I of RVI Roll out**

We refer to our earlier letter No. HO/RO/RVI dated 19.11.2004, whereby you were asked to put on hold fabrication of ACM monolith under Phase-I of RVI roll out.

The matter has been discussed at length by GM (RS) and GM (Engg) with Director (M) and it was decided that you can go ahead with the fabrication of monoliths under Phase-I. Hence you may take necessary action in the matter.



A handwritten signature in black ink, appearing to read "Tiwari". Below the signature, the name "(G. TIWARI)" is printed in capital letters, followed by "DGM (RD)" in a smaller font.

**CC : GM (RS) / GM (Engg)**

This has reference to the discussion with you on the subject, wherein the above was advised.

**CC : Ch. Branding Manager, HO**



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

**To : ALL STATE ENGG. HEADS**

**From : GM (ENGG), HO**

**Date : 24.03.2005**

**Ref : ENG/20**

**Sub : Quality and safety at construction sites.**

The need for ensuring quality and safety during construction has been repeatedly emphasized through various letters and during review meetings. Still it is found that there are shortcomings in quality and lapses in safety. During visits to RO construction sites, it is observed that deviations are taking place even in important parameters like thickness of slab, reinforcement, driveway levels, slope of the pipelines, laying/ dressing of electrical cables etc. Similarly, safety guidelines are not being followed resulting in accidents during excavation, construction at heights and due to electrocution.

Concerted efforts are required by State Offices to improve the site management. The following shall be ensured:

1. Sites shall always maintain important records like layout plan, work order, construction drawings, site instruction books etc. without fail. These shall be available with the supervisor of the contractor executing the job. Similarly, one set of all these documents should be available with the Site-Incharge from IOC.
2. Quality Tests shall be conducted as per contractual specifications and requirements. During site visits by the State Office Engineers and Site Engineers, quality aspects to be checked and deviations, if any to be recorded and taken up with the contractor for correction.
3. Quality Assurance to be emphasised in the pre-bid meetings to be held for Tenders.
4. Safety precautions viz. provision of proper shoring and scaffolding, use of helmets, safety belts, safety shoes, gloves etc. for various civil, mechanical and electrical works should be emphasised and properly recorded during discussions with contractor before commencement of work.
5. Contract Labour should be adequately educated on safety aspects and made aware of the dangers of unsafe practices before commencement of works.
6. Cautionary signboards depending on the nature of work in progress should be displayed at sites.
7. While working in proximity to HT lines, it should be ensured that the lines are de-energised before commencement of work.

2005-06 is being declared as Quality Assurance year and 'zero accidents' also is being targeted in the year. This can be achieved only if all the Engineers determine to focus their attention on quality and safety without any compromise. Please ensure that every effort is made to achieve the same.

  
**(R.C.JINDAL)**  
**GM (ENGG)**

**CC :: All State Heads**

Page 1 of 1

**INDIAN OIL CORPORATION LIMITED  
(MARKETING DIVISION)  
HEAD OFFICE  
MATERIALS DEPARTMENT**

**C I R C U L A R**

**MM / 2 / 47**

**18/02/2005**

**Retail Heads of All State Offices  
Engineering Heads of All State Offices**

**Sub : Maintenance of Dispensing Units – Lodging of complaints.**

In order to facilitate the easy maintenance of Dispensing Units, we are herewith furnishing details of toll free nos. of OEM / Service Providers :-

Sr.No.	Name of the OEM	Service Provider	Toll free Nos.
1.	M/s.Tokheim	M/s.L&T	1600225066
2.	M/s.Larsen & Toubro Ltd.	M/s.L&T	1600225066
3.	M/s.Dresser Wayne	(thru GEMS)	1600112324
4.	M/s.MIDCO	(thru OILCO) NR	1600112777
		ER	1600333343
		WR	1600227111
		SR	1600444544
5.	M/s.Aplab Ltd.	M/s.Aplab Ltd.	1600221441

The details have been circulated to all Divisional Offices and State Offices. For effective control on the maintenance of Dispensing Units, the complaints are to be registered at these numbers, giving the details of the outlet, name with full address and contact nos., the model of the equipment and the nature of the complaint. The complaint will be acknowledged and the Sr. No. will be allotted by them for subsequent enquiry on the complaint.

All the field personnel should be asked to register the complaint as stated above, in addition to their regular channels and monitor the compliance by the agencies concerned.

  
**(V. KAMESH KUMAR)**  
**CHIEF MATERIALS MANAGER**

CC : Retail Sales, All Divisional Offices

CC : ED (RS), HO

**INDIAN OIL CORPORATION LIMITED  
(MARKETING DIVISION)  
HEAD OFFICE  
MATERIALS DEPARTMENT**

**C I R C U L A R**

**MM / 2 / 46**

**14/02/2005**

**Retail Heads, All State Offices**

**Sub : Digital Air Gauges for Retail Outlets.**

Digital Air Gauges for Retail Outlets are procured by State Offices / Divisional Offices as and when required for installing in new Retail Outlets. We had procured 550 Nos. of Digital Air Gauges in the year 2001 on one time basis by floating Public Tender. The following 3 parties were technically qualified in the tender :-

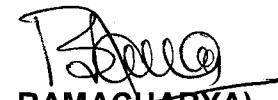
1. M/s.Instrument Research Associates Pvt. Ltd.  
Instrumentation House, P.B.No.2304,  
No.19 Mysore Deviation Road,  
Near Minerva Mills, Gopalapuram,  
BANGALORE – 560 023.
2. M/s.Automotive Diagnostics  
F 28/6, Okhla Phase – II,  
NEW DELHI – 20.
3. M/s.Elgi Equipments Ltd.  
Elgi Industrial Complex, Trichy Road,  
Singanallur,  
COIMBATORE – 641 005.

Subsequently, M/s.Protech (Progressive Technologies), Plot No.99, Navnirman Nagar, Road No.71, Jubilee Hills, Hyderabad - 33 had also supplied Digital Air Gauges to some Divisional Offices.

These Digital Air Gauges are developed by parties locally and offered to Oil Companies for installing in Retail Outlets. It is understood that the Air Gauges are procured from the following parties also by some Divisional Offices and other Oil Companies :-

1. M/s.KAC Equipments Company  
Post Box No.5406, # 2 Banga Road,  
Kavundampalayam (P.O.),  
COIMBATORE – 641 030.
2. M/s.Manatec Electronics  
Garage Equipment Division  
Old No.116, New No.82,  
Velacherry Road, Little Mount,  
CHENNAI – 600 015.

For generating competition, these two parties also may be included for procurement of Air Gauges by the State Offices / Divisional Offices.



(B. RAMACHARYA)  
DGM (MATERIALS)

CC : All Divisional Offices - Retail Sales In-charge

CC : Shri R. Srinivasan, Sr. Mgr. (RS), HO

This has reference to our discussions on the subject.

**INTER OFFICE MEMO**

From: DGM (RS), HO

Date: 11/02/2005

To: CRSM, KASO

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**Sub: Setting up TASS facilities at JRO Bidadi**

This has reference to your proposal for setting up TASS facilities at JRO Bidadi submitted vide IOM reference KASO/R/TASS dated 04/01/2005 at an estimate of Rs. 40 lakhs.

We are pleased to inform you that Director (M) has approved the subject proposal for setting up TASS at JRO Bidadi at the revised engineering estimate of Rs. 30.34 lakhs. The original sanction note is enclosed herewith for your records. It may be noted that ED (F), HO has concurred the proposal as a special case and has laid down that further investment for setting up TASS facilities should be restricted to within Rs. 25 lakh per site.

You are advised to commence the civil work at the subject site urgently and arrange for expeditious completion of the TASS at JRO Bidadi as we had originally committed to TML that IOC would commission the subject TASS by end March 05.

*H. Manohar 11/2/05*  
H/ Dy. General Manager (RS)

Encl: a/a

CC: All State Retail Heads: Please ensure that all further investments for setting up TASS facilities at IOC ROs is restricted to within Rs. 25 Lakhs per site.



ENGINEERINGDEPARTMENT,HO

**INTER OFFICE MEMO**

**To : All State Engg. Heads**

**From : SEM HO**

**Date : 07.01.2005**

**Ref : ENG/8**

**Sub : Escalation/ de-escalation for work involving supply of structural steel in CAPEX Contracts.**

We are pleased to inform you that DIR(M) has approved the proposal for giving escalation/de-escalation for items involving supply of structural steel in CAPEX contract.

The following guidelines have been formulated based on the approval, which shall be strictly followed:

1. The escalation is only for the supply of steel in the item of structural steel fabrication. As the rates in the CAPEX contract for the item of structural steel fabrication may be a composite one including fabrication, etc., care to be taken to apply the escalation only to the supply of steel component to arrive at the rate.
2. The work sheets for working out the escalation is enclosed herewith, which is self explanatory. The work sheets are only illustrative. State Offices have to work out individually based on their own rates. The governing formula for escalation is { $2/3^{\text{rd}}$  of (percentage increase in WPI for Iron & Steel-10%)}. The WPI of the current month in which WO is being released with respect to the WPI of the month in which the Zonal Contract was finalized to be taken to arrive at the % increase.
3. The escalation shall be given only prospectively i.e. for work orders to be issued from the date of this approval i.e. **07.01.2005**. State Offices have to process individual proposals, for each work separately for giving the escalation/de-escalation and obtain the approval of State Head as per DOA no09.11 (B)
4. As per the existing DOA 09.11(B), State Heads are empowered to approve escalation of concluded rates upto 15% or Rs.30 lakhs whichever is lower. However, Dir(M) has approved delegating authority to State Heads upto 20% for this proposal. The ceiling of Rs.30 lakhs shall remain.
5. This special dispensation for enhancing the authority upto 20% from 15% is only applicable for this proposal i.e escalation for structural fabrication works involving supply of steel against CAPEX contract.

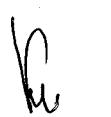
6. Since State Heads have powers to approve escalation only upto 20%(enhanced powers), maximum escalation that can be given is only upto 20% over the concluded rate for the item.
7. The escalation shall be worked out based on WPI and the formula standardized as indicated above. If the purchase price of steel (as per vouchers submitted by the contractor) is less than the steel rate arrived at by applying the formula, purchase price only shall be used to arrive at the escalated item rate. To avail the escalation, contractors have to necessarily submit the purchase vouchers for verification.
8. Keeping the above in view and the fact that WPI index for the current month may not be available while placing the order, a suitable clause may be included in the work order, as under:

The escalation/ de-escalation shall be paid / deducted as per the formula finalized by the Corporation, including the limiting conditions for items involving structural steel fabrication. The additional amount due to escalation shall be released along with the final bill. In case of deduction, the same shall be deducted from the final bill amount. For individual work orders, written confirmation from CAPEX contractors may be obtained for the acceptance of the formula / the escalation clause on the work order itself as a token of acceptance.

9. The payment of bills shall be supported by vouchers and quantity actually used.
10. This approval is applicable only for existing CAPEX contracts finalized on or before 31.07.2004 till their validity.
11. A consent letter also should be obtained from all the CAPEX contractors to the effect that the escalation/de-escalation as per the formula of the corporation (subject to the limits explained above) are acceptable to them for all works involving structural steel fabrication items to be executed henceforth against CAPEX contract. Only for those who accept this clause in toto, the relief due to escalation to be given.

The approval note bearing reference ENG/8 dated 07/01/2005 is enclosed .

We hope the above shall give relief to the CAPEX Contractors and the execution of canopy works shall pick up speedily.



(V.M. SASIDHAR)  
SEM

**CC :: CEA TO DIR (M)**  
**CC :: ED (F), HO**  
**CC :: State Heads**  
**CC :: State Finance Heads**  
**CC :: DGM (RD), HO**

**ANNEXURE TO IOM REFERENCE ENG/8 DATED 07/01/2005**

**SPECIMEN WORKSHEET FOR COMPUTING ESCALATION/  
DE-ESCALATION IN STEEL APPLICABLE TO CAPEX CONTRACTS.**

<b>S N</b>	<b>Description</b>	<b>Working of Escalation / De-escalation</b>	<b>Example</b>	
			<b>Escalation</b>	<b>De- escalation</b>
1	WPI for steel during the month of finalization of CAPEX rate contract (Base Index)	A	100	100
2	WPI for steel for the month in which order is being placed	B	120	80
3	Escalation in steel prices over base index	$C(\%) = \{(B-A)/A\} * 100$	20	-20
4	Escalation supposed to have been considered by contractors for 2 years (validity of CAPEX contract) @ 5% per annum	D = 10% <b>(applicable only in case of escalation)</b>	10	0
5	Escalation to be applied for the month	E = 2/3 (C-D)	2/3X10	-20
6	Increase in cost of steel to be provided per unit weight while placing work order	<b>E X Cost of steel as on month of finalization of CAPEX rate contract.</b>		

**Note:**

- The above shall be applicable prospectively i.e. for the work orders to be issued after the approval of this proposal.
- The escalation / de-escalation shall be worked out month wise and shall be valid for all the work orders placed during the month.
- In case, escalation worked out under **SN 3** above is upto +10%, then no escalation/ de-escalation shall be applied and rates firmed up under CAPEX rate shall be operated.
- In case, the escalation worked out under **SN 3** above is negative, then de-escalation shall be applied for firming up rates.
- The above formula shall be applicable for existing CAPEX Contracts finalized upto **31.07.04** till its validity for the respective State Offices.

## SPECIMEN CALCULATION

### **Escalation work out for Structural Steel**

Item Supply and fabricating as per specification and approved fabrication drawings, transportation to site and erecting structural steel members including provision of necessary bolts, nuts, vessels, base plates including straightening, cutting, drilling, welding, grinding, testing etc. complete including cleaning and preparing surface and applying one coat of red oxide zinc phosphate primer etc. complete (weight of erection bolt and welds not to be considered for payments).

#### **Analysis of rate for supply & fabrication of structural steel**

SN	ITEM	RATE (Considered for Departmental Estimate)	
1	Material Cost at site per KG of steel	27.00	A
2	Wastage @ 2%	0.54	
3	Fabrication cost @ Rs 3.00	3.00	
4	Consumables @ 6%	1.62	
5	Machinery & Power @ Rs 600 per MT	0.60	
6	Cost excluding Painting	32.76	
7	Contractors OH + Profit @ 15%	4.91	
	Sub total	37.67	
	WCT @ 4%	1.51	
	Total Rate per KG	39.18	
	<b>Say rate Per Kg for S/fabrication of structural steel</b>		
	<b>Rs</b>	<b>39.00</b>	<b>B</b>
	<b>Say Contract finalised during Oct'03</b>		

#### **Working Methodology**

1 WPI for Iron & Steel in Oct'03	186.40	C
2 WPI for Iron & Steel in Sep'05	235.10	D
3 % variation in WPI (D-C/C)X100	26.13	E
4 Escalation(%) assumed to have been considered by contractors for 2 years	10	F
5 Actual Escalation after deducting 10% as per (4) (E-F)	16.13	G
6 Escalation to be given (2/3 X G)	10.75	H
7 Increase in cost of steel to be provided per unit weight while placing work order ( H X Cost of steel in departmental estimate i.e Rs 27 )	2.90	J

**New Rate to be considered for Structural steel fabrication item (B+J)**

**41.90 K**

**Escalation in the item rate to be limited to 20% .In this specimen case ,percentage increase is 6.93% as calculated below.**

Percentage Increase in item rate (K-B)/Bx100 **6.93**



## **ENGINEERING DEPARTMENT, HO**

Ref: ENG/8  
Date: 05.01.2005

### **Sub: Escalation/ de-escalation for works involving supply of structural steel in CAPEX Contracts.**

#### **Background:**

Vide ref. ENG/8 dt.09.12.04, the suggestions / opinion of CVO on the subject proposal as emerged during discussion on 08.12.04 was put up to DIR (M). As desired by CVO, the data and clarifications were forwarded to CVO vide note of even ref. dt.21.12.04 (**Annexure - A**). GM (Vig), CO vide letter ref. V-5-2004-HO/3457 dt.30.12.04 has forwarded their opinion on the issue (**Annexure - B**). The salient features are given below:

1. The escalation to be considered for new works only.
2. As per the opinion given, atleast 1/3<sup>rd</sup> of the additional burden {1/3 of (Percentage increase in pricess-10%)} should be borne by the contractors / suppliers.
3. The payment of bills to be supported by vouchers and quantity actually used.

#### **Proposal:**

In view of the foregoing, DIR (M) may clear the proposal as put up vide note ref. ENG/8 dt.26.10.04 (enclosed) with the following modifications:

1. The escalation shall be given prospectively i.e. for the work orders to be issued after the approval of this proposal.
2. Earlier proposal was to deduct 10% from percentage escalation worked out as per WPI to arrive at the escalation to be given as relief to the contractors. Over and above this, 1/3rd of the percentage increase (after deducting 10%) to be deducted, which means that 2/3<sup>rd</sup> shall be borne by IOC. This percentage shall be applied for calculating the escalation in rates. Worksheet for calculating the escalation/de-escalation is enclosed (**Annexure-C**).
3. The payment of bills to be supported by vouchers and quantity actually used. Escalation to be given shall be worked based on the above formula as per WPI or the rates contained in the voucher, which ever is less.
4. The escalation/de-escalation to be as per the WPI of the month in which work order is issued.

Submitted for approval.

*Jindal 5.1.05*  
*(R.C JINDAL)*  
*GM (ENGG)*  
*ED (F)*  
*5/1*

*contd - Page. 2*

*DIR (M)*

(2)

6-1-2005

## Escalation/ De-escalation for works involving supply of structural steel in CAPEX Contracts

1. This issue was again discussed with CVO on 5-1-05, who had agreed in principle for the methodology.
2. As per DOA 9.11(B), all State Heads are empowered to sanction for change of rate by 15% or Rs. 30 lacs, which ever is lower. However, as per Encl. X Clause 18, Dir(M) can approve upto 20% or Rs. 50 lacs, which ever is lower.
3. As per estimated working by Engg Dept the increase is likely to be more than 15%. Therefore, State Heads may have to be empowered to approve changes upto 20% of Rs. 30 lacs which ever is lower. **This dispensation will be applicable only for this proposal.** For all other cases, the existing DOA 09.11(B) shall be applicable.
4. It has to be noted that the escalation is being pegged down to the level of 20% and beyond this would not be allowed even if as per formula the increase may work out to more than 20%. Therefore, no commitment beyond 20% can be made by State Offices.
5. **The escalation/ de-escalation has to be worked out only on the component of steel for structured steel fabrication in the approved and concluded rate.**
6. Clear-cut guidelines to be issued to avoid any ambiguity.

Concurred for approval by Director(M) as per the proposal of GM(Engg.) and comments as above.

S.S. Soni ED(Fin.)

*Signature of Director*  
DIR (M) KMO  
Director  
Ministry of  
Finance  
Government of India  
Date: 05/01/05  
S.S. Soni  
ED(Fin.)



## **POLICY CIRCULAR NO. 77-12/2004**



**Indian Oil Corporation limited (MD)  
HO (Retail Sales)**

NO : RO/6002/HM  
December 19, 2004

### **STATE RETAIL HEADS**

### **Subject: Policy on provision of High Mast Signage at Highway & Urban ROs**

#### **1.0 GENERAL**

- 1.1 We are in the process of setting up Highway Flagship Retail Outlet Network as a major initiative for consolidating our HSD business. The Highway Flagship concept entails offering both fuel and non-fuel services to our valued customers. These ROs have been branded as " SWAGAT" Retail Outlets.
- 1.2 In order to register the presence of the Retail Outlet and to provide visibility to the corporate logo from a distance, a high mast signage is required at the Retail Outlets in various class of markets. The class of market where High Mast signages are required are Highways, Metros/ Mini-metros and other strategic locations.

#### **2.0 OBJECTIVE**

- 2.1 The "Swagat" ROs would be located on the Golden Quadrilateral, East-West & North- South corridors and Highways with entry through a service road. While on the Highways, the approaching traffic is required to notice the High Mast Signage from a minimum distance of 500 m to 1000 m and in certain other routes along with contours. The elevation of the RO is also an important factor in provision of the same. The high speed of the traffic and the time required for response to enter the service road from the highway also necessitates that the visibility of the RO at least 500 m in advance. This awareness is accordingly planned by installing a high mast signage which would display the IOC logo and 'Swagat' lettering shall be incorporated below the IndianOil lettering & mnemonics as per the design developed by Branding agency for only Swagat ROs.
- 2.2 In Metros/ Mini-metros & cities, where there are flyovers and the outlets happens to be immediately after the flyovers, the High mast facilitates location of the RO when the vehicle is ascending, rather than the existing signage which is coming as a surprise on descent. In cities there are space constraints in the buffer strip and problems are being faced in putting the existing signage and at times we have to compromise by putting the signage at the entry or exit giving

:: 2 ::

NO : RO/6002/HM  
December 19, 2004

**Subject: Policy on provision of High Mast Signage at Highway & Urban ROs**

visibility to one side only. The High mast signage provided in such locations gives the visibility at 360 Degrees and at junctions it is visible across all roads leading to the junction.

**3.0 SELECTION CRITERIA FOR PROVISION OF HIGH MAST AT RO**

**3.1 HIGHWAY**

While the height of the High Mast Signage for the "Swagat" ROs that has been decided is 17 Mtrs, provision of 22 Mtrs high High Mast Signage may be warranted at the highway ROs based on the following:

- i) All Swagat ROs
- ii) All ROs selling 500 KLPM (MS+HSD) or above for last 2 years.
- iii) ROs just across at the entrance of the State boundary having price advantage
- iv) ROs located on curvature where visibility of Main Sign pole is restricted
- v) ROs located on the highways where steep slope impairing the visibility of main sign pole
- vi) ROs where the view is obstructed due to huge tree and which cannot be cut.
- vii) ROs where competitors ROs prior to our RO has provided a High Mast signage.
- viii) ROs where the competitor's RO on the opposite side of highway in an undivided carriageway has provided a High mast signage.

**3.2 METRO, MINI-METRO AND CITY**

In Metro, mini-metro and city ROs, the provision of 12 /15 Mtrs high High Mast Signage may be warranted based on the following:

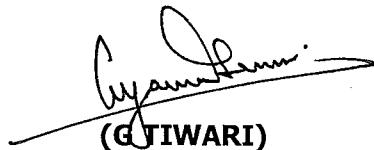
- i) ROs selling 300 KLPM (MS+HSD) and above for last 2 years and located while entering the city
- ii) ROs which are just close proximity of the intersection where Main Sign pole is not visible or where the presence of the RO to be registered
- iii) ROs immediately after Flyovers on the descending side of the flyover
- iv) ROs where visibility is likely to be obstructed due to developments ahead of the RO like new Structure /Buildings coming up, huge hoardings and big trees etc marring the visibility
- v) ROs where competitor's in the same trading area have provided high mast signage and our affected RO selling 300 KLPM and above

:: 3 ::

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December 19, 2004

**Subject: Policy on provision of High Mast Signage at Highway & Urban ROs**

- vi) ROs where there are space constraints in the buffer strips and signages are necessarily to be provided on entry or exit side giving visibility to one side of main sign pole only.
  - vii) ROs within 1 km radius of the airport in metros and mini-metros
- 3.2 The High Mast Signages that are to be provided in the Metro, Mini-metro and city ROs, downward lights for yard lighting would not be provided, since yard lights are already provided at these outlets.
- 3.3 The High Mast Signages that are to be provided in the "Swagat" and Highway ROs, the design that has been specified for 42 "Swagat" locations for which HO, Materials has placed the Work Order will continue.
- 3.4 The specification of 12 / 15 Mtr High Mast Signage along with the logo drawing would be finalized and conveyed to the State Offices after obtaining the necessary approval of the management.
- 3.5 The concerned State office Head / Divisional office Head to decide on the height of High Mast Signage appropriate to a particular Retail Outlet.



(G. TIWARI)  
**DY GEN MANAGER (RD)**

CC : STATE HEADS  
CC : ED (RS), HO  
CC : GM (ENGG), HO  
CC : CEA TO DIR(M), HO  
CC : FILE RO/6002

**CIRCULAR**

**REF ENG/20**

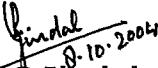
**DATE :8/10/2004**

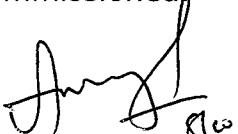
**To  
All State Heads**

**Sub: Observance of 'Consolidation Months' - Completion of Retail development works .**

Reference the discussions during the State Heads meet on 25/09/2004, where-in it was decided to observe the months of **Oct"04 and Nov"04 as the months of consolidation**. The objective of such a declaration is to focus all our energies towards completion of all the works in hand in the Retail Front with renewed enthusiasm so that the investments start giving the desired returns soon.

Accordingly all are requested to accord special attention to complete all the balance works in the Retail Outlets that have been commissioned.

  
**RC Jindal**  
**General Manager(E)**

  
**AM Nanjundan**  
**Executive Director (RD)**

CC: CEA to DIR (M)  
CC: State Retail Heads : For necessary action  
CC : State Engineering Heads : For necessary Action .



# **ENGINEERING DEPARTMENT, H.O**

## **INTER OFFICE MEMO**

**To : ALL STATE ENGINEERING HEADS**

**From:** GM (E), HO

**Date :** 28.09.2004

**Ref : ENG/20/179**

**Sub : Provision of Camlock couplings in fill pipes of underground storage tanks at Retail Outlets.**

This has reference to the joint circular issued by GM (QC&S&EP), GM (E), GM (Ops), DGM (C) and DGM (RS) with regard to sealed decantation of petroleum product at Retail/Consumer outlets vide circular reference SEP/SKS1/180 dated 25/08/04 (Circular NO.1/2004) addressed to Divisional Retail & Consumer Sales Managers and copied to all State Heads (copy enclosed). As per the circular the fill pipes of under ground tanks must have Cam-Lock couplings positively. In view of the same, the following action should be taken immediately:

1. Provide cam-lock couplings for all the new installations, with out fail.
  2. Ensure that for the existing tanks at Retail and Consumer outlets also camlock couplings are provided thru Divisional Offices. Time bound action to be initiated for the same.

Urgent action is required on the above, as it is a safety requirement and is part of the recommendations submitted to MOP&NG.

Please confirm receipt and ensure implementation.

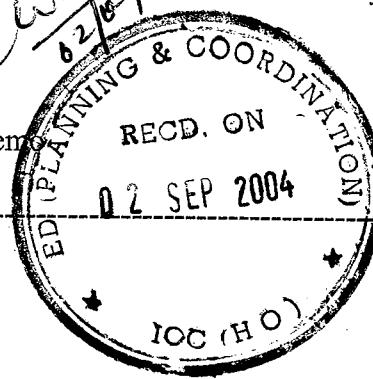
~~R.C.JINDAL~~ 28/9/04  
**(R.C.JINDAL)**  
**GM (ENGG)**

**CC :: All Divisional Engineers**

CC: DGM(CP) {for circulation pl.  
: DGM(M&E)  
DGM (S, H&E) & ED (Supply)  
ED (Plg. & Coord.)  
GM (Ec & S&EP)

No.CO/SNE/08

Inter Office Memo



Vishesh Kumar  
Circulate to all  
SEH - for  
Inlet  
3/9  
Details of the  
System is  
Planned to be  
sent to field  
UR  
86/9 SEM

From : DGM (S, H&E) CO, New Delhi.

To : ED (S&EP) Ref., HQ, New Delhi.  
ED(Plg. & Coord), Mktg. H.O.Mumbai  
ED (O), PL, NOIDA

### Sub : Upgradation of Fire Fighting Facilities.

Subsequent to the MS Tank Fire at Rajbandh Terminal on 3<sup>rd</sup> June, 2004, the status of existing fire fighting facilities was reviewed in the EC Meeting held on 15<sup>th</sup> July, 2004 wherein the following was resolved:

" It has been decided that in order to control the tank fire, rim seal fire protection in addition to the foam pouer will be provided in all the floating roof tanks in a phased manner. Priority will be given to West Bengal locations considering West Bengal as lightning prone area."

It has come to our knowledge that units are under the impression that this EC decision supercedes all earlier decisions on the subject.

It is therefore clarified that this is in addition to what had already been circulated in connection with rim seal fire protection. The extract of our earlier communication in this regard is further reiterated as under:

**Quote :**

#### Provision of Auto Heat Detection and Extinguishing System in Floating Roof Tanks.

As per the Ozone Depleting Substances (Regulation and Control) Rules, 2000 issued by the Ministry of Environment and Forests, Government of India under the Environmental Protection (EP) Act, Halon is to be phased out. Therefore, Pipelines to phase out the halon-based system by 2010 and provide Metallic tube type Auto Heat Detection and Fire Extinguishing System (non-halon based) in Floating Roof tanks of diameter more than 60 metres.

**PL Division**

Refineries to provide Metallic type Auto Detection cum Extinguishing system in existing floating roof tanks of more than 60 meters diameter.

**Ref.Division**

Metallic type Auto Heat Detection and Extinguishing System to be provided for new Floating Roof Tanks in all Divisions.

**All Divisions**

**Unquote**

This is for your kind information and necessary compliance please.

CC: ED (S, H&E) - For kind information please.

(M. Dutta)  
3/9/08

W.M (ENGG.)  
D. ON 21/9/04

ED (P) & M & D
Recd. on.. 21/9/04.....

PS  
Copy for me / RG/NP/PA

# SAFETY & ENVIRONMENT PROTECTION, H.O. MUMBAI



Indian Oil

## CIRCULAR NO : 1/2004

OUR REF : SEP/SKS1/180

DATE : 25/08/04

FOR : ALL DIVISIONAL RETAIL & CONSUMER SALES MANAGERS  
ALL SUPPLY LOCATIONS

Sub: Sealed decantation of Tank Truck/Retail/Consumer Outlet

Recently a fire accident took place while decantation of petroleum product from TT at a Retail Outlet. OISD investigated this fire incident and had put up their recommendations to MOP&NG who have advised implementation of the same. In light of these recommendations, procedure for decantation of TT at Retail/Consumer Outlet has been prepared which is attached as Annex- I, which should be implemented in field while decanting TTs. The main feature of the same shall also be displayed at a prominent place at Retail / Consumer Outlets.

Further, as per recommendation of OISD, the Outlet staff should also be trained to comply with these laid down procedures and associated safety precautions. The Field Sales Officers shall impart this training during the course of their visits to Retail/Consumer Outlets as per Annex - II.

The list of safety features which should be available at Retail / Consumer Outlets is attached as Annex - III. The Safety features of Retail / Consumer Outlets shall be looked into by the Field Sales Officers during their visits to Retail / Consumer Outlets.

Kamal Kumar

Jindal

K.K. Gupta )  
(M(QC & S&EP)

( R.C. Jindal )  
GM(Engg)

Ashwani

( A.S. Ujwal )  
GM(Ops)

A. Jagdale

( A.M. Jagdale )  
DGM(Consumer)

G.R. Diwan

( S.K. Diwan )  
DGM(RS)

CC :: ED(Plng.&Co-ordn)  
CC :: ED(PJ&M&I)  
CC :: ED(SUPPLIES & ID)  
CC :: ED(RS) / ED(RD)  
CC :: GM(I/C) CONSUMER  
CC :: ALL STATE HEADS  
CC :: CEA TO DIR(M)

07

**ANNEX-I**

Procedure for safe decantation of MS/HSD from TT at Retail / Consumer Outlet

1. After arrival of the TT, check the document and be sure that the consignment is for you.
2. Place the TT on a leveled ground near the unloading point/tank. Allow the TT to settle for 10-15 minutes. Take out the DCP Fire extinguisher of the TT and keep it in front of the TT.
3. Put off engine, isolate battery by operating battery 'Cut- Off' switch & apply hand brake of the TT. Put wheel chokes under the front and rear wheel.
4. Earthing connection needs to be given to the tank truck before start of unloading of product and also ensure proper earthing of underground tank(s). Also as a further measure of safety, the tank truck manifold should be connected to the underground tank, bonding through a flexible cable of size 50 sq. mm copper ( as per condition of explosive license TTs are required to carry 5 metre long flexible cable with both sides having crocodile clips for bonding). The crocodile clips to be clamped on bare clean metal surface at both ends.
5. As per condition 9 of License granted by CCOE for RO, the petroleum product should enter the tank through a closed-coupled electrically continuous and sound hose (rubber). This shall be strictly enforced at all ROs. Never use PVC Hose for unloading.
6. No naked light /smoking is allowed while decantation is on. Mobile phone should be in switch off mode.
7. Visually check the surroundings, the tank and the connections for any unusual or dangerous situation.
8. Open the manhole dome cover and cap of dip pipe & fill pipe of the TT. Do not open Fusible vent cover of TT.
9. Draw composite sample through the delivery line of each compartment in a bonded metallic bucket (while drawing sample connect bonding wire to the TT manifold and the bucket) as per sampling procedure. Check the dip of TT as per practice.
10. Before starting unloading, cordon off the area for barring entry of vehicle. The area should remain cordoned off till completion of unloading.
11. Open the bottom valve of each compartment slowly turn by turn as per unloading sequence and observe for leakage if any.
12. During decantation, underground tank's dip pipe cover should be in closed condition.
13. Dealer's representative as well as TT crew must remain present near the TT during decantation.
14. In case of any leakage/ abnormal situation, stop the operation immediately. Operation should be resumed after taking corrective actions.
15. In case of fire -----
  - a) On noticing Fire seek for necessary help and also try to extinguish the fire by discharging the nearest DCP Fire Extinguisher.
  - b) Inform local IOC Sales officer.
  - c) Contact following for help (These telephone numbers to be prominently displayed at Retail/Consumer pumps):
    - i) Local Fire Brigade : Tel. No.:
    - ii) IOCL depot/ Terminal: Tel. No.:
    - iii) HPCL Depot/ Terminal: Tel. No.:
    - iv) BPCL Depot/ Terminal: Tel. No.:
    - v) Local Police station : Tel. No.:

## **ANNEX-II**

### **Training Module for Retail / Consumer Outlet staff**

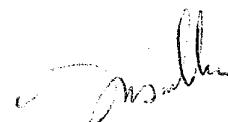
**Training to be imparted by Field Sales Officer.**

#### **Objective:**

- To provide knowledge on Safe decantation of TTs, Operation of Fire fighting equipment and handling of Emergencies at Retail/Consumer outlets.

#### **Course content to be covered:**

- a) Hazardous properties of petroleum product
- b) Safe Handling & decantation procedures of TT
- c) Fire - causes, prevention and control
- d) Fire Fighting Equipment - Operation & maintenance
- e) House Keeping
- f) Emergency procedures
- g) First Aid

A handwritten signature or mark, possibly "J.W.", is written in black ink in the bottom right corner of the page.

Annex-III

Safety equipment/ features for Retail / Consumer Outlet

- i) The underground tank and facilities at a Retail/Consumer outlet should be as per the CCOE approved plan and as per the conditions of license granted under Form XIV.
- ii. The petroleum shall enter a tank through a closed-coupled electrically continuous and sound rubber hose.
- iii. No naked flame/ light is allowed in the license premises. Mobile phone should be kept in switch off mode.
- iv. No smoking sign should be displayed in the license premises.
- v. For premises where Auto LPG or CNG dispensing facilities are installed, the requirement of Static & Mobile Pressure Vessels (Unfired) Rules 1981 or Gas Cylinder Rules 1981, as the case may be, and conditions of the respective licenses granted under those Rules for the above facilities shall also be complied with. 2 x 75 kg. ISI marked DCP fire extinguishers near tank, 1 x 10 Kg. ISI marked 10 Kg DCP Fire Extinguisher near unloading point, 2 x 10 Kg ISI marked DCP Fire Extinguishers near DU, 1 x 4.5 kg. CO<sub>2</sub> fire extinguisher for electrical meter room to be provided for the Auto LPG Dispensing Facility.
- vi. Minimum 2 nos. ISI marked 10 Kg DCP Fire Extinguisher per DU should be available in the premises.
- vii. Also minimum 2 nos. ISI marked 10 Kg DCP Fire Extinguisher should be available in the Office.
- viii. Stock of 50 % spare cartridge & Powder (100% in case of ALDS) for total no. of fire Extinguisher must be maintained by the Retail Outlet.
- ix. The fire extinguishers are to be checked as per following schedule:

- 1. Visual check of the extinguisher : Every Month
- 2. Condition of DCP, Hose, Nozzle and safety clip : Every Month
- 3. Weight checking of CO<sub>2</sub> Cartridge : Every Quarter
- 4. Pr. Testing of Extinguisher : Every Three years

- x. Minimum 1 no. 4.5 Kg CO<sub>2</sub> Fire Extinguisher should be available in each electrical meter room and Compressor Room.
- xi. Minimum 8 nos. Sand Buckets filled with dry sand should be available at the premises. All employees working in the premises must be conversant with the safe handling of Petroleum product and first hand knowledge of fire fighting & emergency handling.
- xii. Earth Pits as per IS 3043 should be provided in line with Engg. Manual and the earth pits should be inter-connected. Earth Resistance Test to be carried out twice in a year and records of the same to be maintained.

**HO (RETAIL SALES)**

3<sup>rd</sup> June 2004

26 M.

**Continuation to Note No. SEP/SKS1/131 dt. 17.5.04**

As a learning from this accident, Safety Dept. to formulate revised policy which would be circulated to the field for strict implementation at the Retail Outlets.

Our comments on the above are as follows :

1. DCP Fire Extinguishers to be regularly inspected as per norms to avoid any disaster. In this particular case, had the fire extinguisher functioned, the accident could have been averted.
2. Proper earthing of tank truck with underground storage tank.
3. Closed coupled system for TT decantation using camlock coupling and not elbow (L-bend).
4. TT area to be barricaded.
5. Dip pipe of the underground storage tank not to be used for any other purpose.

The above should be taken into consideration while framing the revised guidelines.

C. M.  
(T.L. JAIN)  
ED (RS)

ED Placing Guidelines  
Sr. Mgr. (S&EP)  
Revised guidelines  
to be sent to ED (RS)  
for arranging implementation  
23/06

REC'D 22.6.04  
Dated 10.6.04

**CIRCULAR**

**Ref: ENG/20**

**DATE: 13.08.2004**

**To  
All State Heads**

**Sub: Monitoring of progress of consumer facilities.**

During the routine inspection of one of the State Offices by Internal Audit, it is found that effective systems are not in place for ensuring timely completion of facilities and capitalization. Some of the observations relate to delay in getting administrative approval, allotment of IR no, obtaining statutory clearance, award of work and execution.

The progress of projects costing more than Rs.25 lacs is submitted to HO engineering every month. However, maximum number of works are of less value which are required to be monitored at Divisional Office and State Office levels to ensure completion within scheduled target.

With a view to tone up the system, the following is suggested:

1. The Divisional Consumer Manager shall review the progress of works every fortnight with Divisional Engineers.
2. The State Consumer Heads along with State Engineering Head should review the progress of all Consumer works once in a month.

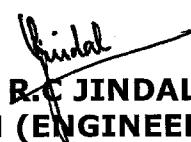
In case of abnormal delays or constraints, matter may be brought to the notice of State Head for necessary guidance.

The above to be strictly adhered to.



.. 14(88)

**RAJIV SHASTRI**  
**GM I/C (Consumer Sales)**



**R.C. JINDAL**  
**GM (ENGINEERING)**

CC :: State Engg. Heads

CC :: State Consumer Heads

CC :: SDCSMs



IndianOil

NO. ED (RD)/01  
11.08.2004

**State Retail Heads  
State Engineering Heads**

**SUB: Commissioning of new ROs – Issuance of Location Codes.**

During the recent Engineering Conference held in Mumbai, it has come to our notice that new Retail Outlets are declared as commissioned without complete Phase-I facilities in place i.e., Pumps, Tanks, Driveway (Min. WBM), Porta Cabin, signages, etc. The same has also been discussed with State Heads on 27.07.2004 during State Heads' Conference held in Delhi.

While we have been issuing Location Codes for new Retail Outlets based on the requests received from State Offices hitherto, the same is being amended to ensure commissioning of Retail Outlets fully with Phase-I facilities atleast. Accordingly, all the State Offices are hereby advised to confirm in writing the installation and availability of following facilities (Phase-I) jointly signed by Retail and Engineering Heads of State Offices in the following format. This is in continuation of Policy No. 64-01/2K4 vide RO/6003 dated 28.01.2004 already issued (copy enclosed).

**New RO Location & Address :**

**Divisional Office :**

**State Office :**

Sr. No.	Facility	Available / Not available
1.	Installation of Tanks MS : HSD	
2.	Installation of DUs MS : HSD:	

<b>Sr. No.</b>	<b>Facility</b>	<b>Available / Not available</b>
3.	Driveway	
4.	Compound wall / Fencing	
5.	Main signpole	
6.	Porta Cabin	
7.	Electrical connection / DG set	
8.	Lease or Sale Deed in case of 'A' sites / COCOs	
9.	Explosive Licence No.	
	Signature of State Retail Head	Signature of State Engg. Head

Please be further advised that henceforth Location Codes will be issued only after the above information is furnished.



**(NARAYAN PRASAD)**  
**ED (PJ & M&I)**



**(A.M. NANJUNDAN)**  
**ED (RD)**

**ENCL: A/A.**

**CC: STATE HEADS**  
**CC: ALL DIVISIONAL RETAIL SALES MANAGERS.**

**NOO:**

ED (RS) / HO  
GM (ENGG) / HO  
CEA TO DIRECTOR (M)

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING

## INTER OFFICE MEMO

REF : ENG/20

DATE : 05.08.2004

**FOR : STATE ENGG HEADS**

**FROM : GM (E), HO**

**Sub: Payment of contractor's bills.**

During the review of engineering works at one of the State Offices, it has been observed that there is considerable delay in processing the contractor's bills after completion of the works.

It may be mentioned here that as per manualised guidelines the contractor's running account bills should be paid within 7 days of receipt of bills in the office and within 30 days from finalization of measurements on 100% completed works.

State Engineering Heads should ensure that contractor's bills at SO/DOs are paid within stipulated time for better cash-flows to contractors resulting in timely completion of works. Any reasons attributing to delays beyond control of Engineering Group should be brought to the notice of Heads of State Offices.

Please confirm receipt of above communication and ensure compliance.

  
(R.C.JINDAL)  
GM (ENGG.)

**CC :: HEADS OF STATE OFFICES**

**CC :: ED(PJ & M&I)**

**CC :: ALL DIVN. ENGINEERS**

INDIAN OIL CORPORATION LTD. (MD),  
HO-ENGINEERING

## INTER OFFICE MEMO

REF : ENG/20  
DATE : 05.08.2004

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FOR : STATE ENGG HEADS

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FROM : GM (E), HO

Sub: Engineering works at State/Divisional Offices.

During the review of Engineering works at one of the Divisional Offices, it has been observed that detailed work orders were not placed before commencement of capital works like construction of B-Site ROs and additional facilities at existing ROs, etc. Work orders were placed on completion of jobs before processing of the contractors bills. The above practice is not in order and is against laid down procedures.

All State Engineering Heads are advised to ensure that proper work orders are placed before commencement of works. SEHs should also ensure that proper procedural aspects are followed in respective State and Divisional Offices.

SEHs should periodically review all the engineering works being undertaken by Divisional /State Offices to ensure that works are completed as per planned schedule and as per laid down procedures. Proper tracking and monitoring system for all the works should be in place.

Please confirm receipt of above communication and ensure compliance.

  
(R.C.JINDAL)  
GM(ENGG.)

CC :: HEADS OF STATE OFFICES

CC :: ED(PJ & M&I)



**ENGINEERING DEPARTMENT, H.O**

**INTER OFFICE MEMO**

To : ALL STATE ENGINEERING HEADS  
From: GM (E), HO Date : 02.08.2004  
Ref : ENG/10

**Sub : Minutes of State Engineering Conference held  
on 09/10<sup>th</sup> July 2004 at IMCL, Bandra, Mumbai.**

Please find enclosed the Minutes of State Engineering Conference held on 09/10<sup>th</sup> July, 2004 at IMCL, Bandra, Mumbai for information and necessary action.

The compliance and action taken report shall be forwarded to HO at the earliest.

*Rajindal*  
**RC JINDAL**  
**GM (ENGG.)**

Encl : a/a

CC :: ED (PJ & M&I)/ ED (RS)/ ED (RD)/ ED (Supplies), HO

CC :: GM (S&EP & QC)/ GM (Ops), HO

CC :: ALL STATE HEADS

CC :: DGM(MATLS)/ DGM (M&I)/ DGM (RS)/ DGM (RD)/ DGM(E), HO

CC :: CEA TO DIR (M)

## **HO- ENGINEERING**

Ref. ENG/10

02.08.2004

### **Sub: Minutes of the State Engineering Conference held on 09<sup>th</sup> – 10<sup>th</sup> July, 2004.**

State Head Engineering Conference was held on 09<sup>th</sup>-10<sup>th</sup> July, 2004. The salient points are enumerated below:

1. GM (Engg.) while welcoming the participants appreciated the efforts of State Office Engineering Group for having achieved commissioning of more than 1000 ROs, which is an all time record. GM informed that the feat has been appreciated even by DIR (M) and Chairman.  
GM also emphasized the importance of Safety at construction sites and Quality of works. GM advised that there shall be no complacency at any level and efforts should be aimed at completing works ahead of targets.
2. ED (PJ & M&I) while inaugurating the conference complimented the Engineering Group for overall good performance during the year 2003-04, especially in the Retail front. The salient points of the address is given below:

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	While commissioning of around 1100 ROs is a significant achievement, the quality and safety are still to be improved.	SEH
ii)	All ROs commissioned upto March'04 should positively be completed by Sep.'04.	SEH
iii)	Another 1005 ROs are planned for commissioning during 2004-05. Resource planning viz. tank fabricators, zonal contractors, steel plates, etc. should be available as per requirement. Proper action plans to be developed to ensure commissioning / completion of ROs as per targets.	SEH
iv)	Engineers should keep abreast with latest technological development and suggest improvement on the following: - Cost saving - Reduction in completion time - Durability	Engineering Group
v)	Quality and safety should be focal points. Constant interaction to be done with contractors to improve on both. Safety guidelines to be complied with in-toto. Structured meeting to be held with contractors for quality and safety before commencement of works.	SEH

vi)	RVI and Flagship ROs to be given special attention. State Engineering Heads to personally visit Flagship RO sites and monitor.	SEH
vii)	There are a number of projects at Depots, Terminals, AFSs and Office Buildings, which also need attention. These works to be prioritized and completed.	SEH
viii)	The terminal automation systems at some locations need to be completed / rectified. Follow up with vendors to be maintained for putting the TAS in operation. Matter to be taken up with State Operations for award of AMCs wherever required.	SEH
ix)	Provision / criteria for evaluation of contractors exists in the manual. The same should be implemented.	SEH

3. DIR (M) addressed the group on 10<sup>th</sup> July, 2004 and the salient points are given below:

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	Complimented the team for achieving a record number of RO commissioning in 2003-04 and expressed the group that in 2004-05 also the targets set shall be achieved.	SEH
ii)	Flagship ROs and RVI are major thrust areas which require special attention for completion as these shall give competitive advantage.	SEH
iii)	DIR stressed that Time, Quality & Cost (TQC) should be focused as the cardinal principle for project management.	SEH
iv)	Engineers should keep pace with technology and leverage technology for reduction in time and cost.	Engineering Group
v)	Safety need to be focused more by way of structured meetings and education of the contractors.	SEH
vi)	Timely payment to contractors is essential for progress of works. Delays to be avoided.	SEH
vii)	Guidelines, policies and procedures should not be compromised.	SEH
viii)	Scientific evaluation of performance of the contractors must be done.	SEH
ix)	Reward Scheme to be introduced for engineers to encourage performance	GM (ENGG)/ GM (HR)

4. The discussions were held with GM I/C (Consumer Sales) and the salient points are as follows:

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	GM I/C (Consumer Sales) advised the State Engineering Heads to accord importance to consumer works specially at important customers like Railways, defense, etc.	SEH
ii)	Karwar facilities should be completed expeditiously. SEH, Karnataka informed that the facilities are targeted for completion by Dec.'04. However, Navy are yet to decide the pipeline route so far. SEH, Karnataka to send a paper on the subject.	SEH, KASO
iii)	DGM(E), UPSO informed that HRS at Agra for IAF shall be completed by Oct.'05.	SEH, UPSO
iv)	Pipeline (3 km) from CPCL to Tamil Nadu Petro Chemicals Ltd. to be taken up on priority.	SEH, TNSO
v)	For attending to the works in AFSs and other maintenance issues, a joint circular was issued from HO by ED (PJ & M&I) and GM I/C vide circular ref. ENG/20 dt.17.06.04. The same shall be adhered to.	Regional Aviation Head & SEH

5. Discussions with ED (Retail Development):-

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	ED (RD) complimented Engineering Deptt. for the achievements in 2003-04 and appreciated the work at some ROs in GSO, which he had visited. ED (RD) was happy to note that the LOI for RVI elements has already been placed by all State Offices except TNSO for part quantity. ED informed that as per his meeting with CCE the fuel and non-fuel facilities are required to be separated by fencing / wall. ED also emphasized the need for a quick decision on canopy fascia at New ROs and existing ROs (non RVI locations).	SEH / HO - Retail Group
ii)	ED (RD) was informed that IRs are available only for 25 nos. of Highway Flagship ROs. In this also all statutory approvals are not available for any RO. Works are in progress at 20 existing JROs, requiring only revenue works. Early availability of IRs, statutory approvals & land shall facilitate commencement/ completion of works related to highway flagship ROs.	DGM (RD), HO/ State Retail Heads/ SEH
iii)	ED (RD) advised that the works at existing ROs for flagship should be completed on priority to achieve the target of 52 nos. by	State Retail Heads/ SEH

	Sep.'04. ED was apprised that 37 ROs are expected to be completed by Sep.'04. For balance ROs, land, statutory approvals and IRs are the constraints.	
iv)	ED (RD) was apprised of the 'Paper commissioning' of 17 nos. of ROs in TNSO without even having IR nos. ED advised SEM (RD), HO to verify.	DGM (RD)
v)	ED(RD) advised that in order to curtail commissioning of ROs without minimum required facilities, a system shall be introduced wherein the ROs shall be commissioned only upon joint certification by Sales and Engineering Groups, confirming the readiness of Phase -1 facilities.	HO – Retail Group

#### 6. Discussions with ED (Supplies):-

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	ED (Supplies) advised that the maintenance of Terminals/ Depots is of paramount importance and Engineering help is required in maintaining / augmenting facilities.	SEH
ii)	In view of recent accidents, safety has assumed additional importance and Fire Fighting Facilities need to be provided on priority at Depots. Fire Fighting Facilities, wherever approved may be given priority.	SEH
iii)	ED was informed that some tanks are overdue for M&I inspection and requested for his assistance in handing over of these tanks. ED advised that FO thru put has increased in recent times and hence there are difficulties in handing over of these tanks for inspection. However, they shall be handed over at the earliest.	DGM (Ops), HO

#### 7. Discussions with GM (S&EP & QC)

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	GM advised that Chairman was very much concerned about safety in view of recent spurt in accidents. All should follow the safety guidelines and bulletins / practices.	SEH
ii)	Proper earthing of tanks at Retail Outlets should be ensured.	SEH
iii)	GM (S &EP & QC) informed that the guidelines shall be issued for provision of earthing of tank trucks at ROs during decantation.	GM (S&EP & QC)
iv)	ED (PJ & M&I) advised GM (S&EP & QC) that the following may be issued:	GM (S&EP & QC)

	<ul style="list-style-type: none"> <li>a) Dos and don'ts with regard to Safety at construction sites</li> <li>b) Standardized Earthing arrangements for Retail Outlets.</li> <li>c) Standard drawing for provision of earthing arrangement at ROs for tank trucks decantation.</li> </ul>	
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8. Presentation by individual State Engineering Heads were made and the salient points are given below:

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
<b>Delhi State Office -</b>		
i)	25 balance Retail Outlets commissioned during second and third quarter should be completed on priority and latest by Aug.'04.	SEH, DSO
ii)	CEM, DSO confirmed that sufficient Capex contractors and tank fabricators are available for execution of works.	-
iii)	The capital works at Bijwasan and Shakurbasti to be expedited.	SEH, DSO
iv)	Lube facilities at Asaoti is a priority project. Works to be taken up expeditiously and plans drawn for completion of the work latest by Dec.'04.	SEH, DSO
v)	Progress report for all major projects for Depot/ Terminal including Asaoti project to be positively included in the monthly review folder.	SEH, DSO
<b>Uttar Pradesh State Office -</b>		
i)	13 balance ROs commissioned during first, second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, UPSO
ii)	DGM (E), UPSO informed that one of the main reason for delay in RO construction work is non-completion of development / compaction of the plot by the landowner before taking over. It was further informed that UPSO is taking action for incorporation of suitable clause in land purchase agreement to ensure proper development/ compaction.	SEH/ Retail Head, UPSO
iii)	HRS at Agra should be closely monitored for completion by target date of Sep.'05.	SEH, UPSO
iv)	For automation at Agra, follow up to be maintained by Engineering with Operations for arranging Site Acceptance Test.	SEH, UPSO/ DGM(E), HO
v)	Re-appropriation of funds to be arranged immediately for settlement of bills of M/s ABB for the automation work at Kanpur.	SEH, UPSO
<b>Punjab State Office -</b>		
i)	19 balance ROs commissioned during first, second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, PSO



ii)	SEM, PSO informed that work order for CAPEX contract for Cat-III for Srinagar area has not been placed. To be expedited.	SEH, PSO
iii)	Procurement of pumps for RCDs to be expedited. In future, indent for centrifugal pumps should be sent to HO.	SEH, PSO
iv)	The tanks position for RO works was reviewed and PSO was advised to take all required action for meeting the shortfall in tanks latest by Sep'04.	SEH, PSO
<b>Rajasthan State Office -</b>		
i)	4 balance ROs commissioned during first, second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, RSO
ii)	SEM, RSO informed that IRs for RO development are received in phases. IRs for some new commissioning of ROs are still awaited. To be expedited by Retail Group.	State Retail Head
iii)	Material indent for additional tankage at Salawas TOP to be submitted to HO expeditiously to enable procurements.	SEH, RSO
<b>Maharashtra State Office -</b>		
i)	23 balance ROs commissioned during second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, MSO
ii)	ED (PJ & M&I) advised that the 11 nos. ROs commissioned with minimum facilities should be completed in all respects. Whatever details require regarding plot dimensions should be sorted out with Sales and work taken up immediately.	State Retail Head / SEH, MSO
iii)	CEM informed that they have processed a proposal for engaging a public sector consultant for supervision of tankage works at Depots. ED(PJ & M&I) advised that engaging IOTL may also be explored.	SEH, MSO
<b>Gujarat State Office -</b>		
i)	5 balance ROs commissioned during first, second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, GSO
ii)	DGM (M&I) to send guidelines regarding cost effective painting scheme for Kandla Terminal.	DGM (M&I)
iii)	SEM, GSO to send recommendations of Regional M&I Group regarding slope of FR tank top deck of Kandla to DGM (M&I) for further actions to be taken.	SEH, GSO
<b>Madhya Pradesh State Office -</b>		
i)	3 balance ROs commissioned during third quarter in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, MPSO



ii)	SEM, MPSO informed that there is lack of sufficient contractors for small value mechanical works. It was advised that utilizing contractors from neighboring states and also Refineries Division etc. may also be explored.	SEH, MPSO
<b>Tamil Nadu State Office -</b>		
i)	12 ROs commissioned during second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, TNSO
ii)	CEM, TNSO informed that for around 17 nos. of ROs (which are declared as commissioned), there is no IR. Matter to be taken up with Sales in Region and also with Retail Development Group at HO to sort out.	CEM, TNSO/ DGM(RS), TNSO/ DGM (RD), HO
iii)	The space constraints in the sales building at RO was discussed. CEM, TNSO was advised to check whether the RO construction / building is as per Vision Excellence drawings and to ensure that the buildings at all ROs are made as per Vision Excellence drawings.	SEH, TNSO
<b>Andhra Pradesh State Office -</b>		
i)	2 balance ROs commissioned during second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, APSO
ii)	It was understood that at some locations canopy works have not been taken up even though approval exists. Canopy works also should be completed, wherever approval exists for the same.	SEH, APSO
iii)	SEM, APSO was advised that for premium fuels also 20 KL tanks only may be used as the Premium fuels are the fuels of future and their off-take is expected to go up in the future. Sales to be persuaded.	SEH, APSO
<b>Karnataka State Office -</b>		
i)	10 balance ROs commissioned during first, second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, KASO
ii)	Confirmation regarding the recoveries made from the contractor for works at Gulbarga Depot to be expedited as the same is required to be submitted to Audit.	SEH, KASO
iii)	The Karwar facilities for Navy shall be completed by Dec'04 positively.	SEH, KASO
<b>Kerala State Office -</b>		
i)	7 balance ROs commissioned during first, second and third quarters in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, KESO
ii)	SEM, KESO has advised to keep close follow up with UTL for take over of land in Lakhshadweep for completion of facilities. Efforts should be	SEH, KESO



	made to commission the facilities latest by May'05 before the next monsoon.	
<b>West Bengal State Office -</b>		
i)	1 balance RO commissioned during second quarter in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, WBSO
ii)	SEM, WBSO advised to take all steps for completion of the new projects approved at Rajbandh, in the wake of fire accident. Monthly review folder should reflect all this projects.	SEH, WBSO
<b>Orissa State Office -</b>		
i)	2 balance ROs commissioned during third quarter in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, OSO
ii)	SEM, OSO required specifications for SS pipes / materials for facilities at HAL, Koraput. SEM, UPSO was advised to send the details as these specifications were used for HRS at Agra.	SEH, OSO
<b>Bihar State Office -</b>		
i)	4 balance ROs commissioned during forth quarter of 2003-04 should be completed in Jul'04 (3 nos.) and Aug.'04 (1 no.)	SEH, BSO
ii)	The rectifications works of tank 12 at Raxaul should be completed by Sep.'04 positively.	SEH, BSO
<b>North East State Office -</b>		
i)	1 balance RO commissioned during third quarter in 2003-04 should be completed on priority and latest by Aug.'04.	SEH, NESO

9. General Points:-

<b>SN</b>	<b>Action point</b>	<b>Action by</b>
i)	All ROs commissioned during 2003-04 should be completed on priority and latest by Sep.'04. ROs on hold should be brought to the information of State Heads for removing the impediments in construction.	SEH
ii)	During the discussions, it emerged that a separate empanelment is required for canopy works. With this in view, empanelment is proposed to be done region wise for canopy works. The responsibility for finalization of empanelment is given below: <ul style="list-style-type: none"> <li>- NR – DSO</li> <li>- ER – WBSO</li> <li>- WR – GSO</li> <li>- SR – TNSO</li> </ul> The empanelment shall be completed by end of Oct'04 positively.	SEH
iii)	All were advised to be prompt in replying to Audit/ Vigilance queries/ VIP references without delay as delays lead to complications.	SEH

iv)	With regard to collection of protocol fee at automated locations, the audit query has to be replied immediately. All States are requested to reply our letter in this regard.	SEH
v)	It is noted that many of the State Offices are not reflecting all the major projects at depots / terminals in prescribed format. This may be ensured in future i.e. from the month of Jul'04.	SEH
vi)	State Engineering should prevail on operations to award AMC contracts for automation wherever required.	SEH
vii)	Non-plan expenditure both for Retail Development and Depots / Terminals / AFSs to be monitored on monthly basis and corrective action taken for full utilization of cash allocation.	SEH
viii)	Quality Assurance Plan for new RVI elements to be implemented in to-to. In view of the nature of works and TPI agencies not having adequate experience in the field, implementation of QAP may largely be ensured thru IOC engineers. where ever unavoidable due to logistic or other reasons, services of reputed TPI can be availed or IOTL can be entrusted with the responsibility in respect of ROs, where they are executing agency for other works.	SEH
ix)	SEHs to ensure that there are no deviations from Vision Excellence in Retail Development.	SEH
x)	For Premium Fuels also 20 KL tanks may be used since these are fuels of the future and adequate tankage is required to take care of the future thru put. Only in case of space constraints, provision of smaller tanks (15 or 10 KL) may be resorted to.	SEH
xi)	There shall be no delay in implementing new RVI elements. Converters may be advised to be in full readiness with structural, PET-G and other works for completing new RVI elements within minimum possible time after receipt of ACM. Also necessary lining up with labs for testing of ACM should be completed to avoid any delay on this account.	SEH

**CIRCULAR**

Ref : HO/ENG/20

Date : 30/07/2004

To,

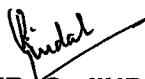
All State Engineering Heads.

**Sub : Construction Drawings for Work Execution**

At times it has been observed that works are being executed at site without approved construction drawings. It is once again reiterated that all Engineers must ensure that works are executed based on approved and duly signed drawings clearly indicating "**Drawings issued for Construction**".

It shall be the responsibility of Site-in-Charge to ensure that the drawings issued for construction by the project controlling office are available at site. Further, after completion of works, it should be ensured that "As Built Drawings" are prepared prior to release of final bill of the contractors. The authenticated "As Built Drawings" shall be kept in record for future references. Relevant conditions should also be suitably incorporated in tender documents .

All Engineers to ensure strict compliance.



(R.C. JINDAL)  
GEN. MGR (ENGG)



**CIRCULAR**

Ref : HO/ENG/20

Date : 30/07/2004

To,

All State Engineering Heads,

**Sub : Execution of Works at Site.**

It has been observed that certain deviations / changes in the works are carried out as per the site conditions / instructions by visiting officials. In case, such deviations / changes result into change in original scope of work / additional financial implication, the Site-in-Charge must ensure that approval of the competent authority is obtained prior to taking up works at site.

All Engineers to ensure strict compliance.

*R. C. Jindal*  
~~(R. C. JINDAL)~~  
GEN. MGR (ENGG)

**ATTACHMENT**

OP/LLS/42(Safety)

May 25, 2004

**Sub: OISD Recommendations on Fire Incident at a Retail Outlet.**

Reference HO S&EP Note No.SEP/SKS1/131 dt.17/5/2004 on the subject. Our comments are as given below:

**Annexure – I – OISD Report – Remedial measures**

- Under Sr.No.1(a), for ensuring availability of proper earthing provisions in Tank Trucks, 'action by' has been indicated for Terminal/ Depot Locations. Provision for earthing/bonding of the TTs is a standard requirement/fitting and all TTs comply with the same. This will be once again reiterated to the loading locations.
- Under Sr.No.1(d), 'action by' has been indicated for Terminal/ Depot Locations/Retail Outlets. The observation pertains to activities connected with unloading at Retail Outlets where representative from Terminal/Depot location are not present. Hence, the words 'Terminal/Depot location' under action by to be deleted.

The above to be taken into consideration and suitable changes made accordingly.

*A.S.Ujwal*  
(A.S.Ujwal)  
GM(Operations)

## NOTE

Ref. : SEP/SKS1/131  
 Date: 17 05 2004

Sub: OISD Recommendations on fire incident at a Retail Outlet

On 18<sup>th</sup> March 2004, a fire incident took place while decanting a TT in a Retail Outlet. One 20 KL TT (4 compartment of 5KL each) loaded with MS left for 3 retail outlet near Jaipur. The same had unloaded 5 KL at a RO and was unloading 10 KL MS at the outlet where accident took place. A fire was observed during decantation near fill pipe of the underground MS tank. The fire immediately spread towards the TT and engulfed it. The entire TT was burnt along with two dispensing unit. A maruti car also got burnt in the above fire. No casualty has been reported. The driver operated a DCP fire extinguisher but the same failed to discharge.

OISD had subsequently investigated in to the above incident. The cause of fire as pointed by the investigating team was generation of static electricity due to sudden opening of the valve of the TT and the generation of vapour near the fill pipe of the tank. The static charge generated as the TT was not properly earthed or bonded with the underground tank. The TT had not used a closed coupled system for decantation.

The recommendations of OISD are following:

- While unloading of TT the same should be properly earthed. The underground tank should also be properly earthed.
- As a further measure of safety, the TT manifold should be connected to the underground tank bonding through a flexible cable with crocodile clip.
- As per condition 9 of CCOE license in Form XIV of a RO, the POL product should enter the tank through a **closed-coupled electrically continuous and sound hose**. Use of elbow ('L'-Bend) at the outlet side of the hose must be discontinued.
- The area where the unloading of TT takes place should be barricaded.
- Wheel chokes while unloading has to be provided.
- The dip pipe of the top of the tank should not be used for any other purpose.
- All Oil companies have a Manual detailing the procedures for decantation of TTs and associated safety precautions. The dealer's staff should be trained to comply with these laid down procedures.

Ref. : SEP/SKS1/  
Date: 17 05 2004

Sub : OISD Recommendations on fire incident at a Retail Outlet

In view of the above recommendation of OISD, action plans have been formulated which is enclosed in Annex-I (FLAG-A).

The procedure for unloading of TT in a Retail Outlet is enclosed in Annex-II (FLAG-B).

The investigation report of OISD is enclosed in Annex-III (FLAG-C).

Submitted for kind information.

  
(S K SADHU)  
Sr. S&EP Manager, HO

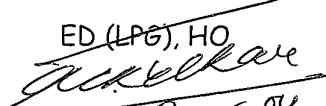
GM (QC & S&EP), HO

The ministry has desired comments with regard to OISD's observations and also necessary action with regard to providing operating manual and Training to Rn Staff. Please offer your comments, if any, so that details can be furnished to ministry as per their last dt. 20/4/04

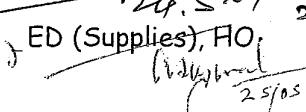
GM (I/C) Consumer Sales, HO

1. Though the action plan and procedure detailed in the note has been recommended ~~for RDs~~ dated 11/11/04 for RDs but it is felt that same should be followed during decontamination of TTs at customers premise.

ED (LPG), HO

  
24.5.04

ED (Supplies), HO

  
25/5/04

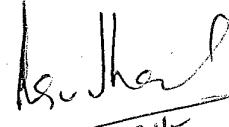
ED (Retail Sales), HO

2. For the sake of clarity, uniformity and ease of implementation in field, it is recommended that suggested modifications in the system be shown in form of a sketch.

U  
BJS

ED (Planning & CO-ordination), HO

Comments are given  
in the attachment fil.

  
21/5/04  
25/5/04

## ANNEX-II

### Procedure for safe decantation of MS/HSD from TT at Retail/ Consumer Outlet

1. After arrival of the TT, check the document and be sure that the consignment is for you.
2. Place the TT on a leveled ground near the unloading point/tank. Allow the TT to settle for 10-15 minutes. Take out the DCP Fire extinguisher of the TT and keep it in front of the TT.
3. Put off engine, isolate battery by operating battery 'Cut- Off' switch & apply hand brake of the TT. Put wheel chokes under the front and rear wheel.
4. Earthing connection needs to be given to the tank truck before start of unloading of product and also ensure proper earthing of underground tank(s). Also as a further measure of safety, the tank truck manifold should be connected to the underground tank, bonding through a flexible cable of size 50 sq. mm copper (as per condition of explosive license TTs are required to carry 5 metre long flexible cable with both sides having crocodile clips for bonding). The crocodile clips to be clamped on bare clean metal surface at both ends.
5. As per condition 9 of License granted by CCOE for RO, the petroleum product should enter the tank through a closed-coupled electrically continuous and sound hose (rubber). This shall be strictly enforced at all ROs. Never use PVC Hose for unloading.
6. No naked light /smoking is allowed while decantation is on. Mobile phone should be in switch off mode.
7. Visually check the surroundings, the tank and the connections for any unusual or dangerous situation.
8. Open the manhole dome cover and cap of dip pipe & fill pipe of the TT. Do not open Fusible vent cover of TT.
9. Draw composite sample through the delivery line of each compartment in a bonded metallic bucket (while drawing sample connect bonding wire to the TT manifold and the bucket) as per sampling procedure. Check the dip of TT as per practice.
10. Before starting unloading, cordon off the area for barring entry of vehicle. The area should remain cordoned off till completion of unloading.
11. Open the bottom valve of each compartment slowly turn by turn as per unloading sequence and observe for leakage if any.
12. During decantation, underground tank's dip pipe cover should be in closed condition.
13. Dealer's representative as well as TT crew must remain present near the TT during decantation.
14. In case of any leakage/ abnormal situation, stop the operation immediately. Operation should be resumed after taking corrective actions.
15. In case of fire -----
  - a) On noticing Fire seek for necessary help and also try to extinguish the fire by discharging the nearest DCP Fire Extinguisher.
  - b) Inform local IOC Sales officer.
  - c) Contact following for help (These telephone numbers to be prominently displayed at Retail/Consumer pumps):
    - i) Local Fire Brigade : Tel. No.:
    - ii) IOCL depot/ Terminal: Tel. No.:
    - iii) HPCL Depot/ Terminal: Tel. No.:
    - iv) BPCL Depot/ Terminal: Tel. No.:
    - v) Local Police station : Tel. No.:

**ANNEX – I**

**OISD REPORT ON INVESTIGATION OF FIRE INCIDENT AT NAHATA PETRO FUEL SUPPLY COMPANY, JAIPUR**

**OUR COMMENT ON THE POINTS RAISED BY OISD**

SN	OISD POINT	OUR COMMENT	ACTION BY	TARGET DATE
1.	Earthing connection needs to be given to the tank truck while unloading of the product. The underground tank should also be properly earthed. Also, as a further measure of safety, the tank truck manifold should be connected to the underground tank bonding through a flexible cable with crocodile clip.	<ul style="list-style-type: none"> <li>a) Ensuring availability of proper earthing provisions and earth wire in tank truck.</li> <li>b) Ensuring proper earthing of underground tanks at ROs and also proper earthing pits at ROs</li> <li>c) To properly guide Dealer/ his representatives on importance of earthing of TTs prior to unloading and also to ensure availability of fire bucket/ drums filled with dry sand, fire extinguishers both of RO and TT at unloading site.</li> <li>d) Before start of unloading earthing wire connection to be made between TT and earth pit. Further ensure connection of tank truck manifold to underground tanks bonding through a flexible cable with crocodile clip during unloading.</li> </ul>	<ul style="list-style-type: none"> <li>Terminal / Depot Locations</li> <li>Field Officers/ Divisional Office</li> <li>Field Sales Officers</li> <li>Retail Outlet/T.T</li> </ul>	<ul style="list-style-type: none"> <li>Immediate</li> <li>Immediate</li> <li>Immediate</li> <li>Immediate</li> </ul>
2.	As per condition 9 of license granted by CCOE for RO, the petroleum product should enter the tank through a closed-coupled electrically continuous and sound	The provision already exist for such a connection between the tank truck and underground tank	Supply Location/ RO	Immediate

	hose. This needs to be strictly enforced at all ROs. Use of elbow at the outlet side of the hose should be discontinued.		
3.	The area where the unloading of tank truck takes place should be barricaded.	Circular No. 1/2004 dated 25.08.04 issued	
4.	Wheel chokes while unloading has to be provided	<ul style="list-style-type: none"> <li>a) To ensure availability of wheel chokes in the TT</li> <li>b) To ensure placing of wheel chokes at RO during unloading</li> </ul>	Supply Location RO
5.	The dip pipe on the top of the tank should not be used for any other purpose.	<ul style="list-style-type: none"> <li>To be ensured by           <ul style="list-style-type: none"> <li>a) Engg. while doing any modification work at RO</li> <li>b) RO dealer/staff while doing any operation at RO</li> </ul> </li> </ul>	Divisional Office RO dealer/staff
6.	All Oil Companies have a Manual detailing the procedures for decantation of TTs and associated Safety precautions. The dealer's staff should be trained to comply with these laid down procedures.	<ul style="list-style-type: none"> <li>a) A procedure depicting safe decantation of TT at Retail/Consumer Outlet prepared and sent to all concerned vide circular no. 1/2004 dated 25.8.04</li> <li>b) Commencement of training of RO staff on basic safety of POL handling</li> </ul>	<ul style="list-style-type: none"> <li>HO/S&amp;EP Sales/HO</li> <li>Divisional Office</li> </ul>

~~URGENT~~  
S. Mgr. (M&E) - I  
Pl. discuss / put up. ✓ ED (Pcc)

~~ED (Pcc)~~

~~(M)~~  
~~27/7/04~~  
~~BA TO~~

~~D (M)~~

Ministry of Petroleum & Natural Gas

\*\*\*\*\*

~~ED (Pcc)~~  
~~(K)~~

To,

The Director (Marketing)  
IOCL / HPCL / IBP Co. Ltd.  
MUMBAI

Shastri Bhawan, New Delhi  
Dated the 21<sup>st</sup> July 2004

~~23/7/04~~

Subject: OISD's report on investigation of fire incident at a Retail  
Outlet (RO) at Jaipur on 17<sup>th</sup> March, 2004.

\*\*\*\*\*

Sir,

I am directed to refer to this Ministry's letter of even number dated 20<sup>th</sup> April 2004, forwarding therewith copy of OISD's report and 14<sup>th</sup> May 2004 (copies enclosed for ready reference) on the subject mentioned above. In the OISD's report the remedial measures provided at Para 6, i.e., "Remedial Measures" appear to be general preventive measure which should have been in vogue at the ROs. It is requested that it may be confirmed whether the same are being implemented at the ROs and also the Ministry may be informed as to what other steps are taken by the OMCs to prevent/avoid occurrence of fire incidents at their ROs.

2. The information as per above may please be furnished to this Ministry urgently.

Yours faithfully,

*Tarun Shridhar*

(Tarun Shridhar)

Director

Tel. 011 – 23387404

Encl.: As above.



24 JUL 2004

RECEIVED ON  
24 JUL 2004  
BY  
GM (OC & S & EEP)

GM (OC & S & EEP)

Recd. on 30/07/04

GM (OC & S & EEP)

Recd. on 30/07/04

S.N. 3 (E)

MOST IMMEDIATE

No. P- 21027/11/2004-Dist.

Government of India

Ministry of Petroleum & Natural Gas

\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 14<sup>th</sup> May 2004

To,

The Director (Marketing)  
IOCL / HPCL / BPCL / IBP Co. Ltd.  
MUMBAI

Subject: OISD's report on investigation of fire incident at a Retail Outlet (RO) at Jaipur on 17<sup>th</sup> March 2004.

\*\*\*\*\*

Sir,

I am directed to refer to this Ministry's letter of even number dated 20<sup>th</sup> April 2004 (copy enclosed for ready reference), forwarding therewith copy of OISD's on the subject mentioned above. It was requested that comments with regard to OISD's observations be furnished to this Ministry along with confirmation of compliance of OISD's recommendations with regard to providing operating manuals and training to dealer and dealer-staff.

2. It may be seen that the remedial measures enlisted in OISD's report at Page 5 (para 6) are of preventive nature which are expected to be strictly adhered to so as to avoid occurrence of such mishaps. OMCs are requested to indicate as to what steps are strictly enforced at the ROs and what action is taken against those who fail to comply with such measures.

Yours faithfully,

  
(S. L. Vashishta)

Under Secretary to the Govt. of India  
Tel. 011 - 23386407

S.N. (2)

(6)

तेल उद्योग सुरक्षा निदेशालय  
OIL INDUSTRY SAFETY DIRECTORATE

भारत सरकार  
पेट्रोलियम और प्राकृतिक गैस मंत्रालय  
सातवी मण्डिल, न्यू दिल्ली हाउस, 27, बाराखम्बा रोड  
नई दिल्ली - 110001

Government of India,  
Ministry of Petroleum & Natural Gas  
7th Floor, New Delhi House, 27, Barakhamba Road  
New Delhi-110001

1472/ID(TS)/06

18/4

OISD/MC/ACC.REP

AS, MOP&NG
Dy. No. 306
Date... 15/4/04

7<sup>th</sup> April, 2004

*169/04/RVH*  
*16/4*  
The Chairman,  
Indian Oil Corporation Ltd.  
SCOPE Complex, Core 2,  
7, Institutional Area,  
Lodhi Road,  
New Delhi-110 003

1649

15/4

Sub : Report on investigation of Fire incident at a Retail Outlet  
at Jaipur on 17<sup>th</sup> March, 2004

AS - m - t -

53/11

OISD investigated the above accident on 18<sup>th</sup> & 19<sup>th</sup> March, 2004 at Jaipur. A copy of the investigation report is attached.

As brought out in the report, the fire incident occurred on the commencement of decantation of the TT into the underground tank of the RO and the source of ignition was static charge in the absence of proper earthing of the TT or the underground tank. It also reveals that the outlet side of the hose was connected to the fill pipe of the underground tank through an elbow instead of a camlock coupling, as stipulated in the Petroleum Rules. Moreover wheel chokes had not been provided for the TT and as a result of the fire, the air brakes got released and TT started moving.

Remedial measures are given in item No. 6 of the report should be implemented at all the retail outlets. This notwithstanding the dealer and their staff should be provided with operating manuals and trained to comply with the provisions thereof. We trust necessary instructions to this effect will be issued to all ROs for compliance.

Yours sincerely,

*AKS*  
*Dav (TS)*

*P.V.R. AYYAR*  
(P.V.R. AYYAR)  
Executive Director

Encl : As above

CC : Addl. Secretary, MOP&NG, New Delhi  
Joint Secretary (P), MOP&NG, New Delhi

On file

*Am*

16/4

*16/4/2004*

*27.4.2004 - 18-21*

.. 4 ..

Two scooters, which were parked in the vicinity of the underground tank were completely burnt.

The fusible link of the internal valves got activated and closed the valve thereby the major fire was confined only to the top portion of the truck.

All the persons who were questioned stated that the dispensing unit of the premium grade MS and the neighbouring dispensing unit had been switched off.

#### 4. RE-CONSTRUCTION OF EVENT :

Based on the statements and the contradicting versions of the salesman and the truck driver and the observations of the damage caused due to the fire, the cause of the fire is as given below :

This fire occurred when the tank truck was being unloaded through the fill-pipe of the underground tank with a bent pipe one end (outlet side) of the hose. There were no earthing connections on either the underground tank side nor the tank lorry end. However, as per the versions both the salesman and the TT driver for bonding purpose a wire with crocodile clip on either side had been provided and the same was connected between the manifold and underground tank fill-pipe. Due to the sudden opening of the valve on the tank truck side and the generation of vapours near the fill-pipe static charges generated the flash fire, which subsequently spread through the hose to the TT side and engulfed the same. Simultaneously, the nearby dispensing units and the stationary scooters also got burnt. A car, which had come for filling fuel fitting with LPG cylinder in it also got totally burnt.

Due to the fire beneath the tank truck and the subsequent engulfing, the truck which was on air breaks got released within minutes and started sliding down thereby spreading the fire to other dispensing units, which were also damaged. Fortunately, there were no injuries.

#### 5. CIRCUMSTANCES & CAUSES :

Absence of proper earthing for the TT or to the underground tank appears to be the main cause for this fire. Also, not using a closed coupled system for decantation led to this accident.

Additionally, had wheel chokes been provided while decantation was in progress, the damage would have been less.

Contd....5....

:: 3 ::

The other workers in the RO like Shri Lal Chand Meena and Devilal were also questioned. Both the persons were near the other dispensing units stated that they heard sound and immediately saw a fire near the tank truck. Thereafter, they immediately advised others to move away and they too moved to a safe location.

Shri Hanuman Sharma, a helper working since four months was sitting on a scooter close to the underground tank. He stated that he saw a fire close to the tank truck, which spread to the hose subsequently and that he immediately ran away.

Shri Tara Chand, Cleaner / Helper of the tank truck stated that he too was present close to the tank truck and that the fire originated from the fill pipe of the underground tank when the unloading operation had just started.

Shri S.K. Nahata, the Proprietor of the RO was around 200 metres away from the RO when he received the information of the fire on his mobile. According to him, when he reached the RO, he saw the entire truck on fire, simultaneously the dispensing units and the maruti van also on fire. At around the same time, police too arrived at the site (since Police Station was very close) and stated that they had already informed the fire brigade and other officials. Shri Nahata, informed the officials of the Terminal.

The Fire Brigade immediately arrived at the site cordoned off the area and started fighting the fire. However, they did not have foam with them. After few minutes, the Terminal personnel arrived at the location with foam, branch pipes etc., these were used by the fire brigade to bring down the fire. By this time, the fire tender from Jaipur Airport arrived, who had foam and the fire was extinguished completely in about an hours time.

### 3. OTHER OBSERVATIONS :

The unloading was being done through a hose pipe with the truck end being a coupling joint and the underground tank end an open elbow. As per CCOE, decantation of petroleum product should be done through a closed coupled system at both the ends.

No wheel chokes had been provided after parking of the tank trucks.

No earth pit for earthing of the trucks was available.

During inspection of the site, with respect to the approved layout plan certain discrepancies were observed.

- The distance between the edge of the pump island and the centre of the underground tank (the fill pipe) was only 1.2 metres and the unloading was being done using a open bent pipe.
- The drawing shows a dip pipe whereas no dip pipe was available for both the underground tanks (the same had been used as suction lines for the dispensing units).
- Certain facilities behind the underground tank like DG set room, which is not shown in the drawing was observed.

(S)

OIL INDUSTRY SAFETY DIRECTORATE

OISD/MC/ACC.REP

7<sup>th</sup> April, 2004

ACCIDENT INVESTIGATION REPORT OF FIRE INCIDENT AT RETAIL OUTLET  
AT JAIPUR ON 17<sup>th</sup> MARCH, 2004

**1. INTRODUCTION :**

Indian Oil Corporation Limited vide their Fax dated 17<sup>th</sup> March, 2004 and letter No.OP/LLS/42 (OISD) dated 18<sup>th</sup> March, 2004 reported of a Fire accident at their Retail Outlet, M/s. Nahata Petro Fuel Supply Company, Mansarovar, Jaipur at around 1610 hours on 17<sup>th</sup> March, 2004 involving a contractor Tank Truck bearing Regn. No.RJ 141G-6774 carrying 20 KL (4 compartments of 5 KL each) of Premium grade MS for three Retail Outlets in the city. This tank truck had unloaded 5 KL at M/s. Auto Service Station and was unloading 10 KL MS at this Retail Outlet and the balance 5 KL was meant for M/s. Arihant Filling and Service Station. A fire was observed during decantation near the fill pipe of the underground MS storage tank. This fire immediately spread towards the tank truck and thereby engulfing the truck. In the ensuing fire, the entire tank truck got burnt along with two dispensing unit and one unit burnt partially. Also, one Maruti van found standing near one of the dispensing unit was also completely damaged. This Maruti Van was fitted with a LPG Cylinder which also got totally burnt and the cylinder got ruptured. The local Fire Brigade along with the officials from Jaipur Terminal and the Fire Tender from Jaipur Airport extinguished the fire. No casualty has been reported.

The undersigned was deputed to the site to investigate the accident and visited the site on 19<sup>th</sup> March, 2004.

This investigation was done based on site inspection of the burnt tank truck, dispensing units, vehicle and surrounding areas within the vicinity of Retail Outlet and discussion with the RO Dealer, driver & cleaner of the accident tank truck, RO staff, officials of IOCL who were present during the fire-fighting operation. Documents pertaining to the Retail Outlet, i.e., Licence / Approvals etc., were also scrutinized.

**2. OBSERVATIONS & INFORMATION GATHERED FROM DISCUSSIONS :**

This Retail Outlet, M/s. Nahata Petro Fuel Supply Company, Mansarovar, Jaipur was commissioned in February 1994 as an exclusive MS Retail Outlet of M/s. Indian Oil Corporation Limited with one No. 20 KL underground tank. Subsequently, one more 20 KL underground tank was added for Premium grade MS. This RO sells approx. 3 KL of MS, out of which, 1 KL is premium grade MS and 2 KL is MS. RO has approved licence No.RA-1632 dated 10-10-2003 valid upto 31<sup>st</sup> December, 2006.

Shri Raju Yadav, the on-duty salesman was present on the spot for taking delivery of the product from the truck. He has been working in this RO for around 6 years and is a senior person well-versed with all the activities of the RO. He had also been sent to Jaipur Terminal for training. Shri Raju Yadav had the following version.

Contd....2....

Around 3.00 PM, this truck reported at the RO and immediately he informed the Dealer of its arrival and collected the papers from the truck driver. He advised the truck driver to park the vehicle in its decantation position close to the underground tank. As per him, he took around 2-3 litres of MS from the bottom valve MS using a plastic jar for checking its density and temperature. After this, he advised the driver to start connecting the hose.

The driver connected the hose with the help of the coupling on the truck side and placed the elbow on to the fill pipe of the underground tank. He further advised that earthing clips were provided on the truck side and on the edge of the fill pipe. As per the salesman, since the coupling on the truck side was not getting engaged properly, the driver tried to straighten the hose around which time, he saw a flash of fire just underneath the truck, which immediately spread to the entire hose and the surrounding areas.

On seeing the fire, he immediately closed the cap of the underground fill-pipe and used the nearby fire extinguisher to extinguish the fire, but fire extinguisher did not operate properly as per his statement. Immediately after this, the entire truck was engulfed in fire and also the truck started moving slowly towards the entrance. After this, he also ran to a safe place outside the RO.

The driver of the tank truck, Shri Om Prakash, was present on the spot. Shri Om Prakash, has been working with M/s. Pal Oil Tankers, the transport contractor since 2½ years. This load of 20 KL premium grade MS was loaded on 16<sup>th</sup> March, 2004 ex-Mathura, which reached Jaipur Terminal on the morning of 17<sup>th</sup> March, 2004. After carrying out necessary checks and re-sealing of the tank truck, this load was despatched to three different ROs within the city. Shri Om Prakash had the following version.

After reporting to the RO, around 3.00 PM, he was advised by Shri Raju Yadav, the salesman to park to the vehicle in front of the RO (not near the unloading point). After which, the salesman took the sample product from the top of the truck in a glass jar. Thereafter, he was advised to park the vehicle in the unloading area. After Shri Raju Yadav took the dip of the underground tank, he advised him to connect the hose. The hose was connected after the bonding clips had been provided on both the sides.

Thereafter, after getting clearance from Shri Raju Yadav, who was near the fill-pipe and he himself near the manifold of the tank truck opened the valve of the truck. Immediately, he saw a flash fire near the fill pipe of the underground tank, which spread towards the tank truck through the hose. Thereafter, the fire engulfed the tank truck and the nearby area. He immediately went to a safe area and saw the truck moving.

Statement of both the salesman and the truck driver are different with respect to the location of origin of fire and the location and method of taking the sample product and checking of dips.

**6. REMEDIAL MEASURES:**

1. Earthing connection needs to be given to the tank truck while unloading of the product. The underground tank should also be properly earthed. Also, as a further measure of safety, the tank truck manifold should be connected to the underground tank bonding through a flexible cable with crocodile clips.
2. As per condition 9 of license granted by CCOE for RO, the petroleum product should enter the tank through a closed-coupled electrically continuous and sound hose. This needs to be strictly enforced at all ROs. Use of elbow at the outlet side of the hose should be discontinued.
3. The area where the unloading of tank truck takes place should be barricaded.
4. Wheel chokes while unloading has to be provided.
5. The dip pipe on the top of the tank should not be used for any other purpose.
6. All oil companies have a Manual detailing the procedures for decantation of TTs and associated safety precautions. The dealer's staff should be trained to comply with these laid down procedures.

D. JAGANNATH  
JOINT DIRECTOR (MKTG. CO-ORDN.)



Indianoil(M), HO.  
Human Resource

DOC(PJ & M & I)

*f/circulation pl  
f/circulation pl  
f/circulation pl  
GM(Engg)  
H.D.  
12/7*

INTER OFFICE MEMO

**From : GM(HR) HO, Mumbai      To: GM (Regional Services)/  
Ref. No. : IR/1461/P/15/2004      DGM (HR): NR/ER/WR/SR**

**Date : 08.07.2004**

**Sub : 1) Mobilization of Advance  
2) Receipt and Opening of Tenders  
3) Prequalification Criteria  
4) Preventive Vigilance – regarding**

Enclosed please find herewith copy of the following communications on the subject matter respectively for your information , guidance and necessary action apart from ensuring wide dissemination of the subject matter:-

- i) Technical Examiner , Central Vigilance Commission, New Delhi's communication no. 4CC-1-CTE-2 dated 8.6.2004.
- ii) Technical Examiner , Central Vigilance Commission, New Delhi's communication no. 05-04-1-CTE-8 dated 8.6.2004.
- iii) Technical Examiner , Central Vigilance Commission, New Delhi's communication no. 12-02-1-CTE-6 dated 7.5.2004.
- iv) Technical Examiner , Central Vigilance Commission, New Delhi's communication no. OFF-1-CTE-1 dated 7.5.2004.

*12/7/04.*  
(Satish Kumar)  
General Manager(HR)

Encl : As Above.

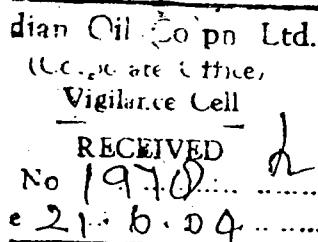
- Copy forwarded to all EDs & GMs , Head Office for information and necessary action please.
- Copy forwarded to DGM(Vig),CO for information please with reference to CVO, CO's note no. VIG-1/2004/CVC Circulars/94 and 95 dated 28.06.2004 on the subject matter.
- Copy forwarded to GM(HR), CO for information please .
- Copy forwarded to DGM(Vig), HO for information please.
- Copy forwarded to CEA to DIR(M) for information please.

GM (ENGG)  
RECD. ON...13/7/04

RECD. ON...12/7/04....  
ED (P) & M & D

No. OFF-N-CTE-1  
GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION  
CHIEF TECHNICAL EXAMINER'S ORGANIZATION

\*\*\*\*\*



Satarkta Bhawan, Block-A,  
4<sup>th</sup> Floor, GPO Complex,  
INA, New Delhi-110023.

Dt. 7<sup>th</sup> May 2004

To

All CVOs : Ministries/Departments/PSUs/Banks/UTs/Autonomous Bodies/  
MCD/NDMC/DDA.

Sub : PREVENTIVE VIGILANCE - REGARDING.

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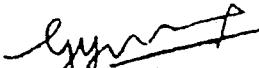
Sir,

The following preventive vigilance publication is enclosed herewith for guidance

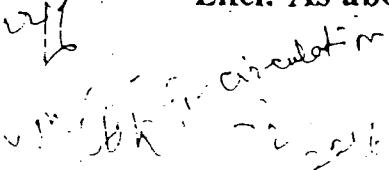
"Shortcomings of General Nature observed during Intensive Examination of works /contracts".

Kindly ensure wide circulation of the booklet. The receipt of the booklet may please be acknowledged.

Yours faithfully,

  
(Gyaneshwar Tyagi)  
Technical Examiner

Encl: As above



No. 12-02-1-CTE-6  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)

\*\*\*\*\*

Satarkta Bhawan, Block-A,  
4<sup>th</sup> Floor, GPO Complex,  
INA, New Delhi-110023.

Date: 07<sup>th</sup> May, 2004

OFFICE MEMORANDUM

Subject : Prequalification Criteria (PQ).

Guidelines were prescribed in this office OM of even number dated 17/12/2002, on the above-cited subject to ensure that the prequalification criteria specified in the tender document should neither be made very stringent nor very lax to restrict/facilitate the entry of bidders. It is clarified that the guidelines issued are illustrative and the organizations may suitably modify these guidelines for specialized jobs/works, if considered necessary. However, it should be ensured that the PQ criteria are exhaustive, yet specific and there is fair competition. It should also be ensured that the PQ criteria is clearly stipulated in unambiguous terms in the bid documents.

M P Juneja

(M. P. Juneja)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/  
Autonomous Organizations/Societies/UTs.

No. 4CC-I-CTE-2  
Government of India  
Central Vigilance Commission  
(CTEs Organisation)

Satarkta Bhawan,  
INA Colony,  
New Delhi- 110023

Dated: 8.6.2004

OFF. ORDER NO. 40/06/04  
OFFICE MEMORANDUM

**Sub: Mobilization Advance**

\*\*\*\*\*

In order to address the problem of misuse of mobilization advance provision in the civil and other works, the Commission had issued an O.M. dt. 8.12.1997 for grant of interest bearing 'Mobilization Advance' in selected works. In view of references from certain organizations on this issue, the Commission has reviewed the issue and it has been decided to modify and add the following provisions in the existing O.M. This may be read as addendum to the Commission's O.M. dt. 8.12.1997.

- (i) If the advance is to be given, it should be expressly stated in the NIT/Bid Documents, indicating the amount, rate of interest and submission of BG of equivalent amount
- (ii) The advance payment may be released in stages depending upon the progress of the work and mobilization of required equipments etc.
- (iii) There should be a provision in the contract for adjustment of advance progressively even as the bills are cleared for payment.

  
(Gyaneshwar Tyagi)  
Technical Examiner

**Copy to:-**

All CVOs; Ministries Departments PSUs; Banks; UTs

  
(Gyaneshwar Tyagi)  
Technical Examiner

No. 05-04-I-CTE-8  
Government of India  
Central Vigilance Commission  
(CTEs Organisation)

Satarkta Bhawan,  
INA Colony,  
New Delhi- 110023

Dated: 8.6.2004

OFF. ORDER NO. 41/06/04

OFFICE MEMORANDUM

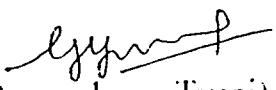
**Sub: Receipt and Opening of Tenders**

\*\*\*\*\*

In the various booklets issued by the CTE Organisation of the Commission, the need to maintain transparency in receipt and opening of the tenders has been emphasized and it has been suggested therein that suitable arrangements for receipt of sealed tenders at the scheduled date and time through conspicuously located tender boxes need to be ensured.

A case has come to the notice of the Commission, where due to the bulky size of tender documents the bid conditions envisaged submission of tenders by hand to a designated officer. However, it seems that one of the bidders while trying to locate the exact place of submission of tenders, got delayed by few minutes and the tender was not accepted leading to a complaint.

In general, the receipt of tenders should be through tender boxes as suggested in our booklets. However, in cases where the tenders are required to be submitted by hand, it may be ensured that the names and designation of atleast two officers are mentioned in the bid documents. The information about these officers should also be displayed at the entrance/reception of the premises where tenders are to be deposited so as to ensure convenient approach for the bidders. The tenders after receipt should be opened on the stipulated date and time in presence of the intending bidders.

  
(Gyaneshwar Tyagi)  
Technical Examiner

Copy to:-

All CVOs, Ministries, Departments, PSUs, Banks, UTs

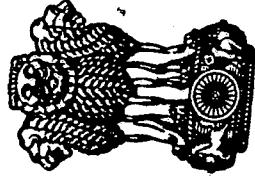
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(Gyaneshwar Tyagi)  
Technical Examiner



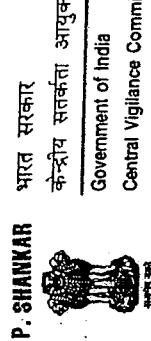
सत्यमेव जयते

# SHORTCOMINGS OF GENERAL NATURE OBSERVED DURING INTENSIVE EXAMINATION OF WORKS/CONTRACTS



NATIONAL THERMAL POWER CORPORATION  
CHIEF TECHNICAL EXAMINER'S ORGANISATION  
CENTRAL VIGILANCE COMMISSION

*Published in Public Interest  
by*



Central Vigilance Commission  
Sariska Bhawan,  
GPO complex, Block-A, INA, New Delhi-110023  
Tel: 4651020 (O), 3384815 (R)  
Fax: 91-11-4651009

April 7, 2004.

## MESSAGE

Punitive action alone need not be the main function of vigilance organisations. 'Prevention is better than cure' is a common adage, which is very relevant in the working of all Government organisations. Adherence to management policies and procedures in all areas, particularly in the award and execution of works/ contracts is of vital importance to all the organisations. CVC organisation, in the Commission has been making a very positive contribution in this area not only by conducting systematic examination of works/ contracts but has also issued various booklets, highlighting the common lapses along with guidelines to deal with these deficiencies in contracts. However, certain irregularities of general nature, persist in most organisations. The common shortcomings observed in contracts along with guidelines to deal with these have been brought out in this publication in a very lucid and illustrative manner. We are sure the executives of all Government organisations and PSUs will find this booklet very useful. This shall help them making the contract management more efficient and transparent.

We highly commend the efforts put in by the Chief Technical Examiner and his inspection teams in bringing out this booklet.

## P R E F A C E

  
(P. Shankar)  
Central Vigilance Commissioner

  
(H.J. Dora)  
Vigilance Commissioner

The shortcomings observed during the course of intensive examination of various works/contracts by CTE Organisation are brought to the notice of CVOs for suitable corrective action. While the pre ponderant objective of such examinations is to detect malpractices in the award and execution of works/contracts, it has also been our endeavour to help improve the systems in the organisations so that recurrence of such shortcomings is prevented. Keeping this perspective in view, a number of booklets highlighting common lapses in various types of contracts along with guidelines for improvement have been issued by the Commission. In addition, we have also issued circulars on specific issues like 'appointment of consultants' and 'award of contracts on back-to-back basis' etc. in the recent past. The level and extent of interaction with the officials, during inspections has also been stepped up.

However, it is observed that certain common irregularities continue to plague the system in a large number of organisations. Any mismanagement in the award and execution of works/contracts not only results in heavy leakages of revenue but also adversely affects the image and profitability of the organisation. With a

## **SHORTCOMINGS OF GENERAL NATURE OBSERVED DURING INTENSIVE EXAMINATION OF WORKS/CONTRACTS**

view to contain malpractices and make the process of contract management more transparent and efficient, this small booklet in the form of a ready reckoner is being issued. The important issues have been itemised and explained with illustrative examples of recent inspections. It is expected that this 'yet another' booklet shall help improve the procedures and systems in the organisations and make contract management more transparent and effective.

Any omission or suggestion may please be brought to the notice of the undersigned.



(M.P. JUNEJA)  
Chief Technical Examiner

### **PROJECT GENESIS**

- Formulation of a project proposal generally forms the first step in the process of undertaking a work. Organisations, as has been noticed undertake works, at times without clearly examining the need & viability for this. Modern management techniques like pay back period, discounted cash flow, NPV, IRR, technical and market analysis, etc. are not utilized. With the opening up of the Indian economy to national and global competition, failure to examine the fluid market scenario can result in wasteful and infelicitous expenditure which may adversely affect the viability of the project and bleed the balance sheet.

- A steel PSU processed a case for supply & installation of certain equipments for upgradation of their plant. After having finalized the tenders, the contractor was allowed to supply the equipments. In the meantime the PSU dropped the original proposal to upgrade the plant resulting in the junking of material worth several crores of rupees. Thus before acting on a proposal, the requirements need to be thoroughly examined taking the long term aspects into consideration.

- In another case, a Port Trust, while replacing the existing wharf cranes of 3 tonne and 6 tonne capacity, decided to go in for 10 tonne capacity cranes. On analysing the cargo handled in the preceding years as also the future

projections, it was revealed that the majority of the cargo was within 3 tonne capacity. Thus the procurement of 10 tonne cranes turned out to be a case of gross over-provisioning. Ironically, the cargo handling efficiency of the port was also affected considerably due to the sluggish operation of the larger cranes in comparison with the lighter 3 tonne cranes. Thus the upgradation, conceptualised without an objective and comprehensive study resulted in gross under-utilisation of the capacity of the port.

- In a recent inspection it was noticed that a shipyard PSU initially quoted US \$ 24.5 million for the construction of tugs to a foreign client and then scaled down the bid to US \$ 18.5 million on request from the clients. The total cost of tugs to the PSU itself worked out to Rs. 114.50 crores. After considering 30 % subsidy likely to be available from the government, the realization at their quoted price worked out to Rs 115.45 crores indicating a measly profit of Rs.0.95 crores. However, on reassessment the PSU found that the contract would result in a loss of Rs 6.39 crores due to fluctuations in foreign exchange rates. Presently the supply of tugs is being made to the foreign client at a substantial loss even after considering the likely subsidy of 30 % from the government.
- As per the cost benefit analysis done by one of the banks, a minimum of 200 financial transactions per day per ATM were required to make them economically viable. However, during inspection it was noted that in several branches of the Bank even after expiry of one year of installation of ATMs, there were hardly any transactions.

## ROLE OF CONSULTANT

- The Commission through its OM no OFFI CTEI dated 25<sup>th</sup> Nov, 2002 issued a detailed guideline on appointment of consultants along with certain irregularities noticed during the intensive examinations. However, consultants continue to be appointed either without a genuine need or in an arbitrary and non-transparent manner. Once the consultant is appointed all the responsibilities are abdicated to him. Some times even multiple consultants are appointed without well defined responsibilities. The proposals of the consultants are accepted without question and even considered deemed approved without any scrutiny. The payment terms also remain lax and open ended leading to undue advantage to the consultant.
- A consultancy PSU, which had provided consultancy for hundreds of projects to other public sector/private organisations, appointed a consultant for the construction of their own office building.
- In another case, a power sector PSU, in addition to appointing a project consultant and a project management consultant, appointed one 'inspection & expediting' consultant, inspite of having an elaborate engineering set up in their own organisation.
- A public sector bank appointed a consultant in Aug 2000 on retainership basis at a fee of Rs 45000/- per month for 5 days in a month upto a period of one year without following established procedures of selection. In addition the expenses on travel, boarding and lodging

were to be reimbursed by the bank on actual basis. The contract was repeatedly extended up to February, 2004 at a monthly fee of Rs 27000/pm (for putting in 3 man days a month). The payments to the consultant were not linked to any work progress and no penalty clauses were kept in the agreement for safeguarding against defaults by the consultant.

- In a case of rehabilitation of a sick fertiliser PSU, the consultancy contract for the revamp project was awarded on a single tender basis to a consortium of a PSU and their foreign associates at Rs.22.5 crores against the approved estimated cost of Rs.10.58 crores
- In a classic case, a PSU consultant submitted detailed estimate and invited tenders for an electrical job in an Oil PSU suiting 11 KV supply, but after award of the work it was found that only 22 KV supply was available at the site. Major modifications had therefore to be carried out in the contract. Strangely, the consultant was also permitted to quote for the same work for which they had themselves estimated the rates.' More bewildering is the fact that the consultant quoted 20% above their own estimated rates (on the basis of which NIT was floated), as against the awarded rates which were 20% below the estimated cost. Such over-dependence on the consultant can lead to wasteful and infrastructural expenditure which the organisation regrets in the long run. Meticulous and intelligent examination of the consultants proposal is therefore essential for successful and viable completion of the project.

## ESTIMATES

- Incorrect estimation is another common deficiency observed during the inspections. The estimated value put to tender at times is at a large variance vis-a-vis the awarded contract amount. Sketchy estimates, incorrect estimation of quantity/rates, unrealistic assumptions and lack of market survey have been found to be the major reasons for this deficiency. In some cases it was noticed that, in order to award the work at high rates, the estimates were padded up to match the quoted rates by incorporating untenable factors.
- An oil PSU recently called tenders for a work running into crores of rupees on the basis of a half page estimate prepared by their consultant. When the lowest tendered rates did not match the estimated rates even after obtaining revised price bid, the estimates were jacked up by 20% to justify the quoted rates in order to award the work.
- In another oil PSU for a work costing about Rs 1100 crores, detailed estimate was not prepared and work was awarded based on a single page estimate, initially prepared for the sanction of the project.

► In another case of a highway project, provision of 35% contractor's profit and overheads was made in some items of the estimate as against the traditional 10-15%, resulting in an unrealistic and inflated estimate.

► One Government Organisation, for the work of construction of water treatment plant (WTP), made a Rs 69 crores estimate based on the cost of existing WTPs. The PQ criteria were formulated in such a way that only two bids were received. The lowest offer received was for Rs.188 crores against the estimated amount of Rs.69 crores. The plea given for this abnormal difference was that the proposed plant was based on some new technology. No documentary evidence was however produced to justify this cost difference. The department officials did not even bother to obtain the rates of the so called 'new technology' based WTPs installed elsewhere in the country. Furthermore, the department preferred not to resort to any price negotiation with the L-1 bidder and instead recorded that, there was no need to hold any negotiation in this case.

## AWARD OF WORK

- In spite of a plethora of guidelines issued by the Commission on various aspects of tendering, organisations continue to embark upon limited tendering, selective publicity and fixation of arbitrary PQ criteria to suit certain firms. Many instances of arbitrary and non-transparent selection/rejection of firms through pre-qualification have been noticed. Such procedures are replete with risks of lower competition, cartel formation and higher rates. Giving sufficient time to bidders for market survey and evaluation is also essential especially for large projects.
- In the case of a communications organisation, PQ criteria of 'Completion of 5 works of similar nature in Govt. organisations only' was kept as a minimum requirement leading to majority of the contractors being disqualified.
- In a recent inspection of a PSU for the procurement of HDPE bags, it was noted that prequalification criteria for selection of vendors was decided after opening of the tenders. Further, the criteria decided was discriminatory as it specified the manufacturing capacity of the vendors located in nearby states as 20,000 bags per day vis-à-vis 70,000 bags per day for the vendors located in other states.

➤ In a large value work for laying of High Tension Line, one bidder was prequalified by the PSU and awarded the work, though the firm was not meeting the pre-qualification criteria. As per the PQ conditions, the prospective bidder was required to have executed one work of minimum 200 Kms of similar transmission line. Against this requirement, the bidder submitted experience of four separate contracts of 15 Km, 71 Km, 74 Km and 40 Km. which was accepted and contract awarded to this bidder.

□ The amount of Earnest Money deposit kept in the tender document is sometimes abysmally low ranging from NIL to Rs. 1,00,000/- and bears no relationship with the estimated cost of the work which may run into crores of rupees. The small amount of EMD proves to be too low for safeguarding the interest of the organisation.

➤ In a recent inspection of a shipyard PSU, it was noticed that limited tender inquiry was issued to select vendors, without any basis. No EMD was kept in the tender. Tender negotiations were conducted with L-2 bidder and the work awarded to them in violation of CVC instructions. However the firm backed out after award, without any financial repercussion, due to lack of EMD provisions in the tender. The tender had to be cancelled.

In the second round the L-1 bidder withdrew the bid due to fluctuations in the prices. A conditional letter of intent subject to conformation of prices by the steel manufacturer was issued to L-2. The firm did not agree to furnish the security money and were also not willing to accept the LD clause. The LOI was again cancelled without any financial penalty on the firm. Ultimately the tender inquiry was put on the company's web site and work awarded to the single late bidder. Having provision of adequate amount of EMD safeguards the interest of the organisation and keeps the non-serious and speculative bidders at bay.

- Govt. Organizations continue to dole out interest free mobilisation advances to the contractors, in clear violation of the Commission's guidelines.
- One organisation was noticed to have gone a step further and given interest free mobilisation advances not only to its contractors but also to its engineering consultant, the PMC and the inspection and expediting consultant. In the event of a delay in work, the contractors/consultants tend to enjoy the interest free advances at the cost of the government and may even stand to earn money on the free resources.
- Additional interest free 'equipment advance' amounting to Rs 15 crores was paid to the contractor

in a power project on the basis of deviation in the contract without any specific provision in the contract resulting in extending undue financial benefit to the contractor.

- Interest free equipment and mobilization advance amounting to Rs. 45.00 crores was lying with contractor in a highway project without any bonafide use in the project, as the progress achieved was only 15% against the targetted progress of 55%.
- The tender documents should carry all relevant information in an explicit manner. The criteria of evaluation for identifying the lowest bidder should be clearly stated and the irrelevant and non applicable clauses of the tender should be crossed out. All bidders must be brought at par techno-commercially before opening of the price bids. Objective and market based justification of rates must be prepared before award of the work/contract.
- A work costing about Rs 800.00 crores was awarded to an ineligible PSU on nomination basis, over-looking the claim of another eligible PSU. The awardee PSU in turn, awarded the major portion of the work to a private contractor on back to back basis without inviting open tenders, resulting in award of work to the contractor without competition.

- In a work of laying of optical fiber cable in the State of Maharashtra, one central PSU distributed the work into various Telecom Districts and awarded the work in such a manner that all the participating private firms could get at-least one route for cable laying. No genuine competition was generated and as a result the rates of cable laying varied from Rs.260/- to Rs.580/- per meter on different routes. The organisation thus failed to ensure techno-commercial correctness of the offers before awarding the works leading to a wide variation in rates.

- For sale of Pig Iron by a steel sector PSU, the sole dealer was selected through a draw of lottery. After initially awarding the contract for a period of 3 months, four extensions of 3 months each were given to the contractor covering a total quantity of 2,87,809 MT as against 50,000 MT originally envisaged in the contract. There was no provision in the original contract for such extensions and the decision smacked of favouritism. During the extended period, the contractor enjoyed monopoly status in the market.
- In another case, a central PSU entered into a pre-bid tie-up with a private manufacturer of DI pipes, for participating as a lead partner in a bid for a state government project. At the same time the private

manufacturer also participated independently for the same bid. Interestingly in the contract between the state government and this PSU, there was a penalty clause for delay in completion with a maximum penalty of 7.5% but in the pre-bid tie-up between the PSU and the private manufacturer, there was no such clause for penalty for delay in supply of DI pipes. Moreover, 100% payments were made by the PSU to the pipe manufacturer on supply whereas the state government was paying only 75% against supply of items. In the process the PSU made 25% extra payments over long periods of time. Further, the PSU kept no security or bank guarantee to safeguard its interest in case the pipes were found defective or failed during testing. Thus the PSU while extending all safeguards to the client failed to protect its own interests in the pre-bid tie up with the private manufacturer.

## POST AWARD ACTIVITIES

- A common irregularity noticed during inspection is the acceptance of post award requests of contractors which are in variance with the tender provisions, e.g. for getting the contract split into supply and works contracts. Though these innocuous looking requests may appear to have no repercussions on the PSU, the contractor is seen to benefit tremendously by avoiding taxes like WCT etc on the modified contract.
- In one such case a fertilizer PSU split up the work of electrification into separate supply and works contract on the awardee's request. This not only led to huge savings for the contractor on account of undeducted WCT, but also left the organisation saddled with unwanted material, which was received as a part of supply contract but was not installed due to site limitations.
- In a recent case, a PSU bank accepted the post LOI condition of the bidder for payment of service tax in addition to the quoted prices for the operation and maintenance work of a new AC plant, though the tender specified all inclusive quote from the bidder.
- Some organizations do not maintain the contract documents in a proper manner. The agreement which

consists of the bill of quantities, technical and commercial conditions, technical negotiations, price bid, LOI/LOA is a legal document and forms the Magna Carta between the two parties. The documents should be well bound, paginated, secured and signed by both the parties and kept in a manner that possibilities of tampering and interpolation are eliminated.

- In a recent case, it was seen that bidders, who never returned the tender documents during submission of bids, were also considered for award of work. Further some of the documents listed in the (stamp paper) agreement were not available with the PSUs, so much so, these had to be obtained from the contractor.
- All post award deviations have some financial implication or the other and should be avoided. Organizations routinely accept the innocuous looking requests of contractors without meticulously going into the proposals or taking into consideration any financial implication. This has usually resulted into undue financial benefit to the contractor.
- In the case of a pre-bid tie-up between a central government PSU and a private manufacturer of DI pipes, the original agreement envisaged supply of pipes from Calcutta works on FOR destination (Bangalore) basis. The rates of the manufacturer were based on this condition. But at the time of execution of contract, the

manufacturer proposed to supply the pipes from their Tirupati works to Bangalore. The PSU readily agreed to this proposal without considering any financial implication, though the private firm saved considerably on freight due to this change.

- In a jetty project, retention money was released to the contractor against bank guarantee without any such provision in the contract. The above resulted in undue financial benefit to the contractor to the tune of Rs. 70 lacs.
- Another deficiency noticed during inspections is that the contract document is not properly studied and implementation of contract clauses is lax. Clauses of insurance, workmen compensation, labour licences ESIC etc are routinely neglected, giving huge financial benefit to the contractor.
- In a big hydel-power project, it was found that insurance of the construction plant and equipment was only partially obtained resulting in an undue benefit to the contractor to the tune of Rs.6 crore. This amount was recovered from the contractor after inspection by the CTEO.
- The importance of site documents continues to be overlooked. Records of measurement, hindrance, site instructions, testing are either not prepared or made as a

formality. While making running payments the locations of measurement is not recorded, LD is not imposed for vague reasons since no record of hindrance is maintained. The basic essence of the contract to complete the work in time is ignored, even to the extent that in some cases payments were released much beyond the completion period without extending the agreements.

- In one oil PSU work, formal agreement with the contractor was entered into after a lapse of more than 1 1/2 years that too after prolonged correspondence including negotiation in rates, but the payments were regularly released by the PSU without any agreement.
- No logbook for recording details such as time and date of failure, nature of failure, time of reporting and time of restoration etc. was maintained by the branches of a bank at most ATMs. In the absence of the same, it would not be possible for the bank to claim routine penalty against downtime etc. from the contractor, as per the provisions of the contract.

- The aim of this booklet is not to indulge in any fault finding exercise but to act as a ready reckoner for the concerned officials of the Government/PSUs and help them in effective and timely implementation of the projects/contracts. CVOs are requested to ensure wide circulation of this booklet in their organisations.



## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To :** All State Heads

**From:** GM (ENGG.), HO

**Date :** 01.07.2004

**Ref :** ENG/2

#### **Sub: System study on Zonal Contract in Marketing Division – Recommendations thereof.**

Based on the system study on Zonal Contracts in Marketing Division and the views of Corporate Vigilance, management has approved the following for implementation:

1. The system of zonal rate contract shall continue for category I & II as per the present practice.
2. The present system under zonal contract for category III & IV to be discontinued. Instead empanelment of contractors to be done thru public tendering for high value works and limited tenders to be invited from the empanelled parties for award of jobs. This recommendation to be implemented after expiry of existing zonal contracts in different State Offices.
3. Percentage tenders to be called on package basis for implementation in one State Office to begin with. This shall be done after expiry of existing zonal contract.

One of the State offices shall be chosen for implementing the percentage tenders on package basis in due course of time and shall be replicated in other state offices after evaluation. In the mean while, all State offices are advised to strictly implement the above decision on Zonal Contracts.

*R.C. Jindal*  
**(R.C. JINDAL)  
GM (ENGG.)**

**CC :: ED (PJ & M&I)**  
**CC: ALL State Heads**

इंडियन ऑयल कॉर्पोरेशन लिमिटेड  
प्रधान कार्यालय,  
'इंडियन ऑयल भवन'  
जी-9 अली यावर जंग मार्ग,  
बांद्रा (पूर्व), मुंबई - 400 051.

Indian Oil Corporation Limited

Head Office,  
'IndianOil Bhavan', G-9 Al Yavar Jung Marg,  
Bandra (East), Mumbai - 400 051.  
Tel. : 642 32 72/640 09 26  
DID : 644 10 77/644 11 01  
Fax : 640-06-06/644-15-41 264 38161



विपणन प्रभाग  
Marketing Division

M/s. Indianoil Tanking Ltd.,  
103, spectra,  
HiranandaniGardens  
Powai,  
Mumbai 400 076

WORK ORDER NO: ENG/HO/115/R  
DATE : 07/06/2004

**SUB : Rate Contract for Project Management and Supervision Services  
for Construction of Retail Outlets under different State Offices**

Ref : Our – Work Order No. ENG/HO/115 dtd. 09/12/03  
– Letter No. ENG/HO/115 dtd. 20/05/04

Dear Sir,

Reference your offer submitted in response to our above mentioned tender on the subject and subsequent correspondences and negotiations, we are pleased to place this work order on you for the Rate Contract for the subject balance works for **additional 100 Retail Outlets** in different State Offices for the period of 2 years as per the details enclosed schedule of works for an amount of **Rs. 1,35,00,000/- (RUPEES ONE CRORE THIRTY FIVE LACS ONLY)** inclusive of 8% Service Tax at the same rate and terms & conditions of the tender as mentioned in our earlier Work Order issued vide ref. No. ENG/HO/115 dtd. 09/12/03.

All other terms and conditions, tender documents, your quotation, special terms and conditions of contract, scope of works, general description of works, subsequent negotiations and all other correspondences connected with Work Order ref. ENG/HO/115 dtd. 09/12/03 will also form part of this additional contract.

The works shall be carried out under the respective State Engineering Heads who may be consulted for commencement of works in this regard and any other assistance that you may require. The site specific call up orders for Project Management and supervision services shall be placed for site specific Retail Outlets by any of the State Offices of IOC located at following places :

...2/-

: 2 :

Delhi, Chandigarh, Jaipur, Lucknow, Chennai, Bangalore, Hyderabad, Cochin, Mumbai, Ahmedabad, Bhopal, Kolkata, Patna, Bhubaneshwar & Guwahati.

State Office wise tentative break up of 100 Retail Outlets where Project Management and supervision services are to be rendered by M/s. IOTL is also enclosed as an Annexure. However, the above allocation of Retail Outlets between State Offices is indicative and IOC reserves the right to alter the allocation in future between the State Offices as per requirements.

The supervision works will commence within 10 days from the placement of individual work orders and a qualified Engineer with a minimum 3 years experience shall be deputed for supervision works as stipulated in clause 03 of special terms and conditions.

Please return a copy of this Work Order as a token of your acceptance.

Thanking you and assuring you of our best co-operation at all times,

Yours faithfully,  
For Indian Oil Corporation Ltd.,

  
( VIBHASH KUMAR )  
SENIOR ENGINEERING MANAGER

Encl :

- a. Schedule of Works

Distribution :

- a. All State Offices – A copy of approved sanction note ref. ENG/HO/115 dtd. 31/05/04 is also enclosed.  
b. Finance, HO

INDIAN OIL CORPORATION LIMITED  
 MARKETING DIVISION, HEAD OFFICE  
 ENGINEERING DEPARTMENT, G-09, ALI YAVAR JUNG MARC  
 BANDRA(EAST), MUMBAI - 400 051



1. WORK ORDER NO. ENG/HO/15-R DTD 07/06/2004  
 2. NAME OF WORK : RATE CONTRACT FOR PROJECT MANAGEMENT & SUPERVISION SERVICES FOR CONSTRUCTION OF DIFFERENT STATE OFFICES RETAIL OUTLET PROJECTS UNDER

Note: The rates quoted are inclusive of all expenses including travel , labour, equipment etc required for undertaking the subject work of project management and supervision of construction of Retail Outlets including any taxes, octroi etc. as applicable except the service tax which is mentioned separately.

SCHEDULE OF WORKS

SL NO	DESCRIPTION OF WORK	QTY	RATE(Rs)		UNIT	AMOUNT FIG (Rs)
			FIG	WORDS		
1	Providing Project Management & Supervision Services for Construction of Retail Outlet Projects as per scope of works defined.	100 Retail Outlets	125000	Rs One lakh & Twenty Five Thousand Only	EACH Retail Outlets	1250000.00
	Service tax @8% (applicable rate)		10000			100000.00
	<b>TOTAL</b>	<b>135000</b>				<b>1350000.00</b>

TOTAL AMOUNT IN WORDS: RS. ONE CRORE THIRTY FIVE LAKHS ONLY.

  
 SENIOR ENGINEER MANAGER

**ANNEXURE**

**STATE OFFICE WISE TENTATIVE BREAK UP OF ROs ALLOCATION FOR  
PROJECT MANAGEMENT AND SUPERVISION SERVICES BY M/S. IOTL**

**REF : WORK ORDER NO. ENG/HO/115/R DTD. 07/06/04**

Name of SO	State Office wise break up of 150 ROs (Order ref. ENG/HO/115 dtd. 09/12/03)	State Office wise break up of 100 ROs (Order ref. ENG/HO/115/R dtd. 07/06/04)	State Office wise break up of Total 250 ROs
KASO	25	10	35
APSO	15	10	25
TNSO	15	10	25
KESO	0	10	10
GSO	10	10	20
MPSO	10	10	20
MSO	15	5	20
UPSO	25	10	35
RSO	5	0	5
DSO	10	5	15
PSO	0	10	10
WBSO	10	5	15
OSO	5	0	5
BSO	2	3	5
NESO	3	2	5
<b>TOTAL :</b>	<b>150</b>	<b>100</b>	<b>250</b>

Note : The above allocation of Retail Outlets between State Offices is indicative and IOC reserves the right to alter the allocation in future between the State Offices as per requirements.

31<sup>st</sup> May, 2004

VU

**SUB : RATE CONTRACT FOR PROJECT MANAGEMENT AND SUPERVISION SERVICES  
FOR CONSTRUCTION OF RETAIL OUTLETS BY M/S. IOTL UNDER  
DIFFERENT STATE OFFICES**

**1.0 SUMMARY**

- 1.1 This note is put up for obtaining approval of Competent Authority for placement of work order on M/s. IOTL for project management and supervision services for construction of additional **100 Nos. of ROs** under different State Offices.

**2.0 BACKGROUND**

- 2.1 Approval has been accorded for award of rate contract on M/s. IOTL for Rate Contract for project management and supervision services for construction of **250 Nos. of ROs** under different State Offices amounting to Rs.337.50 lakhs vide Note Ref.ENG/ST/57/03-04 dt.01.12.2003 (Annex.I)
- 2.2 In line with the approval, work orders for **150 Nos. of ROs** have been placed vide Ref. No. ENG/HO/115 dt.09.12.03 on M/s. IOTL for the above work. The work orders for **balance 100 Nos. of ROs** are to be placed based on performance of M/s. IOTL in line with the conditions of the approval.
- 2.3 State Engineering Heads were advised to critically monitor the performance of M/s. IOTL with regard to above work and submit a performance with regard to services rendered by them. It was also advised vide Letter Ref.ENG/HO/115 dt.24.3.04 that the performance report would interalia cover the aspects of timely deployment of qualified site engineers, monitoring and control skills, co-ordination with contractors, submission of reports regarding progress of work, quality of supervision to ensure QAP, maintenance of site records including statutory requirements, awareness of safety in construction and any other parameter. (Annex.II)
- 2.4 Following State Offices where the work was undertaken through M/s. IOTL have submitted performance report of M/s.IOTL as per above contract (Annex.III).  
  - KASO
  - APSO
  - TNSO
  - DSO
  - MPSO
  - GSO
  - UPSO
  - WBSO

Most of the above State Offices have confirmed that the performance of M/s.IOTL has been satisfactory so far. Some of the State Offices have also informed that a detail study on performance of M/s. IOTL can be given on due course of time as they have recently awarded the works to M/s. IOTL. However as per feedback received from State Offices, there is no adverse report regarding the performance of M/s. IOTL as project management and supervision agency of RO constructions as per our contract. The overall performance of M/s.IOTL so far can be termed as satisfactory.

contd...2/-

- 2.5 In view of above, work order for supervision services of additional 100 ROs in line with sanction Note Ref.ENG/ST/57/03-04 dt.01.12.2003 may be placed on M/s. IOTL.
- 2.6 The break up of 150 no. of Retail Outlets allocated to different State Offices as per earlier approval and break up of 100 ROs proposed to be allocated to State Offices after this approval is also enclosed (Annex. IV).
- 2.7 It is also proposed that for any additional requirement in future for over and above 250 ROs for project management and supervision services of M/s. IOTL for construction of RO, State Offices may directly finalize contract with M/s. IOTL based on the present experience under their authority.

### **3.0 RECOMMENDATIONS FOR APPROVAL**

It is recommended that approval may be accorded for placement of work order on M/s.IOTL for project management and supervision services for construction of RO projects under different State Offices for **balance 100 Nos. of ROs** as per sanction Note Ref. ENG/ST/57/03-04 dt. 01.12.2003

GM (E) is requested to accord approval for placement of order for balance **100 Nos. of ROs** in line with approval vide Ref.ENG/ST/57/03-04 dt.01.12.2003 .

Submitted to ED(PJ &M&I) and Dir(M) for kind information as the original approval for **250 Nos. of ROs** was accorded by Dir(M).

Submitted .

*V. Kumar*  
 (V. KUMAR) 3/05/04  
 SEM

*V. M. SASIDHAR*  
 SEM

*1/06/04*

GM(ENGG.)

Approved as proposed. Put up for information pl.

ED (PJ & MRI)

*Abdullah*  
 3.6.04

*Jindal*  
 1.6.2004

Dir (Mkt)

इंडियन ऑयल कॉर्पोरेशन लिमिटेड

प्रधान कार्यालय,

'इंडियन ऑयल' भवन'

जी-१० अली याकर जंग मार्ग,

बांदा (पूर्व), मुंबई - 400 051.

**Indian Oil Corporation Limited**

Head Office,

'IndianOil Bhavan', G-9 Ali Yavar Jung Marg,

Bandra (East), Mumbai - 400 051.

Tel. : 642 32 72640 09 26

DID : 644 10 77644 11 01

Fax : 640 06 061644 15 41

विष्णु प्रभा  
Marketing Division

ENG/ HO/115

M/S. INDIANOIL TANKING LTD.,

103, SPECTRA,

HIRANANDANI GARDENS,

POWAI,

MUMBAI - 400 076

K/Atten. Sri S. Basu, Senior Vice President

**Sub : Rate Contract for Project Management and Supervision  
Services for Construction of Retail Outlets under different  
State Offices**

This has reference to the work order no. ENG/HO/115 dtd. 09/12/03 for the subject work and telephonic discussion on 18/05/04.

It has been requested that the concerned Regional Heads of IOTL may be advised to regularly interact with Engineering Heads of our State offices to resolve issues if any, for effective implementation of this contract.

It has been also informed to us during the discussion that Regional Heads of IOTL are also visiting RO construction sites depending upon requirements.

Thanking You.

Yours Faithfully,

For INDIAN OIL CORPORATION LIMITED.,

( V. KUMAR )  
SR. ENGG. MANAGER



NOO

CC: STATE ENGG HEADS :

It is requested to closely monitor the supervision works being carried out by M/s IOTL .It is also suggested that the issue ,if any , may be taken with their Regional Heads for effective implementation and control .



IndianOil

INDIAN OIL CORPORATION LTD  
MARKETING DIVISION, NR

Ref : IR/1241  
14<sup>th</sup> May' 2004

CIRCULAR

**Sub : Non-compliance of Statutory Provisions – Serious Implications**

A case has come to light where an omission by one of the location in-charges resulted in avoidable embarrassment for the top Management . The gist of incidence is given as under :

1. An inspection was carried out by the Labour Enforcement Officer(Central), on 15.12.03 under Payment of Gratuity Act 1972 at one of Divisional Offices in NR . During the course of inspections, the Inspecting Authority observed certain irregularities and compliance was required to be done within 10 days time.
2. The location in-charge who was the principal employer and responsible for making the compliance did not take any action at all nor did inform Regional HR group/State Office.
3. On 21.04.04, the Regional Labour Commission (Central) issued a show cause notice against Chairman IOC for non-submission of compliance report and threatened legal action by way of prosecution in appropriate Court of Law .
4. On receipt of the show cause notice at NRO, on 29.04.04, the compliance report was filed on 30.04.04 and the RLC (Central) was requested to consider our compliance report sympathetically.

Case  
belongs  
to Shobhan  
DO  
only.

AB

It may be appreciated that all the location in-charges being the principal employer are responsible for making compliance of statutory provisions like Factories Act 1948, Contract Labour (R&A) Act 1970, Payment of Gratuity Act 1972 etc. It may be ensured that State Office/HR, NR is kept apprised regarding any inspection carried out by Statutory Authorities & submission of the compliance reports, on such inspections. In case the compliance cannot be done within the prescribed time, an interim reply must be submitted requesting for extension of time.

Should any assistance be require from HR group, the same may be advised immediately.



*V.K.BHANDARI*  
(V.K.BHANDARI)  
DGM(HR), NR

*Urghat*  
CC: All State Heads of the Location In-charges, NR  
CC: GM (RS), NR / DGM (Avn.) / DGM (F), NR

- = All HODs. — for Strict monitoring without fail.  
= All Depot Terminal / Terminal Incharges.  
= SDC8M/ Panipat & SDC8M/ Goshpur —

*AB*  
12/05/04



Indian Oil

**ENGINEERING DEPT., HO  
INTER OFFICE MEMO**

**Ref : ENG/59  
Date: 13/05/2004**

**FOR : ALL STATE ENGG HEADS**

**FROM: SEM , HO**

**SUB : DATA ON FINANCIAL PROGRESS OF RETAIL DEVELOPMENT**

It has been decided to have the details on financial progress of Retail Development every month. Hence all State Engg. Heads are requested to furnish the details in the following format every month in the state office progress report

BUDGET ITEM	OBE 2004-05 ALLOTTED (Rs. in Lacs)	ACTUAL CAPEX SPENT (Rs. in Lacs)	REASONS FOR SHORTFALL WITH DETAILS OF AMOUNT (Rs. in Lacs)
NEW RO (I + II)			
(I) New Proposals			
(II) Carry over from 2002-03			
'B' TO 'A' CONVERSION (I + II)			
(I) New Proposals			
(II) Carry over from 2002-03			

Please submit the details accordingly.

  
**( V KUMAR )**  
**SEM**

**CC : GM (E), HO**

## INTER OFFICE MEMO

FROM : GM(ENGG.), HO	TO : State Engineering Heads
REF : ENG/9	
DATE : 12.05.2004	

### **Sub: Progress on major projects at Installations and Depots**

It is noted that the progress on major projects at Installations and Depots is not being reflected in the monthly progress reports. We had reviewed the projects that have been included in the OBE 2004-05 and identified major projects (costing Rs.1 Crore and above) We advise you to report the progress in the prescribed format, henceforth, without fail.

For Some of the projects IR may not be available or the projects might have been dropped for various reasons, such projects may reflected in a separate sheet for our records once. In case of all other approved projects with IR nos., a bar chart in MS-Projects may also be prepared and forwarded. It is also required that the material requirement for all the projects are firmed up and necessary MIFs raised in time so that sufficient time is available for procurement and the materials are available in time.

From the Budget Estimates, it is found that there is a cash allocation of Rs 92.27 Crores under Installations and Rs. 41.01 crores for bulk depots. In view of very poor performance of Cash utilization in 2003-04, Board is very critical and it is incumbant on us to maximize cash utilization. This also to be reviewed by you critically and monthly progress advised to us.

The report for the month of May'04 should positively include all the projects given in the Annexure. In addition, if any other project is being taken up with re-appropriation of funds (costing more than Rs.1 Crore) may also be included.

*R.C.JINDAL  
12/5/04*  
(R.C.JINDAL)  
GM(ENGG.)

Encl : As above.

## **LIST OF PROJECTS (RS.1 CRORE AND ABOVE)**

### **Delhi State Office**

1. Provision of foam pourer and sprinkler system at Bijwasan
2. Provision of hydrant system at Bijwasan
3. T/W unloading facilities at Asaoti Lube Plant.

### **Punjab State Office**

4. Augmentation of Fire Fighting System at Jalandhar
5. Augmentation of F/F facilities at Jammu.

### **UP State Office**

6. Remodeling of railway siding at Kanpur
7. Augmentation of Fire Fighting Facilities at Kanpur
8. HRS at Agra AFS ( DEPOSIT WORK)

### **Rajasthan State Office**

9. Replacement of Fire water line at Rewari

### **Orissa State Office**

10. Setting Oil Spill Response at Paradeep
11. Electrification of siding at Paradeep
12. MS tank Wagon line at Paradeep

### **West Bengal State Office**

13. FO Facilities at Rajbandh
14. Construction of BG T/W gantry & and dismantling MG gantry at Silligiri

### **Maharashtra State Office**

15. Automation Facilities at Vasco
16. Augmentation F/F at Vasco
17. Additional Tankage at Vashi Terminal

### **Gujarat State Office**

18. Proposal for laying a New 12" P/L from Gujarat Refinery.
19. LSHS Unloading facility and tanker Loading at Kandla FST.

### **Karnataka State Office**

20. Additional FO tankage at Karwar.
21. Construction of Additional 16000 KL tankage at Devangunthi.
22. Infrastructure Facilities for Project Sea Bird,Karwar

### **Tamil Nadu State Office**

23. Replacement of WO/BO line from MRL to KKPT.
24. TLF Automation at Korukkupet.
25. Hydrant Refuelling System at Chennai.

### **Madhya Pradesh State Office**

26. Cement Coated P/L for Hydrant System at Dehri

CONFIDENTIAL

**INDIAN OIL CORPORATION LTD  
(MARKETING DIVISION)  
HEAD OFFICE**

No . ENG/20

MAY 06, 2004

**OFFICE ORDER**

**SUB : Engineering Functions at State and Divisional Offices.**

Restructuring of engineering functions were carried out 3 years ago when new Engineering set up was created in State Offices. Vide office order no. ENG/20/147 dtd. 20/03/01, functions of State and Divisional Offices were also enumerated.

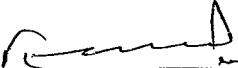
From the experience gained from the past 3 years and considering the need for effective supervision of Retail Development works which are spread over wide area, engineers have been shifted to Divisional Offices from State Office Head Quarters for supervision of construction activities. The detailed roles of State Office and Divisional Office Engineering set up, maintenance and construction set up of Divisional Offices are detailed in Annexure (Page 1 to 2).

Additional Engineers deployed at Divisional Offices during current posting shall look after the construction works of the Divisional Offices and these officers shall be extended arms of State Engineering. The existing Engineers at the Divisional Offices will continue to look after maintenance and other activities.

At Divisional Offices, where additional Engineers have not been deployed, all construction activities shall continue to be looked after by State Offices directly viz. Shimla, Jammu, Bhubaneshwar, Dhanbad, Cochin and Mangalore.

The Engineers posted at Divisional Offices shall be under administrative control of Head of the Division and functionally under control of the State Engg. Heads.

  
**( Narayan Prasad )**  
**ED (PJ & M&I)**

  
**( T.L Jain )**  
**ED (RS)**

**DISTRIBUTION:**

**CC : DIR(M)**  
**CC : ALL CORE GROUP MEMBERS**  
**CC : ALL STATE HEADS**  
**CC : ALL STATE ENGINEERING HEADS**  
**CC : ALL STATE RETAIL HERADS**  
**CC : ALL STATE CONSUMER HEADS**

## STATE OFFICE FUNCTIONS

- Construction of additional Tankage , Docklines and other additional facilities at Depots, Terminals, AFSs, Lube Plants etc.
- Finalization of CAPEX Contracts, LSTK contracts for RO construction, Empanelment of contractors or any other Rate Contract for construction of Outlets etc.
- Work orders for Construction of new A site ROs, Flagship ROs and upgradation of B to A conversion ROs to be placed by State Offices (Except for B site ROs, where work orders are also to be placed by DOs). The construction supervision works shall be mainly by the Construction Group at Divisional Offices. State Engg. shall be overall responsible for completion of these ROs. State Offices may also directly supervise some of the ROs as per requirements.
- Work orders for Construction of grassroot Consumer facilities including RCD and major additional facilities at existing RCDs to be placed by State Offices and construction supervision to be done by Divisional Offices. State Offices may also directly carry out supervision.
- Construction of new Office and Residential buildings and additions / alterations in existing Offices/ Residential buildings including tendering and supervision.
- Finalization of contracts and placement of work orders for provision of all Visual Identity features including new RVI elements at ROs shall be by the State Offices and work shall be supervised by construction group at Divisional Offices.
- Major M&R works at existing Terminals, Depots, AFSs with value exceeding Rs. 5 lacs.
- Finalisation of rate contract for fabrication of 20/70 KL tanks.
- Audit replies for engineering works.
- Overseeing Engineering function of Divisional offices under State Office control. The Engineers posted at Divisional Offices shall be under functional control of State offices.
- Any other assignment .

*26/3/14*

## DIVISIONAL OFFICE FUNCTIONS

At the Divisional Offices, there will be two groups of Engg. functions i.e. Maintenance Group and Construction Group. There will be identified officers for both the groups. The Engineers shall be functionally under control of respective State Engg. Heads and administratively they will be reporting to Heads of the Division as per existing order.

### Functions of Maintenance Group :

- Engineering assistance in selection of site for ROs, CPs & RCDs.
- Obtaining explosive licence for new ROs, COs/JOs and renewal for existing ROs.
- Providing additional tanks / pumps, improvement in facility and M&R works at existing ROs/CPs/RCDs/JOs.
- Redesigning / Relocating of existing pump islands and execution.
- All other works related with ROs, CPs, RCDs other than grass root construction of ROs/CPs/RCDs/JOs.
- Finalization of rate contracts & inventory Management of spare parts for DUs, and issuance of call up orders.
- M&R works of DO buildings and residential buildings requiring Engineering assistance .
- Minor M&R works (Less than Rs. 5 lacs) at Terminals and Depots.

### Functions of Construction Group :

- Preparation of layout, cost estimate for ROs, CPs & RCDs.
- All new Retail Outlet construction supervision to be carried out by DO Construction Group. However, work order for 'A' site ROs, Flagship ROs and upgradation of 'B' to 'A' site ROs shall be placed by State Offices. Bills for these works shall also be processed through State Offices. Work Orders for 'B" site ROs shall also be placed by Construction group of DOs .
- Work orders for Vision features including new RVI elements at outlets shall be placed by State Offices and work shall be supervised by Construction Group.
- Supervision for fabrication of 20/70 KL tanks.
- Any construction related assignment works with Construction Group and M&R Related assignment works with Maintenance Group.

CONFIDENTIAL

**INTER OFFICE MEMO**

REF : ENG/ 20  
DATE : 06/04/2004

---

FOR : ALL STATE ENGG. HEADS  
FROM : GM(ENGG.), HO

---

**Sub : Copy of the work order**

During the scrutiny of Engineering works for construction of Retail Outlets in one of the State Office, Vigilance Deptt. has recommended that in order to ensure better transparency in works, the details of scope of work being carried out should be shared with the concerned RO dealer for new construction or face-lift works at Retail Outlets.

It is therefore advised that a copy of work order containing only the scope of work and schedule of rates (without price and terms & conditions ) can be handed over to the dealer concerned for new construction or face-lift of Retail Outlets.

  
( R.C. JINDAL )  
GM(ENGG.)

Indian Oil, Reseller Section  
Marketing Division

RO/6017  
31.03.04

**All Retail State Heads**

**Sub :-Painting / Re- painting of DUs as per finalized Retail Visual Identity.**

You are aware that the Colour Scheme for the DUs has been changed in line with the new Retail Visual identity. Accordingly, the following colour scheme has been finalized for painting all the DUs. In this context, we are enclosing 1 no. CD developed in consultation with our branding group. The CD contains the colour scheme details of the following makes of pumps rendering common visual identity :

- a) L&T pumps including their MPPs – (29 drawings)
- b) MIDCO pumps – (21 drawings)
- c) Aplab pumps – (4 drawings)
- d) MPPs from M/s. Dresser Wayne – (8 drawings)
- e) MPPs from M/s. Tokoheim – (10 drawings)
- f) MPPs from M/s. Gilbarco – (1 drawings)
- g) MPPs from M/s. Tatsuno – (2 drawings)

You are requested to advise all the Divisional offices concerned to ensure that all the DUs are re-painted with the background of Havell's Grey (changed from white colour) as per the revised colour scheme. The new colour scheme envisages the following :

1. The Havell's Grey colour is used for external painting of the DUs. When the pumps are being rolled out of the factory they are powder coated. However, since the same will not be possible for the existing DUs Re-painting needs to be done with Havell's Grey as per the new specifications. As the Havell's Grey shade selected by Indian Oil (sample piece attached) is not a readily available colour in the catalogue list of several manufacturers. As such the shade needs to be tested by comparing the same with the sample piece enclosed.

**: 2 :**

2. The Corporate logo colours i.e. saffron & blue were used for branding the DUs on the lower portion. Accordingly, the Blue colour band of width 50 mm needs to be provided on all the 4 sides of DUs. The orange colour graphic (curve) as per the dimensional drawings of the DUs of various makes has been provided above the blue colour band.
3. The logo should be positioned exactly as per the finalized painting scheme. However, the 'Indian Oil' lettering should be changed to single colour i.e. corporate blue as against twin colours maintained earlier. The colours being used should be meeting the following shade nos :

Blue –	Pantone 2757 C
Orange –	Pantone 1655 C
Brilliant Green -	IS 5 221

4. The product logos have been given in English & Hindi and have to be centred and symmetrically positioned on the front & rear panels.
5. All the existing pumps also have to be re-painted to maintain retail visual identity.
6. The different types of pumps have been given different product stickers, however it should be ensured that the correct sticker is pasted on the pumps depending upon its usage. For eg. If a Duo pump is installed for dispensing both normal petrol and Xtra Premium both labels should be available on the front/rear panels. However on the side panels below the nozzle the respective product stickers of smaller size are to be fixed.
7. The colour scheme includes the MPPs procured earlier from M/s. Tatsuno, Wayne & Gilbarco in addition to the makes under procurement i.e. M/s. Tokheim and M/s. Dresser Wayne.
8. If any make of pump available at RO is not finding place in the revised colour scheme layouts, the same be brought to our notice along with the dimensional drawings for developing the colour scheme.
9. Please note that the drawings do not include the base plate colour as the same is to be maintained as black and grouted inside the foundation.

: 3 :

10. All efforts have to be made to develop the product stickers preferably at State Offices and distribute them to Divisional offices to achieve the desired quality and uniformity. The Engineering/Field Officers must personally ensure that they are strictly in line with details given in the CD.
11. In all the States, the DUs have to be painted as per the official language policy.
12. It has also been noticed that currently the painting colour scheme is not uniform for DUs impairing the common visual identity. It must be brought to the notice of all Field Officers and Engineers concerned that the revised painting scheme is implemented in toto for all the DUs truly in line with the colour shades being given.
13. It must be brought to the notice of all concerned that no change in the colour scheme finalised shall be permitted and all the dispensing units should maintain common visual identity.
14. This exercise should be completed immediately at ROs covered under Operation Everest followed by others in the shortest possible time before the onset of monsoon.

In case of any further clarifications, the same will be given by us in consultation with Branding Group.



(G. Tiwari)  
DGM (RD)

**Cc:** ED (PJ & M&I)  
**Cc:** ED (RS)  
**Cc:** ED (RD)  
**Cc:** GM I/c (CS)  
**Cc:** All State Heads  
**Cc:** DGM (Matls), HO

**POLICY NO. 64-01/2K4**

IndianOil (MD)  
HO, Retail Sales



**RO / 6003  
28.1.2004**

**Heads of state offices  
Retail & Engg Heads of all State offices  
All Divl Retail Sales Managers**

**Sub: Commissioning Of New Retail Outlets.**

1. It has been observed that though Retail Outlets are declared as 'Commissioned', some of these ROs continue to reflect 'Nil' sales for months after so called commissioning. We further observe that such commissioning of ROs is just linked to taking the product into the RO's tank irrespective of the fact whether the RO in question is in a position to deliver the product through the nozzle to its customers. **This practice of commissioning the ROs under these circumstances should be stopped forthwith.**
2. As per the Guidelines already in vogue, last reference being No. 6069 (DSB) dated September 18, 2003. (refer page no. 53, point 8 of RO Dealer Selection booklet), it has been amply clarified that in order to declare a Retail Outlet as commissioned, the following minimum facilities have to be in place :
  - a. Driveway with at least WBM
  - b. Installation of Pumps and tanks complete in all respects
  - c. Installation of Signage
  - d. Construction of Boundary Wall / Chain link Fencing
  - e. Electrical connection
  - f. Porta Cabin
  - g. Trained pump attendants in Uniform
3. It must be ensured that Retail Selling License is obtained in the minimum possible time and dispensing units are stamped by W&M dept. It is of paramount importance that the product that has been decanted into the tank is dispensed through the nozzles only. A very close watch has to be kept on the sales of the new RO so that at least 60% of the projected sales volume starts accruing within 2 months. However, concurrently all-out efforts should be made that complete commissioning of RO (Phase II) with Sales Building, Canopy, Driveway, Paver blocks and other RVI elements is done in a maximum time period of 21 weeks from the date of obtaining NOC.

- : 2 : -

4. State Heads must ensure that the IR Nos. are promptly allotted for the work to progress and under no circumstances pumps and tanks should be installed without issuance of IRs. Both Retail & Engineering depts, are required to coordinate very closely and ensure that commissioning activities are not jeopardized for want of IR nos. Please be advised that work should be completed upon receipt of approvals, IRs and all other Legal clearances etc. for the new RO sites.
5. To recap, RO will be commissioned in the first Phase only when the details mentioned above are in place and under no circumstances the dumping of product into the tanks which are not installed properly should be resorted to. We want to emphasise that while we welcome more no. of RO commissionings, the same would not be of any use unless the site is ready to enable sale of product. It should be ensured that high volume sites are commissioned on priority with all facilities in place where the Customer can approach the outlet for his requirements and leave the premises with delight.
6. It must be ensured that work is completed expeditiously in the next 5 weeks for all those ROs commissioned till Dec 2003 where Phase - I activities are yet to be completed. Simultaneously, it should also be ensured that the Engineering work in these sites is completed on war footing so as to adhere to the total completion schedule of 21 weeks. Please acknowledge receipt of the above circular and confirm your compliance.

*Narayan Prasad*  
 (Narayan Prasad) 28/10/04  
 ED (PJ & ID)

*T.L. Jain*  
 (T.L. Jain) 29/10/04  
 ED (RS)



Indian Oil  
ENGINEERING DEPT., HO  
INTER OFFICE MEMO

Ref : ENG/59  
Date: 06/02/03

FOR : ALL STATE ENGG. HEADS  
FROM : GM(ENGG.)

**SUB : RETAIL DEVELOPMENT WORK.**

In the competitive market the retail sale has assumed paramount importance, as such, it is essential that the construction of retail outlets is completed in the shortest possible time so that there is no loss in sales.

Due to various reasons, completion of construction of some of the ROs have taken longer time than required, as such it is essential that all out efforts are made to reduce this time to minimum.

Based on the activities involved in construction of ROs and its duration, programmes have been developed for new 'A' and 'B' to 'A' conversion ROs. As per this programme, time required for completion of 'A' and 'B' to 'A' conversion ROs is 21 and 19 weeks' respectively. The copies of the programmes are enclosed for your reference. This is the clear construction time required after receipt of IR, statutory approvals and award of contract.

To complete the construction of Retail Outlets in the above mentioned period, it is essential that all the activities which can be completed before receipt of IR are taken up in advance so that the contracts are awarded immediately on receipt of IR without any loss of time. It is also essential that there is close co-ordination between Engg. and Sales Groups of the State Offices so that with the concerted efforts, the expected results are achieved for retail development work.

( R.C. JINDAL )  
GM(ENGG.)

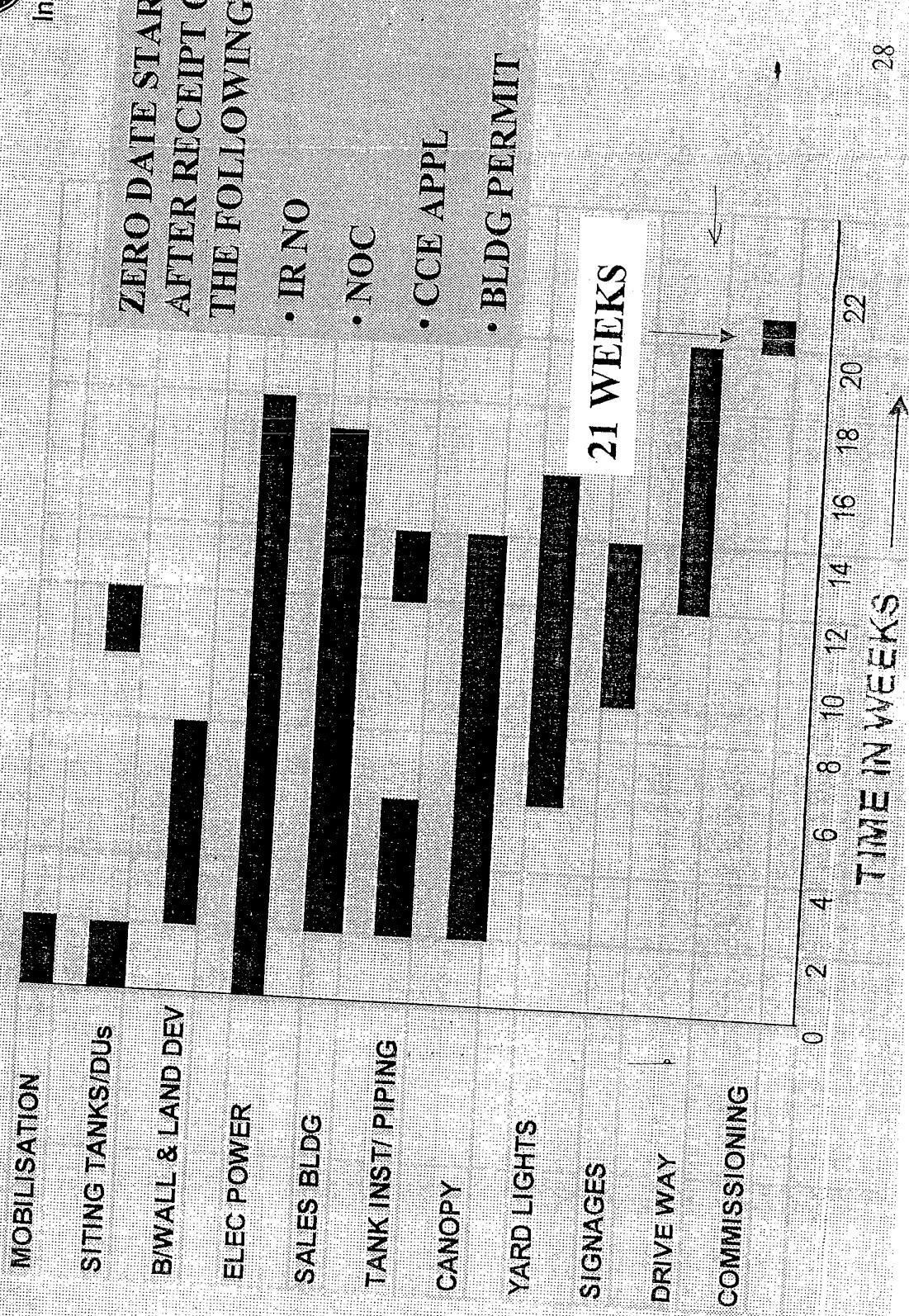
Copy to:

ALL HEADS OF STATE OFFICES

# CONSTRUCTION TIME - NEW RO



इंडियनओयल  
IndianOil



# CONSTRUCTION TIME - B TO A



IndianOil

MOBILISATION

SITING TANKS/DUs

TEMP RE-SITEMENT

SALES BLDG

TANK INST/ PIPING

CANOPY

YARD LIGHTS

SIGNAGES

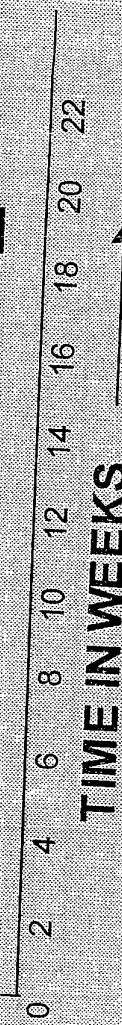
INTERLOCK TILES

COMMISSIONING

ZERO DATE  
STARTS AFTER  
RECEIPT OF  
THE  
FOLLOWING:

- IR NO
- CCE APPL
- BLDG PERMIT

19 WEEKS



FAX NO :- 0294 - 2418268  
KIND ATT. :- SM. SANJAY YADAV.

INDIAN OIL CORPORATION LTD. (M.D.)

ENGINEERING DEPT., HO

REF: ENG/20/172

9/1/2003

CIRCULAR

All State Engg. Heads

## SUB : SECURITY DEPOSIT FOR CAPEX / ZONAL CONTRACT.

1. Policy Guidelines for CAPEX / Zonal contract were earlier issued vide circular reference ENG/20/133 dt.d 08/08/2000. The guidelines also covered Security Deposit to be realized from the contractors on the work orders issued in different categories against the above Contract.

2. Since the categories for the CAPEX / Zonal contract have now been revised, the norms for Security Deposits under various categories will be as under:

CATEGORY	AMOUNT (RS. IN LACS)	SECURITY DEPOSIT	
		INITIAL DEPOSIT THE TIME OF CONTRACT FINALISATION	RECOVERED FROM RUNNING BILLS
I	Upto 5	Rs.10,000/-	Nil upto Rs.2 Lacs. Beyond Rs.2 Lacs @ 5% of bill value.
II	> 5 up to 20	Rs. 40,000/-	5% of bill value.
III	> 20 up to 50	Rs.1,00,000/-	5% of bill value.
IV	> 50 up to 100	Rs. 2,00,000/-	5% of bill value.

7. This revision in Security Deposit Clause for CAPEX / Zonal Contracts is issued with the approval of Dir(M).

8. All concerned are advised to implement / adhere to the above guidelines while operating the CAPEX / Zonal Contract.

(R.C. JINDAL)  
GM (ENGG.)

dc

H

CC: ED(PF)/ ED(SALES)/ ED(FINANCE), HO  
 CC: ED, NR/ ER/ WR/ SR  
 CC: HEADS OF THE STATE OFFICES

HO, ENGINEERING

CIRCULAR

ENG/20/170

22/08/2002

SUB : STANDARIZATION OF STORAGE TANKS FOR  
RETAIL / CONSUMER OUTLETS

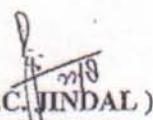
This is further to the guidelines on the above subject issued vide Circular ref. ENG/20/161 dtd. 11/10/2001 wherein the following was advised :-

- Horizontal tanks of only 20 / 70 KL capacity should be installed at Retail / Consumer Outlets. Fabrication and installation of 15 KL capacity tanks should be discontinued altogether and that of 50 KL capacity tanks should be in exceptional cases on need basis.

The above has been reviewed in context of the Retail Outlets having low MS potential and the following amendment to the above is advised :-

- The list of standard sizes of underground tanks (as given above) for Retail / Consumer Outlets should not be altered.
- In specific cases where MS potential is very low and is not likely to grow substantially in future also, lower capacity tanks ( 5 KL/ 10 KL) may be provided with the approval of GM of the concerned State Office.

The above guidelines are being issued with the approval of ED(PJ&ID) and ED(Sales).

  
( R.C. JINDAL )  
GM(ENGG.)

Copy to :

o/c



EDs, NR / ER/ WR/ SR  
ED(Sales) / ED(PJ&ID), HO  
GM(Projects), HO  
All Heads of State Offices  
DGM(E), NR/ SR / ER & SEM, WR  
All State Engg. Heads  
All Heads of Divisional Offices

No.98-VGL-25  
Government of India  
Central Vigilance Commission  
(CTEO)

Satarkta Bhawan, Block-A  
INA, GPO Complex,  
New Delhi:110023

OFFICE MEMORANDUM

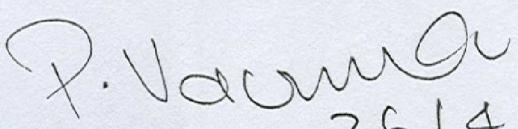
Circular No. 14/4/07

Sub: Use of Products with standard specification.

\*\*\*\*\*

A case has come to the notice of the Commission that the user department one organization requisitioned an item of non-standard size. Requisitioning of item with non-standard size resulted in issue of 'Non-availability certificate' by the stores keeper although the same item of standard size was already available in the stock. Citing urgency, the item was procured by the user department at 10 times the cost of the standard item by inviting limited quotations.

2. In order to avoid such occurrences, it is reiterated that the items with standard specifications only should be stipulated in the bid documents. In case, items with non-standard specifications are to be procured, reasoning for procuring such items may be recorded and reasonability of rates must be checked before placing order.

  
26/4/07  
(Smt. Padmaja Varma)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance  
Commissions/Amalgamated Organizations/Societies/HIs.

No.005/CRD/012  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 3<sup>rd</sup> March, 2007

**Circular No. 4/3/07**

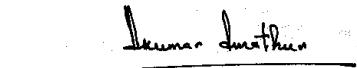
**Sub:- Tendering process - negotiations with L-1.**

Reference is invited to the Commission's circulars of even number, dated [25.10.2005](#) and [3.10.2006](#), on the above cited subject. In supersession of the instructions contained therein, the following consolidated instructions are issued with immediate effect:-

- (i) As post tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include, procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.
- (ii) In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.
- (iii) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher levels, a maximum of 15 days should be assigned for clearance at each level. In no case should the overall timeframe exceed the validity period of the tender and it should be ensured that tenders are invariably finalised within their validity period.

- (iv) As regards the splitting of quantities, some organisations have expressed apprehension that pre-disclosing the distribution of quantities in the bid document may not be feasible, as the capacity of the L-1 firm may not be known in advance. It may be stated that if, after due processing, it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying and there was no prior decision to split the quantities, then the quantity being finally ordered should be distributed among the other bidders in a manner that is fair, transparent and equitable. It is essentially in cases where the organisations decide in advance to have more than one source of supply (due to critical or vital nature of the item) that the Commission insists on pre-disclosing the ratio of splitting the supply in the tender itself. This must be followed scrupulously.
- (v) Counter-offers to L-1, in order to arrive at an acceptable price, shall amount to negotiations. However, any counter-offer thereafter to L-2, L-3, etc., (at the rates accepted by L-1) in case of splitting of quantities, as pre-disclosed in the tender, shall not be deemed to be a negotiation.

2. It is reiterated that in case L-1 backs-out, there should be a re-tender.
3. These instructions issue with the approval of the Commission and may please be noted for immediate compliance.



Vineet Mathur  
(Vineet Mathur)  
Deputy Secretary

**All Chief Vigilance Officers**



IndianOil (MD)  
HR Group, NR

**CONFIDENTIAL**

**INTER OFFICE MEMO**

**FROM : DGM (HR), NR**

**TO: All State Heads,  
All HODs/Sectional Heads, NRO**

**REF : IR/1241**

**DATE : 1.12.2006**

**SUB: Tendering process – negotiation with L1-Circular  
received from CVC**

*RMY  
Mumbai  
to all HOD's  
dd  
12/12/06*  
Please find enclosed herewith copy of CVC's communication No. 005/CRD/12 dated 3.10.2006 received by us from GM (HR) HO, Mumbai on the above mentioned subject for information and necessary action.

*(SUNIL PURI)*  
**CERM, NR**  
**For DGM (HR), NR**

**Encl: As above.**

**CC: GM (RS), : For kind information please.**





**VIGILANCE DEPTT.  
(CORPORATE OFFICE)**

File Ref      VIG-1/2006/ 12399/C11  
Date            CVC Circulars/  
                  October 9, 2006

**Sub : Circular received from CVC : reg.**

Kindly find enclosed herewith a copy of communication, as listed below, received from CVC for favour of information and appropriate action :-

S.No.	Subject	Reference No.
1	Tendering process – negotiation with L1.	No.005/CRD/12 dated 3.10.2006 (Circular No.37/10/06)

*A. Lamba*  
(A.S. Lamba)  
**Chief Vigilance Officer**

**CHAIRMAN**

**Copy to :**

Dir(F)/ Dir(PLs)/ ~~Dir(HR)~~/ Dir(BD)/ Dir(R&D)/ Dir(M)/ Dir(R) – for information and necessary action.

**Encl : As above**

*M.S. recd : GM(HR)  
B. D. P. G. O. T. This may please  
be circulated to  
Divisional HR  
heads  
Mr  
16/10/06*

No.005/CRD/12  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 3<sup>rd</sup> October, 2006

**Circular No. 37/10/06**

**Subject: Tendering process – negotiation with L1.**

Reference is invited to Commission's instructions of even number dated 25.10.2005 on the above subject. A number of references have been received in the Commission, asking for clarification on issues pertaining to specific situations.

2. The Commission's guidelines were framed with a view to ensuring fair and transparent purchase procedure in the organizations. The guidelines are quite clear and it is for the organizations to take appropriate decision, keeping these guidelines in view. In case they want to take action in deviation or modification of the guidelines, to suit their requirements, it is for them to do so by recording the reasons and obtaining the approval of the competent authority for the same. However, in no case, should there be any compromise to transparency, equity or fair treatment to all the participants in a tender.

3. The above instructions may be noted for strict compliance.



(V. Kannan)  
Director

All Chief Vigilance Officers

No.005/VGL/4  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 1<sup>st</sup> September 2006

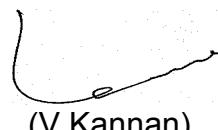
**Circular No. 31/9/06**

Subject: Posting of details on award of tenders/contracts on websites/bulletins.  
\*\*\*\*\*

The Commission, vide its orders of even number dated 16.3.2005, 28.7.2005 and 20.9.2005, had directed all organisations to post every month a summary of all contracts/purchases made above a certain threshold value on the websites of the concerned organisations, and it was specified that the proposed threshold limits would be acceptable to the Commission as long as they covered more than 60% of the value of the transactions every month in the first instance, to be revised subsequently after the system stabilized. The threshold values as decided by the organisations, were also to be communicated to the Commission separately for its perusal and record. CVOs were required to monitor the progress in this regard and ensure that the requisite details were posted regularly on respective websites. They were also required to incorporate the compliance reports in this regard in their monthly reports.

2. The Commission has taken serious note that the aforementioned instructions are not being adhered to by the organisations. CVOs are, therefore, once again advised **to ensure that details of the tenders awarded above the threshold value by the organizations are uploaded in time on the organisation's official website** and are updated every month. The position in this regard should be compulsorily reflected in the CVOs monthly reports to the Commission. CVOs should also specifically bring to the notice of the Commission, any violation of this order.

3. Please acknowledge receipt and ensure due compliance.



(V.Kannan)  
Director

- (i) All Secretaries/CEOs/Head of Organisations.
- (ii) All Chief Vigilance Officers

No.005/CRD/19  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 9<sup>th</sup> May 2006

**CIRCULAR No.15/5/06**

**Subject:- Transparency in Works/Purchase/Consultancy contracts awarded on nomination basis.**

The Commission had, in it's OM No. 06-03-02-CTE-34 dated 20.10.2003 on back to back tie up by PSUs, desired that the practice of award of works to PSUs on nomination basis by Govt. of India/PSUs needed to be reviewed forthwith. It is observed that in a number of cases, Works/Purchase/Consultancy contracts are awarded on nomination basis. There is a need to bring greater transparency and accountability in award of such contracts. While open tendering is the most preferred mode of tendering, even in the case of limited tendering, the Commission has been insisting upon transparency in the preparation of panel.

2. In the circumstances, if sometimes award of contract on nomination basis by the PSUs become inevitable, the Commission strongly feels that the following points should be strictly observed.

- (i) All works awarded on nomination basis should be brought to the notice of the Board of the respective PSUs for scrutiny and vetting post facto.
- (ii) The reports relating to such awards will be submitted to the Board every quarter.
- (iii) The audit committee may be required to check at least 10% of such cases.

3. This may be noted for strict compliance.

(V. Kannan)  
Director

All Chief Vigilance Officers

Copy to:

- (i) All Secretaries of Govt. of India
- (ii) All CEOs/Head of the organisation

F.No.006/VGL/29  
Government of India  
Central Vigilance Commission

\*\*\*\*

Satarkata Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi-110 023

Dated, the 1st May, 2006

**Circular No.21/05/06**

**Subject: Examination of Public Procurement (Works/Purchases/Services) Contracts by CVOs.**

\*\*\*\*

The Commission has been emphasising the need for close scrutiny by the CVO, of the Public Procurement (Works/ Purchases/Services) Contracts of his department/organisation concerned, to ensure that the laid down systems and procedures are followed, there is total transparency in the award of contracts, and there is no misuse of power in decision making.

2. A number of booklets have been issued by the Chief Technical Examiner Organisation of the Commission, bringing out the common irregularities/ lapses noticed in different contracts. A Manual for Intensive Examination of Works/ Purchase Contracts and guidelines on tendering have also been issued. These are available in the Commission's website.

3. The need for CTE type examinations by the CVOs has been emphasised in the Zonal meetings. The CVOs are required to reflect their examinations in the monthly reports. The Commission reiterates the importance of such examinations by the CVOs, as an effective preventive vigilance measure.

4. For this purpose, the CVOs are required to be well conversant with their organisation's works/purchase manual. Wherever works/purchase manuals are non-existent, they should be got prepared, particularly, in those organisations which have substantial procurement activities. CVOs should also ensure that the manuals are updated from time to time. They should check and ensure that the field staff is well conversant with the extant provisions of the manuals, and the guidelines issued by the Commission/CVOs from time to time. CVOs should have a full and active participation during the CTE inspections to know about the problem areas in the organisation's procurement process.

5. CVOs must also familiarise themselves with the earlier CTE examination reports and ensure that the lapses previously noticed are not repeated. If lessons are not learnt from the past, there would be need to take a serious view of the repetition of lapses and initiate disciplinary proceedings against the officials found responsible for repetition of the lapses committed previously.

6. On the basis of the lapses noticed by the Chief Technical Examiner's Organisation over the years, a checklist has been prepared which could be used by the CVO while examining procurements contracts. The checklist may be seen in Annexure -1. If certain procurement contracts require an intensive examination by the CTEO, a reference may be made to them with adequate justification.

7. This may please be noted for strict compliance.

  
(V.Kannan)  
Director

All Chief Vigilance Officers.

Check list for examination of Procurement (**Works/ Purchases/ Services**) Contracts by CVOs

I. Pre-Award Stage

1. Financial and Technical sanction of competent authority is available.
2. Adequate and wide publicity is given. Advertisement is posted on website and tender documents are available for downloading.
3. Convenient tender receiving/opening time and address of the tender receiving officials/tender box are properly notified.
4. In the case of limited tender, panel is prepared in a transparent manner clearly publishing the eligibility criteria. The panel is updated regularly.
5. Pre-qualification criteria are properly defined/ notified.
6. Short listed firms/consultants are fulfilling the eligibility criteria. There is no deviation from notified criteria during evaluation.
7. Experience certificates submitted have been duly verified.
8. Tenders/bids are opened in the presence of bidders.
9. Corrections/omissions/additions etc., in price bid are properly numbered and attested and accounted page –wise. Tender summary note/ Tender opening register is scrupulously maintained.
10. Conditions having financial implications are not altered after opening of the price bids.
11. In case of consultancy contracts (a)Upper ceiling limit is fixed for consultancy fee and (b) Separate rates for repetitive works are fixed.

B. Post-award stage

(a) General

1. Agreement is complete with all relevant papers such as pre-bid conference minutes, etc.
2. Agreement is page-numbered, signed and sealed properly.
3. Bank Guarantee is verified from issuing bank.
4. Insurance policies, labour licence, performance guarantee are taken as per contract.
5. Technical personnel are deployed as per contract.
6. Plant and equipment are deployed as per contract.
7. Action for levy of liquidated damages is taken in case of delay/default.

(b) Payments to contractors

1. Price escalation is paid only as per contract.
2. Retention Money/Security Deposit is deducted as per contract.
3. Recovery of Mobilisation & Equipment advance is made as per the provisions in the contract.
4. Recovery of I.Tax & Works Contract tax is made as per provisions in the contract.
5. Glaring deviations are supported with adequate justification and are not advantageous to the contractor.

(c) Site Records

1. Proper system of recording and compliance of the instructions issued to the contractors is maintained.
2. Proper record of hindrances is maintained for the purpose of timely removal of the hindrance and action for levy of liquidated damages.

3. Mandatory tests are carried out as per the frequency prescribed in the Agreement.



(Corporate Office)

IOM

CO/PAG/19

17th March, 2006

FROM : ED (CF), CO, New Delhi  
FOR : ED (F), Refinery Division, New Delhi  
ED (F), Pipelines, NOIDA  
ED (F), Marketing, HO, Mumbai  
ED (BD-F), CO, New Delhi  
GM (F), R&D Centre, Faridabad  
GM (F), AOD, Digboi

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**Sub : Guidelines for conducting negotiations with Lowest Tenderer (L-1)**

Reference CVC office order No. 68/10/05 dated 25.10.05 regarding conducting negotiations with L-1. Please find enclosed the revised guidelines for conducting negotiations with Lowest Tenderer (L-1) for your kind information and necessary action.

These guidelines may please be implemented immediately.

  
**(P.K. Goyal)**  
**Executive Director (CF)**

**Encl : as above**

CC : Dir (R&D), Dir (PL), Dir (R), Dir (M), Dir (P&BD), Dir (HR) – For kind information please.

CC : CVO : For kind information please.

CC : CEA to CH

**INDIAN OIL CORPORATION LIMITED  
(Corporate Office)**

CO/PAG/19

17<sup>TH</sup> March, 2006

**Sub: Guidelines for conducting negotiations with Lowest Tenderer (L-1)**

Consequent to issue of CVC Office Order No. 68/10/05 dated 25.10.2005 on the subject, following are the guidelines for conducting negotiations with Lowest Tenderer (L-1).

- Negotiation should not be conducted with bidders as a matter of routine.
- It should be clearly mentioned in tender documents for information of bidders that "Negotiations will not be conducted with the bidders as a matter of routine. However, Corporation reserves the right to conduct negotiations".
- Negotiations can be resorted to with approval of GM or Unit Head not below level of DGM in following cases where quoted price is more than 10% of departmental estimate after review of estimate:
  - In case of single tender for proprietary items;
  - In case of single tender for non-proprietary items;
  - In case of open or limited tenders, where number of technically acceptable offers received are less than three;
  - In cases where number of parties is limited and estimate is not based on in-house data viz. selection of licensor / technology.
  - in case rates quoted by the lowest bidder (L-1) are Abnormally High rate (AHR) and Abnormally Low rate (ALR) for certain items and in case of high value tenders (even if quoted price is within 10% of departmental estimate)
- Negotiations can also be conducted in case of items where procurement is sourced from more than one source for reasons of continuity in supplies in case one party fails or due to the fact that L-1 can not meet entire requirements etc. and in this case negotiations can be held with L-2, L-3... etc. for matching rates of L-1.
- Above procedure will not be applicable in contracts for chartering of ships, vessels etc. in which case the procedure for lining up of Charterer has already been approved by Board and apprised to CVC/CTE.
- Timeframe for holding negotiations with L-1, as indicated by CVC vide Office Order No.68/10/05 dated 25.10.05 should be adhered to strictly.
- Separate guidelines exist, which include negotiations with transporters in a transparent manner, for lining-up of transportation contract for petroleum products, including LPG.

005/VGL/66  
Government of India  
Central Vigilance Commission  
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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 9/12/2005

**Office Order No. 71/12/05**

**Subject: Undertaking by the Members of Tender Committee/Agency.**

In continuation of the Commission's directions vide Order 005/VGL/4 dated 16/3/2005 regarding transparency in the tender process, the Commission would advise that the members of the Tender Committee should give an undertaking at the appropriate time, that none of them has any personal interest in the Companies/Agencies participating in the tender process. Any Member having interest in any Company should refrain from participating in the Tender Committee.

2. CVOs should bring this to the notice of all concerned.

Sd/-  
(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers

No.98-VGL-25  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)  
\*\*\*\*\*

Satarkta Bhavan, Block-A,  
GPO Complex, 4<sup>th</sup> Floor,  
INA, New Delhi: 110023  
Dated the 10<sup>th</sup> Nov., 2005

To

All Chief Vigilance Officers

**Sub: Intensive Examination of works by CTE's Organisation –  
Submission of quarterly progress report.**

\*\*\*\*\*

Please refer to Commission's OM No. 98-VGL-25 dated 16.5.2005 wherein it was clarified that the consultancy contracts, all service contracts equipment & supplies of medicines to hospitals etc. are to be included in the QPRs being furnished to the CTE's Organization.

2. It was also enjoined upon all the CVOs to certify on the QPRs that all the works/purchase/consultancy and other contracts in progress as per the prescribed monetary limit have been included in the QPR.
3. It has been observed that many of the QPRs do not contain the consultancy contracts, service contracts and equipment & medicine purchase contracts and also the requisite certificates from the CVOs.
4. It is once again enjoined upon all the CVOs that the QPRs should contain all the ongoing contracts above prescribed financial limit, separately, for the below mentioned categories:-

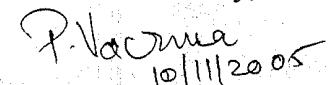
Civil -	Rs. 1.00 Cr. and above
Elect/Mech. Works	Rs. 30 Lacs & above
Store Purchase	Rs. 2 Cr. and above
Hort.	Rs. 2 lacs and above
Medical equipment	Rs. 1 Cr. & above
Consultancy	2 largest value contracts
Service contracts	2 largest value contracts.
Supplies of medicines	4 largest value contract.

Requisite certificate by CVO, should also be enclosed along with the QPR.

5. In case organization, which are undertaking such works in the areas mentioned above where the monetary value of all such works is less than the limits prescribed above, they may report 2 largest works in progress in each discipline. If the organization is not undertaking any work under any particular discipline, a 'NIL' report should be furnished.

6. The above instructions are for strict compliance with immediate effect.

Yours faithfully,

  
P. Varma  
10/11/2005  
(P. Varma)  
Chief Technical Examiner



VIGILANCE DEPT.  
(CORPORATE OFFICE)

ED (Supp)

File Ref VIG-1/2005/  
CVC Circulars  
Date Nov. 28, 2005

X A/ 28/10/05  
Sub : Tendering Process – Negotiation with L-1.

We are enclosing herewith a copy of communication No. 005/CRD/12 dated 25.10.2005 (Office Order No.68/10/05), received from the office of Central Vigilance Commission, New Delhi, for information.

*A.S. La...ma*  
(A.S. La...ma,  
Chief Vigilance Officer)

CHAIRMAN

Copy to :

Dir(F)/Dir(PLs)/Dir(HR)/Dir(M)/Dir(BD)/Dir(R)/Dir(R&D) for information and further necessary action please.

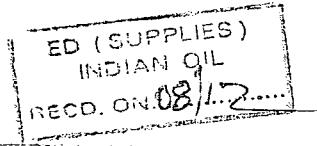
Encls : As above.

*All concerned units*  
*GM (S)*

*DR (M)*

*CIE*  
9/1

*DRB*  
7/1/2



No.005/CRD/12  
Government of India  
Central Vigilance Commission

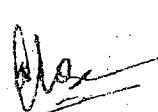
\*\*\*\*\*  
Satarkta Bhawan, Block-A,  
GPO Complex, I.N.A.,  
New Delhi-110 023.  
Dated : 25/10/2005

Office order No.68/10/05

Sub:- Tendering Process – Negotiation with L-1.

A workshop was organised on 27<sup>th</sup> July 2005 at SCOPE New Delhi, by the Central Vigilance Commission, to discuss issues relating to tendering process including negotiation with L-1. Following the deliberations in the above mentioned Work Shop, the following issues are clarified with reference to para 2.4 of Circular No. 8(1) (h)/98(1) dated 18th November, 1998 on negotiation with L-1, which reflect the broad consensus arrived at in the workshop.

- (i) There should not be any negotiations. Negotiations if at all shall be an exception and only in the case of proprietary items or in the case of items with limited source of supply. Negotiations shall be held with L-1 only. Counter offers tantamount to negotiations and should be treated at par with negotiation.
  - (ii) Negotiations can be recommended in exceptional circumstances only after due application of mind and recording valid, logical reasons justifying negotiations. In case of inability to obtain the desired results by way of reduction in rates and negotiations prove infructuous, satisfactory explanations are required to be recorded by the Committee who recommended the negotiations. The Committee shall be responsible for lack of application of mind in case its negotiations have only unnecessarily delayed the award of work/contract.
2. Further, it has been observed by the Commission that at times the Competent Authority takes unduly long time to exercise the power of accepting the tender or negotiate or re-tender. Accordingly, the model time frame for according such approval to completion of the entire process of Award of tenders should not exceed one month from the date of submission of recommendations. In case the file has to be approved at the next higher level a maximum of 15 days may be added for clearance at each level. The overall time frame should be within the validity period of the tender/contract.
3. In case of L-1 backing out there should be re-tendering as per extant instructions.
4. The above instructions may be circulated to all concerned for compliance.

  
(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers

Oil Corp. Ltd.

(Head Office)

2005

25/10/2005

No.005/VGL/4  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 28<sup>th</sup> July 2005

**Office Order No.46/07/05**

**Subject: Details on award of tenders/contracts publishing on Websites/  
Bulletins - Reminder regarding.**

Reference is invited to Commission's **Office Order No.13/3/05 dated 16.3.2005** regarding above mentioned subject directing the organisations to publish every month the summary of contracts / purchases made above a threshold value on the website. **In this regard it is specified that the proposed threshold limit is acceptable to the Commission as long as it covers more than 60% of the value of the transactions every month.** This limit can be raised subsequently once the process stabilizes.

2. CVOs may, therefore, ensure that such details are posted on the website of the organisation immediately and compliance report in this regard should be sent by CVOs in their monthly report to the Commission.



(Anjana Dube)  
Deputy secretary

To

All Chief Vigilance Officers

No. 2EE-1-CTE-3  
Government of India  
Central Vigilance Commission  
(CTEs Organisation)

Satarkta Bhawan, Block-A,  
4<sup>th</sup> Floor, GPO Complex,  
INA, New Delhi-110023.  
Date - 12.04.2005.

**OFFICE MEMORANDUM**

**Sub: Issues pertaining to Negotiation with L 1 (i.e. Lowest tenderer).**

\*\*\*\*\*

During the recent Zonal Conference, some of the organisations have expressed some difficulties in implementation of the subject order and requested the Commission for a review.

2. The Commission in its efforts to look at some of its own guidelines & instructions and fine tune them with the organization's requirement to make the system cost effective and more competitive, proposes to hold a workshop in the 3<sup>rd</sup> week of May with select CVOs. The Commission would, therefore welcome the reasoned views of your organization for and against the banning of post-tender negotiations with other than L 1 (lowest tenderer). Your views on the subject matter of negotiations, circulated vide letter No. 8(1)(h)/98(1), dated 18.11.98 with justification of your stand and suggestion for modification, if any, may please be arranged to be sent to this organization addressed to the undersigned immediately, latest by 30.4.2005.
3. The date, time and venue of the workshop shall be intimated shortly.

*Ramachandran*  
12/4

(V. Ramachandran)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/Autonomous Organisations/Societies/UTs.

F.No. 000/VGL/161  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, GPO Complex,  
Block-'A', I.N.A,  
New Delhi-110023.  
Dated, the 24<sup>th</sup> March, 2005

**Office Order No. 18/3/05**

**Sub:- Banning of business dealings with firms/contractors-clarification regarding.**

Para 31 of Chapter XIII, Vigilance Manual Part-I provides that business dealings with the firms/contractors may be banned wherever necessary. It was also suggested that for banning of the business with such firms/contractors or for withdrawal of banning orders, advice of the Central Vigilance Commission need not be sought.

2. It is however observed by the Commission that some of the departments/organizations cite the Commission as the authority behind the decision in their orders while banning of the firms/contractors. This is not appropriate. **The Commission once again reiterates its instructions that banning of business is an administrative matter to be decided by the management of the organization and the Central Vigilance Commission does not give its advice in such matters.** This may please be noted for strict compliance.

sd/-  
(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers



No.005/VGL/4  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 16<sup>th</sup> March 2005

**Office Order No.13/3/05**

**Subject: Details on award of tenders/contracts publishing on Websites/  
Bulletins.**

The Commission vide its Circular No.8(1)(h)/98(1) dated 18.11.1998 had directed that a practice must be adopted with immediate effect by all organisations within the purview of the CVC that they will publish on the notice board and in the organisation's regular publication(s), the details of all such cases regarding tenders or out of turn allotments or discretion exercised in favour of an employee/party. However, it has been observed by the Commission that some of the organisations are either not following the above mentioned practice or publishing the information with a lot of delay thereby defeating the purpose of this exercise, viz. increasing transparency in administration and check on corruption induced decisions in such matters.

2. The Commission has desired that as follow up of its directive on use of "website in public tenders", all organisations must post a summary every month of all the contracts/purchases made above a certain threshold value to be decided by the CVO in consultation with the head of organisation i.e. CEO/CMD etc. as per Annexure-I. The threshold value may be reported to the Commission for concurrence.

3. Subsequently, the website should give the details on the following:

- a) actual date of start of work
- b) actual date of completion
- c) reasons for delays if any

A compliance report in this regard should be sent by the CVOs alongwith their monthly report to CVC.

Sd/-  
(Anjana Dube)  
Deputy Secretary

To

All Chief Vigilance Officers

### **Details of contractors concluded during the Month**

No.98/DSP/3  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi-110 023  
Dated the 24<sup>th</sup> December, 2004

**Office Order No.75/12/04**

**Sub: Participation of consultants in tender – guidelines regarding.**

Consultants are appointed by the organisation for preparation of project report. These appointment are made for any new projects, expansions, modernization/modification of the existing projects etc. The selection is made with maximum attention to the suitability, competence and proven track record.

2. Further, during the CVO's Conference convened by the Commission in Sept.1997, the Central Vigilance Commissioner had constituted a Committee of CVOs to go into the system of contracts prevalent in PSUs and to suggest, wherever required, methods of streamlining the contracting provisions. The Committee after going through the contract system of various organisations had made recommendations on consultants as under:-

**Consultants**:-A firm which has been engaged by the PSU to provide goods or works for a project and any of its affiliates will be disqualified from providing consulting services for the same project. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, will be disqualified from subsequently providing goods or works or services related to the initial assignment for the same project.

Consultants or any or their affiliates will not be hired for any assignment, which by its nature, may be in conflict with another assignment of the consultants.

3. It has come to the notice of the Commission that in a tendering process of a PSU, the consultant was also permitted to quote for work for which they had themselves estimated the rates and the consultant quoted 20% above their own estimated rates as against the awarded rates which were 20% below the estimated cost. Such over dependence on the consultant can lead to wasteful and infructuous expenditure which the organisation regrets in the long run. Meticulous and intelligent examination of the consultants proposal is therefore essential for successful and viable completion of the project.

4. The Commission reiterates the recommendations made by the Committee that the consultants/firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, will be disqualified from subsequently providing goods or works or services related to the initial assignment for the same project.

Sd/-  
(Anjana Dube)  
Deputy Secretary

To

All Chief Vigilance Officers

No.004/ORD/9  
Government of India  
Central Vigilance Commission

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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 10<sup>th</sup> December, 2004

**Office Order No. 72/12/04**

**Subject:- Transparency in tendering system- Guidelines regarding.**

In order to maintain transparency and fairness, it would be appropriate that organisations should evolve a practice of finalizing the acceptability of the bidding firms in respect of the qualifying criteria before or during holding technical negotiations with him. Obtaining revised price bids from the firms, which do not meet the qualification criteria, would be incorrect. Therefore the exercise of shortlisting of the qualifying firms must be completed prior to seeking the revised price bids. Moreover, the intimation of rejection to the firms whose bids have been evaluated but found not to meet the qualification criteria, along with the return of the un-opened price bid, will enhance transparency and plug the loop-holes in the tendering system. All organisations/departments are advised to frame a policy accordingly.

Sd/-  
(Anjana Dube)  
Deputy Secretary

All Chief Vigilance Officers

**No. 4CC-1-CTE-2**  
Government of India  
Central Vigilance Commission  
(CTEs Organisation)

Satarkta Bhawan,  
INA Colony,  
New Delhi- 110023

Dated: 8.6.2004

**OFFICE MEMORANDUM**

**Sub: Mobilization Advance**

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In order to address the problem of misuse of mobilization advance provision in the civil and other works, the Commission had issued an O.M. dt. 8.12.1997 for grant of interest bearing 'Mobilization Advance' in selected works. In view of references from certain organizations on this issue, the Commission has reviewed the issue and it has been decided to modify and add the following provisions in the existing O.M. This may be read as addendum to the Commission's O.M. dt. 8.12.1997.

- (i) If the advance is to be given, it should be expressly stated in the NIT/Bid Documents, indicating the amount, rate of interest and submission of BG of equivalent amount.
- (ii) The advance payment may be released in stages depending upon the progress of the work and mobilization of required equipments etc.
- (iii) There should be a provision in the contract for adjustment of advance progressively even as the bills are cleared for payment.

Sd/-  
(Gyaneshwar Tyagi)  
Technical Examiner

**Copy to: -**

All CVOs: Ministries/Departments/PSUs/Banks/UTs

**No. 05-04-1-CTE-8**  
Government of India  
Central Vigilance Commission  
(CTEs Organisation)

Satarkta Bhawan,  
INA Colony,  
New Delhi- 110023  
Dated: 8.6.2004

**OFFICE MEMORANDUM**

**Sub: Receipt and Opening of Tenders**

\*\*\*\*\*

In the various booklets issued by the CTE Organisation of the Commission, the need to maintain transparency in receipt and opening of the tenders has been emphasized and it has been suggested therein that suitable arrangements for receipt of sealed tenders at the scheduled date and time through conspicuously located tender boxes need to be ensured.

A case has come to the notice of the Commission, where due to the bulky size of tender documents the bid conditions envisaged submission of tenders by hand to a designated officer. However, it seems that one of the bidders while trying to locate the exact place of submission of tenders, got delayed by few minutes and the tender was not accepted leading to a complaint.

In general, the receipt of tenders should be through tender boxes as suggested in our booklets. However, in cases where the tenders are required to be submitted by hand, it may be ensured that the names and designation of atleast two officers are mentioned in the bid documents. The information about these officers should also be displayed at the entrance/reception of the premises where tenders are to be deposited so as to ensure convenient approach for the bidders. The tenders after receipt should be opened on the stipulated date and time in presence of the intending bidders.

Sd/-  
(Gyaneshwar Tyagi)  
Technical Examiner

**Copy to: -**

All CVOs: Ministries/Departments/PSUs/Banks/UTs

No. 12-02-1-CTE-6  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)

Sariska Bhawan, Block-A,  
4<sup>th</sup> Floor, GPO Complex,  
INA, New Delhi-110023.

Date: 07<sup>th</sup> May, 2004

OFFICE MEMORANDUM

Subject: Prequalification Criteria (PQ).

Guidelines were prescribed in this office OM of even number dated 17/12/2002, on the above-cited subject to ensure that the prequalification criteria specified in the tender document should neither be made very stringent nor very lax to restrict/facilitate the entry of bidders. It is clarified that the guidelines issued are illustrative and the organizations may suitably modify these guidelines for specialized jobs/works, if considered necessary. However, it should be ensured that the PQ criteria are exhaustive, yet specific and there is fair competition. It should also be ensured that the PQ criteria is clearly stipulated in unambiguous terms in the bid documents.

M P Juneja  
(M. P. Juneja)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/  
Autonomous Organizations/Societies/UTs.

No.98/ORD/1  
Government of India  
Central Vigilance Commission

\*\*\*\*\*

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 11<sup>th</sup> February 2004

**Office Order No. 10/2/04**

To

All Chief Vigilance Officers

**Subject:** **Improving Vigilance Administration – Increasing transparency in procurement/tender Process – use of website- regarding.**

In CPWD, MCD, Civil Construction Division of Post & Telecom departments and in many other departments/organizations, there is system of short term tenders (by whatever name it is called in different organizations), wherein works below a particular value are undertaken without resorting to publicity as is required in the open tenders. This practice is understandable because of cost and time involved in organizing publicity through newspapers. In all such cases, notice can be put on the web-site of the department as it does not take any time compared to giving advertisements in the newspapers and it practically does not cost anything. This will benefit the department by bringing in transparency and reducing opportunities for abuse of power. This will also help the organizations by bringing in more competition.

2. In view of the reasons given above, the Commission has decided that instructions given in the Commission's circular (No. 98/ORD/1 dated 18.12.2003) for the use of web-site will also apply to all such works awarded by the department/PSEs/other organizations over which the Commission has jurisdiction.

Sd/-  
**(Balwinder Singh)**  
**Additional Secretary**

**No. 2EE-1-CTE-3**  
**Government of India**  
**Central Vigilance Commission**  
**(CTE's Organization)**

**Satarkta Bhavan, Block-A,**  
**GPO Complex, INA,**  
**New Delhi-110023**  
**Dated - 15.10.2003**

**OFFICE MEMORANDUM**

**Sub: Tender Sample Clause**

The Commission has received complaints that some organizations, while procuring clothing and other textile items insist on submission of a tender sample by the bidders though detailed specifications for such items exist. The offers are rejected on the basis of tender samples not conforming to the requirements of feel, finish and workmanship as per the 'master sample' though the bidders confirm in their bids that supply shall be made as per the tender specifications, stipulated in the bid documents.

2. While it is recognized that samples may be required to be approved to provide a basis in respect of indeterminable parameters such as shade, feel, finish & workmanship for supplies of such items but system of approving/rejecting tender samples at the time of decision making is too subjective and is not considered suitable, especially for items which have detailed specifications. The lack of competition in such cases is also likely to result in award of contracts at high rates.

3. It is thus advised that Government Departments/Organizations should consider procurement of such items on the basis of detailed specifications. If required, provision for submission of an advance sample by successful bidder(s) may be stipulated for indeterminable parameters such as, shade/tone, size, make-up, feel, finish and workmanship, before giving clearance for bulk production of the supply. Such a system would not only avoid subjectivity at the tender decision stage but would also ensure healthy competition among bidders and thus take care of quality aspect as well as reasonableness of prices.

4. It is requested that these guidelines may be circulated amongst the concerned officials of your organization for guidance. These are also available on the CVC's website, <http://cvc.nic.in>.

Sd/-  
(A.K. Jain)  
Technical Examiner  
for Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/Autonomous Organizations/Societies/UTs.

No. 98/ORD/1  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkata Bhavan, Block - 'A',  
GPO Complex, INA,  
New Delhi - 110 023  
Dated 04.09.2003

**Office Order No.44/9/03**

To

**All Chief Vigilance Officers**

**Sub: Irregularities in the award of contracts.**

Sir/Madam,

While dealing with the case of a PSU, the Commission has observed that the qualification criteria incorporated in the bid documents was vague and no evaluation criterion was incorporated therein. It is also seen that the category-wise anticipated TEUs were not specified in the bid documents and the same was left for assumptions by Tender Evaluation Committee for comparative evaluation of financial bids, which led to comparative evaluation of bids on surmises and conjectures. Further, it was also provided as a condition in the tender bid that the tenderer should have previous experience in undertaking handling of similar work and/or transportation works preferably of ISO containers, however, no definition of 'similar works' was indicated in the bid documents.

2. It should be ensured that **pre-qualification criteria, performance criteria and evaluation criteria are incorporated in the bid documents in clear and unambiguous terms as these criterion very important to evaluate bids in a transparent manner. Whenever required the departments/organisations should have follow two-bid system, i.e. technical bid and price bid. The price bids should be opened only of those vendors who were technically qualified by the Deptt./ Organisation.** The Commission would therefore advise that the Deptt./ Organisation may issue necessary guidelines in this regard for future tenders.

3. It has also observed that the orders were allegedly split in order to bring it within the powers of junior officers and that the proper records of machine breakdown were not being kept. It is therefore, decided that in the matters of petty purchase in emergency items all departments/organisations must keep proper records of all machine breakdown etc.

4. All CVOs may bring this to the notice of all concerned.

Yours faithfully,

Sd/-  
(Anjana Dube)  
Deputy Secretary

No.98/ORD/1  
Government of India  
Central Vigilance Commission  
(CTE's Organization)

Satarkta Bhavan, Block 'A'  
G.P.O. Complex, I.N.A.,  
New Delhi- 110 023  
Dated the 9<sup>th</sup> July, 2003

**Office Order No. 33/7/03**

To

**All the Chief Vigilance Officers**

**Subject:- Short-comings in bid documents.**

Sir/Madam,

The Commission has observed that in the award of contracts for goods and services, the detailed evaluation/exclusion criteria are not being stipulated in the bid document and at times is decided after the tender opening. This system is prone to criticism and complaints as it not only leads to a non-transparent and subjective system of evaluation of tenders but also vitiates the sanctity of the tender system.

2. The Commission would reiterate that whatever pre-qualification, evaluation/exclusion criteria, etc. which the organization wants to adopt should be made explicit at the time of inviting tenders so that basic concept of transparency and interests of equity and fairness are satisfied. The acceptance/rejection of any bid should not be arbitrary but on justified grounds as per the laid down specifications, evaluation/exclusion criteria leaving no room for complaints as after all, the bidders spend a lot of time and energy besides financial cost initially in preparing the bids and, thereafter, in following up with the organizations for submitting various clarifications and presentations.

3. This is issued for strict compliance by all concerned.

Yours faithfully,

Sd/-  
(Mange Lal)  
Deputy Secretary  
Telefax No.24651010

~~NC~~  
~~CE~~

इंद्रधन अर्थव्यवस्था कापोरेशन लि०  
जी० एम (दिल्ली एवं हरियाणा)

26 JUN 2003

प्राप्त किया

INTER OFFICE MEMO

FROM : GM(ENGG.), HO	REF : ENG/2
TO : ALL STATE ENGG. HEADS	DATE : 23/6/2003

SUB : CTE GUIDELINES ON PRE-QUALIFICATION CRITERIA  
- CAPEX CONTRACT

CTE Guidelines on pre-qualification criteria for invitation of tenders have been earlier forwarded to State Offices vide our IOM ref. ENG/20 dtd. 27/3/03 for implementation. During the State Engg. Head Conference held on 29/5/03, the State Engg. Groups had brought out the difficulties in implementing the above Guidelines for CAPEX Contract since the estimated value of work to be awarded during the contract period cannot be pre-determined in Rate Contracts.

In view of the above, DIR(M) has approved vide Note ENG/2 dtd. 2/6/03 for continuation of the existing guidelines as given in Engineering Manual, Vol. 5 for CAPEX Contracts. Please note that the above approval is only for CAPEX Contracts and the CTE Guidelines shall be implemented for all regular tenders other than CAPEX.

*Cdu*  
( S. PANDIYAN )  
For GM(ENGG.)

Encl : As above

CC : ED (PJS & M&I)

CC : All State Heads - For kind information.

DELHI

HO ENGINEERING

Ref.: ENG/2

02-06-2003

Sub: CTE Guidelines on Pre-Qualification criteria - CAPEX Contract

1. CTE guidelines on Pre-Qualification criteria for invitation of tenders have been forwarded to State Offices vide our IOM ENG/20 dt.27-3-2003 for implementation. Copy of guidelines enclosed.
  2. CTE guidelines stipulate criteria for annual financial turnover and successful completion of similar works as a percentage of estimated cost. However, no reference is made to Rate contracts (Capex).
  3. During the recent State Engg. Head Conference held on 29-5-03 at IMCL, Mumbai, the State Engg. Groups brought out that while regular tenders can be invited as per the above guidelines, there are difficulties in implementing the same for Capex contracts.
  4. The existing guidelines for CAPEX contracts as per Engineering manual Vol.5 on procedures are as under:

Category	Amount	Single W.O. Value	Annual Turnover
I	Upto 5 lacs	1 Lac	10 lacs
II	5 to 20 lacs	5 lacs	40 lacs
III	20 to 50 lacs	25 lacs	100 lacs
IV	50 to 100 lacs	50 lacs	200 lacs

The single order value and annual turnover is for any of the preceding three completed financial years.

5. In the case of CAPEX contract, which is a rate contract, the estimated value of work to be awarded during the contract period cannot be pre-determined. Hence, the difficulty in adopting CTE guidelines for pre-qualifying criteria for the CAPEX contracts.
  6. In view of the above Director (M) may kindly approve to continue with the existing guidelines as given in Engineering Manual Vol.5 for CAPEX contracts.

(S. PANDIYAN)  
CEM / HO

on leave  
 $GM(E)$

~~Chasas~~  
step 03  
 $DGM(M+I)$

~~ED (PJ&M&I)~~ ~~Abasur~~  
~~GM(I/O) F~~ ~~As per existing guidelines~~  
~~SIS Unit~~ ~~16/6/03~~

~~DIRECTOR (M)~~ *Frankie 216103*

*Ho/666*

*TC/TC/Ran.*

*Cr. uday*

## INTER OFFICE MEMO

FROM : GM(ENGG.), HO	REF : ENG/20
TO : DGM(E), NR/ ER/ SR SEM, WR <b>✓ALL STATE ENGG. HEADS, DELHI</b>	DATE : 27/3/2003

SUB: CTE GUIDELINES

Please find enclosed GM(HR), HO IOM ref. IR/1461/P dtd. 5/3/03 enclosing CTE Guidelines on "Pre-qualification Criteria" and "Consideration of Indian Agents". The above Guidelines supersede the Guidelines provided in Engineering Manual - Vol. 5 (Procedures).

Please ensure compliance of the above.

*Jindal*  
( R.C. JINDAL )  
GM(ENGG.)

Encl : Copy of CVC's communication no. 13-03-1-CTE-6 dated 17.12.2002 & its reply no. CTE/SPK/1-2 dated 7.1.2003.

Encl : Copy with enclosures forwarded to all E&E Civils and DGM(Vigilant Head Office) for kind information and necessary action please.

Encl : As above to GM(Vigilance), CO for kind information, please in reference to its communication no. VIG-1/2003/75483 dated 25.2.2003 on the subject.

Encl : Copy with enclosures forwarded to SBA to DGM(HO) for information please.



Indianoil(M), HO.  
Human Resource

DGM(Engg)

P..  
31/3/03  
Strictly Confidential

INTER OFFICE MEMO

From : GM(HR),HO

To : GM(Regional Services)/  
DGM(HR) : NR/ER/WR/SR

Ref.No. : IR/1461/P

Date : 5.3.2003

Sub : CTE's guidelines on :-

- (1) Pre-qualification criteria(PQ)
- (2) Consideration of Indian Agents

Enclosed please find copy of communication no. 12-02-1-CTE-6 dated 17.12.2002 & no. 12-02-6-CTE/SPI(I)-2 dated 7.1.2003 from Central Vigilance Commission (CTE's Organisation ) on the subject mentioned above.

All concerned may please be advised accordingly apart from ensuring wide dissemination of the subject matter at Functional/State Office level.

*[Signature]*  
(Satish Kumar) 5/3/03  
General Manager (HR)

Encl : Copy of CVC's communication no. 12-02-1-CTE-6 dated 17.12.2002 & 12-02-6-CTE/SPI(I)-2 dated 7.1.2003.

- Copy with enclosures forwarded to all EDs, GMs and DGM(Vig.), Head Office for kind information and necessary action please.
- Copy forwarded to GM(Vigilance), CO for kind information please in reference to CVO, CO's Note no. VIG-1/2003/78/415 dated 25.2.2003 on the subject matter.
- Copy with enclosures forwarded to SEA to DIR(M) for information please.

*ED&PT & M&I), HO*

*HM(M) (Engg)  
in confidence  
4/3/03*

*10/3/03*

*CC-15-F*

*7/3/03*

No. 15-02-1-CTE-6  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)

Statekars Bhawan,  
Block A, GPO Complex,  
INA, New Delhi - 110 023.  
Date the 12<sup>th</sup> December 2005.

## OFFICE MEMORANDUM

Subject :- Prevalence of cutters (PG).

The Commission has received complaints regarding discrimination by various organizations against its tender documents for various works. It has also been observed during intensive examination of tenders. Organizations like CTEO that the prevalence of cutters is either not clearly specified or made very subjective lack to justify the entry of bidders.

1. The prevalence of cutters is a sticking point of dissatisfaction of clients. A generally defined PG cutters results in settling the process of finalizing the contract or award of the contract in a non-transparent manner. It has been noticed that organizations, at times pick up the PG cutters from some similar work executed in the past, without specifying the difference between the requirements of the tenders and often it is seen that only contractors known to the officials of the organization and to the Architecs are placed on the select list. This system gives preference to contractors for major projects, favours and corruption, execution of similar works in advance the minimum duration, experience and number of similar work of a minimum magnitude satisfactorily executed in terms of quality and speed of execution.

2. Some of the common irregularities observed in this regard are highlighted as under:-

(i) For a work with an estimated cost of Rs.1.5 crores to be completed in two years, the cutters for a large number in the last 5 years was kept as Rs.1.5 crores although the amount of work to be executed in one year was only Rs.2.5 crores. The above instance in prevalence of cutters is single firm.

(ii) One organization for purchase of Computer hardware kept the cutters for financial year of Rs.1.00 crores although the value of purchase was less than Rs.0.00 crores, resulting in discrimination of leading companies firms.



- iii) In one case of purchase of Computer hardware, the prequalification criteria stipulated was that the firms should have made profit in the last two years and should possess ISO Certification. It resulted in disqualification of reputed vendors including a PSU.
- iv) In a work for supply and installation of A.C. Plant, retendering was resorted to with diluted prequalification criteria without adequate justification, to favour selection of a particular firm.
- v) An organization invited tenders for hiring of D.G. Sets with eligibility of having 3 years experience in supplying D.G. Sets. The cut off dates regarding work experience were not clearly indicated. The above resulted in qualification of firms which had conducted such business for 3 years, some 20 years back. On account of this vague condition, some firms that were currently not even in the business were also qualified.
- vi) In many cases, "Similar works" is not clearly defined in the tender documents. In one such case, the supply and installation of A.C. ducting and the work of installation of false ceiling were combined together. Such works are normally not executed together as A.C. ducting work is normally executed as a part of A.C. work while false ceiling work is a part of civil construction or interior design works. Therefore, no firm can possibly qualify for such work with experience of similar work. The above resulted in qualification of A.C. Contractors without having any experience of false ceiling work although the major portion of the work constituted false ceiling work.

4. The above list is illustrative and not exhaustive. While framing the prequalification criteria, the end purpose of doing so should be kept in view. The purpose of any selection procedure is to attract the participation of reputed and capable firms with proper track records. The PQ conditions should be exhaustive, yet specific. The factors that may be kept in view while framing the PQ Criteria includes the scope and nature of work, experience of firms in the same field and financial soundness of firms.

5. The following points must be kept in view while fixing the eligibility criteria:-

A) For Civil/Electrical Works

- i) Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost.
  - ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:-
    - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
- or
- b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.
- or
- c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.
- iii) Definition of "similar work" should be clearly defined.

In addition to above, the criteria regarding satisfactory performance of works, personnel, establishment, plant, equipment etc. may be incorporated according to the requirement of the Project.

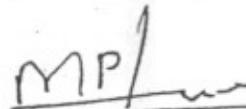
B) For Store/Purchase Contracts

Prequalification/Post Qualification shall be based entirely upon the capability and resources of prospective bidders to perform the particular contract satisfactorily, taking into account their (i) experience and past performance on similar contracts for last 2 years (ii) capabilities with respect to personnel, equipment and manufacturing facilities (iii) financial standing through latest I.T.C.C., Annual report (balance sheet and Profit & Loss Account) of last 3 years. The quantity, delivery and value requirement shall be kept in view, while fixing the PQ criteria. No bidder should be denied prequalification/post qualification for reasons unrelated to its capability and resources to successfully perform the contract.

Contd....

-: 4 :-

6. It is suggested that these instructions may be circulated amongst the concerned officials of your organization for guidance in fixing prequalification criteria. These instructions are also available on CVC's website, <http://cvc.nic.in>.

  
17.12.12  
M.P.

(M.P. Juneja,  
Chief Technical Examiner)

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/  
Autonomous Organisations/Societies/UTs.

No. 12-02-1-CTE-6  
Government of India  
Central Vigilance Commission  
(CTE's Organisation)

Satarkata Bhavan,  
Block A, GPO Complex,  
INA, New Delhi – 110 023.

Dated the 17<sup>th</sup> December 2002.

## OFFICE MEMORANDUM

Subject : - Prequalification criteria (PQ).

The Commission has received complaints regarding discriminatory prequalification criteria incorporated in the tender documents by various Deptts./Organisations. It has also been observed during intensive examination of various works/contracts by CTEO that the prequalification criteria is either not clearly specified or made very stringent/very lax to restrict/facilitate the entry of bidders.

2. The prequalification criteria is a yardstick to allow or disallow the firms to participate in the bids. A vaguely defined PQ criteria results in stalling the process of finalizing the contract or award of the contract in a non-transparent manner. It has been noticed that organizations, at times pick up the PQ criteria from some similar work executed in the past, without appropriately amending the different parameters according to the requirements of the present work. Very often it is seen that only contractors known to the officials of the organization and to the Architects are placed on the select list. This system gives considerable scope for malpractices, favouritism and corruption. It is, therefore, necessary to fix in advance the minimum qualification, experience and number of similar works of a minimum magnitude satisfactorily executed in terms of quality and period of execution.

3. Some of the common irregularities/lapses observed in this regard are highlighted as under:-

- i) For a work with an estimated cost of Rs.15 crores to be completed in two years, the criteria for average turnover in the last 5 years was kept as Rs.15 crores although the amount of work to be executed in one year was only Rs.7.5 crores. The above resulted in prequalification of a single firm.
- ii) One organization for purchase of Computer hardware kept the criteria for financial annual turnover of Rs.100 crores although the value of purchase was less than Rs.10 crores, resulting in disqualification of reputed computer firms.



No..OFF 1 CTE 1  
Government of India  
Central Vigilance Commission  
(CTE's Organization)

Satkarkta Bhawan, Block A,  
GPO Complex, INA  
New Delhi-110023  
Dt. the 25<sup>TH</sup> November 2002

## OFFICE MEMORANDUM

**Subject:** Appointment of Consultants

While highlighting the common lapses/irregularities observed in the Construction works undertaken by the PSUs/Banks, under the guidance of Consultants, the Commission had issued certain guidelines vide letter No. 3L PRC 1 dated 12.11.1982 [ copy enclosed-Annexure-1] so as to avoid recurrence of such lapses. These were further emphasized vide letter No. 3L-IRC-1 dated 10.1.1983 [copy enclosed-Annexure-II], inter-alia, bringing out the guidelines circulated by the Bureau of Public Enterprises in their letter no. DPE/GL-025/78/Prodn./PCR/2/77/BPE/Prodn. dated 15.07.1978 and it was reiterated that the appointment of Consultants should be made in a transparent manner.

2. However, it has been observed during intensive examination of various works/contracts by the CTEO that these instructions are not being followed by a large number of organizations. The consultants are still appointed in an ad-hoc and arbitrary manner without inviting tenders and without collecting adequate data about their performance, capability and experience. In some cases, the consultants were appointed after holding direct discussions with only one firm without clearly indicating the job-content and consultation fee payable to them. Often the scope of work entrusted to the consultants is either not defined properly or the consultants are given a free hand to handle the case due to which they experiment with impractical, fanciful and exotic ideas resulting in unwarranted costs. The organizations display an over-dependence on consultants and invariably abdicate their responsibility completely to the latter. The officials do not oversee the working of the consultants resulting in the latter exploiting the circumstances and at times, in collusion with the contractors, give biased recommendations in favour of a particular firm. It has also been noticed that the consultants recommend acceptance of inferior items/equipments / payment for inadmissible items and also give

Contd.....

undue benefit to the contractors like non-recovery of penalties for the delayed completion. The position in respect of projects with multiple consultants is still worse as the self-interest of so many outside agencies takes precedence over the loyalty towards the organization. These agencies tend to collude or collide with each other, and both the situations are detrimental to the smooth implementation of the project.

3. Some of the common irregularities/lapses observed during the last four years or so in this regard are highlighted as under:-

- i) One organization engaged architect from a very old panel, prepared about 15 years back.
- ii) An organization invited and short-listed 5 consultants but awarded the contract to the highest bidder on the plea that the bidder had done a very good job in some other project with the organization. Extra amount of account of travel expenses, boarding and lodging was also sanctioned beyond contractual terms.
- iii) A bank for construction of its Head Office in Mumbai, short-listed three firms after a thorough scrutiny of offers submitted by a large number of bidders. The price bids of these firms were opened , but in a surprising manner, the work of consultancy was awarded to an L-2 firm thus compromising all ethics of tendering.
- iv) The payment terms to the contractors are often allowed quite liberally. In one case, the consultant's fee was paid on quarterly basis without linking the same with the progress of the project. Full payments had been authorized even before the completion of the project. In another work, the consultants were paid substantial amount at an early stage of the project though they had submitted only preliminary drawings. Subsequently, the consultants failed to complete the job and the department took no action against them. In yet another case, the consultant was allowed extra payment for additional documents that he had to generate due to re-tendering of the case. However, the reasons for re-tendering were found attributable to the consultants and instead of penalizing, they were rewarded with extra payment.

Contd.....

- v) The consultants tend to increase the cost of the work for more fees as generally the fee of the consultants is fixed at a certain percentage of the final cost of project. In an office building work, tender was accepted for Rs.10.00 crores but during execution, specifications were changed and actual cost on completion was twice the tendered cost. Thus, the consultant was unduly benefited as there was no maximum limit fixed for the consultant's fee.
- vi) In the consultancy agreement generally the nature of repetitive type of work is not defined. In one work, 4 similar blocks comprising of 100 hostel rooms each were constructed. The consultants were paid same standard fees for each block. Due to this, the organization suffered loss at the cost of the consultant.
- vii) There is no check on consultant's planning, design and execution. In one work, pile foundation for a workshop building was designed with the capacity of the piles, capable of carrying twice the required load. In the same project, high capacity piles (450 mm dia, 20 m deep) were provided for a single-storeyed ordinary office building, which did not require pile foundation at all.
- viii) In another case, the project was for a design and construction of a training institute on a big plot of land in a very posh and expensive area. The whole construction was two storied with no scope for future expansion. Ironically all other buildings in the vicinity are multi-storeyed highlighting the fact that space utilization here was very poor. Further, the walls in the reception area and on the outside of the auditorium were provided with acoustic insulation with no rationale. For air-conditioning of the library instead of providing a single AHU of suitable capacity with ducting , etc. 20 plus AHUs had been provided in the room. Such fanciful ideas along with poor planning and supervision resulted in the project suffering heavy cost and time overruns.
- ix) In one of the works for a bank in Mumbai, the substation equipment has been installed in the basement area, jeopardizing the safety aspect, as Mumbai gets its fair share of heavy rains and the area is also in close proximity to the sea.

Contd....

- x) In many cases, the consultants charge exorbitant traveling expenses. For a work in Punjab, Mumbai based Architects were appointed. The fee payable to them was Rs.6.00 lakhs, but the actual traveling expenses ultimately paid to them were to the tune of Rs.7.5 lakhs.
- xi) Sometimes the consultants pass on their responsibility to the contractor . In one work, the consultant was supposed to give design ad drawing as per the consultancy agreement. While preparing the tender document for construction work, the responsibility for the preparation of drawings and structural design was entrusted with the construction contractor by adding a condition to that effect. The contractors loaded the quoted rates for the above work and the consultant was benefited at the cost of the organization.
- xii) In case of road projects, it was observed that consultants under different categories like general consultants, planning & design consultants and construction management consultants were appointed for almost all the activities of the projects without competitive bidding. The work done by the consultants is not checked by the departmental engineers who feel their job is mainly to issue cheques to the consultants/contractors.

4. The above list is only illustrative and not exhaustive. The Commission would like to reiterate the instructions regarding appointment of consultants. The appointment of consultants should be absolutely need based and for specialized jobs only. The selection of consultants should be made in a transparent manner through competitive bidding. The scope of work and role of consultants should be clearly defined and the contract should incorporate clauses having adequate provisions for penalizing the consultants in case of defaults by them at any stage of the project including delays attributable to the consultants. As far as possible a Project Implementation Schedule indicating maximum permissible time for each activity should be prepared with a view to arrest time overruns of the projects. There should be no major deviation in the scope of work after the contract is awarded and the consultant should be penalized for poor planning and supervision if the deviations result in excessive cost overruns. Further, the consultant's fee should be pegged based on the original contract value. The role of the consultants should be advisory and recommendatory and final authority and responsibility should be with the departmental officers only.

Contd.....

It is suggested that these instructions may be circulated amongst the concerned officials of your organization for guidance in appointment/working of consultants in the engineering works/contracts. These instructions are also available on CVC's web site, <http://cvc.nic.in>

Sd/-  
(M.P.Juneja)  
Chief Technical Examiner

Encl: As above

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/Autonomous Organizations/Societies/UTs.

**ANNEXURE-II**

**No. 3L – IRC 1**  
**Government of India**  
**Central Vigilance Commission**

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**No. 3, Dr. Rajendra Prasad Road,**  
**New Delhi, dt. 10-1-1983**

**To,**

**All Chief Vigilance Officers of all Public  
Enterprises/National Banks.**

**Sub: APPOINTMENT OF CONSULTANT.**

*Guidelines in connection with the selection of consultants by Public Sector Enterprises for preparation of project reports have been laid down by Bureau of Public Enterprises vide letter No. BPE/GL-025/78/Prodn./PCR/2/77/BPE/Prodn. dt. 15<sup>th</sup> July, 1978.*

*In brief the guidelines laid down are: -*

- A. *For any new projects, expansions, modernization/modification of the existing projects involving an expenditure of Rs.5 crores and above these guidelines are applicable.*
- B. *The pre-qualifications public notice should be issued to enlist names of suitable consultants.*
- C. *The pre-qualification bid should be screened by a scrutinising committee.*
- D. *The final selection and commissioning of the consultant should be done with the approval of the board of public sector enterprises.*
- E. *Based on the above guidelines each enterprise should prepare their own instructions and procedure duly approved by the board for the appointment of consultants to ensure that the selection is made with maximum attention to the suitability, competence and proven track record.*

*The Chief Technical Engineer Organisation under the control of the Commission has had occasion to examine and comment upon works undertaken by public*

*sector undertakings. Common irregularities/lapses noticed in the construction works undertaken by the public sector undertakings/banks have already been*

- 2 -

*brought to your notice vide engineering works, it was observed that consultants were appointed on ad-hoc basis without going through proper formalities as suggested by B.P.E. and/or the consultant was chosen from an old panel thereby restricting competition. In most of the cases public sector enterprises have not framed their own instructions and procedures duly approved by the Board.*

*Even though individually such works are less than Rs.5 crores, it is necessary that the appointment of consultant should not be made arbitrary or ad-hoc.*

*It is, therefore, necessary that urgent action is taken to formulate a rational policy for employment of consultants based on the broad outlines given by B.P.E.*

*This may be given priority and progress made in formulation of rules and procedure may be reported by 31-3-1983.*

Sd/-  
(D.C. Gupta)  
Director