



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED

(A State Government Undertaking)

Registered Office: Vidyut Bhawan, HPSEBL, Shimla-171004 (H.P.)

CIN: U40109HP2009SGC031255

Phone No.: 0177-2803600 (Office) 2813563 (FAX) 2801675

Website: www.hpseb.com, E-mail: cmd@hpseb.in, directorfa@hpseb.in

No. HPSEBL (Sectt.)/407-10 (Misc. PMG)/2020-21:- 42518-24 Dated:- 16-10-2020

To

1. The Chief Engineer (Op.) South,
HPSEBL, Shimla-04.
2. The Chief Engineer (Op.) North,
HPSEBL, Dharamshala.
3. The Chief Engineer (Op.) Central Zone,
HPSEBL, Mandi.

Subject: - Preparation of Cost Estimates and Execution of works for Shifting of Existing Distribution Electrical utilities for National Highway development works by National Highway Authority of India (NHAI) in state of Himachal Pradesh.

Sir,

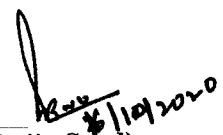
In supersession to this office letter of even file No.1795-1811 dated 23.01.2020 enclosed find a copy of Memorandum of Understanding (MoU) signed between National Highway Authority of India (NHAI) and Himachal Pradesh State Electricity Board Limited (HPSEBL) on 13.10.2020 for preparation of Cost Estimates for shifting of existing distribution electrical utilities for NHAI road projects in the state of Himachal Pradesh.

In this context, it is, requested to adopt the guidelines/procedures for preparation of Cost Estimates for distribution electrical utility shifting for strict compliance as per the approved memorandum in letter and spirit.

Further, already sanctioned estimates under your respective zones which were prepared on the basis of MoUs earlier signed between HPSEBL & NHAI on 22.01.2020 should also be revised on the same pattern please.

“Strict Compliance”.

DA:- As above


(Er. Rajiv Sood)
Chief Engineer (P&M),
HPSEBL, Shimla-04
TELEFAX 0177-2659990
Email: cepmhpsebl@gmail.com

Copy of the above is forwarded to:-

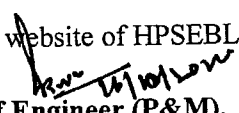
1. The Sr.P.S./P.S. to the Managing Director, HPSEBL, Shimla-04 for kind information of Managing Director please.
2. The Sr.P.S./P.S. to the Director (Op.), HPSEBL, Shimla-04 for kind information of Director (Op.) please.
3. The Regional Officer, Regional Office, National Highway Authority of India (NHAI), Chakkar, Shimla-05 for kind information please.
4. All the Superintending Engineers (Op.), under HPSEBL for kind information and similar necessary action.
5. The Superintending Engineer (IT) for uploading the MoU on the website of HPSEBL.

IT Cell HPSEBL V.B. Shimla-4

Sr. EE/AGE (IT-H)

Sr EE/AGE (IT-H)

APS/Steno


Chief Engineer (P&M),
HPSEBL, Shimla-04

Signing of Memorandum of Understanding on
dated 13.10.2020

Between

National Highway Authority of India (NHAI)
"Ministry of Road Transport & Highways"
"Government of India"

And

Himachal Pradesh State Electricity Board Limited (HPSEBL)
"A State Government Undertaking" of Govt. of Himachal Pradesh

Sub: Preparation of Cost Estimates and Execution of works for Shifting of Existing Distribution Electrical utilities for National Highway development works by National Highway Authority of India (NHAI) in state of Himachal Pradesh.

Ref: Previous MOU signed between HPSEBL & NHAI on 22.01.2020 in respect of above subject

National Highway Authority of India (NHAI), Govt. of India is executing various Highway development works in the state of Himachal Pradesh for up gradation of existing National Highways. In these National Highways Development works, there is a need of shifting of existing distribution electrical utilities coming in proposed alignment of widening/up gradation Projects of National Highways. Presently, representatives of NHAI approach various field offices of HPSEBL for providing Cost Estimates for shifting of existing electrical utilities. Due to contradiction in circulars/guidelines of NHAI & HPSEBL, there is a long delay observed in finalization of Cost Estimates which leads to delay in execution of project at utility shifting locations. This Memorandum of Understanding is aimed to resolve such contradiction & setup common procedure for preparation of estimate for shifting of electrical utilities coming in alignment of National Highway projects executed by NHAI in the state of Himachal Pradesh. The work of shifting of existing electrical utilities on self execution basis will be done under supervision of HPSEBL by contractor/concessionaire of NHAI who is executing the work

of widening/development/four-laning of concerned National Highway stretch.

Following procedure for preparation of Cost Estimates for shifting of existing distribution electrical utilities shall be adopted diligently by NHAI & HPSEBL:-

1. The request letter of NHAI, for shifting of existing distribution electrical utilities shall be accepted at concerned Circle office of HPSEBL and the same shall be forwarded to the concerned Division office for survey and preparation of Cost Estimates within a week's time.

A joint committee consisting of concerned Project Director (NHA) & concerned Sr. Executive Engineer (HPSEBL), shall carry out joint survey of proposed utility shifting locations. The Sr. Executive Engineer shall inform the NHAI authorities the suitable date for carrying out joint survey and the work of joint survey shall be completed within 7 days from receipt of request letter by the Sr. Executive Engineer of HPSEBL.

SOP - 1 week

2. On finalization of date of carrying out the joint survey of the site where shifting is to be carried out, the survey shall be done by the joint committee constituting of concerned Project Director (NHA) or his representative and concerned Sr. Executive Engineer (HPSEBL) or his authorized representative and thereafter a joint survey report shall be prepared, which will be signed by all the members of the committee. However providing ROW required for shifting of infrastructure shall be sole responsibility of NHAI. A Single Line Diagram [SLD] showing existing electrical utilities and proposed shifting shall be prepared in the joint survey.

SOP - 1 week.

3. Cost Estimate shall be prepared on the basis of joint survey report using the prevailing cost-data of HPSEBL, the mandatory charges applicable for such type of work shall be considered while preparing Cost Estimate.

SOP - 1 week.

4. The cost estimate prepared shall include single line diagram showing existing Electrical Utilities and proposed shifting of utilities. The said estimate shall be sent for technical vetting and issuing of demand note for deposit of Mandatory Charges to competent authority. The Chief Engineer concerned will be the designated authority to issue demand notice and any rough/tentative estimates which are not issued by designated authority will not be treated as official

estimates.

SOP - 1 week.

5. The following points shall be taken care while preparing cost estimate:

- a) The estimate shall be prepared as per latest Cost Data Book/SOR/policy circulars of HPSEBL department and for non-SOR items, market rate taken in the estimate shall be supported by documentary proof such as minimum 3 quotations or purchase order/latest awarded rate (LAR).
- b) The mandatory charges i.e. Departmental/administrative/supervision charges @2.5%, inspection charges and GST on Departmental /administrative/supervision charges & inspection charges shall be taken in the estimate as per HPSEBL guidelines/Policy circulars.
- c) Shutdown charges shall be charged as per assessment of loss of power which will be calculated at the time of preparation of estimate and an undertaking stating that NHAI shall deposit the charges so demanded, be taken at the time of framing the estimate. The shutdown charges shall be assessed as under: -

$$\text{"Shutdown Charges} = C \times L \times t"$$

where

- i.) C = Average Cost of Supply i.e. Rs. 5.54/- (per unit in kWh) for FY 2020-21.
- ii.) L = Load impacted (in kW)
- iii.) t = Duration for which load has been impacted (in hours)

Illustration:- Say 500 kW load has been impacted for approx. 3 hrs during shifting of utility/electricity infrastructure, then Shutdown charges will be as per following:-

$$\begin{aligned}\text{Shutdown Charges} &= 5.54 \text{ (Average supply cost)} \times 500 \text{ (load in kW)} \times 3 \\ &\text{(duration in hrs)} \\ &= \text{Rs. 8310.00}\end{aligned}$$

[Note: - 1. The value of 'C' (Average cost of supply) and 'L' (Load Impacted) will be the estimated values at the time of preparation of estimate.

2. If the duration of shutdown is available in minutes, it should invariably be converted into hours by dividing the available minutes

by 60 (1 minute = 1/60th of an hour).

e.g. Supposing duration of a shutdown is 2 hours and 45 minutes, then the 45 minutes need to be converted into hours by dividing them by 60 i.e. $45/60 = 0.75$ hours and then added to the initial value available in hours. Therefore, the overall duration of shutdown = 2.75 hours.]

- d) The items taken in the estimate shall be of same specifications existing on site before utility shifting. There shall be no up gradation of items of utility shifting unless it is obsolete item as on today. A no up gradation certificate duly signed by the utility owing department shall be submitted in this regard. HPSEBL shall make the provision of underground cable in place of overhead conductor where so ever necessary with consent of NHAI. The NHAI shall provide warranty for the material used for newly erected infrastructure. The warranty for equipment's etc. shall be minimum for three years.
- e) It shall be ensured that shifting of existing electrical utilities coming in proposed alignment shall only be taken in the estimate. An essentiality certificate duly signed by the utility owing department shall be submitted in this regard.
- f) The provision of utility duct shall be there in the prepared estimate where ever necessary and which shall be equal to the number of overhead crossings. Further, the execution of work of laying of ducts/underground utility shall be duly certified/executed in presence of HPSEBL. These works shall be executed only by Class-A Contractor. The PERT Chart shall be submitted by NHAI Contractor for execution of work. Timely intimation shall be given for approval of shutdown. No work shall be executed on live line without proper shutdown.

6. Utilization of old material:

- a) Since the assets have to be erected first and then present assets are to be dismantled hence no old material can be reused. The salvage value for reusable material and scrap value for non-reusable material will be provided by HPSEBL to NHAI after receipt of dismantled material in HPSEBL's store.
- b) If the old materials are not of standard rating obsolete as on today then new material of standard rating shall be used as per prevailing Cost Data Book /SOR of HPSEBL.
- c) NHAI will dismantle existing electrical utilities and the dismantled material thereof will be deposited in concerned store of HPSEBL. The HPSEBL will give

credit of the dismantled material after its receipt in HPSEBL's store.

- d) The final decision regarding reuse of old material will be taken by HPSEBL and shall prevail.
 - e) The dismantled material shall be returned by the contractor of NHAI in the store of HPSEBL and accordingly the HPSEBL shall issue challan/proof in regard of such submission in their stores to the contractor & copy of that challan/proof to NHAI. The store return warrant shall be issued in the name of NHAI (concerned Project Director).
7. Minor Civil works required during electrical utility shifting for stability and reliability of power system will be taken care by NHAI (through its contractor) at its own cost.
 8. Utilization certificate of inspection charges and shutdown charges shall be submitted by HPSEBL after completion of utility shifting work.
 9. The labour cess @1% will be deposited directly by NHAI to concerned labour Department.
 10. After payment of mandatory charges on demand note, NHAI shall be allowed to execute the work as per route plan provided by concerned division of HPSEBL. NHAI shall get the specifications & Guarantee Technical Particular (GTP) of material be used approved from HPSEBL. Preference should be given to registered vendors working with HPSEBL for purchase of material so that the quality is maintained.
 11. The work will be supervised by HPSEBL officers during execution for quality and quantity as per guidelines/regulations of HPSEBL/REC standards. The payment of utility shifting to NHAI Contractor will be done by NHAI after the bills/cost abstract of work done is duly verified by concerned official of HPSEBL.
 12. Efforts should be made to execute the work as per sanctioned estimates. However, in case due to some reason, deviations in the scope of work becomes necessary during the execution of works, the same shall be done after taking approval from the cost estimate sanctioning authority of HPSEBL. Further action on the same shall be taken by Competent Authority of NHAI.
 13. The above guidelines are applicable for preparing the Cost Estimates for executing the work of electrical utility shifting coming in alignment of Highway development works by NHAI in the state of Himachal Pradesh.
 14. The pattern of General Abstract of Cost to be followed by HPSEBL during

preparation of electrical utility shifting estimate is as below:

General Abstract of Cost:

Sr. No.	Name of Charges	Amount (Rs.)
a)	Total cost of material as per latest Cost Data Book/SOR/ Policy Circular/Purchase order/Latest Award rate.	
<u>Other charges (including overhead charges):</u>		
b)	Transportation Charges as per latest Cost Data Book.	
c)	Erection Charges as per latest Cost Data Book.	
d)	Contingency @3% on material (a)	
e)	Labour cess @1% on (a+b+c+d).	
f)	GST @ 18% on (b+c) charges.	
g)	Departmental/Supervision Charges @2.5% on (a+b+c+d)	
h)	GST on Departmental/Supervision Charges @ 18% on (g)	
Sub Total (a+b+c+d+e+f+g+h)		
<u>Other Mandatory charges:-</u>		
i)	Site inspection charges (@ 0.5% on 'a')	
j)	Shutdown charges as per clause 5(c)	
k)	GST @ 18% on (i & j)	
L)	Chief Electrical Inspector fee as applicable	
Grand Total (a+b+c+d+e+f+g+h+i+j+k+L)		
Amount of works to be done by NHAI Contractor.		(a+b+c+d+e+f+L)
Advance mandatory charges to be deposited by NHAI to , HPSEBL after statutory deductions on demand note		(g+h+i+j+k)

Note:-

The credit of dismantled material shall be given after receipt of dismantled material in HPSEBL's store.

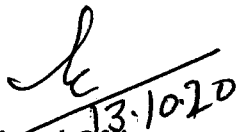
15. The provision of contractor's profit has not been incorporated in the estimates prepared by HPSEBL as per para 14. The same shall be considered accordingly by NHAI. Further GST is taken in the estimate @ 18% at S.No. f of para 14 above is for estimation purpose but the payment of GST to NHAI contractor will be paid by NHAI as per actual on submission of proof.

16. NHAI will pay 18 % GST to HPSEBL in advance on Departmental/Supervision Charges, Site inspection charges & Shutdown charges and in return HPSEBL will provide CA certificate towards proof of deposit of GST to NHAI after filing return. Further NHAI will deduct in advance TDS under income tax & TDS under GST as per applicable rates on Departmental/Supervision Charges, Site inspection

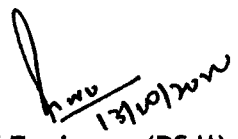
charges & Shutdown charges.

17. Earlier Memorandum of Understanding signed between HPSEBL & NHAI on 22.01.2020 shall be treated as Null & Void.
18. Any Variation in this Memorandum of Understanding shall be with prior consent of Competent Authorities of HPSEBL & NHAI.

On behalf of NHAI,


Regional Officer
Regional office, Shimla, H.P.
National Highway Authority of
India.

On behalf of HPSEBL,


Chief Engineer (P&M)
Himachal Pradesh State Electricity Board
Limited Shimla, H.P.