

उपस्कर एवं यंत्रों की स्थापना हेतु मानक विनिर्देश

STANDARD SPECIFICATION FOR ERECTION OF EQUIPMENT & MACHINERY

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Abbreviations:

ASME	:	American Society of Mechanical Engineers
EC	:	Erection Contractor
EIC	:	Engineer-in-charge
ELCB	:	Earth Leakage Circuit Breaker
GAD	:	General Arrangement Drawing
IS	:	Indian Standard
NDT	:	Non Destructive Testing
SS	:	Stainless Steel

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1.0 SPECIFICATION FOR ERECTION OF EQUIPMENT AND MACHINERY

1.1 Scope

This specification covers technical requirements for erection of all static and rotating equipment by erection contractor at site. This specification is applicable for all the erection tenders operated by EIL.

1.2 General

- 1.2.1 All necessary handling equipments, tools, tackles and precision instruments for carrying out the works as specified shall be provided by the Erection Contractor (EC) at his cost. EC must provide all tools and gauges for erection and alignment. Special tools, if any, received as part of machinery, will be given to EC for erection purposes, which shall be returned in good condition after use. Suitable deductions will be made by the Engineer-in-Charge (EIC) in case of loss or damage of the special tools. The value of such loss or damage will be decided by the EIC and EC shall be bound by such a decision.
- 1.2.2 Equipment Manufacturer's recommendations regarding preservation during storage at site and detailed specifications for the installation alongwith layout drawings, general arrangement/equipment outline drawings and sub-assembly drawings of the various equipment and machinery will be provided to EC during the performance of work. The requirements stipulated in these shall be fulfilled by EC in addition to what is stated in this specification. Erection shall be carried out as per the instructions and supervision of Machinery manufacturer's representative, wherever such supervisory services are applicable.
- 1.2.3 All the items of work covered in the tender shall be carried out as per this Specification and other details to be furnished to EC. However, EIC reserves the right to give additional/alternative specifications and instructions, at any time, for execution of any particular work and EC shall execute such works in accordance with such additional/alternative specifications and instructions of the EIC. Such a step taken by the EIC shall not constitute a breach of the contract.

1.3 Preparation for Erection

- 1.3.1 EC shall be responsible for organising the lifting of the equipment in the proper sequence, so that orderly progress of the work is ensured and access routes for erecting the other equipment are kept open.

Rigging procedure for all the major lifts (above 10 MT) and at maximum crane capacity shall be submitted by EC for the approval of EIC. However, approval to rigging procedure proposed by EC shall not relieve EC from his responsibility in following the proper lifting/erection methods on ensuring orderly.

- 1.3.2 Orientation of all foundations, elevations, length and disposition of anchor bolts and diameter of holes in the supports saddles shall be checked by EC, well in advance. Minor rectifications including chipping of foundations as the case may be, shall be carried out by EC after obtaining prior approval of EIC. EC shall also be provided with the necessary structural drawings and piping layouts etc. wherever required for reference. EC shall crosscheck such piping and structural drawings with actual construction at site and in case of any mismatch inform the EIC before taking up the erection.

- 1.3.3 During the performance of the work, EC shall keep structures, materials or equipments adequately braced by guys, struts or otherwise approved means which shall be supplied and installed by EC as required till the installation work is satisfactorily completed. Such guys, shoring, bracing, strutting, planking supports etc. shall not interfere with the work of other agencies and shall not damage or cause distortion to other works executed by him or other agencies.

2.0 ERECTION OF COLUMNS, TANKS, VESSELS AND DRUMS ETC.

2.1 Scope of work of Erection Contractor

- (a) Preparation of erection scheme and rigging procedure and obtaining its approval from EIC wherever necessary.
- (b) Withdrawal of equipments from Owner's storage point, checking and reporting its conditions, transporting the same to EC's stores of work site including unloading etc.
- (c) Erection on foundations furnished by Owner including aligning, levelling and grouting.
- (d) Assembly and fixing of demisters, grids, internal distributors and other internal fittings in Columns, Vessels etc.
- (e) Filling of Columns, Reactors, Vessels/Drums etc. with Raschig rings, supporting elements, sand, concrete etc. as required.
- (f) Welding of washers for equipments, erection of pipe davit & minor welding of their parts as per specifications and instruction of EIC.
- (g) Assembly & erection of Agitator (Mixer) along with drive unit (Motor) including all accessories for vessels/drums/reactors (wherever indicated) as per specification drawings & instructions of EIC.
- (h) Flushing, cleaning and drying of Columns, Vessels/Drums etc.
- (i) Completing the equipments in all respects for commissioning the plant as per drawings, specifications & instructions of EIC.
- (j) Any modification in the erected Columns, Reactors, Vessels/Drums to the complete satisfaction of EIC.

2.2 General Conditions of Erection

- 2.2.1 Unless otherwise specified Columns, Vessels, Drums etc. will be generally supplied to the Erection Contractor in single piece and EC will not be required to carry out any assembly or welding. In case column is supplied in multiple pieces and erection of the equipment is not possible in single piece, EC shall be responsible for lifting the pieces, for aligning, welding and hydrotest etc. in vertical position under the supervision of column Supplier (Fabricator). However, EIC shall be responsible for coordination between Erection Contractor & Fabricator. The schedule of quantities (SOQ) for equipment erection enclosed with the tender document outlines details of each equipment such as diameter, overall height, type of support (saddle/skirt/leg/bracket), position (horizontal or vertical) and approximate erection weight etc. However the erection elevation and location of equipment shall be as per the piping layout drawing enclosed with the tender.

- 2.2.2 Rigging procedures and erection schemes for all the heavy lifts weighing 10 MT & above shall be prepared by EC and got approved by EIC. Approval by EIC shall not relieve EC of his responsibilities. The details to be submitted will include the location of equipment from where it will be lifted, location of crane(s), details of crane(s) (like configuration, boom length, operating radius, boom point elevation, clearance underside the boom and the equipment, lifting capacity, counter weights to be deployed, holds on any neighbouring foundations, structures, equipments etc.), the load chart of the crane(s), design of the lifting tackles like spreader beam, D-shackles, wire rope slings etc. Unless the erection scheme and rigging procedures are approved by EIC, erection of such equipments shall not be undertaken in any case by EC.
- 2.2.3 Before starting the erection of Columns, Vessels etc., top surface of the foundations is to be cleared/chipped, roughened to obtain proper bond, while grouting. Also the sleeves are to be cleaned before erecting the equipments. Line (orientation) and levels are to be marked on all the foundations to facilitate checking of alignment.
- EC shall also check the correct elevation and orientation of civil, structural foundations, before proceeding with the erection work. Discrepancy, if any, shall be brought to the notice of EIC. However, minor rectifications and chipping of foundations upto a thickness of 15 mm in foundation height shall be carried out at no extra cost, by the EC. EC shall be responsible for supply of levelling plates, (if required) and shall carry out levelling of equipment under the directions of EIC.
- 2.2.4 While handling, transporting or erecting the equipments, care shall be taken not to damage the nozzles, instrument connections, structural clips etc. EC shall also take care of the orientation of the nozzles and other connections of the equipments while erecting the same and ensure compliance with the drawings and specifications supplied. Discrepancy, if any, in the number/orientation of the nozzles, cleats etc. should be brought to the notice of the EIC before actual erection is started.
- 2.2.5 Verticality of the Columns, Reactors/Vessels shall be checked with theodolites. After erection the equipment shall be levelled and properly aligned with necessary shims and wedges supplied by EC, at his cost. After the level, alignment and verticality etc. are checked and approved by EIC, EC shall carry out grouting.
- 2.2.6 EC shall produce recent test certificates of the slings which they will be using for erection work. However, retesting of the slings shall be done at site by EC at his cost, as and when required by EIC. The weights of test loads shall be as per IS-807. The test loads shall be supplied by EC at his cost. Tested slings will be punched for test loads and date of testing as directed by EIC.
- 2.2.7 EC shall also carry out the assembly, erection, levelling and alignment of all types of weir plates, baffles, distributors, collectors, spray nozzles, demisters, grids and other internal fittings etc. Work shall be carried out as per manufacturer's standards/specifications which shall be made available to EC at the time of erection. Raschig rings, molecular sieves, intalax saddles packing and other types of tower packings such as sand, catalyst etc. and SS wire mesh shall be loaded into sections of Vessels, Columns as per specifications and drawings. Details for internals to be installed by EC shall be as per separate schedule of quantities enclosed with the tender document. All packings except clay and lime stone shall be washed with water before filling. Bottom layers, if required, shall be arranged as directed and random filling shall be done afterwards with equipment filled with water. Installation of packings, shall be done only after flushing and cleaning of Columns/Vessels and completed to the satisfaction of EIC.

- 2.2.8 EC shall carry out minor welding for attachment of prefabricated pipe davit parts such as rain covers, handles etc. with pipe davit, during or after erection of the same as per the manufacturer's specifications, at no extra cost to the Owner.
- 2.2.9 EC shall execute erection of wooden pillow for saddle support for cold horizontal vessels wherever necessary as indicated on the drawings/ EIL STD 7-12-0003 and as per the instructions of EIC.
- 2.2.10 EC shall execute assembly & erection of agitator/mixer along with drive unit including all accessories as per supplier's instructions, specification drawings & instructions of EIC.

2.3 Flushing & Cleaning of Columns, Vessels, Drums etc.

- 2.3.1 After the erection, alignment and grouting of these equipments are complete, flushing and cleaning shall be carried out by EC as per specifications and instructions of EIC.
- 2.3.2 After flushing, cleaning and draining, equipments shall be dried by compressed air at the pressure and for duration decided by the EIC. The Vessel interior shall be thoroughly inspected to the complete satisfaction of EIC before it is finally boxed up. Boxing up of manholes and handholes shall be leak proof. All joints which need remaking, shall be remade. Compressed air for drying shall be arranged by EC.

2.4 Inspection and Acceptance Limits for Level and Alignment

- 2.4.1 Co-ordinates of foundations/supporting structures/mounting holes etc. shall be checked with respect to the plot plans by EC.
- 2.4.2 Before equipments are placed on foundations, orientations shall be checked with respect to piping drawings.
- 2.4.3 When equipments are firmly bolted down but prior to grouting, verticality of all the Columns, vertical vessels etc. shall be checked by using theodolite. Tolerances for equipment after erection shall be as per EIL Standard 7-12-0001. The allowable deviation from plumb line shall be 1 mm per metre height, subject to maximum of 15 mm unless otherwise stated on the drawings.
- 2.4.4 Horizontal Vessels shall be checked for level across machined face of nozzle flanges with precision level.

2.5 Additional requirements for Underground buried vessels

2.5.1 Underground vessels for operating temp upto 60°C

The vessels shall be supplied at site with one coat of inorganic zinc silicate primer duly applied on its external surfaces as per Spec. 6-79-0020. All other works such as application of coaltar enamel, as per 6-79-0020 & wrapping and coating as per EIL Spec. 6-79-0011 shall be carried out by EC. This shall include necessary materials, tools and tackles to complete the Job in all respect as per the instructions of EIC.

2.5.2 Underground Vessels for operating temp. Above 60°C and upto 300°C

The vessels shall be supplied at site with one coat of inorganic zinc silicate primer as per Spec. 6-79-0020 duly applied on its external surfaces. EC shall be required to carryout touch-up and repair of outside primer before erection of equipment.

- 2.5.3 EC shall do the necessary excavation, backfilling and removal of surplus earth at the site as per the directions of the EIC. EC's rate shall include the excavation, blast cleaning, painting, wrapping by kraft paper, placing and fixing of Vessels, backfilling and removal of excess earth.

3.0 ERECTION OF MECHANICAL EQUIPMENT

3.1 Scope of Work of Erection Contractor

The scope of EC shall consist of withdrawal and transportation of equipments and accessories from Owner's stores to site, assembly of loose supplied components/parts erection of equipment on foundations, levelling, aligning and grouting, preparation of equipments for trial runs and hand over in fit condition for the start up of the plant as per instructions of EIC.

3.2 Details of Owner Supplied Equipments

Equipments to be erected shall be supplied by the owner. Equipments may be supplied in any of the following conditions.

- Single equipment such as filter, static mixer, silencer etc.
- Skid mounted equipment, fully assembled.
- Skid mounted equipment with some items supplied loose or as subassemblies involving interconnections also.
- System comprising of many equipments, skids with interconnected piping & hook up.

3.3 Technical Requirements

- 3.3.1 All equipment/machinery erection shall be done by experienced fitters. For this purpose EC shall employ an experienced erection supervisor and crew who have done similar jobs.
- 3.3.2 EC shall study the layout drawings, for the machineries and equipments with their auxiliaries, controls defining scope of supply.
- 3.3.3 Equipments shall be checked for any damages as a result of transport, handling and defects, if any, shall be reported to the EIC. Rectification of defects shall be carried out in accordance with approved procedure.
- 3.3.4 Correct procedures for handling of equipment & installation on the foundation shall be followed as given in the manufacturer's manual. In case of non-availability of such procedures, EC shall develop & submit handling procedures for all equipment weighing more than 10 metric tonnes. The handling procedure shall be approved by the EIC.
- 3.3.5 EC shall check the correctness of equipment foundations or supporting structures as per the drawings. Equipment/Skid foot print dimensions shall be verified to match with the foundation. Minor chipping of foundation, pockets if required shall be carried out by EC.
- 3.3.6 All accessories like pressure gauges, seal oil, cooling water & Lube oil headers etc., shall be tagged and separately kept in Contractor's stores till erection. All flanged connections and openings shall be kept blanked with dummies, plugs to prevent entry of foreign particles.
- 3.3.7 Equipments shall be installed on the foundations in proper sequence. Incase the equipments are delivered in subassemblies, EC shall do the assembly work as per manufacturer's instructions.
- 3.3.8 Equipments shall be installed in the correct orientation and alignment.

- 3.3.9 After installation and levelling the equipment shall be grouted with the specified grouting applied to the baseplate and support.
- 3.3.10 EC shall remove all the packing and protective devices used during transport and handling from the equipment such as shock absorbent materials from machined faces, blocking of shafts or rolling bearings & restraining devices from instruments, safety devices and protective equipments.
- 3.3.11 After the grouting is set & cured, the foundation bolts shall be checked to make sure that they are in straight and vertical position and properly tightened. Shims, if used, shall be on either side of the foundation bolts.
- 3.3.12 Desiccant, catalyst where supplied loose shall be loaded on to the respective vessels in specified quantities as per the suppliers instructions.
- 3.3.13 Internals, where supplied loose shall be assembled as per the drawings and manufacturer's instructions.
- 3.3.14 Unless otherwise specified, all the instruments such as pressure gauges, sight glasses temperature recorders etc. including instrument panels, if any, supplied along with the equipment with necessary connections, shall be installed by EC as part of Equipment erection.
- 3.3.15 Equipments shall be checked for final cleanliness before boxing up.
- 3.3.16 Any interconnected piping & ducting shall be properly installed and supported. EC shall connect the gas, steam, air, utility piping, instruments, oil piping etc. as per manufacturer's drawings, specifications and instructions of the EIC.
- 3.3.17 Safety devices shall be correctly installed.
- 3.3.18 Ladders, platforms, walkways shall be correctly installed with handrails, and flooring shall be properly secured.
- 3.3.19 Field welding, where specified shall be in accordance with the specified procedures and NDT tests where specified shall be carried out. Results of NDT tests shall be recorded.
- 3.3.20 Equipment alignment & couplings shall comply with tolerances specified in manufacturer's drawings and manuals. Provisions of dowel pins or similar arrangements for retaining the alignment shall be carried out.
- 3.3.21 After the piping has been connected, the alignment shall be checked by EC again, to ensure that piping connections do not induce any undue stresses on the Equipments. After making necessary corrections on the piping, if any, realignment shall be done by EC to ensure that no undue stresses are induced on the equipment.
- 3.3.22 Painting, insulation & fireproofing where specified shall be carried out in accordance with the applicable specifications attached in the tender document.
- 3.3.23 Any alterations, deviations made during equipment erection with respect to manufacturer's drawings or instructions shall be duly recorded and approval shall be taken from the EIC.
- 3.3.24 Any special tools, tackles supplied along with the equipment and used during installation shall be returned to the stores through the EIC.
- 3.3.25 Any protection of the equipment after installation, if required shall be carried out in accordance of the instructions of the EIC.

3.4 Trial Runs

- 3.4.1 Wherever specified, Machinery & Equipment erected & installed by EC under the supervision of Machinery/Equipment supplier shall be subjected to trial runs in accordance with clause 5.4 of this specification. Job specific trial run procedure, if specified, supersedes the trial run procedure as described in clause 5.4.

3.5 System Start-up

During this phase of work, EC shall provide as part of his work necessary skilled personnel as per requirement of EIC. Any defects noticed in the Equipment shall be made good by EC at his cost if such defects are attributable to him.

4.0 HEAT AND MASS TRANSFER EQUIPMENT

This section covers the minimum requirements for erection of the following equipment by the EC.

- Deaerator
- Trays/tower Internals And Tower Packings
- Separators And Internals
- Shell And Tube Heat Exchangers
- Double Pipe Exchangers
- Electric Heaters
- Plate Exchangers
- Plate Fin Exchangers
- Sulphur Recovery Unit Equipment like Combustion Chambers, Waste Heat Boilers, Sulphur Condensers, Incinerators, Burners, Etc.
- Waste Heat Recovery Units
- Desalters
- Vacuum Ejectors
- Ejector Condensers

4.1 Scope of Work of Erection Contractor

- 4.1.1 Preparation of erection scheme and rigging procedure and obtaining its approval from EIC wherever necessary.
- 4.1.2 Withdrawal of equipment from Owner's storage point, checking and reporting its conditions, transporting the same to EC's stores and work site including unloading etc.
- 4.1.3 Preparation of foundation by chipping & installation of base plates for foundations. Minor rectifications & chipping of foundations up to a thickness of 15 mm due to error in foundation height, shall be carried out by the EC at no extra cost
- 4.1.4 Before starting the erection, top surface of the foundations are to be cleaned/chipped/roughened to obtain proper bond while grouting. Line (Orientation) & Levels are also to be marked on the respective foundations prior to erection to facilitate checking of alignment.
- 4.1.5 Supply of necessary shims, levelling plates, wedges, sliding base plate.
- 4.1.6 Erection on foundations furnished by Owner including aligning, levelling and grouting.

- 4.1.7 Assembly and fixing of trays, tower internals (distributor, bed limiter, support plate, chimney trays, vapour distributor etc.), demisters, grids, internal distributors and other internal fittings in columns, vessels etc.
- 4.1.8 Installation of transformers on desalters and their electrical connection to electrode grid etc.
- 4.1.9 Welding of chimney trays, lattice girders, beams etc. wherever required.
- 4.1.10 Carrying out minor adjustments, modifications, seal welding of seal plates etc. wherever necessary during installation.
- 4.1.11 Checking of installed trays & tower internals and filling of installation formats as referred in 6-14-0016.
- 4.1.12 Filling of columns, vessels/drums etc. with Raschig rings/Pall rings/ Structured packing, as required.
- 4.1.13 Welding of washers for equipment, erection of pipe davit & minor welding of their parts as per specifications and instruction of EIC.
- 4.1.14 Hydrotesting of shell and tube heat exchangers if the time gap between last hydrotest is more than six months or in case it is found to be necessary by EIC. Procedure is given in para 4.3 & 4.4 below. EC to note that any equipment which are refractory lined at shop shall not be hydrotested.
- 4.1.15 Flushing, cleaning and drying of equipment using compressed air and blinding to prevent ingress of rain, dust etc.
- 4.1.16 Installation of refractory lining, brick lining, ceramic boards etc., as per specifications, recommendations of manufacturer and instructions of EIC.
- 4.1.17 Mounting of instruments like safety valves, rupture disks, sight glasses etc as required.
- 4.1.18 Completing the equipment in all respects for the commissioning of the plant as per drawings, specifications & instructions of EIC.
- 4.1.19 Any modification in the equipment to the complete satisfaction of EIC.
- 4.1.20 In addition to the above EC may be called upon to do other jobs like rectification of defects etc. as per instructions of EIC.

4.2 General Conditions of Erection

- 4.2.1 All carbon steel components of trays/tower internals shall be cleaned to remove rust preventive coating.
- 4.2.2 All welding shall be done by qualified welders only. The electrodes/filler material to be used shall be compatible with the metallurgy of component and shall be used only after prior approval of EIC.
- 4.2.3 A proposed Welding Procedure Specification (WPS) shall be submitted to EIL/ Owner's Inspector for his approval. On approval, a Procedure Qualification Test (PQT) shall be conducted which shall be witnessed by EIL/Owner's Inspector. On acceptance of all tests as per ASME Section IX, a final WPS along with Procedure Qualification Record (PQR) shall be submitted. Production welding shall start only after approval of final WPS/PQR and

qualification of welders as per ASME Section IX. EIL/Owner's Inspector may accept previously qualified WPS/PQR at his sole discretion.

- 4.2.4 Lattice girders wherever provided for supporting tray & tower internals have been designed in such a way that various components pass through column manway. Components/parts of lattice girders are to be welded inside the column as per respective drawings. EC shall also ensure that all parts of lattice girder are properly welded & levelness of the lattice girder shall be checked before & after the welding. The limits of levelness as mentioned in GA drawings shall be adhered to.
- 4.2.5 The rigging procedure shall include the following as a minimum:
- Location of equipment from where it will be lifted, location of crane(s), details of crane(s) (like configuration, boom length, operating radius, boom point elevation, clearance underside the boom and the equipment, lifting capacity, counter weights to be deployed, holds on any neighbouring foundations, structures, equipment etc.), the load chart of the crane(s), design of the lifting tackles like spreader beam, D-shackles, wire rope slings etc. Unless the erection scheme and rigging procedures are approved by the EIC, erection of equipment shall not be undertaken in any case by the EC.
- 4.2.6 While handling, transporting or erecting the equipment, care shall be taken not to damage the nozzles, instrument connections, structural clips, refractory lining etc. EC shall also take care of the orientation of the nozzles and other connections of the equipment while erecting the same and ensure compliance with the drawings and specifications supplied. Discrepancy, if any, in the number/orientation of the nozzles, cleats etc. should be brought to the notice of the EIC before actual erection is started.
- 4.2.7 After erection, the equipment shall be levelled and properly aligned with necessary shims and wedges supplied by EC, at his cost. After the level, alignment and verticality etc. are checked and approved by EIC, EC shall carry out grouting.
- 4.2.8 EC shall produce recent test certificates of the slings which they will be using for erection work. However, retesting of the slings shall be done at site by the EC at his cost, as and when required by the EIC. The weights of test loads shall be as per IS-807. The test loads shall be supplied by EC at his cost. Tested slings will be punched for test loads and date of testing as directed by EIC.
- 4.2.9 EC shall also carry out the assembly, erection, levelling and alignment of all types of weir plates, baffles, distributors, collectors, spray nozzles, demisters, grids and other internal fittings etc. Work shall be carried out as per manufacturer's standards/specifications which shall be made available to EC at the time of erection. Raschig rings/Pall rings/Structured packing, molecular sieves, intalox saddles packing and other types of tower packing such as sand, catalyst etc. and SS wire mesh shall be loaded into sections of vessels, columns as per specifications and drawings. Details for internals to be installed by EC shall be as per separate schedule of quantities enclosed with the tender document. All packing except clay and lime stone shall be washed with water before filling. Bottom layers, if required, shall be arranged as directed and random filling shall be done afterwards with equipment filled with water. Installation of packing, shall be done only after flushing and cleaning of columns/vessels and completed to the satisfaction of EIC.
- 4.2.10 EC shall carry out minor welding for attachment of prefabricated pipe davit parts such as rain covers, handles etc. with pipe davit, during or after erection of the same as per the manufacturer's specifications, at no extra cost to the Owner.
- 4.2.11 EC shall install base plate over the sliding end foundation before erection of shell and tube exchangers.

- 4.2.12 Levelling and plumbness shall be approved by EIC and shall be checked using theodolite before grouting and final finishing of the foundations. The record of the same shall be maintained.
- 4.2.13 EC to ensure that shell and tube exchangers shall be firmly bolted down to foundations at the fixed end. Further EC to ensure that foundation bolts at the sliding saddle end are at the centre of slotted holes & nuts at sliding end are only hand tightened. Projected bolt threads shall be properly protected by application of grease etc. to avoid rusting and for facilitating free movement of nuts.
- 4.2.14 EC shall ensure that no equipment is subjected to any corrosion during any stage during his period of work till handing over to EIC/Client.
- 4.2.15 Instruments, as required, shall be mounted by EC. On instructions of EIC, EC shall also remove and hand over the instruments to EIC for calibrations. During this period, EC shall cover all openings to protect the equipment.
- 4.2.16 Before transportation to site, EC shall check and report to EIC on the condition of equipment, specifically highlighting the nitrogen pressure indicated in the nitrogen gauges and the absence of blinds on any of the nozzles.
- 4.2.17 In case the shell and tube exchangers are to be stacked, but have been stored as single shells at the store, then EC shall erect the bottom most shell, then erect other shell(s) sequentially using the nozzle gaskets/bolting and saddle bolting supplied by owner. Additional shims, if necessary, shall be supplied by EC. If the exchangers do not have interconnecting nozzles, then nozzle elevations shall be maintained as per piping GAD.
- 4.2.18 All equipment, consumable and other accessories required for completion of the job shall be arranged by the EC. This would include but not limited to cranes, tools and tackles, manpower etc; machinery for cutting, grinding, drilling etc. of base plates; instruments like dumpy level, plumb lines, Engineer's levels, precision levels, theodolite, straight edges etc. for checking the alignment/erection accuracy, hydrostatic testing pumps, potable water for hydrotesting, necessary materials including making the arrangements for hydro-testing, hoses, compressed air supply, pressure gauge, sealing taps, blinds, shims and wedges for alignment etc.
- 4.2.19 EC shall execute the erection of wooden pillows for saddle supports for cold equipment as indicated in schedule of quantities, EIL standard 7-12-002 and instructions of EIC.
- 4.2.20 For bought out items like plate exchangers, plate fin exchangers, electric heater, etc. vendor's instructions shall be followed.
- 4.2.21 For erection of piping of ejector system, EC shall follow relevant erection specification of piping for the project.
- 4.2.22 EC shall check the health of the equipment refractory lined at shop on receipt and shall report any defect or damage in the same to EIC. During installation all precautions shall be taken to avoid any damage to refractory lining. Any damage to refractory during erection shall be repaired by EC at his own cost without loss of time.
- 4.2.23 Wherever equipment with refractory are bolted or welded at the girth joints, the gaps between the refractory shall be suitably filled with ceramic fiber of suitable grade as given in the drawings or other relevant documents of the equipment.
- 4.2.24 Refer section 1.0 (General) for additional requirements.

4.3 Hydrotesting of Shell and Tube Exchangers including Condensers

- 4.3.1 These shall hydrotested at site using potable water. Hydrotesting of both shell and tube sides shall be carried out as per procedure given below or as per instructions of EIC. For exchangers fitted with SS bellow or SS part, potable water with max. 25 ppm chlorides shall be used for hydrotesting.
- 4.3.2 Suitable pump set, piping, test pressure gauges and other instruments, water-hoses, temporary gaskets, metallic blinds, bolts, nuts, consumable and other temporary arrangements and equipment for testing shall be provided by the EC at his cost. Test pressure gauges shall be calibrated by the EC and got approved from EIC.
- 4.3.3 Stacked exchangers shall be hydrotested in stacked conditions.
- 4.3.4 Test pressure shall be as indicated in the name plates mounted on each exchangers. Duration of hydrotest shall be at least one hour. Test pressures and duration of hydrotest may be reduced by EIC. Minimum test water temperature shall be 20°C.
- 4.3.5 Any defects noticed during hydrotesting shall be repaired by EC as per the procedure approved by EIC. Cost for rectifying defects, not attributable to the EC shall be paid separately.
- 4.3.6 No equipment shall in general form part of the piping loop during hydrotesting and shall be blinded off, except when instructed otherwise by EIC.
- 4.3.7 EC to take adequate care during pressurising & depressurising the equipment. EC shall also take care of any instruction given regarding hydrotest in the exchanger drawing.

4.4 Hydrotesting Procedure

- 4.4.1 Shell side & tube side shall be hydrotested separately, unless specified otherwise. If both sides are to be tested together, a warning plate would be fixed to the exchanger, and the instructions given therein are to be followed.
- 4.4.2 The side, shell or tube which ever to be tested at higher pressure shall be taken first.
- 4.4.3 During hydrotest all gasket joints should be checked for any leakage. In case of leakage from any gasket joint, bolting at that joint shall be further tightened following proper tightening sequence (bolts should not be overtightened or tightened by hammering). In case it is not possible to stop leakage by bolt tightening, drain the water in exchanger & replace gasket at that joint by new gasket (gasket will be supplied by owner). After replacing gasket exchanger must be again hydrotested with same procedure to ensure leak tightness.
- 4.4.4 In case of floating head heat exchangers, if it is found during hydrotest that the pressure is dropping, while the external gasketed joints are not leaking, this could be due to floating head gasket joint leakage. This shall be further investigated, by removing shell cover & pressurising tube side to check the floating head gasket joint leakage. In case of leakage observed at floating head flange joint, replace floating head gasket by new gasket. After replacing gasket exchanger must be again hydrotested first on tube side & then on shell side with same procedure to ensure leak tightness of gasket joints.

In case of heat exchangers with shell side hydrotest pressure higher than tube side, it is possible that above procedure (with tube side hydrotest to detect floating head gasket leakage) may not help. Absence of leakage during this test is not conclusive in such a case, as the shell side pressure was dropping during hydrotest. In such a case, floating head gasket shall in any case be replaced and then equipment retested to ensure leak tightness.

- 4.4.5 When hydrotested as per above procedure after floating head gasket replacement, if it is observed that test pressure is still dropping, this could mean leakage from tube to tubesheet joint. For such cases matter shall be reported to EIC for further investigations/instructions.

4.5 Flushing & Cleaning

- 4.5.1 After the erection, alignment and grouting of these equipment are complete, and after hydrotest if any, flushing and cleaning shall be carried out by EC as per specifications and instructions of the EIC.
- 4.5.2 After flushing, cleaning and draining, equipment shall be dried by compressed air at the pressure and for duration decided by EIC. The equipment interior shall be thoroughly inspected to the complete satisfaction of EIC before it is finally boxed up. Boxing up of manholes and handholes shall be leak proof. All joints which need remaking, shall be remade. Compressed air for drying shall be arranged by EC at his cost.

4.6 Inspection and Acceptance Limits for Level & Alignment

- 4.6.1 Co-ordinates of foundations/supporting structures/mounting holes etc. shall be checked with respect to the plot plans by EC.
- 4.6.2 Before equipment are placed on foundations, orientations shall be checked with respect to piping drawings.
- 4.6.3 When equipment are firmly bolted down but prior to grouting, verticality of all equipment shall be checked by using theodolite. Tolerances for equipment after erection shall be as per EIL Standard 7-12-0001. The allowable deviation from plumb line shall be 1 mm per metre height, subject to maximum of 6 mm.
- 4.6.4 Horizontal equipment shall be checked for level across machined face of nozzle flanges with precision level.
- 4.6.5 Difference in elevation of centerline from one end to the other end shall not be more than 1 mm per meter and limited to ± 3 mm maximum. Further elevation difference shall be such as to ensure complete draining of equipment.
- 4.6.6 Survey of column inside and checking the levelness of support rings, location of bolting bars to ensure that the same are as per column drawings and within tolerances specified in standard 7-14-0001. In case these are not within permissible tolerances, the same shall be reported to EIC for necessary rectification/modification.

4.7 Safety, Health & Environment

EC shall install an exhaust fan for exhaling welding/ cutting fumes etc. and to maintain adequate oxygen level, before any work is started inside confined spaces (i.e. columns). Adequate ventilation shall be maintained at all times. Gas/LPG cylinders shall not be taken inside confined space. When a worker/supervisor enters a confined space, it shall be mandatory to have a second man as standby. Safety belts shall be worn while entering columns, if there is a danger of falling. All ladders/stair cases shall be in place before any item is offered to owner's inspectors. Rope ladders/scaffolding shall be provided inside the column in case tower internals are not easily approachable from column manhole. Low voltage (24 V) lamps equipped with guards shall be used to prevent accidental contact with bulb. All electrical connections shall be through ELCB's and proper earthing shall be ensured. Acids and other materials used for pickling shall be disposed off to a designated place as directed by owner/EIL. All statutory Regulations and owner's safety, health and environment requirements

shall be complied with. Inspection aids for carrying out the inspection of internals shall also be provided.

5.0 ERECTION OF ROTATING EQUIPMENT

5.1 Scope of Work of Erection Contractor

The scope of work shall consist of transportation of Rotating Equipments and accessories from Owner's stores to site, assembly of sub-assemblies/parts, erection of Rotating Equipments on foundations, levelling, aligning and grouting, preparation of Rotating Equipments for trial runs, carrying out no load/trial runs, return of any unused material to the owners stores and hand over in fit condition for the start- up of the Plant, as per instructions of EIC.

Defects due to EC's fault noticed during trial runs shall be rectified by him. Schedule of Quantities, indicate estimated numbers, dimensions and weights of the Rotating Equipments. The actual data on dimensions and weights will be in the vendor data manuals.

The term 'Rotating Equipment' includes all pumps, compressors, steam & gas turbines, fans and blowers, diesel engine/steam turbine/gas turbine generator sets along with drivers accessories & auxiliary systems.

5.2 General Conditions of Erection

5.2.1 All Rotating Equipment erection shall be done by experienced fitters. For this purpose EC shall employ experienced and suitably qualified erection supervisor and crew who have done similar jobs.

5.2.2 The Rotating Equipment manufacturer's instructions as available regarding installation and trial runs will be passed on to EC during the course of work. The requirements prescribed therein shall be met in addition to what is stated in this specification. Erection shall be carried out as per instructions of the Rotating Equipment manufacturer's representative and under their supervision whenever the manufacturer is present at site. In all other cases instructions of the EIC, regarding procedure/sequence of erection shall be binding on EC.

5.2.3 For all Rotating Equipment, EC shall follow the proper sequence for assembly and erection. For Rotating Equipment received along with driver in coupled condition, the coupling bolts shall be dismantled by EC, and alignment shall be rechecked. Realignment, if required, shall be done before recoupling.

Where drivers and couplings are provided separately, drilling and tapping of holes in the base plates for fixing drivers, fixing of couplings on shafts, after enlarging the pilot bores to the correct size with key way etc. and dowelling including provision of dowel pins, alignment screws, jack-up screws or similar arrangements for retaining the alignment shall be carried out by EC as part of erection work. Shims & wedges as required for alignment shall be supplied by EC.

5.2.4 Process and utility (such as cooling water, steam flushing, quenching, lubricating oil, sealing etc.) connections connected with rotating equipment and its auxiliaries shall be fabricated and/or installed by EC from materials supplied by the Owner as per drawings, specifications and instructions of the EIC.

5.2.5 Piping and accessories supplied with the rotating equipment such as seal oil/Gas system, cooling water system & Lube oil system etc. shall be tagged separately and kept in EC's stores till erection. All flanged connections and openings shall be kept blanked with dummies/plugs to prevent entry of foreign matter.

5.2.6 The local mounted instruments such as pressure gauges, sight glasses, temperature gauges etc. and Local instrument panels, if any, with necessary connections, shall be installed by EC as part of rotating equipment erection.

5.2.7 After initial alignment, the Rotating Equipments shall be properly grouted. Grouting shall be carried out as per this specification. Wherever grout holes are provided in the base plates, grout shall be filled through them also.

Epoxy grout where recommended by the rotating equipment manufacturer, shall be provided by EC and shall be as specified in this standard.

5.2.8 Alignment between the Driver and driven equipment shall be done without connecting the equipment nozzles to respective piping. After completion of alignment, the equipment shall be connected to Piping. After the piping has been connected, the alignment shall be re-checked by EC, to ensure that piping connections do not induce any undue stresses on the Rotating Equipments. After making necessary corrections on the piping, if any, re-alignment shall be done by EC and he will ensure that no undue stresses are induced on the Rotating Equipment.

5.3 Special Instructions

EC in addition to general instructions for erection as outlined in para 5.2 above, shall also follow the following special instructions.

5.3.1 Pumps

Depending upon the size of equipment, Pump train will be supplied for erection in any of the following modes :

- (a) Pumps with drivers and accessories fully assembled on a common skid (Base plate).
- (b) Pumps mounted on base plate and couplings and driver supplied loose in separate packs.
- (c) Various major components such as pump, drivers, couplings, gear boxes & base plates auxiliary systems like lube, seal flush equipment in separate packs.

5.3.2 Reciprocating Type Compressors

5.3.2.1 Reciprocating compressors may be supplied for erection in knocked down condition in multiple packaged subassemblies such as frame assembly, distance pieces, fly wheels, cylinder block assemblies, valve assemblies etc. and other accessories such as, drivers, couplings, gear boxes (if any), control panels, gauge boards, coolers, lube oil systems, cooling water systems, etc. would be in separate packages.

Besides the above there would be other packages for loose supplied items such as instruments, pre-fabricated piping, and piping/tubing in commercial lengths.

Lifting devices for erection shall be arranged by EC depending on the weight of packages and elevation of installation.

5.3.2.2 In case of Rotating Equipments received in knocked down condition, the various parts shall be assembled as per instructions of the EIC and as per manufacturer's instructions. All parts of the Compressor shall be thoroughly cleaned with solvents to remove protective compounds if any, before assembly.

5.3.2.3 The compressor, driver and other accessories shall be erected on their respective foundations and the compressor, couplings, gear box and driver shall be aligned and grouted as per the manufacturer's instructions and instructions of EIC and the manufacturers supervisor (when present). There-after all process and utility, drain & vent connections shall be completed as per the relevant drawings/instructions of equipment manufacturer and advice of EIC.

5.3.2.4 Final alignment shall be done after all the piping connections such as water, steam, drains and connection to coolers etc. are made. Tolerances for alignment shall be maintained as specified in the Manufacturer's Instruction Manual. To ensure that piping connections do not induce any undue stresses on the Rotating Equipment, the alignment shall be checked once again by EC after the piping has been connected. Any correction necessary for proper alignment shall be done by EC.

5.3.2.5 EC shall carefully study the vendor drawings, manuals and other data before start of the job to ensure correct erection, alignment and commissioning.

5.3.3 Centrifugal Compressors & Expanders

5.3.3.1 Centrifugal Compressors are supplied for erection in multiple packages such as,

- Compressor casings
- Drivers (Electrical motors, Steam/Gas turbines - ♦)
{ ♦ : Steam/Gas turbines would be further supplied in multiple packages }
- Base plates (or skids)
- Lube oil/control oil systems
- Sealing systems
- Air filters (for gas turbines & compressors for air service)
- Temporary strainers
- Couplings
- Gear boxes
- Coolers
- Gauge boards
- Control panels
- Lube & Seal Oil tanks
- Fire systems (for gas turbines)
- Condensers (for steam turbines)
- Condensate systems (for steam turbines)
- Loose supply items
- Pre-fabricated & Commercial lengths piping, tubing.
- Other miscellaneous packages

5.3.3.2 Other requirements shall be same as defined in para's 5.3.2.2 to 5.3.2.5 above.

5.4 Trial Runs of Machinery

5.4.1 Any construction defects shall be intimated to EIC before start-up. All protective and safety guards shall be installed and rotating equipment shall be checked for free movement by manual barring over. All foundation bolts and alignment shall be checked before starting the trial runs, if damaged, rotating equipment may have to be opened and repaired as directed by EIC. Prior to carrying out the trial runs, the rotating equipment will be subjected to necessary checks by the EIC and the trial runs shall be commenced only after the approval of the EIC.

- 5.4.2 Unless otherwise specified, all the rotating equipment will be subjected to trial runs for a continuous operation of 72 hours. In case of motor driven rotating equipments, motors shall be decoupled and turned over to other agencies doing electrical work for testing and no load running of motors. After the no load runs of motors are satisfactorily completed, EC shall recouple the motors to the rotating equipment and recheck the alignment. The trial run of the rotating equipment shall be started only after the above is completed. EC shall provide, as part of his work, necessary skilled personnel (excluding the operating personnel) for conducting the trial runs round the clock during the trial runs period. The duration of trial run may be extended if it is considered necessary in the opinion of EIC and EC shall provide personnel for such extended period also. Final inspection of bearing etc. shall be carried out by EC after the Machinery had gone through the trial run and defects, if any, shall be made good for rendering the rotating equipment ready for start up.
- 5.4.3 During the trial runs, readings of bearing temperature, cooling water inlet and outlet temperatures, lube oil inlet/outlet temperature and pressure, rotating equipment discharge pressure and temperature, starting in current, no load/full load current etc. shall be recorded, wherever necessary, by EC. Trial reports shall be prepared in the approved proforma by EC containing all the above details and submitted to the EIC as part of completion documents.
- 5.4.4 EC shall also provide necessary improvised fencing and watch & ward personnel as safety measures during trial runs.

5.5 System Start up

During start-up, EC shall provide necessary skilled personnel as per requirement of EIC, to rectify defects noticed in the rotating equipment, if such defects are attributed to him.

6.0 EQUIPMENT GROUTING

All anchor bolt sleeves/pockets and space under Base plates/machine base frames/shoe plates, etc. shall be grouted with either free flow non shrink cementitious or epoxy grout as per the following categorisation:

Sr. No.	Type of Grout	Application
1	Non shrink cementitious grout	All static and rotating equipments, unless covered in 2) below, viz Static equipments like tall columns, vertical silo, blender etc. and horizontal vessel, drum, sphere, bullets, filter, heat exchangers, coolers etc. and other similar equipments, steel stack/chimney, furnace etc. Low frequency, medium frequency, high frequency rotating machines like compressors (centrifugal, reciprocating, diaphragm, screw, gear type etc.). Induced draft fan, forced draft fan, air blowers, pumps (centrifugal, reciprocating, diaphragm, gear type etc.), expanders, turbine, generator, diesel generator, air coolers (fin fan cooler) and other similar equipment. Machine like screen vibrator, extractor, centrifuge pulverizer, dryer, drop hammer, ball mill, crushers, bagging machine and general workshop equipment.
2	Epoxy grout	Specifically if requested by the Machine Vendor.

6.1 Grout (Material)

All material used for grout shall be in EC's scope. Only approved grout material shall be used. EC shall submit details of grout materials for prior approval of EIC.

6.1.1 Non-Shrink Grout

Non-shrink grout shall be premix type of cementitious (cement pregraded fibre and additive) non-shrink, ready to use grout in dry powder form. It shall have free flow property when mixed with required quantity of water. It shall have initial setting time of 30 minutes.

It shall have the following features:

- Non corrosive to anchor bolts, base plate/saddle/frame, sliding plate.
- Not harmful to concrete and reinforcing steel.
- Non toxic
- Frost, oil and fire resistant
- Require normal curing
- Suitable to use under restraints and grout thickness required
- Expansive to counteract initial shrinkage
- Ensure high early strength without surface crack.
- Suitable for temperature of above 0 deg.C to 200 deg.C.
- Maximum flow distance is compatible to the dimensions of base plate/ saddle/frame.
- It should be resisted to the chemicals, gases etc. being handled in equipment/machines.

It should have the following physical properties:

- Min. Compressive strength at	3 days	25 N/mm ²
	7 days	30 N/mm ²
	28 days	40 N/mm ²
- Min. Tensile strength at	28 days	3.5 N/mm ²
- Min. Bond strength at	7 days	12 N/mm ²
- Max. Onstrained Expansion in	2 hours	4%
- Min. Density		2000 kg/m ³

6.1.2 Epoxy Grout

Epoxy grout shall consist of epoxy resin base, hardener and filler component like graded and blended aggregate. Components of epoxy grout shall be of desired grade and mixed in proportion recommended by manufacturer such that it is injectable under base plate/frame/saddle etc., has low viscosity to meet the flow distances according to dimensions of base plate saddle/frame, it is suitable for the desired thickness, it is homogenous, free from segregation, attains high early and high final strength. It shall have minimum Pot life of 30 minutes. It shall have all the features as specified in clause 6.1.1 except for expansive properties.

It should have the following physical properties :

- Min. compressive strength at	1 day	75 N/mm ²
	7 days	85 N/mm ²
- Min. Flexural strength	7 days	25 N/mm ²

6.2 Grouting (Placement)

6.2.1 Surface Preparation

Prior to positioning of equipment/machine etc. over concrete pedestal, foundation, slab, beam, etc. all laitance & loose material shall be removed by wire brushing & chipping. The bearing concrete surface shall be sufficiently levelled, hacked with flat chisels to make it rough, clean (using compressed air). Additional chipping, if required, to suit level of base plate and/or minimum thickness of grout shall also be done. In case of use of cementitious grout surface shall be thoroughly wet. All pockets for anchor bolts shall also be similarly cleaned. Any excess water shall be removed. In case of use of epoxy grout, it shall be ensured that surface/pocket to receive grout is totally dry. After erection, alignment/plumbing of equipment/machine in required level, orientation and plumb and installation of sliding plate. Forms shall be constructed around and joints made tight to prevent leakage of the grout.

6.2.2 Preparation of Grout

6.2.2.1 In case of premix type of grout water shall be added in required quantity as specified by supplier and/or EIC. Any specific instruction of manufacturer will be strictly followed.

6.2.2.2 In case of epoxy grout required quantity of all constituents shall be mixed in proportion recommended by manufacturer/supplier and/or EIC. All specific requirements of manufacturer/ supplier shall be strictly followed.

6.2.2.3 Required quantity of grout shall be made considering initial setting/pot life of grout. Any grout not used within initial setting time/pot life shall be rejected and in no case used for grouting.

6.2.3 Placement of Grout

6.2.3.1 Placing of grout shall be taken up only after level, orientation, alignment of equipment/machine has been approved by EIC and anchor bolts are placed in pocket.

6.2.3.2 In case of epoxy grout EC shall give details of grouting scheme and get approval of EIC.

6.2.3.3 The grout mixture shall be poured/injected continuously (without interruption till completion) by grouting pump/injecting gun from one side of base plate and spread uniformly with flexible steel strip and rammed with rods till the space is filled solidly and grout mixture carried to the other side of base plate and fill all pockets. Any specific requirement of manufacturer/supplier shall be strictly followed. Epoxy grout shall be done by or under supervision of manufacturer/supplier and/or agency having adequate experience in this field as per direction of EIC.

Total work shall be done under supervision and direction of EIC and care shall be taken that alignment of equipment/machine is not disturbed.

6.2.3.4 Grout mixture shall be allowed to harden for a period of minimum 7 days or as required by manufacturer/supplier of grout and/or as decided by EIC. At the end of this period, the shims/edges/pack plate may be removed and anchor bolts tightened uniformly. Alignment of equipment/machine shall be rechecked and if found correct, the voids left by the removal of shims/wedges/pack plate (if removed) must be filled up with a similar mixture of grout. In case after checking, serious misalignment is indicated, the grout shall be removed completely and fresh grouting is done after making appropriate correction of alignment.

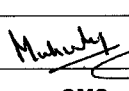
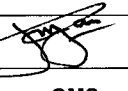
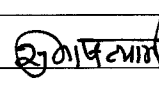
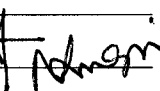
6.2.3.5 Minimum thickness of grout shall be 25mm for all types of grout and maximum thickness shall be 40mm for non-shrink grout. For epoxy grout the maximum thickness shall be as per manufacturer's recommendation and/or as specified in drawing.

7.0 REFERENCE EIL STANDARDS/ SPECIFICATIONS

6-14-0003	Installation Procedure for Trays & Tower Internals
6-14-0011	Specification for Packing the Column
6-14-0016	Standard Specification for Review of Site Installation of Column Internals.
6-79-0011	Standard Specification for Corrosion Protection Tape Coating for Underground Steel Piping.
6-79-0020	Standard Specification for Surface Preparation and Protective Coating (New Construction)
7-12-0001	Vessel Tolerances.
7-12-0002	Support for Horizontal Vessel
7-12-0003	Wooden Pillow for Saddle Support
7-12-0004	Skirt Base Details
7-12-0024	Lifting Lug Top Head Type
7-14-0001	Construction Tolerance for Welded Supports for Tray / Tower Internals

बोलीकर्ता से गुणवत्ता प्रबंधन
प्रणाली अपेक्षाओं हेतु विनिर्देश

SPECIFICATION FOR QUALITY
MANAGEMENT SYSTEM
REQUIREMENTS FROM BIDDERS

0	04.06.09	Issued as Standard Specification	 QMS Standards Committee	 QMS Standards Committee	 SCT	 ND
Rev. No	Date	Purpose	Prepared by	Checked by	Standards Committee Convenor	Standard Bureau Chairman
						Approved by

Abbreviations:

MR	-	Material Requisition
PR	-	Purchase Requisition
PO	-	Purchase Order
QA	-	Quality Assurance
QMS	-	Quality Management System
ISO	-	International Organization for Standardization
CV	-	Curriculum Vitae

QMS Standards Committee

Convenor: Mr. S.C. Tyagi

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Mr. R.K. Sabharwal (C&P)
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Mr. Ravindra Kumar (Const.)
Mr. Mukesh Meena (CQA)

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Attachment

Format for Concession/Deviation Permit : Format No.5-0000-0180-F1

1.0 SCOPE

This specification establishes the Quality Management System requirements to be met by BIDDER for following purpose:

- QMS requirements to be met by suppliers/contractors after award of work/during contract execution.

2.0 DEFINITIONS

2.1 Bidder

For the purpose of this specification, the word "BIDDER" means the person(s), firm, company or organization who is under the process of being contracted by EIL / Owner for delivery of some products (including service). The word is considered synonymous to supplier, contractor or vendor.

2.2 Project Quality Plan

Document tailored from Standard Quality Management System Manual of BIDDER, specifying how the quality requirements of the project will be met.

2.3 Owner

Owner means the owner of the project for which services / products are being purchased and includes their representatives, successors and assignees.

3.0 REFERENCE DOCUMENTS

6-78-0002	Specification for Documentation Requirements from Contractors
6-78-0003	Specification for Documentation Requirements from Suppliers

4.0 QUALITY MANAGEMENT SYSTEM – GENERAL

Unless otherwise agreed with EIL / Owner, the BIDDER proposed quality system shall fully satisfy all relevant requirements of ISO 9001 "Quality Management Systems – Requirements." Evidence of compliance shall be current certificate of quality system registration to ISO 9001 or a recent compliance audit recommending registration from a registrar. The quality system shall provide the planned and systematic control of all quality related activities for execution of contract. Implementation of the system shall be in accordance with BIDDER'S Quality Manual and PROJECT specific Quality Plan.

5.0 QUALITY SYSTEM REQUIREMENTS

5.1 BIDDER shall ensure that the responsible authority for execution of the order / contract has communicated the PO / contract requirements including any identified or intended statutory and regulatory requirements to all concerned in their organization and sub-contractor's organization who are contributing to the execution of the PO/ contract.

5.2 BIDDER shall establish a documented Quality Policy and Quality Objectives to achieve the specified and intended requirement of PO / contract.

- 5.3** BIDDER shall identify and communicate the responsibilities and authorities of the personnel contributing to the execution of the PO / contract.
- 5.4** BIDDER shall deploy competent and trained personnel for various activities for fulfillment of PO / contract. BIDDER shall arrange adequate infrastructure and work environment to ensure that the specification and quality of the deliverable are maintained.
- 5.5** BIDDER shall do the quality planning for all activities involved in delivery of order. The quality planning shall cover as minimum the following:
- Resources
 - Product / deliverable characteristics to be controlled.
 - Process characteristics to ensure the identified product characteristics are realized
 - Identification of any measurement requirements, acceptance criteria
 - Records to be generated
 - Need for any documented procedure
- The quality planning shall result into the quality assurance plan, inspection and test plans (ITPs) and job procedures for the project activities in the scope of bidder. These documents shall be submitted to EIL/Owner for review/approval, before commencement of work.
- 5.6** Requirements for sub-contracting / purchasing of services specified in contract / tender shall be adhered to. Wherever requirements are not specified, the sub-contractor shall establish and maintain a system for purchasing / sub-contracting to ensure that purchased product / service conforms to specified requirements. Criteria for selection of sub-contractor, evaluation, re-evaluation, maintenance of purchasing data and verification of purchased product (sub-contractor services), constitute important components of this requirement.
- 5.7** BIDDER shall plan and carry production and service provision under controlled conditions. Controlled conditions shall include, as applicable
- a) the availability of information that describes the characteristics of the product
 - b) the availability of work instructions
 - c) the use of suitable equipment
 - d) the availability and use of monitoring and measuring devices
 - e) the implementation of monitoring and measurement
 - f) the implementation of release, delivery and post delivery activities
- 5.8** BIDDER shall validate any processes for production and service provision where resulting output cannot be verified by subsequent monitoring and measurement. This includes any process where deficiencies become apparent only after the product is in use or service has been delivered.
- 5.9** BIDDER shall establish a system for identification and traceability of product / deliverable throughout product realization. Product status with respect to inspection and testing requirements shall be identified.
- 5.10** BIDDER shall identify, verify, protect and safeguard EIL / Owner property (material / document) provided for use or incorporation into the product. If any Owner / EIL property is lost, damaged or otherwise found to be unsuitable for use, this shall be reported to the EIL / Owner.

- 5.11** BIDDER shall preserve the conformity of product / deliverable during internal processing and delivery to the intended destination. Requirements mentioned in the tender shall be adhered to.
- 5.12** BIDDER shall establish system to ensure that inspection and testing activities are carried out in a manner that is consistent with the inspection and testing requirements. Where necessary, measuring equipments shall be calibrated at specified frequency, against national or international measurement standards; where no such standard exists, the basis used for calibration shall be recorded. The measuring equipments shall be adjusted or re-adjusted as necessary, identified to enable the calibration status to be determined. The measuring equipments shall be protected from damage during handling, maintenance and storage.
- 5.13** BIDDER shall ensure effective monitoring, using suitable methods, of the processes involved in production and other related processes for delivery of the scope of contract.
- 5.14** BIDDER shall monitor and measure the characteristics of the product/deliverable to verify that product requirement has been met. The inspection (stage as well as final) by BIDDER and EIL / Owner personnel shall be carried out strictly as per the ITPs forming part of the contract. Product release or service delivery shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by relevant authority and where applicable by Owner / EIL.
- 5.15** BIDDER shall establish and maintain a documented procedure to ensure that the product which does not conform to requirements is identified and controlled to prevent its unintended use or delivery
- 5.16** All non-conformities (NCs) / deficiencies found by the BIDDER'S inspection / surveillance staff shall be duly recorded, including their disposal action shall be recorded and resolved suitably. Effective corrective and preventive action shall be implemented by the BIDDER so that similar NCs including deficiencies do not recur.
- 5.17** All deficiencies noticed and reported by EIL / Owner shall be analyzed by the BIDDER and appropriate corrective and preventive actions shall be implemented. BIDDER shall intimate EIL / Owner of all such corrective and preventive action implemented by him.
- 5.18** BIDDER should follow the standards, specifications and approved drawings. Concessions/Deviations shall be allowed only in case of unavoidable circumstances. In such situations Concession/deviation request must be made by the BIDDER in attached Format No. 5-0000-0180-F1.
- 5.19** BIDDER shall have documented procedure for control of documents.
- 5.20** All project records shall be carefully kept, maintained and protected for any damage or loss until the project completion, then handed over to EIL / Owner as per contract requirement (Refer Specification Nos. 6-78-0002 - Specification for Documentation Requirements from Contractors and 6-78-0003 - Specification for Documentation Requirements from Suppliers), or disposed as per relevant project procedure.
- 5.21** BIDDER shall prepare and submit for review and approval, Project Quality Plan / Quality Assurance Plan for contracted scope / job. The BIDDER'S Quality Plan shall address all of the applicable elements of ISO 9001, identify responsible parties within BIDDER'S organization, for the implementation / control of each area, reference the applicable procedures used to control / assure each area, and verify the documents produced for each area. The Project Quality Plan shall necessarily define control or make reference to the relevant procedures, for design and engineering, purchase, documentation, record control, bid evaluation, inspection, production/manufacturing, preservation, packaging and storage,

quality control at construction site, pre-commissioning, commissioning and handing over (as applicable) in line with contract requirement and scope of work.

6.0 AUDITS

BIDDER shall plan and carry out the QMS audit for the job. Quality audit programme shall cover design, procurement, construction management and commissioning as applicable including activities carried out by sub-vendors and sub-contractors. This shall be additional to the certification body surveillance audits carried out under BIDDER'S own ISO 9001 certification scheme.

The audit programmes and audit reports shall be submitted to EIL / Owner as per specified documentation requirements. EIL or Owner's representative reserves the right to attend, as a witness, any audit conducted during the execution of the WORKS.

In addition to above EIL, Owner and third party appointed by EIL/Owner may also perform Quality and Technical compliance audits. BIDDER shall provide assistance and access to their systems and sub-contractor / vendor systems as required for this purpose. Any deficiencies noted shall be immediately rectified by BIDDER.

7.0 DOCUMENTATION REQUIREMENTS

BIDDER shall submit following QMS documents immediately after award of work (Within one week) for record / review by EIL / Owner.

- Organization chart (for complete organization structure and for the project)
- Project Quality Plan/Quality Assurance Plan
- Job specific Inspection Test Plans
- Job Procedures
- Inspection/Test Formats

In addition to above QMS documents, following documentation shall be maintained by the BIDDER for submission to EIL / Owner on demand at any point of time during execution of the project.

- Quality Manual
- CVs of the personnel in BIDDER'S QA Organogram
- Certificate of approval for compliance to ISO: 9001 standard
- Procedure for Control of Non-conforming Product
- Procedure for Control of Documents
- Sample audit report of the QMS internal and external audits conducted during last one year
- Customer satisfaction reports from at least 2 customers, during the last one year
- Project audit report
- Corrective action report on the project audits
- Technical audit reports for the project

Documents as specified above are minimum requirements. BIDDER shall submit any other document/data required for completion of the job as per EIL/Owner instructions.

CONCESSION/DEVIATION PERMIT

(USE ONLY THIS PAGE FOR COMMUNICATION WITH VENDOR/CONTRACTOR)

TO BE FILLED BY ORIGINATOR	Project _____		Originator Ref. _____	
	Job No. _____		Order/Contract No. _____	
	Equipment Title _____		Item No. _____	
	Originator: Vendor/Contractor _____			
	Caution : Originator to note that any delay in processing of concession/deviation permit shall be to originator's account and shall not be used as a reason for extension in delivery			
	Requirement as per specification		Description of Concession/Deviation sought	
Why the Concession/Deviation is required? Supporting evidence/calculations enclosed/not enclosed				
Contractual implications if Concession/Deviation is granted:				
* Time impact		More/Less/No change		
* Cost impact		More/Less/No change		
* Performance Warranty/Guarantee		Affected/Not affected		
Under present constraints requested Concession/deviation is most optimum for the project and does not involve any hazard, and shall meet the stipulated performance requirements.				
Date: _____				
Signature Vendor /Contractor (with seal)				

Decision on Concession/Deviation including decision, on time and cost implications

(To be filled by the Inspection engineer [at RPO/HO] or RCM, responsible for conveying the decision to the originator, after resolution)

Date: _____

Signature _____

Location : _____

Name _____

Opinion from EIL site supervisor/inspection engineer
(Specify whether post-facto approval required for regularization)

Date : _____

Name : _____
RPO/Site Name _____

Original forward to : _____
(Target division/department/group)

Copy to : _____
(Project Manager)

Date : _____

Name : _____

Disposal by target division/department

Whether any vendor/contractor made 'Technically not Acceptable' during bid evaluation, on the aspect of which this concession/deviation is sought-----YES/NO

Date : _____

Name : _____

Final decision of Project Manager along with overall review
(Client's decision required/not required)

Date : _____

Name : _____

Client's decision, if required

Date : _____

Signature : _____
Name : _____

ठेकेदारों से प्रलेखन अपेक्षाओं हेतु विनिर्देश

SPECIFICATION FOR DOCUMENTATION REQUIREMENTS FROM CONTRACTORS

0	04.06.09	Issued as Standard Specification	QMS Standards Committee	QMS Standards Committee	SCT	ND
Rev. No	Date	Purpose	Prepared by	Checked by	Standards Committee Convenor	Standards Bureau Chairman
Approved by						

Abbreviations:

HOD	-	Head of Division / Department
QMS	-	Quality Management System
MOU	-	Memorandum of Understanding
EDMS	-	Electronic Document Management System
FOA	-	Fax of Acceptance
LOA	-	Letter of Acceptance
ITP	-	Inspection and Test Plan
URL	-	Universal Resource Locator

QMS Standards Committee

Convenor: Mr. S.C. Tyagi

Members: Mr. Chandra Kant (Insp.)
Mr. R.K. Trivedi (Engg.)
Mr. R.K. Sabharwal (C&P)
Mr. M.P. Jain (Projects)
Mr. Ravindra Kumar (Const.)
Mr. Mukesh Meena (CQA)

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Format for Drawing/Documentation Transmittal	:	Format No. 3-78-0001
Format for Drawing/Documentation Schedule	:	Format No. 3-78-0002
Format for Comments Resolution sheet	:	Format No. 3-78-0003
Format for completeness of Final Documentation	:	Format No. 3-78-0004

1.0 SCOPE

This specification establishes the Documentation Requirements from Contractors

All documents/data against the Tender / Contract shall be developed and submitted to EIL/Owner by the contractor for review / records, in line with this specification.

2.0 DEFINITIONS

2.1 Contractor

For the purpose of this specification, the word "CONTRACTOR" means the person(s), firm, company or organization who is under the process of being contracted by EIL / Owner for delivery of some products and services. The word is considered synonymous to bidder, supplier or vendor.

2.2 Owner

Owner means the owner of the project for which services / products are being purchased and includes their representatives, successors and assignees.

3.0 REFERENCE DOCUMENTS

6-78-0001 Specification for Quality Management System Requirements from Bidders

4.0 DOCUMENTATION REQUIREMENTS

4.1 Documents/Data to be Submitted by the Contractor

4.1.1 The contractor shall submit the documents and data against the Tender/Contract as per the list specified in respective Tender/Contract.

4.1.2 Review of the contractor drawings by EIL would be only to review the compatibility with basic designs and concepts and in no way absolve the contractor of his responsibility/contractual obligation to comply with Tender/Contract requirements, applicable codes, specifications and statutory rules/regulations. Any error/deficiency noticed during any stage of manufacturing/execution/installation shall be promptly corrected by the contractor without any extra cost or time, whether or not comments on the same were received from EIL during the drawing review stage.

4.1.3 Unless otherwise specified, submission of documents for Review/Records shall commence as follows from the date of Fax of Intent /Letter of Intent:

QMS - 1 week
Drawing/Document Index - 2 weeks
Other Documents/Drawings - As per approved Drawing/Document Index/Schedule

4.1.4 Documents as specified in Tender/Contract are minimum requirements. Contractor shall submit any other document/data required for completion of the job as per EIL/Owner instructions.

4.2 Style and Formatting

- 4.2.1 All Documents shall be in ENGLISH language and in M.K.S System of units.
- 4.2.2 A blank space measuring 75 mm (W) x 38 mm (H) shall be provided on the body of all contractor drawings for marking of review codes by EIL.
- 4.2.3 Before forwarding the drawings and documents, contractor shall ensure that the following information are properly entered in each drawing:

Tender Number
Name of Equipment / Package
Equipment / Package Tag No.
Name of Project
Owner
Main Contractor (if work is sub-contracted)
Drawing / Document Title
Drawing / Document No.
Drawing / Document Revision No. and Date
Transmittal Number
EIL Vendor Print No.
(In case of second & subsequent Revisions)

Note: EIL "Vendor Print Number" is to be picked up from the EIL Review Code Stamp affixed on the previous revision.

4.3 Review and Approval of Documents by Contractor

- 4.3.1 The Drawing/Documents shall be reviewed, checked, approved and duly signed/stamped by contractor before submission. Revision number shall be changed during submission of the revised contractor documents and all revisions shall be highlighted by clouds. Whenever the contractor require any sub- contractor drawings to be reviewed by EIL, the same shall be submitted by the contractor after duly reviewed, approved and stamped by the contractor. Direct submission of sub- contractor's drawings without contractor's approval shall not be entertained.

4.4 Document Category

4.4.1 Review Category

Following review codes shall be used for review of contractor Drawings/Documents:

Review Code 1	-	No comments.
Review Code 2	-	Proceed with manufacture/fabrication as per commented document. Revised document required
Review Code 3	-	Document does not conform to basic requirements as marked. Resubmit for review
R	-	Retained for Records.
V	-	Void

4.4.2 Records Category

Documents under this category are meant for EIL records. These documents would not be returned to contractor. However, comments, if any, will be communicated to contractor.

4.5 Methodology for Submission of Documents to EIL/Owner

4.5.1 Submission of Soft Copy of Drawings/Documents

Soft copy of drawings/documents and data shall be uploaded on the EIL EDMS Portal. The detail guidelines for uploading documents on EIL EDMS Portal are available on following URL

<http://edocx.eil.co.in/vportal>

4.5.2 Submission of Hard Copy of Drawings/Documents

Required number of hard copies of drawings/documents shall be submitted as per Tender/Contract along with drawing/document transmittal, Format for Drawing/Document Transmittal (Format No. 3-78-0001) is attached with this specification.

4.5.3 Designated Authority for Submission of Drawings/Documents

Drawings/Documents shall be submitted to the designated authority of EIL/Owner as per Tender/Contract or as communicated to the contractor during kick off meeting or subsequent correspondences.

4.5.4 Drawing/Document Schedule

Contractor shall submit total index of drawings/documents required for review/records based on Tender/Contract along with schedule date of submission of each drawing/document. The drawing schedule shall be submitted in Format No. 3-78-0002 for approval of EIL/Owner. The drawing schedule shall be specific with regard to drawing/document no., the exact title and size of the drawing/document. For submission of drawing schedule, the contractor shall proceed based on Tender/Contract and subsequent correspondence. With each submission of drawings/documents, contractor shall submit updated index with schedule v/s actual submission dates, status of drawings, revision no., date, of approval etc. Any submission without index shall not be entertained for review. It shall be ensured that proper sequencing of the drawings/documents to be submitted is maintained in the drawing schedule.

4.5.5 Schedule and Progress Reporting

Contractor shall submit monthly progress report and updated procurement, engineering and manufacturing status (schedule vs. actual) every month. First report shall be submitted within 2 weeks from FOA/LOA. In case of exigencies, EIL/Owner can ask for report submission as required on weekly/fortnightly/adhoc basis depending upon supply status and contractor shall furnish such reports promptly without any price implication. Format for progress report shall be submitted by the contractor during kick off meeting or within one week of receiving FOA/LOA, whichever is earlier.

4.5.6 Quality Assurance Plan/Inspection and Test Plan

Inspection and test plans attached if any, to the tender are generic and indicative only. Immediately after receipt of the order, contractor shall submit within one week of receiving FOA/LOA, job specific ITPs based on the indicative ITPs. Further, contractor shall also submit Quality Assurance Plan for project activities in the scope of contract, starting from manufacturing to handing over/ commissioning, these plans shall cover/identify the activities, relevant procedure, if any, code of conformance, resources for performance and checking/monitoring, approval requirements and authority, records to be generated and audit scope by EIL/Owner.

4.5.7 Inspection Release Note (IRN)

Contractor shall ensure that all documents viz. documents reviewed, manufacture's test certificate etc., mentioned in Inspection Release Note (IRN), issued by EIL/third party against the materials supplied by contractor, are sent to EIL along with the IRN.

IRN shall be issued by EIL Inspector/ third party inspection agency only after all the drawings/documents as per contractor's index of drawings/documents are submitted and are accepted under review code-1. Material/Equipments dispatch from contractor's/sub vender's works shall not commence till above condition is met.

Note: Non fulfilling above requirement shall result into appropriate penalty or with- holding of payment as per conditions of Tender/Contract.

4.5.8 Statutory Approvals

Wherever approval by any statutory body is required to be taken by contractor, the contractor shall submit copy of approval by the authority to EIL.

4.5.9 Comments Resolution Sheets

While re-submitting drawings/documents the contractor shall confirm whether all comments have been incorporated, through a comments resolution sheet (As per attached format No. 3-78-0004). If any comments are not incorporated or excluded, then reason or justification for the same shall be furnished in comments resolution sheet

4.5.10 Multi Sheet Documents

Multi sheet documents other than drawings shall be submitted in their entirety in the event of a re-submission, even if only few sheets are revised.

4.6 Final Documentation

4.6.1 As built Drawings

Shop/Site changes made by contractor after approval of drawings under 'Code 1' by EIL and deviations granted in deviation permits, if any, shall be marked in hard copies of drawings which shall then be stamped 'As-built' by the contractor. These 'As-built' drawings shall be reviewed and stamped by EIL Inspector/Site engineer also. Format for completeness of final documents (Format No. 3-78-0005) is attached with this specification. Contractor shall prepare scanned images files of all marked – up 'As – built' drawings. Simultaneously contractor shall incorporate the shop/site changes in the native soft files of the drawings also.

4.6.2 As built Final Documents

As built final documents shall be submitted as listed in Tender/Contract.

4.6.3 Packing/Presentation of Final Documents

Final Documents shall be legible photocopies in A4, A3 size only. Drawings will be inserted in plastic pockets (both sides transparent, sheet thickness minimum 0.1 mm) with an extra strip of 12 mm wide for punching so that drawings are well placed.

Final Documentation shall be bound in hard board plastic folder(s) of size 265 mm x 315 mm (10¹/₂ inch x 12¹/₂ inch) and shall not be more than 75 mm thick. It may be of several volumes

and each volume shall have a volume number, index of volumes and index of contents of that particular volume. Where number of volumes are more, 90mm thickness can be used. Each volume shall have top PVC sheet of minimum 0.15 mm thick duly fixed and pressed on folder cover and will have 2 lever clip. In case of imported items documents, 4 lever clip shall also be accepted. All four corners of folders shall be properly metal clamped. Indexing of contents with page numbering must be incorporated by contractor. Spiral/Spico bound documents shall not be acceptable. As mentioned above, books should be in hard board plastic folders with sheets punched and having 2/4 lever clips arrangement.

Each volume shall contain on cover a title block indicating Tender No., name of project, name of customer, package equipment tag no. & name (if applicable). Each volume will have hard front cover and a reinforced spine to fit thickness of book. These spines will also have the title printed on them. Title shall include also volume number (say 11 of 15) etc.

4.6.4 Submission of Soft copies

Contractor shall submit to EIL, the scanned images files as well as the native files of drawings/documents, along with proper index.

In addition to hard copies, contractor shall submit electronic file (CD-ROM) covering soft copies of all the final drawings and documents, all text documents prepared on computer, scanned images of all important documents (not available as soft files), all relevant catalogues, manuals available as soft files (editable copies of drawings/text documents, while for catalogues/manuals/proprietary information and data PDF files can be furnished).

DRAWING/DOCUMENT TRANSMITTAL SHEET

CONTRACTOR'S VENDOR'S LOGO ETC.

PL. DO NOT CHANGE LOCATION OR EXCEED THIS SPACE

PR/TENDER NO.	:	JOB NO.	:
CONTRACTORS/VENDOR'S NAME	:	PROJECT	:
EIL LOI/PO NO.	:	CLIENT	:
CONTRACTOR'S VENDOR'S LETTER NO.	:	DATE	:

[illegible]

CATEGORY CODES:

R- Drawings which are required to be reviewed by EIL

I – Drawings which are to be submitted for EIL record

Page 1 of 1

EIL JOB NO. :	PROJECT
CONTRACTOR'S/VENDOR'S NAME	CONTRACTOR'S/VENDOR'S NAME, LOGO
EIL LOI/PO NO.	ETC.
DATE	PL. DO NOT CHANGE LOCATION OR EXCEED
CLIENT	THIS SPACE

[illegible]

R – Drawings which are required to be reviewed by EIL.
I – Drawings which are to be submitted for EIL record.

Comment Resolution Sheet

Job. No. _____

Project Title _____

Drawing/Document No. _____

Revision No. _____

S. NO.	EIL Comment	Incorporated Resolution	Remarks

COMPLETENESS OF FINAL DOCUMENTATION

Name of Supplier/Contractor :

Customer :

Project :

EIL's Job No. :

Purchase Order No./ :

Contract No. :

Purchase Requisition No./ :

Tender No. :

Rev. No. :

Name of the Work/ Equipment :

Tag. No. :

Supplier's/ Contractor's Works :

Order No. :

Certified that the Engineering Documents/ Manufacturing & Test Certificates submitted by the supplier are complete in accordance with the Supplier Data Requirements of Purchase Requisition.

Signature :

Date :

Name :

Designation :

Department :

Signature :

Date :

Name :

Designation :

Department :

Supplier/Contractor

EIL

आपूर्तिकर्ताओं से प्रलेखन अपेक्षाओं हेतु विनिर्देश

SPECIFICATION FOR DOCUMENTATION REQUIREMENTS FROM SUPPLIERS

0	04.06.09	Issued as Standard Specification	QMS Standards Committee	QMS Standards Committee	SCT	ND
Rev. No	Date	Purpose	Prepared by	Checked by	Standards Committee Convenor	Standards Bureau Chairman
Approved by						

Abbreviations:

HOD	-	Head of Division / Department
QMS	-	Quality Management System
MOU	-	Memorandum of Understanding
PO	-	Purchase Order
PR	-	Purchase Requisition
MR	-	Material Requisition
EDMS	-	Electronic Document Management System
FOA	-	Fax of Acceptance
LOA	-	Letter of Acceptance
ITP	-	Inspection and Test Plan
URL	-	Universal Resource Locator
PVC	-	Poly Vinyl Chloride
TPIA	-	Third Party Inspection Agency

QMS Standards Committee

Convenor: Mr. S.C. Tyagi

Members: Mr. Chandra Kant (Insp.)
Mr. R.K. Trivedi (Engg.)
Mr. R.K. Sabharwal (C&P)
Mr. M.P. Jain (Projects)
Mr. Ravindra Kumar (Const.)
Mr. Mukesh Meena (CQA)

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Attachments

Format for Drawing/Documentation Transmittal	:	Format No. 3-78-0001
Format for Drawing/Documentation Schedule	:	Format No. 3-78-0002
Format for Comments Resolution sheet	:	Format No. 3-78-0003
Format for completeness of Final Documentation	:	Format No. 3-78-0004

1.0 SCOPE

This specification establishes the Documentation Requirements from Suppliers.

All documents/data against the PO / PR / MR shall be developed and submitted to EIL/Owner by the suppliers for review / records, in line with this specification.

2.0 DEFINITIONS

2.1 Supplier

For the purpose of this specification, the word "SUPPLIER" means the person(s), firm, company or organization who is under the process of being contracted by EIL / Owner for delivery of some products (including service). The word is considered synonymous to bidder, contractor or vendor.

2.2 Owner

Owner means the owner of the project for which services / products are being purchased and includes their representatives, successors and assignees.

3.0 REFERENCE DOCUMENTS

6-78-0001 Specification for Quality Management System Requirements from Bidders

4.0 DOCUMENTATION REQUIREMENTS

4.1 Documents/Data to be Submitted by the Supplier

4.1.1 The Supplier shall submit the documents and data against the PO/PR/MR as per the list given in respective PO/PR/MR.

4.1.2 Review of the supplier drawings by EIL would be only to review the compatibility with basic designs and concepts and in no way absolve the supplier of his responsibility/contractual obligation to comply with PR requirements, applicable codes, specifications and statutory rules/regulations. Any error/deficiency noticed during any stage of manufacturing/execution/installation shall be promptly corrected by the supplier without any extra cost or time, whether or not comments on the same were received from EIL during the drawing review stage.

4.1.3 Unless otherwise specified, submission of documents for Review/Records shall commence as follows from the date of Fax of Intent /Letter of Intent:

QMS - 1 week
Drawing/Document Index - 2 weeks
Other Documents/Drawings - As per approved Drawing/Document Index/Schedule

4.1.4 Documents as specified in PO/PR/MR are minimum requirements. Supplier shall submit any other document/data required for completion of the job as per EIL/Owner instructions.

4.2 Style and Formatting

- 4.2.1 All Documents shall be in ENGLISH language and in M.K.S System of units.
- 4.2.2 A blank space measuring 75 mm (W) x 38 mm (H) shall be provided on the body of all supplier drawings for marking of review codes by EIL.
- 4.2.3 Before forwarding the drawings and documents, contractor shall ensure that the following information are properly entered in each drawing:

Purchase Requisition Number
Name of Equipment / Package
Equipment / Package Tag No.
Name of Project
Client
Drawing / Document Title
Drawing / Document No.
Drawing / Document Revision No. and Date
Transmittal Number
EIL Vendor Print No.
(In case of second & subsequent Revisions)

Note: EIL "Vendor Print Number" is to be picked up from the EIL Review Code Stamp affixed on the previous revision.

4.3 Review and Approval of Documents by Supplier

- 4.3.1 The Drawing/Documents shall be reviewed, checked, approved and duly signed/stamped by supplier before submission. Revision number shall be changed during submission of the revised supplier documents and all revisions shall be highlighted by clouds. Whenever the supplier require any sub-supplier drawings to be reviewed by EIL, the same shall be submitted by the supplier after duly reviewed, approved and stamped by the supplier. Direct submission of sub-supplier's drawings without contractor's approval shall not be entertained.

4.4 Document Category

4.4.1 Review Category

Following review codes shall be used for review of supplier Drawings/Documents:

Review Code 1	-	No comments.
Review Code 2	-	Proceed with manufacture/fabrication as per commented document. Revised document required
Review Code 3	-	Document does not conform to basic requirements as marked. Resubmit for review
R	-	Retained for Records.
V	-	Void

4.4.2 Records Category

Documents under this category are meant for EIL records. These documents would not be returned to supplier. However, comments, if any, will be communicated to supplier.

4.5 Methodology for Submission of Documents to EIL/Owner

4.5.1 Submission of Soft Copy of Drawings/Documents

Soft copy of drawings/documents and data shall be uploaded on the EIL EDMS Portal. The detail guidelines for uploading documents on EIL EDMS Portal are available on following URL

<http://edocx.eil.co.in/vportal>

4.5.2 Submission of Hard Copy of Drawings/Documents

Required number of hard copies of drawings/documents shall be submitted as per PO/PR/MR along with drawing/document transmittal, Format for Drawing/Document Transmittal (Format No. 3-78-0001) is attached with this specification.

4.5.3 Designated Authority for Submission of Drawings/Documents

Drawings/Documents shall be submitted to the designated authority of EIL/Owner as per PO/PR/MR or as communicated to the supplier during kick off meeting or subsequent correspondences.

4.5.4 Details of Contact Persons of Supplier

After placement of order supplier shall inform in writing the details of contact persons associated with the project / job. The details should include e-mail address, mailing address, telephone nos., fax nos. and names of associated persons of the supplier. The above details shall be sent to EIL Project Manager, EIL Inspection HO and concerned Regional Procurement office of EIL.

4.5.5 Drawing/Document Schedule

Supplier shall submit total index of drawings/documents required for review/records based on PO/PR/MR along with schedule date of submission of each drawing/document. The drawing schedule shall be submitted in Format No. 3-78-0002 for approval of EIL/Owner. The drawing schedule shall be specific with regard to drawing/document no., the exact title and size of the drawing/document. For submission of drawing schedule, the supplier shall proceed based on PO/PR/MR and subsequent correspondence. With each submission of drawings/documents, supplier shall submit updated index with schedule v/s actual submission dates, status of drawings, revision no., date, of approval etc. Any submission without index shall not be entertained for review. It shall be ensured that proper sequencing of the drawings/documents to be submitted is maintained in the drawing schedule

4.5.6 Schedule and Progress Reporting

Supplier shall submit monthly progress report and updated procurement, engineering and manufacturing status (schedule vs. actual) every month in, beginning within 2 weeks from FOA/LOA. In case of exigencies, EIL/Owner can ask for report submission as required on weekly/fortnightly/adhoc basis depending upon supply status and supplier shall furnish such reports promptly without any price implication. Format for progress report shall be submitted by the Supplier during kick off meeting or within one week of receiving FOA/LOA, whichever is earlier.

4.5.7 Quality Assurance Plan/Inspection and Test Plan

Inspection and test plans attached if any, to the MR/PR are generic and indicative only. Immediately after receipt of the order, supplier shall submit within one week of receiving FOA/LOA, the Quality Assurance Plan for manufacturing, covering quality control of critical bought out items/materials, inspection & testing at various stages of production, quality control records and site assembly & testing as may be applicable to the specific order and obtain approval from concerned Regional procurement Office of EIL/third party inspection agency, as applicable.

4.5.8 Inspection Release Note (IRN)

Supplier shall ensure that all documents viz. documents reviewed, manufacture's test certificate etc. mentioned in Inspection Release Note (IRN) issued by EIL/third party, are sent to EIL for issue of IRN.

IRN shall be issued by EIL Inspector/ third party inspection agency only after all the drawings/documents as per Supplier's index of drawings/documents are submitted and are accepted under review code-1. Material/Equipments dispatch from Supplier's/sub Supplier's works shall not commence till above condition is met.

Note: Non fulfilling above requirement shall result into appropriate penalty or withholding of payment as per conditions of PO/PR/MR.

4.5.9 Transportation Plan

Transportation Plan for Over Dimensional Consignments (ODC), if any, shall be submitted to concerned Regional procurement Office within 2 weeks of receiving FOA/LOA, for approval. Consignment with parameters greater than following shall be considered as over dimensional.

Dimensions: 5.5 meters width x 5.5 meters height x 25 meters length

Weight : 100 MT

4.5.10 Statutory Approvals

Wherever approval by any statutory body is required to be taken by Supplier, the Supplier shall submit copy of approval by the authority to EIL.

4.5.11 Comments Resolution Sheets

While re-submitting drawings/documents the supplier shall confirm whether all comments have been incorporated, through a comments resolution sheet (As per attached format No. 3-78-0004). If any comments are not incorporated or excluded, then reason or justification for the same shall be furnished in comments resolution sheet

4.5.12 Multi Sheet Documents

Multi sheet documents other than drawings shall be submitted in their entirety in the event of a re-submission, even if only few sheets are revised.

4.6 Final Documentation

4.6.1 As Built Drawings

Shop changes made by Supplier after approval of drawings under 'Code 1' by EIL and deviations granted in deviation permits, if any, shall be marked in hard copies of drawings which shall then be stamped 'As-built' by the supplier. These 'As-built' drawings shall be reviewed and stamped by EIL Inspector or TPIA also. Supplier shall prepare scanned images files of all marked – up 'As – built' drawings. Simultaneously Supplier shall incorporate the shop changes in the native soft files of the drawings also.

4.6.2 As Built Final Documents

As built final documents shall be submitted as listed in PO/PR/MR.

4.6.3 Packing/Presentation of Final Documents

Final Documents shall be legible photocopies in A4, A3 size only. Drawings will be inserted in plastic pockets (both sides transparent, sheet thickness minimum 0.1 mm) with an extra strip of 12 mm wide for punching so that drawings are well placed.

Final Documentation shall be bound in Hard board Plastic folder(s) of size 265 mm x 315 mm ($10\frac{1}{2}$ inch x $12\frac{1}{2}$ inch) and shall not be more than 75 mm thick. It may be of several volumes and each volume shall have a volume number, index of volumes and index of contents of that particular volume. Where number of volumes are more, 90mm thickness can be used. Each volume shall have top PVC sheet of minimum 0.15 mm thick duly fixed and pressed on folder cover and will have 2 lever clip. In case of imported items documents, 4 lever clip shall also be accepted. All four corners of folders shall be properly metal clamped. Indexing of contents with page numbering must be incorporated by supplier. Spiral/Spico bound documents shall not be acceptable. As mentioned above, books should be in hard board plastic folders with sheets punched and having 2/4 lever clips arrangement.

Each volume shall contain on cover a Title Block indicating package Equipment Tag No. & Name, PO/Purchase Requisition No., Name of Project and Name of Customer. Each volume will have hard front cover and a reinforced spine to fit thickness of book. These spines will also have the title printed on them. Title shall include also volume number (say 11 of 15) etc.

4.6.4 Submission of Soft Copies

Supplier shall submit to EIL, the scanned images files as well as the native files of drawings/documents, along with proper index.

In addition to hard copies, Supplier shall submit electronic file (CD-ROM) covering soft copies of all the final drawings and documents, all text documents prepared on computer, scanned images of all important documents (not available as soft files), all relevant catalogues, manuals available as soft files (editable copies of drawings/text documents, while for catalogues/manuals/proprietary information and data PDF files can be furnished).

4.6.5 Completeness of Final Documentation

Supplier shall get the completeness of final documentation verified by EIL and attach the Format for Completeness of Final Documentation (Format No. 3-78-004) duly signed by EIL Inspector or TPIA as applicable to the document folder.

DRAWING/DOCUMENT TRANSMITTAL SHEET

CONTRACTOR'S VENDOR'S LOGO ETC.
PL. DO NOT CHANGE LOCATION OR EXCEED THIS SPACE

PR/TENDER NO.	:	JOB NO.	:
CONTRACTORS/VENDOR'S NAME	:	PROJECT	:
EIL LOI/PO NO.	:	CLIENT	:
CONTRACTOR'S VENDOR'S LETTER NO.	:	DATE	:

[illegible]

CATEGORY CODES:

R- Drawings which are required to be reviewed by EIL

I – Drawings which are to be submitted for EIL record

Page 1 of 1

EIL JOB NO. :
CONTRACTOR'S/VENDOR'S NAME
EIL LOI/PO NO.
DATE
CLIENT

PROJECT

CONTRACTOR'S/VENDOR'S NAME, LOGO
ETC.
PL. DO NOT CHANGE LOCATION OR EXCEED
THIS SPACE

[illegible]

R – Drawings which are required to be reviewed by EIL.
I – Drawings which are to be submitted for EIL record.

Comment Resolution Sheet

Job. No. _____

Project Title_____

Drawing/Document No._____

Revision No. _____

[illegible]

COMPLETENESS OF FINAL DOCUMENTATION

Name of Supplier/Contractor :
Customer :
Project :
EIL's Job No. :
Purchase Order No./
Contract No. :

Purchase Requisition No./
Tender No. :

Rev. No. :

Name of the Work/ Equipment :
Tag. No. :
Supplier's/ Contractor's Works :
Order No. :

Certified that the Engineering Documents/ Manufacturing & Test Certificates submitted by the supplier are complete in accordance with the Supplier Data Requirements of Purchase Requisition.

Signature :
Date :
Name :
Designation :
Department :

Signature :
Date :
Name :
Designation :
Department :

Supplier/Contractor

EIL