

“Requisition Form” for temporary supply of Electricity to the working contractors/suppliers of Metro Railway, Kolkata

Following pro-forma is to be filled by the working contractors /suppliers of Metro Railway, Kolkata for provision of temporary power supply in connection with the Tender of Metro Railway only.

Serial No.	Items	Remarks																														
1	Name of the Firm with Address & Contract person with Phone No:	Name: _____ Address: _____ _____ _____ <table border="1"> <tr> <td>PIN</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Phone No.</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Mobile</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	PIN										Phone No.										Mobile									
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2	(a) Tender No/ LOA No.																															
	(b) Awarding Department.																															
3	Purpose for requirement of power																															
4	Nature of power supply:	(With meter / Without meter)																														
5	Specific location where Power is required :																															
6	(a) Details of required load (in KW).	Name of Machine/ Equipment (i) _____ (ii) _____ (iii) _____																														
	(b) Total load =	Capacity of Machine/ Equipment (i) _____ (ii) _____ (iii) _____																														
7	Type of Load	(i.e Single Phase / Three Phases) _____																														
8	Period of Power is required:	From _____ : To _____ (Total _____ Days) only.																														
9	Duration of power required.	From _____ hrs. : To _____ hrs. (Total _____ hrs.) only.																														

I am fully aware of the electrical safety as per IE rules. (Salient points overleaf) and I will ensure full compliance to ensure safety.

Date:

Signature of the Contractor with Seal

The above-mentioned information given by the contractor/suppliers is correct Electricity connection may be provided.

Date:

Signature of the Controlling Officer with seal

NB: The above mentioned requisition form must be submitted to this office at least seven working days before the date of requirement of power.

Web address: The “Requisition Form” can be downloaded from www.mtp.indianrailways.gov.in

Salient points of electrical safety as per IE rules

1. Handling of electric supply lines and apparatus:

- (i) **No person shall work on any live electric supply line** or apparatus and no person shall assist such person on such work unless he is authorized to do so, and takes the safety measures approved by the inspector.
- (ii) Every person who is working on any electric supply line or apparatus or both shall be provided with tools and devices such as **gloves, rubber shoes, safety belts, ladders**, earthing devices, helmets, line testers, and hand lamps etc. for protecting him from mechanical and electrical injury. Such tools and devices shall always be maintained in sound and efficient working conditions.
- (iii) **Do not get down on Railway track without taken permit-to-work (PTW) from authorized Railway's supervisor.**

2. Cables for portable or transportable apparatus:-

Flexible cables shall not be used for portable or transportable motors, generators, transformer rectifiers electric drills, electric sprayers, welding sets or any other portable or transportable apparatus unless they are heavily insulated and adequately protected from mechanical injury.