

Scope of Work Defensive Driving Training 2026

e-TENDER ID- 321931

**Scope of Work
for
Defensive Driving Training, Practical Assessment & Certification**

Doc No.: GEL/HSE & AI/Defensive Driving Training / 2026 / 001

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1. SCOPE

Defensive Driving Training to GEL employees & drivers, hired vehicle drivers, CNG & LNG transportation vehicle drivers and related practical & other assessments and certification, at all the operational locations of Gujarat Energy Limited.

2. LOCATION OF WORK

The proposed trainings & assessment are to be carried out at all locations of GEL. GEL operates in various Districts in the State of Gujarat, Punjab, Haryana, Rajasthan, Madhya Pradesh, Thane GA which includes Palghar district of Maharashtra and UT of Dadra Nagar Haveli. List of locations of GEL is given in Annexure-1

3. ABBREVIATION

GA	:	Geographical Area
GEL	:	Gujarat Energy Limited
IMS	:	Integrated Management System
QHSE	:	Quality, Health, Safety & Environment

4. REFERENCE

- GEL IMS Procedures – HSE-P-02: Rev 04-Procedure of Safety & Competency Training
- Annexure-1: List of GEL Geographical Areas
- Annexure-2: Training Attendance cum Assessment sheet
- Annexure-3: Typical Training Database Format
- Annexure -4: Minimum details & Specification of Defensive Driving Training (DDT) Card

5. SCOPE OF WORK – Service Provider

5.1 Service provider shall prepare Training module in English, Hindi/Local languages for each training category including below listed items but not limited to:

- Subject Theory
- Introduction & Basics of Defensive Driving
- Vehicle knowledge & driving skills
- Road signs and signals
- Road Safety rules & Driver Safety
- Pedestrian Safety
- Safe Driving behaviors
- Reasons of Road accidents
- Driving in risky or adverse conditions
- Route Risk Assessment & mitigations in terms of Hot-spots such as accident prone areas, sharp turns, blind turns, roads without divider, road with steep shoulders, gaps in dividers etc.
- Dynamic risk assessment & mitigations in terms of change in weather etc.
- Physical & Mental wellbeing of Drivers
- Driving Ergonomics
- Pre journey vehicle checks
- Vehicle Preventive Maintenance
- Motor Vehicle Act requirements
- Night Driving Safety requirements
- Responsibilities and actions to be taken in case of accident/incident/emergency situations
- Industry best practices
- Demonstration of use of Vehicle including safety devices
- Safety practices
- Do's & Don'ts
- Videos (actual/animation) – Task related and accident/incident related
- Pictograms/Photographs – Safe practice, Unsafe condition / Unsafe behavior
- Intermittent Quiz
- Incident lesson learnt
- Importance of GEL Driving life saver

Note: The slides need to be crisp, avoid busy slides. Also the photograph and videos used in presentation shall be clear and with high resolution.

5.2 Service provider shall submit above mentioned training module & assessment tool to GEL for approval

- 5.3 Defensive Driving Training shall be carried out by competent trainer as approved by GEL. Copy of CV of the trainer to be submitted to GEL.
- 5.4 Service Provider shall, on an as-required basis, **shall modify approved training modules to include customized slides** on specific topics identified by GEL. These may include, but are not limited to, incident case studies and lesson learned, hazard identification, risk perception improvement, behavioral safety, technological advancements, and other competency or HSE related subjects etc.
- 5.5 Above module modification/development of additional slides shall be prepared in a professional and structured manner, incorporating relevant data, visuals, and practical insights to enhance understanding and engagement. The Service Provider shall submit the draft content for review and approval by the designated GEL representative prior to finalization and delivery.
- 5.6 Trainer shall be well versed in English, Hindi & local languages and should deliver the training in English, Hindi and local languages as per the participating audience.
- 5.7 Trainer shall engage the participants throughout the training to ensure their full involvement during the training through various interaction mediums like quiz, group activities, questions & answers, query resolutions, videos, photographs, and other demonstration methods.
- 5.8 Post training, practical assessment shall be carried out for each participant.
- 5.9 Post training, assessment shall be carried out **Duly filled, signed and stamped - Attendance cum Assessment sheet** shall be submitted to GEL at the end of training & assessment.
- 5.10 **All qualified participants to be certified** in respective course for a period of three years for driving or as decided by GEL from time to time, relevant qualification/**Competency ID cards of good quality to be issued to qualified participants as per specifications defined in Annexure-4.**
- 5.11 Sample Training Card physical copy will be submitted to GEL for approval, one time, on the award of contract.
- 5.12 **Bidder shall implement and maintain a centralized, digital training Database to record, track, and monitor all training and competency assessments conducted under this contract.** The data shall be accessible to GEL.
- 5.13 Real-Time Updating Requirement: Service Provider shall ensure that all training and competency records are updated in the database within 48 hours of completion of training or assessment activities.
- 5.14 **Training Database Recording Format:** Service Provider shall adopt and maintain a **standardized digital format** for maintaining all training records as per the Annexure – 3.
- 5.15 Trainer shall submit below for each training as evidence of the training conducted at the end of the training to GEL representative.
- Photograph with training session in progress
 - Group photograph of trainer with all attendees
 - Duly filled signed and stamped Training Attendance cum Assessment Sheet
- 5.16 GEL Proposed dates for conducting training shall be fully adhered

- 5.17 To & fro transportation charges to GEL offices / sites including local transportation for conducting training/meeting shall be borne by Service provider
- 5.18 Lodging & Boarding charges if any shall be borne by Service provider
- 5.19 Service provider shall ensure that trainer and other support staff make inward and outward entry in visitor register while visiting GEL office / site
- 5.20 Service provider shall ensure that trainer and other support staff carry their I-card while visiting GEL office / site
- 5.21 All statutory norms as applicable including insurance coverage of trainers, the compliances to statutory law shall be produced to GEL on demand, failing which all further payments will be withheld till the proof of statutory compliance is produced and if deemed necessary Service provider shall be liable to re-fund the money.
- 5.22 Bills/Invoices shall be submitted with all necessary supporting documents including summary of day of training, type of training, location, participant attendance records, Training rate/unit cost etc.

6. OTHER TERMS & CONDITIONS

- 6.1 Performance of the trainer will be reviewed by GEL.
- 6.2 Number of participants per batch is at the discretion of GEL and the service provider shall have no objection whatsoever in any form.
- 6.3 Batch size will normally be between 20 to 30 participants; however, the minimum batch size will be 15 therefore if the participant size is less than 15, invoicing can be done considering minimum 15 participants.
- 6.4 Timing and selection of location may vary or differed without any liability to GEL.

7. GEL SCOPE OF WORK

- 7.1 Intimate the training schedule at least 5 working days in advance
- 7.2 Provide classroom with necessary training facilities
- 7.3 Provide stationary required for the training
- 7.4 Review and agree the training module & Assessment tool

8. VALIDITY

The contract shall be Annual Rate Contract (ARC) type and valid for 3 years from the date of the agreement. GEL reserves the right to terminate the services or contract, subject to non-satisfactory performance of service provider, at sole discretion of GEL.

9. PENALTY

Sr.no	Parameter	Service Level Agreement	Penalty
1	Delay in Mobilization	Service Provider to mobilize and commence training within 07 working days from the date of official training requirement communication	Penalty of ₹200 per day shall be imposed for delay in training beyond 07 Working days SLA from the date of official training requirement communication
2	Delay in Submission of Training Documents	Service Provider to submit the Training Assessment Report and Attendance Sheet within 3 working days from the completion of training	Penalty of ₹200 per day shall be imposed for each day of delay beyond 03 Working days SLA from the date of training
3	Trainer Availability	In case the assigned trainer is absent or replaced with unapproved trainer without prior approval	Penalty of ₹2,500 per instance

10.QHSE REQUIREMENT

SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Gas Ltd (GEL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GEL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GEL's QHSE requirements. These requirements apply to all jobs whilst conducting work for GEL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.

The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GEL and Contractor/Service provider is essential to achieve this objective.

QHSE GUIDELINE (AS APPLICABLE)

1 Contractor/Service provider and their staff...

- a) shall ensure compliance with the requirements of the GEL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers
- b) shall carry their company Identity Card
- c) shall wear Personal Protective Equipment (PPEs) ensure proper use during the execution of job
- d) shall carry out the work within the duty hours/office hours. No Work shall be carried out without permission of GEL's representative beyond the official duty hours unless otherwise agreed upon prior to start of work and recorded appropriately
- e) shall ensure that all tools, tackles, appliances, machines, vehicles, instruments or other equipment are Fit for Purpose and maintained safe working condition at all times and are used only by authorized and competent persons
- f) shall ensure that all the QHSE requirements are properly discussed
- g) shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GEL. Action arises due to reported Hazards, Near miss, incident investigation; audit/inspection shall be closed out as per agreed timelines
- h) shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken
- i) shall make necessary arrangements for safe custody of equipment, materials
- j) shall initiate immediate actions to hospitalize injured person(s)

- k) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
 - l) shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two wheeler riders during job execution
 - m) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty
- 2** Any breach of the QHSE requirements shall be deemed by the company to be a breach of the terms & condition of the contract. GEL shall be entitled to take appropriate actions including instructing the contractor to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.
- 3** All activities shall be carried out as per GEL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

Annexure-1

List of GEL Geographical Areas in various States & UT

Gujarat & DNH	
SL.	Name of GA
1	Ankleshwar & Bharuch
2	Ahmedabad
3	Amreli
4	Anand
5	Bhavnagar
6	Dadra Nagar Haveli
7	Dahej
8	Dahod
9	Gandhinagar
10	Hazira
11	Jamnagar
12	Kutch
13	Morbi
14	Nadiad
15	Narmada
16	Navsari
17	Panchmahal
18	Rajkot
19	Surat
20	Surendranagar
21	Valsad

Maharashtra	
SL.	Name of GA
1	Palghar district & Thane

Punjab	
SL.	Name of GA
1	Amritsar
2	Bhatinda
3	Ferozpur
4	Faridkot
5	Sri Muktasar Sahib
6	Hoshiyarpur
7	Gurdaspur
8	Mansa

Haryana	
SL.	Name of GA
1	Sirsa
2	Fatehabad

Rajasthan	
SL.	Name of Locations (District)
1	Jalore
2	Sirohi
3	Banswara
4	Dungarpur

Madhya Pradesh	
SL.	Name of Locations (District)
1	Jhabua
2	Ratlam
3	Ujjain
4	Dewas
5	Indore

Annexure-2

	Training Attendance cum Assessment Sheet	Doc. No.	HSE-F-42					
		Rev. No.	1					
		Effective Date	01.08.2021					
Training Title								
Training Date								
Validity Date								
Trainer Name								
Trainer Organisation								
To be filled by Participants							To be filled by Trainer	
SN	Name of Participant	Area of Work / Job Position	Date of Birth	Name of Employer	Location / GA	Participant Signature	Assessment Result - Marks Obtained (%)	Qualified (Y / N)

Name of Assessor :

Signature of Assessor :

Note: Qualifying Criteria for Training assessment is: => 60 % marks

Annexure - 3

Typical Training Database Format

Typical Training Database Format												
SN	Training Title	Training Date	Validity Date	Trainer Name	Trainer Organisation	Name of Participant	Area of Work / Job Position	Date of Birth	Name of Employer	GEL GA	GEL Zone	Qualified (Y / N)

Annexure-4

Minimum Details & Specification of Defensive Driving

Minimum details to be mentioned in Training Card:

1. Training Card Unique ID no.
2. Participant Name
3. Participant Date of Birth
4. Participant Employer
5. Participant Area of Work (e.g. MCV Driving, LNG Driving, EMV Driving, Hired Vehicle Driving, Etc.)
6. Date of Training
7. Training Validity Date
8. Logo, Name, Address of Training Agency
9. Signature/Seal of Training Agency/Trainer
10. Photograph of Participant

Minimum Quality of Training Card:

- Card Material: PVC (Polyvinyl Chloride) 600 Micron
- Card Size: minimum 85 mm × 50 mm
- Printing: Both side multi-color
- Plastic card holder
- Plastic/metal Lanyard or clip