

Subject: Scope of work for Environment related jobs and services

**Scope of Work
for
Environment related services required for GEL City Gas Distribution & Oil & Gas Exploration &
Production facilities**

Doc No. : GEL/HSE & AI/ENVIRONMENTAL JOBS/ 2026 / 001

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1. SCOPE

GEL is an integrated energy company, encompassing and excelling across entire range of energy value chain ranging from Oil & Gas Exploration and Production (E&P) to City Gas Distribution (CGD).

This Scope of Work (SoW) is issued by Gujarat Energy Limited as part of the annual rate contract for engagement of agency to carry out

- (i) Environmental monitoring and
- (ii) Consent management services (obtaining fresh Consent to Establish/Operate and amendment/renewal of existing consents and other submissions) from the concerned State Pollution Control Boards (SPCBs) / Pollution Control Committees (PCCs)

across all Geographical Areas (GAs) and associated installations of GEL operating in six (6) States - Gujarat, Maharashtra, Rajasthan, Madhya Pradesh, Haryana, Punjab) and one (1) union territory of India - Dadra & Nagar Haveli. This scope covers all locations of GEL's CGD operations as well as E & P drilling and production sites.

The two components of work (A) Environmental Monitoring and (B) SPCB Consent Management — are technically and administratively distinct and are therefore specified as separate, independently priced Scopes of Work below. Bidders may quote for either or both parts as permitted under the commercial terms of the tender.

This SoW is drafted with reference to the prevailing central environmental legislations, the Central Pollution Control Board (CPCB) monitoring protocols/guidelines, and the consent management procedures generally followed by SPCBs/PCCs in India, including respective State Consent Management Systems (e.g., GPCB-XGN and equivalent portals of other State Pollution Control Boards). The Contractor shall remain responsible for tracking and complying with the specific rules, standing orders, fee schedules, formats and timelines notified by each of the six State Boards and one pollution control committee where GEL operates, as these may vary from state to state and are subject to periodic revision.

2. LOCATION OF WORK

The proposed annual rate contract is for hiring service provider for environment related activities at authorized geographical areas of GEL. The master list of different geographical areas/blocks of GEL is given in Annexure-1. GEL may add or delete locations during the contract period based on commissioning of new stations/decommissioning of existing ones; the Contractor shall factor such variation into its rate schedule (per-location/per-parameter basis, as specified in the Bill of Quantities).

3. ABBREVIATION

Term	Meaning
GEL / Company / Authority	Gujarat Energy Limited, the tendering entity
Contractor / Agency	The successful bidder engaged to execute this Scope of Work
E & P	Exploration & production

GA	Geographical Area authorised to GEL under the PNGRB Act, 2006 for city/regional gas distribution
SPCB / PCC	State Pollution Control Board / Pollution Control Committee having jurisdiction over the facility
CPCB	Central Pollution Control Board
CTE	Consent to Establish under Section 25 of the Water Act, 1974 and Section 21 of the Air Act, 1981
CTO	Consent to Operate under Section 25/26 of the Water Act, 1974 and Section 21 of the Air Act, 1981
CCA	Combined Consent and Authorization (composite consent issued by certain SPCBs)
EC	Environmental Clearance under the EIA Notification, 2006 (as amended)
NAAQS	National Ambient Air Quality Standards notified by CPCB (2009, as amended)
NABL	National Accreditation Board for Testing and Calibration Laboratories
MOEFCC	Ministry of Environment, Forest and Climate Change, Government of India
CGS / DRS	City Gate Station / District Regulating Station
CNG Station	Compressed Natural Gas (mother/daughter/daughter booster) station
HWM Rules	Hazardous and Other Wastes (Management & Transboundary Movement) Rules, 2016
IMS	Integrated Management System
QHSE	Quality, Health, Safety & Environment
NGT	National Green Tribunal
CGWA	Central Ground Water Authority
EPS	Early Production System
VOC	Volatile Organic Compounds
EIC	Engineer-in-charge

4. REFERENCE

- GEL IMS Procedures, Guidelines & Formats
- Annexure-1: Master List of GEL Geographical Areas

5. SCOPE OF WORK – Contractor/Agency

PART A: Environment Monitoring: Air Monitoring, Stack Monitoring, Noise Monitoring, Drinking Water, waste water, Analysis (SoR-A)

This Part covers the independent, third-party environmental monitoring to be carried out by the Contractor at all GEL sites across all six operational States and one union territory, and submission of reports in line with statutory requirement thereof.

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1. The Contractor shall carry out quarterly (once every three calendar months, i.e., four times a year) environmental monitoring at all operational facilities of GEL. Some parameters are to be monitored yearly.
2. Monitoring shall be planned and scheduled by the Contractor in consultation with GEL's Site / HSE representative, with a rolling quarterly monitoring calendar to be submitted at least 15 days before the start of each quarter.
3. Contractor shall carry out ambient air, noise, stack, wastewater, drinking water, borewell water, VOC monitoring for all sites of GEL under this contract.
4. The contractor must hold in-house NABL accreditation for its testing laboratory.

Ambient Air Quality Monitoring (AAQM)

Ambient Air Quality Monitoring shall be carried out in accordance with the National Ambient Air Quality Standards (NAAQS), 2009 and the CPCB monitoring protocol/guidelines (National Air Quality Monitoring Programme methodology) for siting, sampling duration and frequency, using calibrated, NABL-traceable respirable dust samplers/fine particulate samplers and gaseous analysers. The parameters to be monitored are PM_{2.5}, PM₁₀, SO_x and NO_x.

Stack Emission / Source Emission Monitoring

Stack monitoring shall be carried out for all point sources of emission such as DG set stacks, boiler/heater stacks (if any), Gas engine-driven compressors and any other combustion source, as per CPCB-notified standards under Schedule I of the Environment (Protection) Rules, 1986 and the specific stack emission limits prescribed in the facility's CTE/CTO.

VOC monitoring

Fugitive VOC emission and/or Stack VOC emissions shall be carried out at all E&P installations handling crude oil, condensate, produced water or associated gas and few CGD installations as per existing CTE/CTO requirement as per the instructions of the EIC. Monitoring shall be carried out using a calibrated NABL-traceable instrument, following CPCB-recognized protocol for component-level leak screening, reported in ppmv. Components exceeding the applicable leak-definition threshold shall be tagged, logged and reported to the site/HSE representative for repair tracking and re-monitoring within the timeline prescribed by GEL. Where VOC is monitored in both stack and ambient air at the same location, each shall be counted as a separate sample, i.e. two samples.

Noise Level Monitoring

Noise monitoring shall be carried out as per the Noise Pollution (Regulation and Control) Rules, 2000 and relevant IS methods, using a calibrated integrating sound level meter, at a minimum of two locations per

facility (inside boundary near noise source and at the nearest sensitive receptor/boundary), for both day-time (6:00 a.m.–10:00 p.m.) and night-time (10:00 p.m.–6:00 a.m.) equivalent noise levels (Leq in dB(A)).

Water Quality Monitoring

1. **Drinking water quality monitoring** — where used for drinking purposes are tested for physico-chemical and bacteriological parameters as per IS 10500:2012 (Drinking Water Specification) i.e. pH, Colour, Odour, Total Dissolved solids, Total Hardness, Chlorides, Calcium, Potassium, Lithium, Sodium, Total Alkalinity, Salinity, Conductivity, Fluorides, Sulphates, Coliform, E-coli. Drinking water monitoring shall be carried out for at all offices of GEL and also Owned CNG stations/CGS and all E & P EPS/QPS sites and or as per instruction of EIC.
2. **Groundwater quality (borewell) monitoring** —are tested for physico-chemical and bacteriological parameters as per IS 10500:2012 pH, Colour, Odour, Total Dissolved solids, Total Hardness, Chlorides, Calcium, Potassium, Lithium, Sodium, Total Alkalinity, Salinity, Conductivity, Fluorides, Sulphates, Coliform, E-coli). Borewell water monitoring shall be carried out for all E & P locations and few CGD locations wherever required or as per instruction of EIC.
3. **Effluent / wastewater quality monitoring** — at outlet tested against the General Standards for Discharge of Environmental Pollutants (Schedule VI, EP Rules 1986) or site-specific consent limits, covering parameters such as pH, temperature, colour, TDS, BOD, COD, TSS, Oil & Grease, phenolic compounds, sulphide, ammonical nitrogen, chlorides, sulphates, cyanide, fluoride, insecticides, pesticides, hexavalent chromium, total chromium, copper, nickel, zinc, mercury, lead, arsenic, cadmium, selenium, total heavy metal and any facility-specific parameters. This parameter shall be monitored for all E & P locations where effluent is generated and few CGD locations wherever required or as per instruction of EIC.

General notes:

1. Service provider shall ensure Calibration / Testing / Inspection / Certification of all the instruments and equipment for “Fit for Purpose” assurance as per NABL/MOEFCC requirements.
2. The Contractor shall deploy qualified environmental engineers/scientists (minimum graduate/post-graduate in Environmental Science/Engineering or equivalent) for planning, field supervision and report preparation, along with trained field sampling technicians.
3. Service provider shall submit the Environment Monitoring reports (Hard copy as well soft copy) along with the calibration certificates of equipment/instrument used during monitoring activities at every first week of month for further submission to SPCB.
4. Any query and deviation raised by the SPCB on submitted report, service provider shall provide justification / clarification to address the concern and resolve the issue if any. In case of any penalty or notice, service provider shall be liable for the loss to GEL for the error, mistakes or incorrect data of the environmental monitoring and associated reports.
5. Service Provider shall make own arrangements for like traveling, lodging, accommodation/boarding, transportation, printing, office expenses, courier charge, packing & forwarding charge etc. at its own cost with no additional cost to GEL. Power supply for equipment maybe obtained from GEL in case of availability of power supply, however in case of unavailability of a permanent power source at GEL facility, the power source have to be arranged by the contractor.

6. The frequency of all parameters shall be quarterly except borewell and drinking water monitoring which shall be yearly/based on instructions of EIC/ as per CGWA mandate.
7. Date of sampling, Analysis start date, Analysis completion date, Sample Particulars (sample packing / seal), Instrument used, Method of Analysis to be mentioned in the report.

Part B: SPCB CONSENT MANAGEMENT (NEW LOCATIONS & AMENDMENTS) – SoR B

This Part covers obtaining fresh Consent to Establish (CTE) and Consent to Operate (CTO) — including Combined Consent and Authorization (CCA) where applicable — for new GEL locations, and for amendment/modification/renewal/extension/surrender of consents at existing GEL locations, from the respective State Pollution Control Boards (SPCBs)/Pollution Control Committees (PCCs) across India. All existing GEL facilities requiring amendment of an already-granted consent — on account of capacity enhancement/expansion, addition of equipment (e.g., additional compressors, DG sets, dispensing units), change/addition of activity, change in raw material/fuel, change in water consumption, change in waste water generation or effluent generation, change in hazardous waste generation quantity or disposal method, renewal/extension of an expiring consent, or any other modification or surrender of consent in case of permanent shutdown/dropped project or name change — shall also be covered under this scope.

1. Filing of applications through the applicable online single-window portal — the respective State Board's online consent management system (e.g., GPCB's online XGN system or equivalent portal of the concerned State) or investment portal as applicable — including document upload, physical document submission, submission of evidence for paid consent fee, liaisoning and tracking of application status. Service provider shall complete the application process within 5 days of intimation (through either Email intimation or Hard copy) given by GEL representative
2. The registration for new SPCB portal credentials/state investment portal credentials shall be done by the contractor/agency using GEL's designated email ID and Mobile numbers. The credentials shall not be shared with any other party apart from GEL.
3. Preparation and filing of amendment/modification applications for existing CTE/CTO on account of: (a) capacity/production enhancement, (b) addition of new equipment or activity (e.g., additional dispensing unit, DG set, compressor), (c) change in fuel/raw material, (d) change in effluent/emission source or treatment scheme, (e) change in hazardous waste generation quantity or disposal method (f) change in company name/ownership/authorized signatory, or (g) any other modification requiring the SPCB's prior approval or intimation under the terms of the existing consent
4. Responding to queries and clarifications raised by the SPCB/Regional Officer within the timelines prescribed by that Board, and coordinating/attending the site inspection (pre-establishment verification) conducted by the SPCB's Regional Office. Service provider shall intimate GEL if any query is raised by local RO office/SPCB head office within a day of query raised. Any query and deviation raised by the SPCB on submitted report, service provider shall provide justification / clarification to address the concern and resolve the issue if any. In case of any penalty or notice, service provider shall be liable for the loss to GEL for the error, mistakes or incorrect data in the application.

5. Follow-up with the SPCB Head Office/Regional Office/Consent Committee for grant of CTE/CTO/CCA, and handing over of the signed/digitally issued detailed and provisional CTE/CTO/CCA order to GEL.
6. Liaison with the SPCB for scheduling and coordination of the pre-operational/first CTO inspection, addressing observations raised during inspection, and follow-up until grant of CTO.
7. Service Provider shall make own arrangements for like traveling, lodging, accommodation/boarding, transportation, printing, office expenses, courier charge, packing & forwarding charge etc. at its own cost with no additional cost to GEL.
8. Service provider is completely responsible including application, query resolution, liaisoning with SPCB authorities for obtaining new Consent to Establish, Consent to Operate and also all amendment, renewal Consent to Establish, Consent to Operate from SPCB
9. Post receipt of the consent / authorization, Service provider shall get amended errors / mistakes / inadequacy if any in the consent / authorization document obtained from the SPCB and also shall be in coordination with SPCB to address any query raised by SPCB with no additional cost to GEL.
10. Service provider shall update Environmental data/records - Monthly Patrak on SPCB website within defined timeline by coordinating with each GEL GA EIC/HSE representative.
11. Preparation and submission of Form 3, Form 4 and Form 5 (as applicable, per the defined SPCB/CPCB formats) within the defined timeline (hard copy as well as soft copy) for further submission to the SPCB. The Contractor shall assist GEL in the preparation and online/offline submission of the Annual Environmental Statement (Form 5) under the Environment (Protection) Rules, 1986, compiling the four quarters' monitoring data, and the hazardous waste annual return (Form 4), for all locations as per applicable consents.
12. Preparation and submission of Hazardous Waste Manifest (as applicable, per the defined SPCB/CPCB formats) as per requirement for further submission to the SPCB. The Contractor shall assist GEL in the preparation and online/offline submission of the Hazardous Waste Manifest as per requirement or instructed by EIC.
13. The Contractor shall maintain a live, updated State-wise, GA-wise and facility-wise Consent with SPCB website Login ID & password, Validity Tracker/Compliance Calendar covering CTE, CTO/CCA validity dates for every GEL facility, and shall proactively initiate renewal/extension application within the timeline mandated by the respective State Board (typically 60 days before expiry, or as specifically prescribed), so that no facility operates without a valid, subsisting consent at any time.
14. The Contractor shall capture screenshot of entire application made on SPCB website/Investment portal as evidence and submit the same to GEL EIC.

6. Statutory Fees and Payments

The Contractor shall compute the applicable statutory consent fee/authorisation fee (based on project cost/capacity, as per the fee schedule notified by the concerned State Board) and submit the same to GEL for payment. All statutory fees, bank guarantees (if required) and government charges shall be borne and paid directly by GEL. The Contractor's quoted price shall be limited to professional/consultancy service charges and shall not include statutory fees. In case on written (letter/email) instruction of EIC if the statutory fee payment is done by service provider, GEL will reimburse that amount to Service Provider based on receipt of payment.

7. General Terms & Conditions

- i. Service provider shall perform its works / Services in full accordance with the terms and conditions of the Contract and in compliance with all laws, by laws, ordinances, regulation etc.
- ii. Service provider shall not assign SUB-CONTRACT for any or part of the job assigned by GEL without prior written permission of GEL.
- iii. Service provider shall provide all materials, equipment, instrument, tools or other things of whatsoever nature required in or about the execution of the work, whether of a temporary or permanent nature
- iv. Service provider shall ensure calibrated instruments & equipment for environment monitoring activities.
- v. Service provider shall submit the list of qualified manpower to GEL before starting of work & only listed manpower shall be allowed for the job.
- vi. Service provider shall ensure that deployed staffs are technically competent and experienced in the tasks assigned to them. Deployed staff shall not be replaced or substituted without written approval of GEL.
- vii. All the staff of Service provider should be with Identity Card issued by Service provider.
- viii. All persons engaged by the Service provider shall be Service provider's own employee and will claim no privileges from OWNER on any circumstance.

Service provider shall record the inward of the material at GEL's worksites / facilities and shall take acknowledgement of material inward.

- ix. If the work is not done as per GEL's requirement then contractor shall do the necessary rework at its own cost.
- x. Evaluation of Contractor performance shall be carried out periodically by the GEL representative.
- xi. The work is subject to inspection at all times by GEL representatives. Service provider shall carry out all instructions given during work inspection by GEL representatives and shall ensure that the work is carried out according to the GEL documents /SPCB/ MOEFCC /Related applicable legislations/safety norms.

8. OTHER TERMS & CONDITIONS

- a. Service provider must have valid recognition / approval from SPCB time to time depending upon the validity of registration. Service provider shall not submit Environmental monitoring report if gets derecognized by SPCB and shall intimate to GEL immediately.
- b. All the Environment reports shall be submitted as per the format prescribed and updated by the relevant SPCB.
- c. The report prepared and submitted by the Service provider must be accompanied by adequacy & efficacy certificate in a format prescribed by SPCB failing which the Service provider is responsible and liable to the loss to GEL and this will also lead to termination of contract.
- d. The Service provider shall follow the lab Manual prescribed by MOEFCC/NABL and standard methods for carrying out analysis.
- e. The Service provider shall have to fulfil all the conditions laid down by the Hon'ble High Court, MOEFCC, NGT, CPCB, SPCB from time to time.
- f. Service provider shall submit Master Equipment calibration certificate for the Equipment / Instruments deployed/used for environment monitoring at GEL sites/facilities.
- g. In case of use of any portable electrical equipment, the same shall be double insulated type. ELCB protection shall also be ensured. Equipment, cables & cords which are unsafe, defective or having temporary joints shall be prohibited.
- h. Service provider shall ensure that the supervisor is present at worksite till completion of work as per planning given by GEL's Representative.

9. GEL SCOPE OF WORK

- a. GEL shall provide Job order (Email intimation/Hard copy) for job to be performed under service provider's scope of work
- b. GEL shall issue Permit to Work / Work authorization to perform job at GEL specified worksites / premises
- c. GEL shall provide project related information / data required for the assigned job to the Service provider
- d. GEL shall provide basic safety training, awareness/briefing(s) to service provider's staff as a part of induction
- e. GEL shall provide certificate of Chartered Accountant for the approved project plan & Project cost
- f. Pollution Control Board Fees for these applications – CTE/CTO/CC&A Fresh or amendment or Renewal shall be paid by GEL directly.

10. VALIDITY

The contract shall be Annual Rate Contract (ARC) type and valid for 2 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.

11. TIMELINE AND PENALTY CHARGES:

Sr. No.	Parameter	Service Level Agreement	Penalty
1	Execution of services for Part-1		
1.1	Environmental Monitoring	Environment monitoring (all applicable activities) not completed within the due month	In case of non-compliance in SLA; OWNER shall deduct penalty of INR 500/- per delayed week from CONTRACTOR's bill subject to discretion of GEL.

Sr. No.	Parameter	Service Level Agreement	Penalty
2	Execution of services for Part-2		
2.1	Renewal application of consent well in advance of expiry	Online renewal application should be done atleast 60 days prior to expiry of the consent or as per specific SPCB rules for renewal application whichever is earlier	In case of non-compliance in SLA; OWNER shall deduct penalty of INR 100/- per delayed day from CONTRACTOR's bill subject to discretion of GEL.
2.2	Application for fresh/amendment of consent	Online application should be done within 5 working days of the intimation for application along with application documents	In case of non-compliance in SLA; OWNER shall deduct penalty of INR 100/- per delayed days from CONTRACTOR's bill subject to discretion of GEL.
2.3	Submission of Environmental Statement forms	Submission of all Environmental Statement forms within due date as per specific requirement of applicable SPCB/CPCB	In case of non-compliance in SLA; OWNER shall deduct penalty of INR 100/- per delayed days from CONTRACTOR's bill subject to discretion of GEL.
Note for 2.3: Intimation for submission of Environmental Statement along with all relevant information will be provided by GEL atleast 1 week before the last date of Environmental statement submission as per applicable SPCB/CPCB requirement.			

No penalty shall be applicable in case of;

- A. Force majeure,
- B. When GEL has instructed not to carry out the work, for which only written evidence shall be considered / granted.
- C. Reasons attributable to GEL.

Note: GEL EIC will be final authority to validate and apply the penalty against each SLA. However, maximum Penalty shall be limited to 20% for each line item above and cumulative penalty shall not be more than 10% of the total contract value.

The penalties deducted in excess of 10% of cumulative final bill/invoice value shall be adjusted & reimbursed to the contractor along with the final bill.

12. QHSE REQUIREMENT

SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Energy 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.

RESPONSIBILITIES

It is responsibility of GEL management and staffs to ensure that all Contractors/Service providers work under their direction & control are provided with relevant Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GEL requirements for undertaking work within the company. It is also the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GEL's requirement whilst working for the company.

GEL HSE department provides advice and assistance on QHSE requirements across the complete spectrum of all work activities. Contract Owner (Department Head) and Contract Holder (Work in-charge) are responsible to ensure safe execution of work/service include the following:

- Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
- Monitoring, Inspecting & Auditing execution of work, activities to ensure adherence to the QHSE compliance requirements

The Contractors'/Service provider' will take the responsibility for implementation of GEL's QHSE Policy, Procedures, Guidelines and other requirements with the advice and support of the GEL's Contract Owner / Contract Holder and HSE representative.

Contractor/Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GEL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GEL.

Contractor/Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.

This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged / involved whilst working or present at GEL's work area / sites.

MOBILIZATION

- Post selection and awarding of contract, GEL shall arrange a kick-off meeting with Contractor/Service provider where GEL team members Contract Owner (CO), Contract Holder (CH) & HSE representative will discuss on QHSE Management aspects / plan and requirements in order to make sure that Contractor/Service provider and their team are fully understand the expectation of GEL. During the meeting, QHSE Management Plan shall be discussed and agreed between GEL and Contractor/Service provider
- Contractor/Service Provider shall ensure that all tools, tackles, equipment, machineries & instruments are adequately deployed and are 'Fit for Purpose'. Pre mobilisation checks/inspection shall be carried out by GEL team for the same before the start of work.
- GEL emphasizes on the importance of the Health and Fitness of all staff/work force deployed at GEL work sites. Contractor/Service provider shall adhere to medical check-up as per the GEL Health check-up matrix (as applicable)
- A proper HSE orientation and training will be organised by GEL for the Contractor/Service provider workforce before the start of work; under no circumstances should the Contractor/Service provider commence the work unless they have undergone the HSE training (as applicable)
- Contractor/Service provider shall ensure that all their staff/work force are provided required Personal Protective Equipment (PPEs) as per GEL PPE matrix (as applicable)
- Contractor/Service Provider shall ensure all required emergency arrangements like Medical treatment, FIRST AID box and Fire-fighting equipment (as applicable)

EXECUTION

Contractor/Service provider is responsible to ensure the compliance with GEL QHSE requirements. GEL overall QHSE performance is directly influenced by the contractors' performance.

- Contractor/Service provider is responsible for QHSE compliance monitoring at site/work activities to ensure that work/activity is performed in a safe manner. Moreover, they are responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity
- Contractor/Service provider shall follow and comply with GEL "Work Permit" system
- During work execution and activities, GEL team will regularly monitor and evaluate the performance of the Contractor/Service provider to identify the shortfalls and weaknesses and assist to improve the overall performance including QHSE performance through CPAR process (as applicable)

We believe that everyone at GEL, Employees, Contractors, Service providers and Associates have the right to go home safely to their families.

QHSE GUIDELINE (AS APPLICABLE)**1 Contractor/Service provider...**

- a) shall ensure that all staff/work force comply with the requirements of the GEL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers at work site

- b) shall ensure issuance of Identity Card to their team members
- c) shall apply and obtain Permit to work (PtW/WA) before start of the work and all work shall comply with the requirements of issued/approved Permit to Work
- d) shall arrange work related Personal Protective Equipment (PPEs) for their staff/work force and ensure proper use during the execution of job
- e) 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
- f) 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
- g) shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GEL. No such activity shall be performed without clearance from GEL management
- h) 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 with site in-charge
- i) 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
- j) shall make necessary arrangements for safe custody of equipment, materials in stores/warehouse and at site
- k) shall ensure safe transportation, storage and handling of materials to prevent any damage which may impair safe performance of the equipment / material etc.
- l) shall initiate immediate actions to hospitalize injured person(s)
- m) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
- n) shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two wheeler riders during job execution
- o) shall ensure Lock out and Tag out (LOTO) after de-energizing and double check before starting any jobs. In case of conducting job for the purpose of fault finding & monitoring of voltage & current it is to be considered live working and all PPE'S to be worn to avoid exposure of flash arc current
- p) shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.
- q) shall ensure proper collection, storage and disposal of solid / liquid waste as per GEL procedure and guideline
- r) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty
- s) In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GEL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.

- t) Any breach of the QHSE requirements shall be deemed by the company to be a material 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.
- u) 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 Gujarat Energy Geographical Areas/Districts with CGD/E&P facilities****Gujarat**

- Surat, Ankleshwar, Bharuch
- Hazira
- Dahej
- Navsari
- Narmada
- Valsad
- Ahmedabad
- Bhavnagar
- Gandhinagar
- Panchmahal & Godhra
- Anand
- Nadiad
- Jamnagar
- Rajkot
- Morbi
- Surendranagar
- Kutch (W)
- Amreli
- Dahod
- Sanand
- Any other

Union Territory

- Dadra & Nagar Haveli

Maharashtra

- Palghar District & Thane Rural

Madhya Pradesh

- Ujjain, Dewas & Indore
- Jhabua & Ratlam

Rajasthan

- Banswara and Dungarpur Districts
- Jalore and Sirohi Districts

Punjab

- Amritsar
- Bathinda
- Ferozepur, Faridkot and Sri Muktsar Sahib Districts
- Hoshiarpur and Gurdaspur Districts
- Mansa (Punjab) District

Haryana

- Sirsa and Fatehabad

Annexure-2: Parameter-wise Frequency of Environmental Monitoring

Monitoring Frequency Schedule (Part A)

Sr.	Monitoring Component	Applicable Facilities	Parameters	Frequency	Sampling Basis (minimum)	Standard / Reference
1	Ambient Air Quality (AAQM)	All operational GEL facilities (CGD stations, E&P installations)	PM10, PM2.5, SO ₂ , NO ₂ , CO and other NAAQS parameters as specified in the facility's CTE/CTO	Quarterly (4 times a year)	24-hour sampling at 1 location per facility	NAAQS 2009 (as amended); CPCB guidelines
2	Stack / Source Emission	All DG sets, boilers/heaters and other combustion sources	PM, SO ₂ , NO _x , CO and other parameters as specified in CTE/CTO	Quarterly, or as per CTE/CTO if more frequent	Per stack, as per CPCB isokinetic sampling protocol	EP Rules 1986 (Schedule I); CPCB standards; CTE/CTO limits
3	Fugitive VOC / Stack VOC	E&P installations handling crude oil, condensate, produced water or associated gas/Few CGD facilities	VOC (ppmv) at component level (valves, flanges, connectors, pump seals, etc.)	Yearly	All accessible components at the facility	CPCB-recognised protocol
4	Noise Level	All operational GEL facilities	Leq day (6 a.m.–10 p.m.) and Leq night (10 p.m.–6 a.m.) in dB(A)	Quarterly	Minimum 2 locations per facility (near noise source and at boundary/nearest receptor)	Noise Pollution (Regulation & Control) Rules, 2000
5	Drinking Water	All facilities where water is used for drinking – Offices, COCO CNG stations, CGS, E&P sites	pH, colour, odour, TDS, total hardness, chlorides, fluorides, sulphates, total alkalinity, conductivity, total coliform, E. coli and other parameters listed in Clause 5, Part A	Yearly	1 sample per drinking water source per facility	IS 10500
6	Groundwater (Borewell)	E&P locations and few CGD facilities	Same parameter list as Sr. 5	Yearly, or as instructed by EIC / as per CGWA mandate	1 sample per borewell	IS 10500 / CGWA NOC conditions
7	Effluent / Wastewater (outlet)	E&P locations where effluent is generated	pH, BOD, COD, TSS, oil & grease and facility-specific parameters as per consent	Quarterly	1 grab/composite sample at the outlet	Schedule VI, EP Rules 1986, or consent-specific limits (whichever is more stringent)