



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor A- Wing, Admin Building, Metro Rail Depot, Bhriugu Path, Mansarovar, Jaipur-302020

JAIPUR METRO

E-mail: edca@jaipurmetrorail.in; Telephone: 0141-2822752

No:F.1(R-97)/JMRC/DC/Film Shooting Policy JMRC/2018/2710 Dated: 12.07.2019

12 JUL 2019

:NOTIFICATION:

Subject: Revised Policy for granting short term license of JMRC's Assests.

With the approval of MD, JMRC, the revised "Policy for granting short term license of JMRC's Assets" is hereby notified in supersession to the earlier policy notified vide notification of even number 7076, dated 12th Dec, 2018.

[Neeraj Naruka]

Executive Director (Corp. Affairs)

Encl: As Above.

Copy to : 2711-7

1. PS to MD, JMRC,
2. All Whole time Directors, JMRC,
3. All Executive Directors/General Managers, JMRC,
4. Company Secretary, JMRC
5. PRO, JMRC for information & necessary action please.
6. IT Cell, JMRC for uploading on the JMRC Intranet & Website,
7. Policy Guard File.

POLICY FOR GRANTING SHORT TERM LICENSE OF JMRC's ASSETS

1 Introduction :

Jaipur Metro Rail Corporation (JMRC) is an undertaking of Government of Rajasthan. Jaipur Metro Rail is a world class state of art Metro System. Presently, a route of 9.6 Km is operational between Mansarovar and Chandpole under Phase 1A. This route consists of 9 Metro Stations, including one underground metro station at Chandpole. This existing route is being extended from Chandpole to Bari Chauper with 2.4 Km underground route under Phase 1B in the walled city of Jaipur.

JMRC intends to give its assets / premises such as the space(s) at Metro Stations (inside and outside), metro train and space inside its depot at Mansarovar on short term license basis for the purpose of shooting of films/ documentaries/ TV commercials/ photography, Exhibitions, Sales & Promotion activities, to organize group / promotional events and short term advertisements.

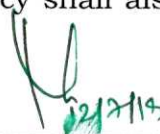
2 Objectives:

- 2.1** To promote Jaipur Metro as an attractive, accessible and affordable for shooting /Retail/exhibition/other promotional event/advertisement venue and to create its brand image as the most preferred transport system.
- 2.2** To showcase Jaipur as one of the best destinations in terms of modern infrastructure, heritage connect and demographic canvas in the national and international market.
- 2.3** To generate non-fare revenue through short term licensing Jaipur Metro premises/ assets.
- 2.4** To provide opportunity to exhibitions, event organizers, film or TV commercial production companies, advertisement agencies, and other commercial entities to use Jaipur Metro trains & other centrally located metro premises for organizing various events including film shooting.

3. Application Process:

- 3.1** Any reputed production house, event management company, retailer, show organizer, exhibitor, film producer & exhibitor, advertiser and branding company or non-commercial organizations such as educational institutions, NGOs, charity-based organizations, etc., or any interested individual may make a request on the letter head of the company/organization or on a plain paper, as the case may be, in the format as per **Annexure-A**.
- 3.2** The Application Form should be submitted to Executive Director (Corporate Affairs), JMRC, in advance, preferably 10 working days prior to the event, for proper scrutiny and approval, along with non-refundable application fee (inclusive GST) of **Rs. 500** (Rupees Five Hundred only) in the form of demand draft in favor of "Jaipur Metro Rail Corporation Ltd.," payable at Jaipur.

Any clarification sought with regard to the policy shall also be addressed to Executive Director (Corporate Affairs), JMRC.



- 3.3** A synopsis of the event plan, is to be submitted along with the application. Requirement of temporary electricity connection/Parking, if any, may also be mentioned in the application. Fulfillment of such requirement of electricity connection/parking shall be decided by JMRC subject to availability and technical feasibility.
- 3.4** The application will be registered in the order of their receipt in JMRC along with application fee and confirmation will be done in the order of registration, i.e., on first come first serve basis. The order of priority will be maintained in JMRC to record the time and date of registration of request only for duly filled applications received with application fee and synopsis.
- 3.5** The application shall be examined by JMRC and if found suitable, the application shall be technically approved by JMRC within next 5 working days.
- 3.6** On technical approval of the application for the event, a Demand Note shall be raised by JMRC to the applicant organization for deposition of the refundable security deposit & advance fees in prescribed format.
- 3.7** All fees including all applicable taxes are to be submitted in the form of Demand Draft/ Bankers Cheque at least 03 (three) working days (excluding the day of the event) before the day of the scheduled event failing which the applicant may lose its priority.
- 3.8** Applicant will also submit an Indemnity Bond in the format at Annexure-'B' for indemnifying JMRC completely against any loss, injury, damage caused to metro commuters, JMRC's personnel/ material/ property/ passengers, Police Security and also to applicant's own men & property during the period of license and undertake to bear all costs incurred as a result of such incident.
- 3.9** On deposition of required Security amount/ license fees and submission of Indemnity Bond, a Notice to Proceed (NTP) shall be issued by JMRC to permit the applicant to organize the event indicating the duration with date & schedule, and other guidelines.
- 3.10** In case of a temporary electric connection is required, the same will be applied immediately after issuance of the NTP along with required amount and at least two working days in advance to ED (Traction/E&M), O&S Directorate, JMRC in the format at **Annexure-C**. The temporary electricity connection shall be issued if found feasible by JMRC. The Applicant will follow all the terms & conditions of electricity provisioning as prescribed in **Annexure-D**.
- 3.11** The event shall be conducted in the presence of designated officers/officials of JMRC following all the guidelines of license/permission and under the supervision of the designated representative of applicant/Licensee. The event may be inspected by JMRC team/officials from time to time for compliance of the license and security/safety aspect of JMRC.

4. Fees for Grant of License & Security Deposit:



4.1 Fees & Security deposit for the grant of the license shall be as under:

S. No.	Area of booking & Purpose	Fees for first Hour /First day / Week (in Rs.)	Fees for subsequent hours/days/Week (in Rs.)	Amount of Security Deposit (in Rs.)
a.	Train for shooting & other events			
1.	Inside a Coach of running regular Metro train for shooting, photography & any other feasible event.	8,000 per Coach per hour	5,000 per Coach per hour	10,000
2.	Inside an exclusive dedicated metro train set (4 Coach) arranged for the event (Running)	20,000 per train set per hour	10,000 per train set per hour	40,000
3.	Inside an exclusive dedicated metro train set (4 Coach) arranged for the event (still train at Chandpole Metro Station, platform no. 2)	10,000 per train set per hour	5,000 per train set per hour	15,000
b.	Inside Metro station (Elevated) for shooting/photography of film/ commercial/advertisements, etc.			
1.	Inside Station (Per Station)	10,000 per station per hour	5,000 per station per hour	15,000
c.	Space for shooting/exhibition/events/short terms parking (Minimum chargeable area 100 Sqm)			
1.	Space on vacant land outside Metro Stations (parking area) and any other Land parcel outside Metro Corridor, subject to availability and technical feasibility.	5 per sqm per day	5 per sqm per day	10,000
d.	Space at Metro Station/Depot (including bare space for canopy, etc) (Minimum chargeable area 10 Sqm)			
1.	At concourse level of metro station (above ground land or below ground level as the case may be)	15 per sqm per day	10 per sqm per day	2,000
2.	At ground floor of metro station inside shutter or at ground floor inside metro depot (covered area)	20 per sqm per day	10 per sqm per day	3,000
3.	At ground floor Metro Station with open access from road	20 per sqm per day	15 per sqm per day	3,000
4.	Open space inside metro depot station	15 per sqm per day	10 per sqm per day	2,000
e.	Display of Advertisement for short term (Minimum size 18 Sqft & minimum duration 1 week)			
1.	One Sided Standee (6' x 3')	100 per day	100 per day	1,000
2.	Two Sided Standee (6' x 3')	150 per day	150 per day	1,500

3.	Banners (6' x 3')	100 per day	100 per day	1,000
----	-------------------	-------------	-------------	-------

Note:

- 1) Per day means a period of 24 hours
- 2) Taxes (GST) shall be extra as per applicable rates.
- 3) Unit charges shall be as applicable for one hour or one day; as the case may be. The duration of shooting/ event beyond this period, shall be in the span of 20 minutes/1 day and the charges shall be applicable on pro-rata basis.
- 4) One train set comprises of 4 Coaches.
- 5) The maximum duration of short term licensing under this policy for any event shall not be more than 30 days.
- 6) In case of Standees / Banner of bigger size than 18 Sqft, the additional charges shall be payable proportionately.
- 7) Minimum total billing amount at a time to one agency shall be Rs. 1000 (excluding GST).

4.2 Scope of short terms licenses shall be as under:

- a) **Inside Train:** The activity inside the train shall include shooting of boarding/deboarding at platforms. JMRC may also arrange a dedicated train as required during commercial/non-commercial running hours depending upon feasibility. In case of commercial running train, one of Coach may be booked for photography, videography & other feasible events. In such case, the booked Coach shall be isolated from the committee of other Coaches.
- b) **Inside Station:** The activity inside Station area shall include such as circulating area, entrance, unpaid & paid areas, platforms. The shooting of regular revenue train from the platform without any actor/actress/crew member inside the train or boarding/deboarding the train will be permitted as part of shooting of the station.
- c) **Vacant land space outside Metro Station:** The exhibition/event etc. will be permitted for short term (maximum for one month in single stretch) in the parking area adjacent to Metro Stations subject to technical feasibility. Such events can be organized at parking areas adjacent to some of the metro Stations, i.e., Mansarovar (north side), new Aatish Market (North or south side), Vivek Vihar (North side), Ram Nagar (North or south side), subject to feasibility. Also, similar license may be granted for the Land Parcels at Dev Nagar, Lal Kothi, Phoos Ka Bangla, etc., for short term (maximum for one month in single stretch) events subject to technical feasibility & following all statutory guidelines.
- d) **Retail Spaces/other spaces inside metro stations/Depot:** The space can be given for maximum 1 month in one stretch. The Licensee will be permitted to install only temporary structures, and all safety guidelines are to be followed. The retail spaces inside shutter will be accessible to public only during commercial hours of Jaipur Metro.
- e) **Display Advertisement for short term:** Advertisement through Standees/Flex Banners inside/outside metro stations or inside metro

U
17/11/19

depot, in case JMRC has not licensed exclusive rights to other agency.

- 4.3** The License fees shall be paid, in advance, in the form of Demand Draft / Banker's Cheque drawn in favour of "Jaipur Metro Rail Corporation" payable at Jaipur.
- 4.4** Besides applicable license fees, the applicant shall be required to submit interest free Security Deposit in the form of Demand Draft / Banker's Cheque as mentioned in table at 4.1 above. The amount of the Security is required to be deposited on confirmation of booking (at least 3 days in advance of scheduled date of event). In case of any loss and/or damage caused to JMRC's property, the applicable amount will be deducted from the security deposit and it will be charged additionally in case it exceeds the security amount.
- This security deposit shall be refunded after completion of event deducting dues of JMRC, if there is any.
- 4.5** For the events organized on hourly or such basis, the agency will be given maximum 60 minutes free time to set up the instruments/ camera, etc. and maximum 60 minutes free time to dismantle the shooting/ event setup and to wrap up the event.
- In case of events booked for days, the above time limit shall be half day (12 hours) for setting up and half day (12 hours) for wrapping up.
- In case of any dispute regarding time of start/wrap up of activity or free time allowed, the decision of JMRC would be final and binding.
- 4.6** In case the event goes beyond permitted time, then additional charges on pro rata basis shall have to be paid by the applicant. The additional time to be rounded off to next 15 minutes as illustrated below.
- Illustration: If the film shooting is scheduled from 10 AM to 11 AM and the shooting continues till 11:10 PM, the booking fee will be charged upto 11:15 PM i.e. for 1¼ hrs. The booking fee for remaining 15 minutes (¼ hour) would be paid by the agency on pro- rata basis.
- In case of events organized on daily basis; the additional time shall be counted for day basis (in the multiples of additional days), and any additional time shall be rounded off to next one day
- Such extension will not be permitted more than 50% of additional time/days from the original permitted time schedule, depending upon availability, feasibility, amount of advance rent and security deposit. Any additional charges beyond the security deposit; will have to be paid before leaving the venue.
- 4.7** Once the permission/license is granted, change in category from station to train and vice versa shall only be allowed if it is generating more revenue than already agreed and if feasible. If it is found leading to lowering of revenue then it will not be agreed.

5. Indemnity Bond:

The applicant shall submit an Indemnity bond (**Annexure – B**) on a stamp paper of requisite value under the Law, duly notarized, indemnifying JMRC completely against any loss, injury, damage caused to metro commuters, JMRC men, material & property and to their own men & material during the license period and undertake to bear all cost incurred

as a result of such incidence, before the start of event.

6. **Cancellation and Refund Rules:**

- 6.1 The booking may be cancelled during JMRC office hours, i.e., from 9:30 AM to 6:00 PM (from Monday to Friday) on the request of the applicant, upon submission of an application duly signed on the letter head by the same person who made the application; or upon receiving of an email from the official email id shared by the applicant at the time of applying for booking, i.e. under **Annexure A**. The refund of the booking amount shall be as under:

Time of making request for cancellation	% Refundable booking amount
7 or more days prior to the event	90%
5 to 6 days prior to the event	75%
3 to 4 days prior to the event	50%
2 or lesser days prior to the event	25%

Illustration: If booking has been made for Sept 15, 2018

Time of making request for cancellation	% Refundable booking amount
Before or on Sept 8, 2018	90%
After Sept 8 but before or on Sept 10, 2018	75%
After Sept 10 but before or on Sept 12, 2018	50%
After Sept 12, 2018	25%

- 6.2 The Security Deposit will be refunded in full on cancellation of the booking.
- 6.3 JMRC, at its sole discretion, may permit full refund in case of force majeure or special condition.
- 6.4 JMRC shall, at all times, reserve the right to halt any activity that is deemed to adversely impact the safety and security of metro operations, personnel and property; or is prima facie deemed against law of the land, or is apprehended to disturb law & order situation. Decision of JMRC in this case shall be final and binding on the Licensee. In such cases the booking fees will be refunded on pro-rata basis, i.e., the period of shooting will be counted up to the next 15th minute (for the events organized on two hourly or such basis), or upto the remaining part of that day (for the events organized on days basis) and the booking fee will be charged upto the period of shooting/ filming/ activity.

Illustration: if the film shooting is scheduled from 10 AM to 12 AM and the shooting has been cancelled at 11:10 AM by JMRC on account of any of the above reason, the booking fee will be charged upto 11:15 AM, i.e., for 01 hour and 15 minutes only on proportionate basis. The booking fee for remaining 45 minutes would be refunded.

- 6.5 In case of acceptance of cancellation request, JMRC reserve the right to allocate it to the next applicant in the order of priority.

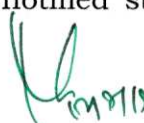
7. **Prohibited items & activities:**



- 7.1** Activities prohibited under any law including but not limited to the Metro Railways (Operation & Maintenance) Act, 2002 and Rules made there under will not be allowed.
- 7.2** Use of fire, crackers, gunfire, arms, explosives, alcohol, narcotic substance, contraband goods, radioactive substances, hazardous chemical/ material, petrol/diesel and other inflammable chemicals, narcotic drugs and psychotropic substances, any product/service as notified by JMRC in the public interest or due to safety/security reasons, or any other items prohibited under any law are not permitted inside JMRC stations / trains/ premises during the event.
- 7.3** Animals will generally not be permitted on JMRC property. If it is required, JMRCs prior permission will be a pre-requisite. If consent is granted, animal(s) must be kept under control at all times by qualified personnel. Prior to seeking such permission from JMRC, the applicant shall seek permission from concerned authorities related to animal welfare, environment protection and others as applicable; and shall comply with their directions at all times during the currency of license.
- 7.4** Filming of Photo or Video must not display any offensive or obscene material or any material with political, religious or racial overtones.
- 7.5** Any other activity which affect the other existing license/contract of JMRC.

8. Provision of Temporary electricity supply:

- 8.1** In case of power requirement during the event at the station/depot, the temporary power supply will be provided by JMRC on chargeable basis subject to technical feasibility. In case of non-feasibility, or otherwise, the licensee will be allowed to obtain direct temporary electrical connection from other power companies.
- 8.2** Applicant can also use light weight UPS/ battery back-ups for supply of power as required which can be installed at suitable place within licensed area at their cost & under the supervision of JMRC team. DG set will not be allowed inside station building. However, the same can be installed within the licensed area outside station.
- 8.3** A separate application in the format as provided in **Annexure 'C'** is to be submitted to Executive Director (Traction/E&M), JMRC for this purpose well in time (i.e. immediately after issue of NTP and at least two working days in advance).
- 8.4** The temporary power supply at other land parcels (non metro corridor) shall be arranged by the licensee directly.
- 8.5** Temporary connections shall be released by JMRC from nearest source point with sub-metering arrangements.
- 8.6** Licensee shall ensure that all electrical wiring, power outlets and gadgets are used and maintained properly, for guarding against short circuits/fires. The Lessee should also ensure that all notified statutory provisions and standards are observed in this regard.



- 8.7** All electrical works for temporary connection beyond this source/ supply point (JMRC sub meter) shall be undertaken by the Lessee, confirming to specifications for electrical works as per **Annexure D**.
- 8.8** Initially, temporary connection shall be given up to 30 days. During these 30 days, Rs.100 per week per KW or part thereof shall be charged (temporary connection charges) over and above applicable tariff (Rate of electricity shall be charged from Lessee at JVVNL tariff applicable for the purpose to JMRC) to take care of expenditure done by JMRC for release of electric connection.
- 8.9** In case of extension of the temporary connection beyond 30 days, temporary connection charges shall be doubled for the extended period.
- 8.10** Electrical Security Deposit for tentative consumption of electricity for one month @ Rs. 6000 per KW shall have to be deposited by lessee before release of temporary connection. Billing shall be done as per applicable tariff at the end of month/ period of temporary connection, whichever is earlier and lessee shall have to deposit the bill amount within seven days of issue of bill, failing which, the electric connection shall be disconnected without any prior notice. The reconnection of electricity shall be done after depositing the due bill amount along with a token penalty of Rs. 2000/- in each case.
- 8.11** The electrical security deposit shall be adjusted/ refunded at the end of the period of temporary connection to lessee.
- 8.12** Specifications of such electricity works which may include ISI marked approved makes, cables with specified conductors (copper/aluminium), proper guarding against short circuit/fires, prohibition of PVCs in underground station areas, non flammability of plastic accessories used in luminaries etc.; and other such safety related aspects shall be complied by the Licensee under instructions of ED (Traction/E&M), JMRC.

9. Other Terms and Conditions:

- 9.1** Schedule of the event agreed in advance in writing between JMRC and the licensee and must be strictly adhered to.
- 9.2** The applicant shall be responsible to obtain any/ all permissions from all concerned agencies of local/State/Central Government, wherever required. The applicant shall ensure that no such act /omission is done on their part which may affect the law & order situation in JMRC.
- 9.3** JMRC reserves the right to interrupt or halt any event considering the safety & security of Metro operations, personnel and property, before or during the course of event, without any advance notice and no claim or compensation in this regard will be entertained.
- 9.4** It shall be the sole responsibility of the applicant to clean up debris or any garbage material or any housekeeping activity, created and / or brought in by the applicant and to conduct cleaning at the end of license period. Any costs incurred by JMRC due to the negligence or failure of the applicant in this regard shall be deducted from the security deposit of the applicant or charged additionally in case it exceeds the security amount.

H. M. 11/5

- 9.5** The company/production house may use film, video and photographs shot at JMRC only for the purpose stated in the application form. The images/footage should not be used for any other purpose without written permission from JMRC.
- 9.6** JMRC reserves the right to restrict the number of persons and the number/type of equipment/vehicle entering the metro station/train /other spaces for this activity.
- 9.7** JMRC shall not be held responsible for any liabilities, bodily injuries, deaths, losses, lawsuits, claims, demands, fines, damages, costs and expenses (including all costs for investigation and defence and expenses including legal fees thereof) which are caused by the actions of the applicant and/ or by any participant in the event.
- 9.8** There should not be any inconvenience to the daily commuters at the time of the event.
- 9.9** Temporary display of advertisement during the event within the licensed area will be permitted without any conflict of interest with the JMRC's licensee's for outdoor/indoor advertisements.
- 9.10** The proposed activities shall not tamper the operational activities or cause any inconvenience to the passengers.
- 9.11** No negative projection of the State or JMRC in the Film/ Documentary/Event is permitted. There should not be any direct/indirect reference to terrorism in the script which contains shots of the metro.
- 9.12** In case of any loss and / or damage caused to JMRC's property, the appropriate amount will be deducted from the security deposit or charged additionally in case it exceeds the security amount.
- 9.13** All people of the applicant's team shall carry entry badges at the time of event. The entry fees for the crew members and staff of applicant for paid areas is included in the Licence fees.
- 9.14** In case of any exhibition/Mela etc., at JMRC land parcels, all statutory permission, including fire NOC, security clearance, Traffic clearance, etc., shall be obtained by the licensee from concerned authorities.
- 9.15** The Licensee is not allowed to make any changes in respect of the names of the locations, stations, train etc. without prior specific permission of JMRC.
- 9.16** JMRC staff/contractual staff and its contractors will not be involved in the event without the prior written permission of JMRC.
- 9.17** JMRC reserves the right to restrict the number of persons and the type of equipment entering the metro station/depot/train/other land parcels, for this activity.
- 9.18** The applicant will ensure that the event is covered by comprehensive insurance for 3rd party losses and any type of damages to JMRC property.

9.19 In future, JMRC may empanel event management organisations. In that case, it may offer certain commission/discount to such empanelled event management organisations.

9.20 In case of repeat of event by the same applicant / same event management agency within next 3 months, a 5% discount shall be given in the total license fees.

10. Exemption / Relaxations:

- (i) Any exemption / relaxation in the policy may be permitted with the approval of MD, JMRC.
- (ii) In specific cases, JMRC may offer license to any govt. organisation on free of charge or on special rates at the discretion of MD, JRMC.
- (iii) Also, JMRC may relax the Security Deposit for any organisation partially or fully, with the approval of MD, JMRC.
- (iv) No Security Deposit and no application fee will be applicable in case of empanelled event managers.
- (v) In case of any event not covered under this policy, MD, JMRC may approve rates/fees for short terms license on case to case basis.

Encl.: Annexure A, B, C & D



Annexure-A

APPLICATION FORM FOR GRANT OF SHORT TERM LICENSE

(To be submitted at least 10 working days in advance from the proposed date of event / License commencement)

Date of Application: _____

Applicant Type: Company/ Production House/ Organisation/Individual/..... (any other)

1. Name : _____
2. Address : _____
3. Contact Person & contact details : _____
Mobile No: E-mail:
4. Event/License Type : _____
5. Proposed Location(s) : _____
6. Proposed Date(s) and Time(s) of the event/license (including break up of time for site preparation, shooting and wrap up):

7. Synopsis / detailed description/outline pertaining to the event/license at JMRC premises (attach additional sheet(s), if necessary)

8. Total Number of People (as applicable) : _____
(Including crew, cast, etc.)
9. List & type of Equipments : _____
10. Charges payable to JMRC as per policy: _____
11. Security Deposit applicable as per JMRC policy: _____
12. Details of payment of the Application Fee are enclosed

I/we hereby undertake as per following:

UNDERTAKING

I/we certify that the details of this application accurately reflect the event as proposed, and that I have fully read and understood the terms and condition mentioned in the Policy Circular of JMRC. If the event is approved, my company and I agree to abide by the guidelines and terms & conditions established in the policy circular. A signed copy of JMRC's policy circular accepting the terms & conditions is enclosed herewith.

Encl : as above.

Place: _____ **Date:** _____

(Signature of Authorised Signatory & Company Seal)

Name & Designation:



INDEMNITY BOND

[ON STAMP PAPER OF REQUISITE VALUE AND DULY NOTARISED]

(To be submitted at least 10 working days before the date of scheduled event/License commencement)

I [Name of the official],[Designation], [organization] having Registered Office at _____ and [having been duly authorized by the said organization (strike out if executing in individual or sole proprietorship capacity) have been permitted by Jaipur Metro Rail Corporation Ltd. to carry out _____ [event] for a period of _____ days from _____ to _____, and from(time) to (time) for my visit to _____.

I hereby indemnify Jaipur Metro Rail Corporation, its Representative and Officials completely against any loss, injury, damage caused to metro commuters, JMRC's men, material & property and to our men & material & property, or any third party as well due to any act or omission attributable to us during the said license period and undertake to bear all costs incurred as a result of such incident.

I hereby further state that no claims/damages whatsoever shall be made by myself or my representative or those whom I represent against JMRC on the aforesaid context before any court/statutory authorities.

Signed _____

Name of Indemnifier _____

Designation : _____

Address _____

witnessed by _____

(1) _____

(2) _____



FORMAT OF APPLICATION FOR TEMPORARY POWER SUPPLY
To,

Executive Director (Traction/E&M),
O&S Directorate, Jaipur Metro Rail Corporation
Dear Sir,

Kindly provide electricity connection for purpose at Jaipur Metro Rail Station, as per following details:

SN	Item	Details
1.	Name of the Applicant	
2.	Station	
3.	Location	
4.	Reference to allotment letter (Copy to be attached)	
5.	Load Requirement (KW)	
6.	Details of submission of Electrical Security Deposited as per load demand	
7.	Details of submission of one time lump-sum amount as per load demand	
8.	Details of Cable installed/ to be installed along with earthing (Make, rating and specification)	
9.	Details of MCCB/MCB installed/ to be installed (make, rating and specification)	
10.	Details of ELCB installed/ to be installed (make, rating and specification)	
11.	Attach cable layout plan of leased space	
12.	Attach electrical installation test reports (L Form) signed from electrical contractor holding valid license/ qualified diploma/ degree Electrical Engineer. (In case of Permanent Connection)	

All details furnished in the application are true to the Applicant's knowledge. If any information is found incorrect at a later date, JMRC will have the right to withhold/disconnect supply, as the case may be, and forfeit the Electrical Security deposit. We further agree to abide by all the Rules & Guidelines of JMRC for release, upkeep & maintenance of electrical power.

Signature of Applicant
Encl: Copy of Notice to proceed.

Note: After receiving application along with all relevant papers/submission of all required amount from lessee, the Traction/ E&M Department of JMRC shall release temporary electrical connection after verification and inspection of site.



ANNEXURE D

SPECIFICATIONS FOR ELECTRICAL WORKS

i.	All the electrical work done within the Applicant's spaces including wiring, power outlets and gadgets are to be used and maintained properly for guarding against short circuits/fires and are as per the Indian Electricity Rule, 1956 and other applicable laws, statutory provisions and standards in force at the time, and indemnify JMRC against any loss accrued to the Applicant on this account.																																							
ii.	Only FRLS cable of required size shall be used for tapping off supply from JMRC fixed supply to Applicant spaces in rigid GI Conduit pipe. However for underground station FRLSZH cable shall be used. Use of PVCs is strictly prohibited in underground station area. The wiring scheme, the type of wiring, size of wires, various loads, plug point, light fan etc. shall be as per JMRC's approval.																																							
iii.	Cables upto 6 Sq.mm will be of copper conductor and above 6 Sq.mm Aluminium conductors may be used. However in case of underground station, use of Aluminium conductor cable is not allowed. Cables for single phase shall be three core, with one core as earth. For three phase load, four core cables along with separate 2 nos. of 8 SWG GI wires shall be used for earthing. For underground stations, 2 separate earth wire of 8 SWG copper conductors shall be used.																																							
iv.	For elevated stations, all wires shall be FRLS. Cables shall be armoured, XLPE, FRLS. In case of Underground stations, all wires and cables shall be armoured, XLPE FRLSZH and conform to NFPA-70, BS-6724 and BS6724																																							
v.	Applicant will provide a separate protection for their electric requirement with proper discrimination with upstream breaker.																																							
vi.	<p>All materials specification must follow standards, codes and specification as used by JMRC in the E&M works. Applicant shall use reputed Brand/make Electrical wiring and switch gear items. List of approved makes by JMRC is given below:</p> <p>List of Approved Makes:</p> <table><tr><th>SN</th><th>Item</th><th>Approved Makes</th></tr><tr><td>1.</td><td>GI Conduit Pipes</td><td>ISI Marked</td></tr><tr><td>2.</td><td>GI Conduit Accessories</td><td>Confirming to BIS/ISI as per approved samples</td></tr><tr><td>3.</td><td>Copper Conductor FRLS, PVC insulated wires (ISI mark)</td><td>National, Ecko, Finolex, Havells, Grandly, NICCO, Asian, Poly Cab</td></tr><tr><td>4.</td><td>Copper Conductor FRLSZH , PVC insulated wires (ISI mark) use for underground station</td><td>Polycab, Ducab Dubai, Cords Cables, KEI.</td></tr><tr><td>5.</td><td>FRLS Cables Al (ISI mark)</td><td>Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal</td></tr><tr><td>6.</td><td>FRLS Cables Al (ISI mark)</td><td>Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal</td></tr><tr><td>7.</td><td>FRLSZH , PVC Cables Al (ISI mark) use for underground station</td><td>Polycab, Ducab Dubai, Cords Cables, KEI, RashiCables.</td></tr><tr><td>8.</td><td>Switches & Socket outlets (ISI mark)</td><td>Crabtree, Anchor, MDS, LK (Schneider), RK, Legrand</td></tr><tr><td>9.</td><td>MCB, RCCB (ELCB)</td><td>L&T Hager, MDS, Siemens, GE, Merlin-Gerin, ABB, Schnieder, Standard, Indo-Asian, Havells</td></tr><tr><td>10.</td><td>Distribution Boards</td><td>L&T Hager, MDS, Siemens, ABB, Indo-Asian, Havells, GE, Schnieder, Standard</td></tr><tr><td>11.</td><td>Luminaries</td><td>Philips / Schrader / Osram / Bajaj / Thorn / Crompton</td></tr><tr><td>12.</td><td>Air Conditioner (Minimum three star rating)</td><td>Hitachi, Blue Star, O- General, Daikin, Voltas, LG, Samsung,</td></tr></table> <p>In case electrical items of any other make, the same needs to be approved from JMRC before installation.</p>	SN	Item	Approved Makes	1.	GI Conduit Pipes	ISI Marked	2.	GI Conduit Accessories	Confirming to BIS/ISI as per approved samples	3.	Copper Conductor FRLS, PVC insulated wires (ISI mark)	National, Ecko, Finolex, Havells, Grandly, NICCO, Asian, Poly Cab	4.	Copper Conductor FRLSZH , PVC insulated wires (ISI mark) use for underground station	Polycab, Ducab Dubai, Cords Cables, KEI.	5.	FRLS Cables Al (ISI mark)	Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal	6.	FRLS Cables Al (ISI mark)	Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal	7.	FRLSZH , PVC Cables Al (ISI mark) use for underground station	Polycab, Ducab Dubai, Cords Cables, KEI, RashiCables.	8.	Switches & Socket outlets (ISI mark)	Crabtree, Anchor, MDS, LK (Schneider), RK, Legrand	9.	MCB, RCCB (ELCB)	L&T Hager, MDS, Siemens, GE, Merlin-Gerin, ABB, Schnieder, Standard, Indo-Asian, Havells	10.	Distribution Boards	L&T Hager, MDS, Siemens, ABB, Indo-Asian, Havells, GE, Schnieder, Standard	11.	Luminaries	Philips / Schrader / Osram / Bajaj / Thorn / Crompton	12.	Air Conditioner (Minimum three star rating)	Hitachi, Blue Star, O- General, Daikin, Voltas, LG, Samsung,
SN	Item	Approved Makes																																						
1.	GI Conduit Pipes	ISI Marked																																						
2.	GI Conduit Accessories	Confirming to BIS/ISI as per approved samples																																						
3.	Copper Conductor FRLS, PVC insulated wires (ISI mark)	National, Ecko, Finolex, Havells, Grandly, NICCO, Asian, Poly Cab																																						
4.	Copper Conductor FRLSZH , PVC insulated wires (ISI mark) use for underground station	Polycab, Ducab Dubai, Cords Cables, KEI.																																						
5.	FRLS Cables Al (ISI mark)	Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal																																						
6.	FRLS Cables Al (ISI mark)	Fort Gloster, NICCO, Finolex, Asian/RPG, KEI, Havells, Polycab, CCI, Universal																																						
7.	FRLSZH , PVC Cables Al (ISI mark) use for underground station	Polycab, Ducab Dubai, Cords Cables, KEI, RashiCables.																																						
8.	Switches & Socket outlets (ISI mark)	Crabtree, Anchor, MDS, LK (Schneider), RK, Legrand																																						
9.	MCB, RCCB (ELCB)	L&T Hager, MDS, Siemens, GE, Merlin-Gerin, ABB, Schnieder, Standard, Indo-Asian, Havells																																						
10.	Distribution Boards	L&T Hager, MDS, Siemens, ABB, Indo-Asian, Havells, GE, Schnieder, Standard																																						
11.	Luminaries	Philips / Schrader / Osram / Bajaj / Thorn / Crompton																																						
12.	Air Conditioner (Minimum three star rating)	Hitachi, Blue Star, O- General, Daikin, Voltas, LG, Samsung,																																						
vii.	Only Galvanized Cable tray, Conduit, Cable Ladder shall be allowed.																																							
viii.	Internal wiring of luminaries (Light Fittings) and Signages in signage's panel shall also be FRLSZH in case of UG stations.																																							
ix.	All Plastic accessories used in luminaries shall be non-flammable material, meeting all the NFPA requirements, preferable by UV and shall be suitable for application at UG station conforming to UL – 94 standards on flammability of material.																																							