

MUMBAI PORT TRUST
CME DEPARTMENT

Requirement of Temporary Electric Supply

A. STEPS

i)	Submission of Application.	[Application Form]	
ii)	Form of Undertaking a) For Shore Electric Supply b) For General Electric Supply	[Form of Undertaking (Shore Supply)] [Form of Undertaking (General)]	
iii)	Applicant (User) to pay the Security Deposit as informed by MbPT.	[Sample Letter from MbPT]	
iv)	Completion and Test Report of the Installation by the Licenced Electrical Contractor	[Completion and Test Report Format]	
v)	Providing Electric Supply		
vi)	Firm to make payments against the Bills raised periodically.		
vii)	Request from the firm for disconnection of supply.		
viii)	Disconnection of Electric Supply.		
ix)	Refund of Security Deposit after adjustment of any pending dues.		

Approving Authority

Executive Engineer (W)

Processing Duration

For Shore Supply : 2 – 5 days
For General Supply : 3 – 7 days

Application Scrutiny Levels

Two.
i) Outside Inspector, Testing (OIT).
ii) Executive Engineer (W)
OR
Asstt. Executive Engineer (W)

B) Frequently asked questions :-

i) How to apply ?

The user may apply for the Temporary Electric Supply in the prescribed format [[Application Form](#)]. This application shall be routed through the department of MbPT from whom the user got permission/order/approval for performing their operations/execution of works.

ii) Where to apply ?

The Application Form and an Undertaking shall be submitted to

- (a) The Executive Engineer (W), EESD, Yantra Bhavan, Indira Dock.
For the MbPT area between Colaba and Victoria Dock including Indira Docks.
- (b) The Executive Engineer (W), EEND, MbPT Workshop Premises, Mazagaon.
For the MbPT area between Princes Dock and Darukhana.
- (c) The Executive Engineer (W), EEWA, Sewa Bhavan, Nadkarni Park, Wadala.
For the MbPT area between Reay Road and Wadala.

on all working days between 10:30 AM to 12:30 PM and 3:00 PM to 5:00 PM.

iii) How the submitted application is further processed ?

- (a) Application received will be scrutinized and the amount of Security Deposit required to be paid will be worked out by MbPT and informed to the Applicant in writing [[Sample Letter from MbPT](#)].
- (b) Applicant to pay the Security Deposit in the office of the Chief Mechanical Engineer, 5th Floor, Nirman Bhavan, Mazagaon, Mumbai – 400 010 on working days between 11:00 AM to 01:00 PM and 3:00 PM to 5:00 PM MbPT.
- (c) A copy of the Security Deposit Receipt alongwith an Undertaking [[Form of Undertaking \(Shore Supply\)](#)] or [[Form of Undertaking \(General\)](#)], as the case may be and Completion and Test Reports [[Completion and Test Report Format](#)] of the installation duly signed by the licensed electrical contractor to be submitted to the office of the respective Executive Engineer of MbPT as per the jurisdiction indicated in Answer to Question (ii) above.
- (d) The Temporary Electric Supply will be provided on fulfilling the necessary requirements to the satisfaction of the respective Executive Engineer (W) or his representative.
- (e) For disconnection of electric supply after its requirement is over shall promptly be informed to the office of the concerned Executive Engineer (W) in writing. Only on such written request the supply will be disconnected and the Security Deposit made initially be refunded after necessary adjustment of any pending dues.

iv) How the Security Deposit amount is worked out?

The Security Deposit will be the highest amount evaluated from any of the following three methods:

- a) A fixed amount of ₹ 300 /-.
- b) ₹ 35 /- per day multiplied by No. of days for which Temporary Supply is required.
- c) ₹ 15 /- per unit multiplied by estimated No. of unit consumption based on the load and the period specified by the Applicant.

If the Temporary Electric Supply is required for longer duration (more than 3 months) then the No. of days for the purpose of calculation in method (b) and (c) above will be considered as 90 days.

APPLICATION FORM FOR TEMPORARY ELECTRIC SUPPLY

To,
The Chief Mechanical Engineer,
Mumbai Port Trust,
Nirman Bhavan, 5th floor,
Clarke Bunder, Mazgaon,
MUMBAI – 400 010.

Dear Sir,

It is requested to provide temporary electric supply for the purpose of

(Please state whether power is required for lighting, feeding ships auxiliaries, welding, air compressors, electric tools etc.) for

i) the ship s.s. _____ at Hughes Dry Dock/Berth No. _____ Indira Dock/Ferry Wharf.

ii) the electrical installation at _____

iii) the work of _____

under Tender No. _____ .

from _____ to _____ for one/two/three shift/24 hrs a day.

2. The load particulars are as under :-

(a) 400 volts, 3 Phase, 50 Cycles, _____ amps.

(b) 230 volts, single Phase, 50 Cycles, _____ amps.

(c) 220 volts, D.C. _____ amps.

(d) 110 volts, D.C. _____ amps.

3. I/We agree to abide by the rules governing temporary electric supply in the docks already furnished to us. The Test Report and Form of Undertaking will be filled by a duly competent person employed by me/us.

Your faithfully,

Address : _____

Signature : _____

Name of the Applicant : _____

Designation : _____

Tel No : _____

Form of Undertaking (Shore Supply)
For taking temporary Supply in the docks from the Mumbai Port Trust.

To,

THE CHIEF MACHANICAL ENGINEER,
MUMBAI PORT TRUST.

We certify that the trailing cable to be connected from the shore supply point to the ship/shore; plant is in a perfectly healthy condition and the cores have distict colours. The individual courses of the trailing cable have been correctly connected in the shore switch in the ship/shore; plant.

The earth conductor of _____ colour has been tested for continuity.

It is hereby certify that the Mumbai Port Trust will not be responsible for any accident that may take place due to improper connections, or electric defects in the trailing cable or the ships installation or our shore plant. It is further agreed that if as a result of such accident, injury caused to the staff of the Mb.P.T or to contractor's labour, we shall be responsible for the same.

Signature _____

Name of applicant _____

Designation _____

Address _____

Tel. No. _____

Name of Electrician

Who will be on duty

Supervisor's

License No. _____

Date _____ issued

at _____

on _____

FORM OF UNDERTAKING (General)

I, the undersigned, on behalf of M/s _____
_____ undertake responsibility for any accident which might occur due to electrical shock or otherwise arising out of temporary connection provided at _____
_____ on _____ as requested by me vide my application dated _____ to the Chief Mechanical Engineer, Mumbai Port Trust.

I have entrusted the electric work for the temporary connection to M/s. _____ the licensed Electrical Contractors, whose license No. is _____ Date _____ for M/s _____

The above work has been entrusted to me. My license No. is _____
Date: _____ M/s _____

PARTICULARS OF PLANTS OR INSTALLATION

Witness : _____	Signature: _____
Name : _____	Name : _____
Address: _____	Address : _____
_____	_____
Tel. No. _____	Tel. No. _____
Date : _____	

SAMPLE LETTER FROM MbPT

No. :

From :
The Executive Engineer (W)
Electrical Establishment _____ Division,

To :

Dear Sirs,

Sub : Deposit in respect of Temporary Electric Supply.

Ref : Your letter/Requisition No. _____

Dtd : _____

The estimated charges works out to Rs. _____ for supplying temporary connection D.C/A.C.110/230/440 Volts, _____ Amps/KW, for _____ days from _____ at Birth No. _____ Indira Dock/ B.P.X./ H.D.D. or at [*specify the location*] _____ for the purpose of _____.

2. You are therefore, requested to deposit initially/enhance an amount of Rs. _____ in the Chief Mechanical Engineer's Office, Nirman Bhavan, 5th floor, Clarke Bunder, Muzavar Pakhadi Road, Mazgaon, Mumbai-400 010 during working hours and produce the receipt of deposit alongwith(I) test reports from licensed Electrical contractor and (II) undertaking from duly completed. The temporary electric supply will not be disconnected without giving any notice, if various condition governing temporary electric supply are not observed and also in case in the additional amount is not deposited in time for service required.

3. Temporary electric supply will be disconnected without prior intimation, if no power is consumed continuously for the period of one month and above in which case the job will be treated as closed.

Your faithfully,

D.A. : Nil

EXECUTIVE ENGINEER (W)

Copy to the Dy. Chief Mechanical Engineer through Ex. Engineer (M)-for information. On receipt of deposit No. & Job No. may please be intimated to this office.

D.A. : Nil

EXECUTIVE ENGINEER (W)

ELECTRICAL CONTRACTOR'S COMPLETION AND TEST REPORT
MUMBAI _____

Requisition No. _____ of _____
Installation No. _____ connected on _____

To:
THE ELECTRICAL ESTABLISHMENT, _____ DIVISION,
MUMBAI PORT TRUST.

I/We give notice that the installation of _____
_____ has
been carried out by us and is now ready for connection.

The details of the installation and Tests are as follows:-

Nature of Demand	Insul. Resi. To Earth	Remarks
------------------	--------------------------	---------

LIGHTING

Light _____
Fans _____
Convenience Wall _____
Plugs for _____

DOMESTIC ELECT. SERVICE:

- a) Cookers _____
- b) Refrigerators _____
- c) Water Heaters _____
- d) Other purpose convenience _____
of wall Plug . _____

MOTORS:	B.H.P	VOLTAGE
----------------	--------------	----------------

- 1. _____
- 2. _____
- 3. _____

OTHER PURPOSES

MISCLELLANEOUS

Licensed Electrical Contractor's
Address : _____ Contractor's Signature _____
License No: _____ date _____
Supervisor's Signature _____
License No: _____ date _____

IMPORTANT : A separate Test Report correctly Filled in English must be
submitted for each meter that is required.

Notice If the installation is found incomplete or does not comply with our
Requirement and E.E. Rules, necessitating a further visit of fee of Rs.15/-
(Payable in Advance) will be charged for each additional visit.