



HPGCL

RAJIV GANDHI THERMAL POWER PLANT

(A Unit of Haryana Power Generation Corporation Limited)

(Regd. Office: C-7, Urja Bhawan, Sector-6,

Panchkula) Corporate Identity No.

U45207HR1997SGC033517

Website: www.hpgcl.org.in, Email ID: xenit.rgtp@hpgcl.org.in

TENDER DOCUMENT FOR

ARC for Operation and Maintenance of ERICSSON make EPABX System installed at 2x600 MW RGTPP, Khedar, Hisar (except Main exchange) from Main Distribution Frame (MDF) to Subscriber end for two years.

NIT No.: 40/RGTPP/IT/F-151

Dated: - 14.09.2026

**XEN/IT,
RGTPP, HPGCL,
KHEDAR, HISAR.**

Website: www.hpgcl.org.in



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RAJIV GANDHI THERMAL POWER PLANT, KHEDAR, HISAR
(A unit of Haryana Power Generation Corporation Limited)
Regd. Off. Urja Bhawan, Sec-06, Panchkula
Corp. ID. U45207HR1997SGC033517

Telephone Number: 01693-250125 E-mail: xenit.rgtp@hpgcl.org.in
GST NO.: 06AABCH4536J1ZM

HPGCL

Notice Inviting e-Tender (e-NIT)

E-tenders in two parts are invited on behalf of Chief Engineer/RGTPP, Haryana Power Generation Corporation Limited (HPGCL) Khedar, Hisar from eligible parties, for ARC for Operation and Maintenance of ERICSSON make EPABX system installed at 2x600 MW RGTPP, Khedar, Hisar (except Main exchange) from Main Distribution Frame (MDF) to Subscriber end for two years.

E-Tender Enquiry No.	NIT No.40/RGTPP/IT/F-151 Dated – 14.09.2026.
Description of Work	ARC for Operation and Maintenance of ERICSSON make EPABX system installed at 2x600 MW RGTPP, Khedar, Hisar (except Main exchange) from Main Distribution Frame (MDF) to Subscriber end for two years.
Earnest Money (EMD)	Rs 22,400/-
Cost of Tender documents (Non-refundable)	Rs 1180/-
E-services fees (Non-refundable)	Rs 1180/-
Start date and time of tender uploading	14.09.2026 ,17:00 Hrs
Last date for submission of online tender	05.10.2026 , 17:00 Hrs
Due date and time of opening of Technical bid (Part-I)	07.10.2026 , 15:00 Hrs

XEN/IT,
For Chief Engineer / RGTPP,
HPGCL, Khedar, Hisar.



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HPGCL GST NO.: 06AABCH4536J1ZM

NIT No.40/RGTPP/IT/F-151

Dated: 14.09.2026.

NOTICE INVITING TENDER through e-tender

E-tenders in two Parts on behalf of Chief Engineer/RGTPP, HPGCL, Khedar, Hisar is here by invited for the ARC Contract for Operation and maintenance of ERICSSON make EPABX System Installed at 2x600 MW RGTPP, Khedar, Hisar from MDF to Subscriber End (Excluding Main Exchange) for period of 02 years with the provision of further extension for 03 months from eligible parties as under:-

Description of Work	Period of Contract	Tender Fee (Rs.) (Non – refundable)	EMD (Rs.)	e-service Fees (Rs.) (Non – refundable)	Last date of Downloading of Tender Documents , Bid Preparation and Bid Submission
ARC for Operation and Maintenance of ERICSSON make EPABX System Installed at 2x600 MW RGTPP, Khedar, Hisar from MDF to Subscriber End (Excluding Main Exchange) for period of 02 years with the provision of further extension for 03 months	2 years and may be extended by 3 months at the same rates.	1180/-	22,400/-	1180/-	

Information Regarding Online Payment of Tender Document, e-Service and EMD Fee.

The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in>
The Bidders shall have to pay for the Tender documents, EMD Fees and eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards and Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

NOTE: If the tenders are cancelled or recalled on any grounds, the tender document fees and eservice fee will not be refunded to the agency.

The Tenderer can submit their tender documents (Online) as per the dates mentioned in the key dates:

Key Dates				
Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1.		Downloading of Tender Documents and Bid Preparation	14.09.2026 , 17:00 Hrs	
2.	Technical Opening (Part-I)		07.10.2026 , 15:00 Hrs	
3.	Short listing of Technical bids and Opening of Financial Bid			Will be intimated to the firms on their E-mail.

XEN/IT,
For Chief Engineer / RGTPP,
HPGCL, Khedar, Hisar.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate.

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption and Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation and hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account:

Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>

4. Pre-requisites for online bidding:

In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>

6. **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

7. **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders and as below:

Key Dates			
Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
	Downloading of tender document, Bid Preparation and submission.	14.09.2026 , 17:00 Hrs	
Technical Opening (Part-I)		07.10.2026 , 15:00 Hrs	
Short listing of Technical bids and Opening of Financial Bid			Will be intimated to the firms on their E-mail as provided.

Information Regarding Online Payment of tender Document, e Service and EMD Fee.

1. The Bidders can download the tender documents from the portal: <https://etenders.hry.nic.in>.
2. The Bidders shall have to pay for the Tender documents, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. For online payments, Home page of the e-tendering portal <https://etenders.hry.nic.in> may be referred.

Note: -

1. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the agency.

2. The following are exempted from depositing the earnest money: -

- Public Sector Undertakings of the Central / Haryana State Government.
- Firms borne on DGS&D, DS&D Haryana rate contracts.
- Firms registered with the Director of Industries, Haryana or registered with National Small scale Industries Corporation, Govt. of India.
- Firms borne on the HPGCL's approved list of suppliers which may have made a permanent earnest money deposit of Rs. 10.00 lacs at the respective Project/ office of HPGCL, if they quote the Registration number given by the respective project/ office of HPGCL in their tender papers.

2.0 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries and all other terms & conditions except the rates (price bid). The bidders shall quote the prices in price bid format.

2.1 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

2.2 EMD Exemption for MSME firm is not applicable to Service Sector as directed by DS&D Haryana.

2.3 Bidders who have contractor Identity and are registered on HEWP & have deposited one time deposit are also eligible EMD exemption. However, bidder shall submit bid specific Earnest Money Declaration Form generated from HEWP.

3. Tender Closing: -After the submission of bid by the bidders, the bidding round will be closed. Once the online tender is closed, no new Vendor can bid in the tender.

Note:-

a). If bidder fails to complete the online Bid Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence bid will not appear during tender opening stage.

b). From the starting date of Tender downloading to final date of submission of bid, the bidder can rework on his bid number of times he wants. If bidder submits the revised bid including price bid, original bid will automatically deleted and this revised bid will become original bid. No revised bid will be submitted after part-I(Technical Bid) is opened.

c). Complete bid will only be submitted after realization of tender documents and EMD.

d). Bidder participating in online tenders shall check the validity of his/her digitally signature certificate before participating in the online tenders at the portal <https://etenders.hry.nic.in>.

e). for help manual please refer to the 'home page' of the e-procurement website at <https://etenders.hry.nic.in> and click on available link 'how to -?' To download the file.

4. If bidder fails to complete the Online Bid Preparation & Submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted and hence not appear during tender opening stage.

5. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the agency. However, EMD shall be refunded.

6. Unless exempted specifically, tenders not accompanied with the prescribed EMD/Cost of Tender shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT otherwise the tender shall be liable to be rejected.

7. The Bidder shall ensure that the payment shall be made at least 2 days prior to last date of submission of the bid.

8. The bidder can revise his price bid any number of times but only before last date of submission of bid. All previous quotes are deleted & only the latest price quoted is visible to the purchasing authority on date of opening of price bid.

Special instructions to the Contractors/ Bidders for the e-submission of the bids online through this e-Procurement Portal.

1. Bidder should do online Enrolment in this portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized certifying Authorities such as e-mudhra CA/GNGNFC/IDBRT/Safe Script/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The bidders can update well in advance, the documents such as certificates, purchase order details etc. under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidders should go through them carefully and then submit the document as per the document, otherwise, the bid will be rejected.
7. The BOQ template (price bid) must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained only through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded and the server end. However, the upload is decided on the Memory available at the client system as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
15. In case of offline payments, the details of the Earnest Money Deposit(EMD) documents submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the tender will be summarily rejected.
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidders may submit the bid documents online mode only, through this portal. Offline document will not be handled through this system.
18. At the time of freezing the bid, the e-procurement system will give a successful bid updation message after uploading all the bid document submitted and then a bid summary will be shown with the bid no, date and time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc... in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid document become readable only after the tender opening authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socked Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

XEN/IT,
For Chief Engineer/ RGTPP,
HPGCL, Khedar, Hisar.

General INSTRUCTIONS TO THE BIDDERS

1. Pre Qualifying Requirements (PQRs) / Eligibility Conditions for the tenderer:

The tender of only those bidders shall be considered who will produce documentary proofs in supports of following qualifying criteria:

- A. The bidder should be Original Equipment Manufacturer/Supplier (OEM/OES) or a registered vendor of HPGCL, as per Vendor Registration Policy for specific category for the work of ARC for Operation and maintenance of ERICSSON make EPABX System.

OR

The bidder must have experience of having successfully executed Work Order for the same or similar works in HPGCL/ NTPC/ any SEBs/ any PSUs/ any Corporations/ Central Government/ State Government/Semi Government during last five years ending 31.08.2026 having minimum order value as under:

- i) Single Work order of the value not less than Rs.4.36 Lacs. (or)
- ii) Two orders of the value not less than Rs.2.72 Lacs each (or)
- iii) Three orders of the value not less than Rs.2.18 Lacs each.

Note: The tender documents of only those bidders shall be considered who fulfil the eligibility criteria and submit documentary evidences in support of the same along with copy of performance certificate/repeat order from the same organization if any.

- B. Bidders must have average annual turnover in last three consecutive financial years i.e 2023-24,2024-25,2025-26 ended prior to the current financial year not less than **Rs. 5.60 Lacs.**

- C. The contractor should have GST No., EPF Account No., ESI Registration no. and PAN No.

- D. The contractor has registered under Contract Labour (Regulation and Abolition) Act, 1970 and possesses a valid labour license (if applicable) for deploying the workers on the work or will submit under taking to obtain the same within 15 days of issuance of work order. Contractor shall provide LIN No./Shop No. for registration if the manpower of the firm is not eligible for labour license.

- E. The Bidder must have contractor ID on HEWP Portal (Haryana Engineering Works Portal) for participation in the tendering process failing which firm's tender will be straight way rejected.

Note: The Work Order value referred above is inclusive of all taxes and duties.

- (i) A committee nominated by HPGCL shall evaluate all the bids for fulfillment of qualifying criteria.
 - (ii) Originals of any / all documents submitted by bidders while tendering, may be asked for verification at the time of evaluating the tender or anytime thereafter.
 - (iii) Decision of HPGCL regarding fulfillment of pre qualification requirement shall be final and binding upon the bidders.
 - (iv) In case where audited results for the last preceding financial years are not available for determining the average annual turnover, certification of financial statements from a practicing chartered accountant shall be considered acceptable.
2. Period of contract is **Two years and may be extended by another three months** at the discretion of HPGCL at the same rates and terms and conditions.
3. Before submitting tender online the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any parts, he shall clarify same from tender issuing office in writing before the due date of submission of the bid. The Bidder must have contractor ID on HEWP Portal (Haryana Engineering Works Portal) for participation in the tendering process failing which the firm's tender will be straight away rejected.
4. The "Application for Bidding" along with the "Terms and conditions of the contract and its all Annexure should be submitted duly filled up completely and signed on each page by the tenderer online. Work offered should be strictly according to the specifications of scope of work and to the terms and conditions of the NIT. Unless a deviation from the specifications and terms and conditions given in NIT is pointed out by the tenderer

specifically, it will be presumed that offer/ Tender conforms to the specifications and terms and conditions as laid down in NIT.

5. The tenderers shall submit their tender in two parts- the first part containing documents for qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid), and the second part containing the rates (price bid) quoted for each item as well as other related terms like freight, Works tax, GST, price escalation etc. as applicable.
6. The tenderer will quote their rates STRICTLY AS PER THE SAMPLE RATE QUOTING SHEET (**Annexure-XIV**). No deviation in terms shall be allowed.
7. All tenders received against this enquiry irrespective of whether they are from the approved contractors on the registered list or others, shall be considered, provided they are on the prescribed form and in accordance with the Qualifying as well as other tender conditions and specifications.
8. Unless exempted specifically, tenders not accompanied with the prescribed EMD/Cost of Tender shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT, otherwise, the tender shall be liable to be rejected.

The following are exempted from depositing the earnest money:-

- i. Public Sector Undertakings of the Central / Haryana State Government.
 - ii. Firms borne on D.G.S. & D/ Haryana rate contracts.
 - iii. Firms registered with the Director of Industries, Haryana or registered with National Small scale Industries Corporation, Govt. of India.
 - iv. Firms borne on the HPGCL's approved list of suppliers which may have made a permanent earnest money deposit of Rs.10.00 Lakh at the respective Project/office of HPGCL, if they quote the Registration number given by the respective project/office of HPGCL in their tender papers.
 - v. Bidders who have contractor Identity and are registered on HEWP and have deposited one time deposit are also eligible EMD exemption. However, bidder shall submit bid specific Earnest Money Declaration Form generated from HEWP.
9. The validity of the tender/offer shall be for **120 days** from the date of opening of the price bid.
 10. The rate negotiations shall be held as per Govt. Notification/Guidelines issued from time to time.
 11. No deviation shall be allowed. However, in case of deviation of taxes etc., the same be loaded for comparison purpose.
 12. The bidders/ contractors shall observe the highest standards of ethics during the submission of tender, procurement and execution of the contract. In case of evidence of cartel formation by the bidder (s) EMD is liable to be forfeited.
 13. The bidder shall bear all costs including bank charges, if any, associated with the preparation and submission of his bid, and HPGCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
 14. CE/RGTPP, HPGCL, Khedar, Hisar reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason and will not be responsible and will not pay for any expenses or losses that may be incurred by the tenderer in preparation of the tenders.
 15. **Inspection of site of work:-**Before tendering, the tenderer is advised to inspect the site of work, the environment and get acquainted with the actual work and other prevalent conditions, facilities available. No claim will be entertained later, on the ground of lack of knowledge.
 16. **Earnest money and Earnest money declaration Form**
The Bidder who does not have contractor id on HEWP can not participate in tendering process. Bidders who have contractor ID but have not registered on HEWP can participate in tendering process by paying the earnest money through online payment on the portal. Bidders who have contractor Id and are registered on HEWP and also have deposited one time deposit are eligible for participation in the tender by annexing bid specific Earnest Money Declaration Form generated from HEWP.
 17. The whole work against this tender shall be awarded to a single firm whose overall quoted/equated prices are lowest for the complete package.
 18. The bidders shall supply partnership deed in case of partnership firm and Memorandum of Association and Article of Association in case of a company.
 19. The contract shall come into existence immediately after the issue of L.O.I / WO, whichever is earlier.

20. The firm should either be registered with the Labour Commissioner, Haryana or should get himself registered immediately after the award of the work. The payment can be withheld for the want of the registration certificate.
21. **Eligibility of the black listed firms to participate in NIT:**
The firms who have been blacklisted by HPGCL or any other Centre or State Power Utility / Board or Corporation / or any other Thermal / Hydro Elect. Project shall not be eligible to bid against the NIT of HPGCL, However:
- (i) In case the blacklisting of the firm is for a specific plant and not for the organization as a whole then such blacklisting will not tantamount to ineligibility of the bidder.
 - (ii) Blacklisting of the firm by any unit of the HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.
 - (iii) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.
 - (iv) Firm has to certify itself for its eligibility with supporting documents to participate in the NIT stating that it has not been blacklisted by any organization presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as per regulation 36 and 37.

XEN/IT,
For Chief Engineer / RGTPP,
HPGCL, Khedar, Hisar.

SCOPE OF WORK

1. The contractor shall carry out complete Operation and Maintenance of EPABX system installed at 2x600 MW, RGTPP, HPGCL, Khedar, Hisar (except the Main Exchange) from Main Distribution Frame (MDF) to Subscriber end on daily basis during General duty hours (09:00AM to 05:00PM) by deploying minimum technical workforce i.e Technician and helper for completing the O&M activities. The contractor shall provide complete technical support on routine basis through technician having technical qualification i.e Diploma/ITI in related field and helper to execute the activities mentioned under scope of work and in accordance with system requirement. The contractor/his working force shall have adequate technical qualifications and professional experience to execute the activities enshrined under scope of work and in accordance with system requirement. In case of any problem experienced in the system in odd hours, the contractor shall attend the fault without claiming any extra charge. No payment shall be made for the period/no. of days if the contractor fails to deploy the adequate work force as per site requirement. The minimum technical workforce of Technician and helper are required for assistance in day to day activities for Operation and Maintenance of EPABX system installed at RGTPP.
2. It includes the installation of new telephone lines, if any and other related new work(s) within plant premises. The list of distribution of Telephone extension lines and phones installed in plant premises is tabulated below. The quantum of work may increase as the quantities specified in attached list are only indicative and not exhaustive.
3. The maintenance activity shall include daily checking, cleaning, inspection and testing, maintenance, necessary repair and replacement etc. ensuring continuous and effective functioning of EPABX system including up keeping of EPABX and Battery banks.
4. It includes maintaining healthy electrical supply/system for EPABX system and rectification of fault for electrical supply/system used for EPABX System. Any maintenance work in order to have uninterrupted supply has to be attended at no extra cost.
5. The breakdown maintenance call, if any, shall have to be attended within 12 hours from the telephonic reporting of fault. The contractor shall maintain a proper complaint register and the same shall be counter checked by the officer/official of this division.
6. The contractor shall assist various IT related activities as directed by Engineer-In –charge or his representatives.
7. The contractor shall look after the O&M work of EPABX system including the followings:
 - Operation and Maintenance of complete EPABX system round the clock excluding Main exchange.
 - Installation and commissioning of new telephone lines / telephone set as per the requirements of site. Any upcoming work i.e New connection and revival of old lines related to EPABX system shall be covered under the contract.
 - Daily Checking, Inspection and maintenance of all Telephone lines already installed as per table elaborated under scope of work.
 - Daily Checking, Inspection and healthy upkeep of Electrical supply/system for EPABX.
 - Regular cleaning of all dedicated junction boxes and equipments of EPABX.
 - The contractor shall be well conversant in handling with the software part of EPABX system and other operational and maintenance activity as directed by Engineer incharge or his representative(s).
8. The contractor shall maintain proper maintenance record of the system including routine and breakdown maintenance on daily basis and the same shall be counter checked by the officer/official of IT division.
9. Any spares i.e wires/cables/ telephone sets etc and any other item/accessories required for maintenance of EPABX system will be provided by HPGCL.
10. The consumables like cleaning spray, cotton, PVC tape, solder wire etc. have to be arranged by the contractor without any extra charges. In case the contractor fails to bring sufficient consumables to site without which HPGCL's work is suffering, HPGCL will procure the same from the market and cost thereof will be recovered from the contractor's bill @1.5 times the purchased price of the item.
11. All tools and tackles like Testing Instruments, Pliers, testers, Screwdrivers, spanners, multi-meter, soldering iron, Ladder, Air blower, extension board and drilling machine etc. required for carrying out the operation and maintenance of EPABX system have to be arranged by the contractor.

12. The personnel protective equipment like safety helmet, safety shoes, ear plug, safety belt etc. required for safety of workers have to be arranged / provided by the contractor.
13. In case, various problems are experienced simultaneously or depending upon the nature/severity of the fault, the contractor shall promptly attend such of the emergencies without claiming any extra charge on this account.
14. Electricity, Compressed air and Water will be provided free of cost as per requirement of job.
15. List of distribution of Telephone extension lines and phones installed at various locations in plant premises:-

Sr. No.	Locations	Types			
		A	B	C	D
1	Power House Building	29	4	19	-
2	Boiler Area Unit-I	-	-	4	-
3	Boiler Area Unit-II	-	-	4	-
4	ESP Area Unit-I	1	-	1	-
5	ESP Area Unit-II	1	-	1	-
6	CHP Area	4	2	6	-
7	AHP Area	4	1	3	-
8	Off Sites Buildings	10	-	2	-
9	Switchyard	2	2	-	-
10	Service Building	10	10	2	-
11	Gate(Main gate & colony gate)	3	-	-	-
12	Administrative Building	18	2	3	-
13	Canteen	2	-	1	-
14	Security Office	1	-	1	-
15	Fire Station Building	1	-	1	-
16	Workshop	1	-	1	-
17	Fuel Oil Day Tank Area	-	-	-	2
18	Fuel Oil Pump House	-	-	-	2
19	Raw/Fire Water Pump House	1	1	1	-
20	Ash water Recovery Pump House	1	-	-	-
21	CW Pump House Area	3	-	3	-
22	Water Lab and DM Plant Area	5	1	4	-
23	WT Control Room	1	-	1	-
24	Hydrogen Plant Building	1	-	1	-
25	DG Building and Air Compressor House	2	-	1	-
26	Ash Silo Area	1	-	1	-
27	Store	3	-	-	-
28	Other Plant Locations	5	5	5	2
	Total	110	28	66	6

Type 'A' – Normal Desktop Telephone.

Type 'B'- Desktop Telephone with Speaker and 10 number storage.

Type 'C' – Normal Desktop Phone (suitable for wall mounting).

Type 'D' - Wall mounted Explosion Proof (Ex. 'd')

SPECIFIC TERMS and CONDITIONS

- 1) **Accommodation:** Contractor will make his own arrangement for providing accommodation to his employees, if any, deployed at site.
- 2) The contractor shall make his own arrangement for all tool and tackles, skilled and unskilled man power etc. required for the execution of contract. The work shall be subjected to inspection at all time by the Engineer-In-Charge or his authorized representative(s). The contractor shall have to carry out the work to entire satisfaction of the Engineer-in-charge.
- 3) **Transportation:**
 - a) Material Transportation: The contractor shall make his own arrangement for transportation of the material anywhere within the plant area, if required and return of scrap back to this office/ Main O&M store. The contractor shall be responsible for loading/unloading of material being sent for repairs or received after repair to/from outside of RGTPP, HPGCL at his own cost.
 - b) Manpower Transportation: The Contractor shall arrange his own vehicle to make his staff available at site of work at any time as per the requirement of job.
- 4) The contractor shall abide by all the rules, laws and regulations that may be enforced from time to time regarding the employment conditions of service of his employees. Under no circumstances whatsoever, HPGCL would be held responsible to the labour of the contractor. HPGCL shall have the right to pass on the responsibility on the contractor together with any expenses incurred by HPGCL as a result of certain dues on the part of employees of the contractor. HPGCL shall be entitled to recover/claim dues/compensation from the contractor in that event. The labour/employees engaged by the contractor shall not be below the age of 18 years and above 60 years. Further the contractor would furnish an undertaking on Non-judicial stamp paper of appropriate value, for each and every worker employed by him, that the worker will not claim any lien as a worker of HPGCL, for the services, he is rendering to the contractor. The contractor shall also indemnify HPGCL against any liability towards its labour deployed for Non-compliance of labour laws etc.
- 5) **Safety Regulation:** The contractor will observe fire and safety regulations. He should adopt proper fire prevention arrangement during his work at site. He shall be responsible for any loss due to fire and unsafe methods or damage to any of the HPGCL property during the execution of contract and shall make good to the satisfaction of Engineer-In-Charge. However, this will not relieve the contractor of any statutory or other obligations.
- 6) The contractor's workforce must be sufficient to carry out O&M work effectively and without any delay. The contractor should be able to mobilize the working force as per the quantum of work and should be capable of executing Operation and Maintenance work of EPABX System simultaneously at number of fronts depending upon the site requirements. The deployment of the workers of contractor will be subject to approval of Engineer-In-Charge of the work. The contractor would be responsible for the following:-
 - a) The contractor should be registered with Labour Commissioner, Haryana or he should get himself registered immediately after the award of contract.
 - b) All the labour/workmen deployed during the execution of the contract shall be adequately got insured by the contractor at his own cost.
 - c) The contractor shall be responsible for any mishap/accident to any workmen at site of work and compensation payable to workmen on this account. All liabilities arising out of any provision of labour act /workmen's compensation act shall be the responsibilities of the contractor. Any expenditure incurred by HPGCL arising out of the negligence of the contractor would be recovered from his bills / pending dues.
- 7) **Loss to the plant during execution:** Any damage or loss caused to plant equipment etc. during execution of the contract will be made good by the contractor at his own cost and risk.
- 8) The contractor shall be responsible for the loss / damage caused to the property of HPGCL or any other agency by the contractor or any of his workmen / employee.
 - a) The O&M work has to be carried out under all weather conditions and at all sites of RGTPP. The contractor may have to carry out jobs and work round the clock, as per the requirement to be decided by Engineer-In-Charge. No extra claim/ over time will be paid on this account.
 - b) In case the contractor fails to do the extra and / or substituted work, Engineer-In-Charge will have the option to get the work done through another agency at the risk and cost of the contractor and debit the cost plus 15% of the cost to the first contractor's account.

- 9) **Contractor to remove unsuitable employees/ workmen:** The contractor shall on instruction of the concerned Engineer-in-charge, will immediately remove from the work and person employed thereon who may misbehave or cause any nuisance or otherwise in the opinion of the Engineer In Charge is not a fit person to be retained on the work and such person shall not be again allowed or employed on the work without prior written permission of the Engineer In Charge.
- 10) The contractor shall have to maintain necessary records viz. register of wages, muster roll/ attendance register, gate pass register etc as required under relevant acts and the same shall be made available to the Officer- In-Charge/ Project authority/ Govt. of Haryana representative for checking/ inspection as and when required.
- 11) The employees i.e Technician and Helper deployed by the contractor involved in O&M of EPABX system shall be of good character and antecedents, well behaved and neatly dressed in uniform preferably while on job.
- 12) The firm will intimate (in writing) the name of authorized representative at the site to whom necessary instructions regarding the works can be imparted and who will make the correspondence regarding contract related issues.

XEN/IT,
For Chief Engineer / RGTPP,
HPGCL, Khedar, Hisar.

GENERAL TERMS AND CONDITIONS OF CONTRACT

1) CONTRACT AGREEMENT :-

The contractor shall execute a contract agreement with HPGCL on a Non Judicial Stamp Paper of appropriate value within 07 days of receipt of work order.

2) RATE/CONTRACT PRICE:-

Rate shall be quoted by the bidder, strictly as per rate quoting sheet and the agreed contract price shall remain firm during the currency of the contract. Any statutory taxes/levies, if to be charged extra, should be clearly indicated by tenderer in their offer separately, failing which it will be presumed that the quoted prices are inclusive of all such statutory taxes/levies.

3) EARNEST MONEY AND SECURITY DEPOSIT:-

- a) Every tenderer, while submitting his tender, should online deposit an amount of **Rs. 22,400/-** as the earnest money.
- b) The earnest money furnished by the successful tenderer on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.
- c) The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder.
- d) 10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.
- e) Security deposit will be released only after completion of the entire period of the contract and after completion of 30 days on the certificate of Engineer In-charge for successful completion of work and submission of requisite documents like last EPF return by the contractor.
- f) No interest shall be paid on EMD / Security Deposit for the period it remains deposited with HPGCL.
- g) The earnest money /security deposit shall be forfeited in part or in full under the following circumstances:-
 - i) If the tenderer withdraws his tender at any stage during the currency of validity period.
 - ii) If the W.O. has been issued but the contractor refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.
 - iii) In the event of a breach of contract in any manner.
 - iv) In case of evidence of cartel formation by the bidder(s).
 - v) If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HPGCL to forfeit either in whole or in part, in its absolute discretion, the EMD/security deposit furnished by the contractor.
 - vi) The forfeiture of EMD/security deposit shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under payments or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.

4) PAYMENT TERMS

The scope of work will be executed throughout the period of contract. 100% payment of monthly contract value shall be made to contractor after deducting 10% security deposit and statutory deduction, of monthly running bill shall be made after satisfactory completion of work done.

5) COMPLETION PERIOD & PERIOD OF CONTRACT

The completion period of the work shall be the essence of the contract. The work shall be started within 07 days of issue of LOI/Work Order, whichever is earlier, unless

otherwise directed by the issuer of tender. The work shall be carried out & completed on month to month basis as per scope of the work.

The period of contract shall be for **02 years** from the date of commencement of work i.e. issue of LOI/Work Order whichever is earlier. The period of contract may be extended up to another 03 months at the same rates & terms and conditions at the discretion of HPGCL. The contract can also be short closed before the period of contract at anytime by HPGCL without assigning any reason and pro-rata payment shall be applicable in this regard.

6) STATUTORY DEDUCTIONS

Statutory deduction on account of Income Tax including surcharge shall be made at source from the bills of the contractor at the prevailing rates.

7) MODE OF PAYMENT

Payment shall be released by the DDO's through RTGS / NEFT, in the ESCROW account of the contractor which shall be used by the contractor for payment of wages to the workers in their saving account and other statutory obligations like EPF/ESI/etc. For payment through RTGS/NEFT, the contractor will open the requisite ESCROW account by a tripartite agreement with HPGCL and State Bank of India, within 7 days of issue of work order and will intimate the complete bank details viz. Name of Bank/Branch, Account Number, Type of Account, IFSC code etc, to Sr. Accounts Officer/Accounts Officer. No payment to the contractor shall be released other than in ESCROW account opened for the purpose.

Note: Regarding provision of ESCROW account requirement:

The provision of payment through ESCROW account should be incorporated in view of the instructions issued by the competent authority from time to time.

8) PENALTY FOR DELAY

Time is the essence of the contract. The contractor shall insure timely completion of the job as per stipulated completion period. If the contractor does not engage sufficient skilled staff or the quality of the work is not up to the satisfaction of engineer-in-charge or there is delay in attending of jobs or any other irregularities, the penalty @3% of the monthly bill charges per default subject to the maximum of 10% of monthly bill charges shall be levied on the contractor for each default.

Note: Contract value means basic value of the contract exclusive of taxes and duties, if charged separately.

Penalty will be imposed to the firm for non-timely payment of wages, deposit of EPF& ESI etc. @ 200 Rs. Per day per worker.

9) DOCUMENTATION

- i) The contractor and the executive in-charge of the work (XEN/IT) shall ensure the following document before forwarding the bill of the contractor to the accounts wing for pass and payment to avoid delay in payment of the contractor:-
 - a) Monthly Bill for the work done, in duplicate. The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors EPF code, ESI code, GST number, PAN & TIN. A photo copy of the documents as such EPF code, ESI code, GST number, Labour license, PAN & TIN etc. as applicable shall be attached with the running bill for reference and record.
 - b) Self attested copy of the deposit challan of EPF contribution, labour welfare fund deposited by the contractor for the labour engaged for the work duly validated with dossier of workers/drivers and their account no. in the appropriate prescribed Performa.
 - c) Self attested copy of the attendance sheet, wages register and evidence of wage payment.
- ii) The bill of contractor along with annexure submitted by contractor as mentioned above should be approved and verified by the officer in-charge for gross value as well as net payable value and accompanied with the certificates/documents as mentioned at (iii)below.
- iii) Certificate from the Engineer In-Charge that, a) Work has actually been done as per the contract and to the entire satisfaction of EIC. b) The copy of the EPF challan, ESI challan etc. submitted by the contractor pertain to the labour deployed at site and none of the worker has been excluded there from. c) The record entry of the work done has been taken in the SMB at page no. _____ on dated _____. d) No penalty is leviable on the contractor on any account as per the contract, if leviable, the amount of penalty is _____. e) Copy of protocol and certificate for stage payment if required.

Note:- Documents attached along with the contractor bill should be referred in the forwarding letter of the Executive office forwarding the bill for pass and payment.

10) WARRANTEE/GUARANTEE:

Not applicable.

11) RISK AND COST

In case the contractor fails to full fill the contractual obligation, the work shall be got done from some other agency at the risk and cost of the contractor. It shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages.

12) WATCH & WARD

The watch and ward of T&P and other material will be the responsibility of the contractor.

13) FACILITIES TO BE ARRANGED BY CONTRACTOR

The contractor shall make his own arrangement for providing all facilities like lodging, boarding, furniture and transportation etc. for his supervisors/staff engaged by him for the job.

14) FORCE MAJEURE: -

The delay in completion of work may be treated as force majeure to the contractor only if:

- a. The delay is resulted from any causes arising out of compliance with regulations, orders or instructions of the Central or State Governments, acts of God, acts of Civil & Military authority, fires, floods, strikes, lock-outs, freight embargoes, war risk riots and civil commotion.
- b. The contractor's request for extension of the delivery period along with all necessary evidence comes, before the expiry of the schedule date(s) of delivery.

15) FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/EPF ACT ETC._

Strict adherence of various applicable labour laws like the Factories Act, Minimum Wages Act, ESI act, Payment of Wages Act, the Workman's Compensation Act, EPF Act, Contractor labour (Regulation & Abolition) Act, 1970 and all other statutory requirements as amended from time to time to the entire satisfaction of Central/State Govt. Authorities, shall be the responsibility of the Contractor and he shall have to make good loss, if any, suffered by HPGCL on account of default in this regard by the contractor. EPF contributions will be deposited by the contractor in his own EPF code no. in the respective account of the workers. The contractor will submit the copy of EPF challan at the time of 90% payment along with corresponding list of workers.

16) INSURANCE OF WORKERS

The contractor will be solely responsible for any liability for his workers in respect of any accident, injury arising out and in course of contractor's employment. To meet his aforesaid obligation under the workmen Compensation Act, The contractor may obtain W.C. Policy from the Insurance Company for the persons employed by him for carrying out the work. The premium payable for the aforesaid Insurance Policy shall be borne by the contractor. The contractor shall ensure that the said Insurance Policy of this insurance cover is required to be submitted by the contractor to Engineer-in-charge of work immediately after issue of LOI, but before the start of work.

17) SAFETY RULES

A Firm shall have to comply with all the provisions of safety rules. The Chief Safety Officer may impose penalty of **Rs.200/- per day per head** if the workers of contractor are found to be working carelessly without proper protective equipments in unsafe conditions. Against violation of any other clause, a penalty of Rs 500 /- per violation (minimum) shall be levied. In case of repeated violation of serious nature resulting in various serious accident or direct loss to the corporation /threatens to cause severe consequences, higher penalty rates may be imposed including suspension/ termination of the contract. If any action is initiated by Chief inspector of factories, Chandigarh or any other authority against occupier/factory manager or any other authority of HPGCL in case of any fatal/non fatal accident or any other violation of factory act, 1948, Pb. Hr. factory rules, 1952 or any other industrial or labour act, the

contractor shall be liable for the same and also to deposit the amount of fine/penalty if any. In case of default action as deem fit shall be initiated against the contractor.

A safety clearance certificate on monthly basis from Chief Safety Officer shall be obtained by the contractor and has to be attached with the bill.

This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the plant & equipment handed over to him for execution of the work, due to careless handling or negligence on the part of the contractor. The contractor shall ensure that no damage or loss is done to HPGCL property or human being in the jurisdiction of work site. In case it is found that there is any loss to the plant equipment, HPGCL property or human being due to negligence of any labour/worker, the same shall be made good by the contractor at his own cost.

18) ARBITRATION

All the matters, questions, disputes, differences and/or claims arising out of and/or concerning and /or in connection with and /or in consequence of, and /or relating to the contract whether or not obligations of either or both the contractor and the corporation under this contract be subsisting at the time of such dispute and whether or not the contract has been terminated or purported to be terminated or completed, shall be referred to the Sole Arbitrator of Managing Director/ HPGCL or an officer appointed by the MD/ HPGCL as his nominee. The award of the Arbitrator shall be final and binding on the parties to the contract.

19) LAWS GOVERNING CONTRACTS

All contracts shall be governed by the laws of India for the time being in force. Irrespective of the place of work, place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

Jurisdictions of Courts:- The courts of the place from where the acceptance of tender has been issued shall alone have exclusive jurisdiction to decide any dispute arising out of or in respect of the contract. All the disputes shall be subject to the jurisdiction of Hisar courts only.

20) SET OFF

Any sum of money due and payable to the supplier under the contract (including security- deposit returnable to the supplier) may be appropriated by the HPGCL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the supplier with the HPGCL.

21) SUBLETTING and ASSIGNMENT:

The Supplier shall not, sublet, transfer or assign the contract or any part thereof or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the purchaser.

22) TERMINATION OF CONTRACT:-

If the contractor is unable to execute the work, any loss incurred by HPGCL on this respect will be accountable to the contractor's account/bill. HPGCL may terminate the contract after giving a 15 days notice, if in its opinion; the work under the contract is not being done to its satisfaction. HPGCL has the right to get the job done from a third party at the risk and cost of the first contractor till the expiry of the period of contract and debit the cost plus 15% of the cost from the first contractor's account.

23) Performance Bank Guarantee

Not applicable.

24) IDLE LABOUR CHARGES

No idle labour charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour being rendered idle due to any cause.

25) OVER RUN CARGES

No overrun charges shall be paid in the event of the completion period being extended for any reasons.

26) GST: The GST if extra, shall be paid as per actual within delivery period on production of following certificates:

- a. Certified that transaction on which tax has been claimed will be included in the return in the return to be submitted to the GST authorities for the assessment of GST and the amount claimed from HPGCL shall be paid to GST authorities.
- b. Certified that the goods on which GST has been charged have not been exempted from GST under Haryana / Central GST Act or rules made there under. The charge on account of the GST on these goods is correct under the provisions of the relevant act or rules made there under.
- c. Certify that we shall indemnify to HPGCL in case it is found at a later stage that incorrect payment has been recovered on account of GST by us.
- d. Certify that we are registered as dealer and our GST no. is _____.
*Our GST No. is _____ Dt. _____.

27) The term & condition not specified in the tender shall be governed by “HPGC works and purchase regulation 2015” which are available on the HPGCL website. i.e www.hpgcl.org.in”

28) Environmental Laws: The firm shall follow all rules and regulations of environment pollution issued by Haryana /Central Pollution Control Board from time to time.

**XEN/IT,
For Chief Engineer / RGTPP,
HPGCL, Khedar, Hisar.**

STATEMENTS OF BIDDERS

1. Name of Bidder _____
2. Address of Head Office _____
3. Correspondence Address _____
4. Legal status _____
5. PAN and GST Number of the Bidder (attached self attested photocopies)
PAN _____ GST No _____
6. Bank Details (attached signed cancelled cheque)
 - i) Bank Name and Address
 - ii) Bank Account Number
 - iii) Bank Branch Code
 - iv) IFSC Code of Branch
 - v) Nature of account (current/saving/OD/CC)
7. Main lines of Business
 - i. _____ since _____
 - ii. _____ since _____
 - iii. _____ since _____
8. Annual Turnover of past three year
 - i. _____
 - ii. _____
 - iii. _____

9. Past Experience:-

Name of Organization	Period	Reference of Contract	Order Value contract wise

10. Any other

Signature and Stamp of Bidder

Name and Designation of Authorized Bid Signatory_____

UNDERTAKING(To be given on firm’s letterhead)

I _____ designation _____ of
(Name of Company) _____ here by accept all the terms and
conditions given in the tender document NIT no. 40/RGTPP/IT/F-151 dated 14.09.2026.

Signature & Stamp of Bidder

(Name & Designation of Authorized Bid Signatory)

FORMAT FOR CONTRACT AGREEMENT

This contract agreement entered in to this _____ day of the month of _____, 20____ between Haryana Power Generation Corporation Ltd., a body corporate constituted under the Indian Company Act, 1956 herein after called Corporation which terms shall include all its heirs and successors on the one hand and M/s _____. The contractor which terms shall include all its heirs and successors on the other hand.

Where as a contract for _____ as officially described in tender documents issued against NIT no ._____ dated _____ and concluded by the issue of Work Order no. _____dated _____ appended hereto between Corporation & Contractor. Whereas Contractor further agrees to abide by all labour laws, rules and regulations which may be enforced from time to time. Where the contractor also agrees to absolve the HPGCL from all risks & responsibilities towards the labour engaged by the contractor during execution of the above said work.

The contractor will comply all provisions of the relevant labour laws/Acts and the rules /regulations framed there under. In the event of Rajiv Gandhi Thermal Power Plant, Khedar, Hisar being obliged to pay the compensation, the contractor will indemnify the corporation. The labour regulation shall be treated as part of the contract. Any break of labour laws/regulation shall be treated as breach of the contract.

Here RGTPP, Khedar, Hisar and the contractor have agreed to execute an agreement.

Now this deed witness and parties here to hereby mutually agree as above.

In witness where of the contractor & HPGCL here to set their hands as under.

Signature of the contractor	Signature & designation
In presence of witness	and on behalf of HPGCL presence of witness
Witness	Witness
1.	1.
2.	2.

SCHEDULE OF DEVIATION

(1) Sr. No	(2) Clause No.	(3) Description of Deviation	(4) Justification

**XEN/IT,
For Chief Engineer / RGTPP,
HPGCL, Khedar, Hisar.**

UNDERTAKING OF STAFF ENGAGED

I _____ S/O Sh. _____
R/O _____ working with
M/s _____ hereby give
Undertaking that I will not claim any service in HPGCL in lieu of service render to the
Firm M/s _____ against
Work order No. _____ dated _____.

Signature of worker

Signature & Stamp of Contractor.

Standard Operating Procedures to be followed to Monitor GST Compliance:

Stage 1: Floating of Notice Inviting Tender (NIT) –

- It is to ensure that the all prospective bidders to submit copy of Registration Certificate under GST Act.
 - The following undertakings (on the letter head of bidder) to be made part of mandatory documents to be submitted by all bidders:
 - 1.1 GST registration is valid as on date
 - 1.2 No default has ever been made by bidder in filing the various GST returns and deposit of GST dues with the department.
 - 1.3 Bidders having multiple registrations under GST will submit undertaking for each & every GST number. A default under a GST number even if the GST number pertains to some other state, will make the vendor ineligible to participate in tender.
- In addition, the successful bidder will also submit the following undertakings in addition to above immediately after issue of work order and with submission of each & every bill unless mentioned otherwise:
- 1.4. Undertakings mentioned at 1.1, 1.2 and 1.3
 - 1.5. A CA certificate regarding validity of GST registration will be submitted every six months during the tenure of contract.
 - 1.6. Vendor will submit copies of GSTR I and GSTR 3B/challans as evidence to deposit of GST with certification that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. & date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services to HPGCL.
 - 1.7. Vendor will inform immediately the HPGCL about initiation of any proceeding (if any) against him under the GST laws which may result in suspension or cancellation of GST number of the Vendor.
 - 1.8. Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST Law on part of the Supplier/vendor.
 - 1.9. In case of ARCs/AMCs having duration above one year, copies of GSTR 1, GSTR 2A and GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted on quarterly basis. In case of one time job orders and purchase orders, copies of GSTR 1, GSTR 2A and GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted before release of the security.

Stage 2: Scrutiny of bids –

- The GST registration status of vendors will be verified from the official website www.gst.gov.in.
- The address of vendor, the place from which supplies will be made or the invoice will be raised, mentioned in bid document should match with the GST registration number on the department's website. In case vendor is having multiple GST registration numbers, executive to ensure that GST number linked to place of supplier should be submitted to HPGCL.
- Filing status of following returns is to be verified that the returns are being filed by vendor within due dates:

Return	Periodicity of filing	Return for
GSTR1	Monthly	Outward supplies
GSTR2A	Monthly	Its auto populated on GST portal on the basis of GSTR 1 filed by vendor
GSTR 3B	Monthly	Payment of GST
GSTR9	Yearly	Compilation of outward and inward supplies made during the FY
GSTR9C	Yearly	Analytical statement on GST returns certified by GST Auditor

Verify that the undertakings, as specified in NIT, have been submitted by bidders. Failure to submit unconditional undertakings will render the bidder to ineligible at technical stage of evaluation itself.

Stage 3: Award of contract/ Issue of PO & WO-

- Vendor will undertake to immediately inform the HPGCL about any amendment in the GST certificate and to immediately submit the updated registration certificate.
- Purchase order/work order to specify that in case of failure at the end of vendor regarding deposit of tax and in complying with conditions mentioned at stage I & II, HPGCL will have right to recover the amount in default along with interest & penal amount and deposit the same directly with GST department on behalf of vendor to the credit of HPGCL.

Stage 4: Receipt of first invoice-

- Executive wing to verify that the invoice is in Performa as specified under GST laws (Section 31 to 34 of CGST Act read with Rules 46 to 55A of the CGST rules deal with the Tax invoice, Credit notes and debit notes) with correct GST number of HPGCL so that no difficulty is faced by HPGCL while claiming Input Tax Credit of GST due to incorrect GST number and also to reconcile the GST number and address of supplier as per invoice with the GST number & address given in tender documents submitted by vendor and submit the duly verified invoice to accounts wing.
- After the implementation of the E-Invoice w.e.f. 01 Oct 2020 generation of e-invoice from common e-invoice portal for B2B supplies by person having aggregate annual turnover of more than Rs. 500 Crs has been made compulsory. And w.e.f 01.Jan 2021 Generation of E-invoice for GST supplies by person having aggregate turnover of more than Rs. 100 Crs has been made compulsory. And w.e.f 01.04.2021 generation of E-invoice for GST supplies by the person having aggregate turnover of more than Rs.5Crs is proposed to made compulsory. The nodal officer/engineer in charge of the contract/appointed officer of the respective plant should demand from the supplier E-Invoice containing the invoice reference number (IRN) and QR code. It is worthwhile to note that any tax invoice including tax credit / Debit note issued by such notified person for B2B supplies without following the e-invoicing procedure shall not be treated as a valid document.
- Obtain an undertaking from the vendors who are not generating e-invoice in following format:

We M/s.....having PANand GSTIN Registration Numberhereby undertake that our Aggregate Turnover (as per Section 2(6) of Central Goods and Services Tax Act, 2017) for FY 20.....-..... does not exceed the prescribed threshold (as on the date of this declaration) for generation a Unique Invoice Registration Number (IRN) and QR code as per the provisions of Central Goods and Services Tax Act, 2017 and rules there under ("GST Law"). Further, we also undertake that if the aggregate turnover of M/s. exceeds the current threshold or revised threshold notified by Government of India at any future date, then we shall issue invoice and credit note in compliance with the required provisions of GST Law. In case of any queries from the any state or center Goods and Services Tax authorities, M/s.will be solely responsible.

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

- Accounts wing to check Arithmetical accuracy, Rate of GST charged & other calculations.
- In case there is difference in value of invoice, due to difference in quantity or quality actually supplied, GST will be applied on revised value of invoice

Stage 5: Receipt of IInd& subsequent invoices –

- In addition to procedure mentioned in stage IV, following steps to be undertaken
- All undertaking mentioned at stage I to be obtained & verified.
- GSTR 2A should be matched with amount of GST paid. In case, the details are not there in GSTR2A, issue needs to be taken up with vendor and GST consultant of HPGCL.

Others:

- EMD and Securities/Bank guarantees taken by HPGCL may be refunded only after payment of GST by vendor/contractor which was charged from HPGCL.
- In case any issue arises w.r.t failure by the firm in GST compliances, all future payments to be put on hold after having consultation with HPGCL's GST consultant.
- Firm /vendor has to submit the undertaking in prescribed Format-A, B, C&D regarding GST.

Annexure-A

Undertaking from the vendor (on vendor's letter head for not generating e-invoice)

We M/s. having PAN and GSTIN Registration Numberhereby undertake that our Aggregate Turnover (as per Section 2(6) of Central Goods and Services Tax Act, 2017) for FY 2025-26 does not exceed the prescribed threshold (as on the date of this declaration) for generation a Unique Invoice Registration Number (IRN) and QR code as per the provisions of Central Goods and Services Tax Act, 2017 and rules there under ("GST Law"). Further, we also undertake that if the aggregate turnover of M/s. exceeds the current threshold or revised threshold notified by Government of India at any future date, then we shall issue invoice and credit note in compliance with the required provisions of GST Law. In case of any queries from the any state or centre Goods and Services Tax authorities, M/s.will be solely responsible.

Yours Truly,
For M/s.....
Authorized Signatory Name: Designation:

Annexure-B

Undertaking from the vendor (on vendor's letter head) regarding validation of GST registration (for each GST number separately)

- 1.1.1. GST registration of GST no..... in name of M/s.....is valid as on date.....
- 1.1.2. No default has ever been made by me/my firm in name of in filing the various GST returns and deposit of GST dues with the department with respect to GSTN.....

Yours Truly,
For M/s.....
Authorized Signatory Name: Designation:

Annexure-C

Undertaking cum declaration from the vendor (on vendor's letter head)

- 1.2. I undertake to submit a CA certificate regarding validity of GST registration on every six months during the tenure of contract.
- 1.3. I undertake to submit copies of GSTR I and GSTR 3B/challans as evidence to deposit of GST with certification that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. and date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services to HPGCL.
- 1.4. I undertake to inform immediately the HPGCL about initiation of any proceeding (if any) against me/my firm under the GST laws which may result in suspension or cancellation of GST number of the Vendor.

Yours Truly,
For M/s.....
Authorized Signatory Name: Designation:

Undertaking cum indemnity bond from the vendor (on vendor’s letter head) regarding timely deposition of GST

- a) *Certified that we are registered as taxable person under GST Act, our GST no. is ----- and which is active as on-----.*
- b) *Certified that bill for the month of-----in which GST has been claimed, is included in all the GST returns submitted by us to the GST authorities.*
- c) *Certified that we shall deposit the amount of GST collected from RGTPP/HPGCL to the Government exchequer within the time specified under the GST Law.*
- d) *Certified that the goods/services on which GST has been charged have not been exempted from GST under GST Act. The rate/amount of GST in these goods/services is correct under the provisions of the GST Act.*
- e) *We give Undertaking-cum-indemnity bond to RGTPP/HPGCL that we shall indemnify to RGTPP/HPGCL for any loss sustained in case we does not deposit the GST to the government exchequer, which it has recovered from the M/s HPGCL as tax.*

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

TDS Declaration Undertaking

I, _____, _____ (Designation) of _____
(Name of the Corporation/Company/Board/Trust), having PAN _____ (here in
after referred as the Corporation/Company/Board/Trust), hereby declare and affirm a under:

- 1. That the Corporation/Company/Board/Trust is a regular income tax assessee.
- 2. That the Corporation/Company/Board/Trust has been filing its return of income tax regularly.
- 3. That the Corporation/Company/Board/Trust has filed returns of income tax for the financial years 2023-24, 2024-25 and 2025-26 under the provisions of section 139(1) of the Income Tax Act, 1961 as per details given below:

Assessment Year	Acknowledgement Number	Date of filing

- 4. That the new provisions of Section 206AB/Section 206CCA which require deduction/collection of tax at source at higher rates are not applicable to our Corporation/Company/Board/Trust and hence tax may not be deducted / collected at source at higher rates.

(Deponent)

That whatever stated above in the above stated para (s) are true to my knowledge and belief.

(Deponent)

Sample Rate Quoting Sheet

Subject: ARC for Operation and Maintenance of ERICSSON make EPABX system installed at 2x600 MW RGTPP, Khedar, Hisar (except the main exchange) from Main Distribution Frame (MDF) to Subscriber end for two years.

Sr. No.	Description of Work	Rate to be quoted for per MONTH (Without GST) (in Rs.)	TOTAL AMOUNT for 2 years without GST (in Rs.)	TOTAL AMOUNT for two years with taxes i.e. by taking GST @18%
1.	ARC for O&M of ERICSSON make EPABX System Installed at 2x600 MW RGTPP, Khedar, Hisar from MDF to Subscriber End (Excluding Main Exchange) for two years.	X	X	X

- Note: - 1. GST shall be paid extra as applicable.
2. The above sheet is for reference only. The rate must be filled in rate quoting sheet attached in the website.