

STANDARD OPERATING PROCEDURES TO BE FOLLOWED BY BIDDERS TO MONITOR GST COMPLIANCE & INCOME TAX ACT :

Stage I :- 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 (not registered on HEWP):
 - 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 II :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

- Will be verified 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 III: Award of contract/ Issue of WO.

- 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 GST 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.
- Vendor will undertake to immediately inform the HPGCL about any amendment in the GST certificate and to immediately submit the updated registration certificate.

Stage IV: 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.Jan2021 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.5 Crs 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 a undertaking from the vendor who are not generating e-invoice in following format:
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 2019-20 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 thereunder (“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:

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

Stage V: Receipt of IInd & subsequent invoices

- In addition to procedure mentioned in stage IV, following steps to be under taken
- All under taking 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 wrt failure by the firm in GST compliances, all future payments to be put on hold after having consultation with HPGCL's GST consultant.

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

We M/s..... having PAN..... and GSTIN Registration Number.....hereby undertake that our Aggregate Turnover (as per Number Section 2(6) of Central Goods and Services Tax Act, 2017) for FY ----- 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 thereunder ("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.....

Yours Truly,

For M/s.....

Authorized Signatory Name: Designation:

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

1.7.1. GST registration of GST no..... date in name of M/s..... is valid as on Date.....

1.7.2. No default has ever been made by me/my firm in name ofin 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:

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

1.8. I undertake to submit a CA certificate regarding validity of GST registration on every six months during the tenure of contract.

1.9. 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 challans (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.

1.10.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:

Annexure-Y

ADDITIONAL TERMS AND CONDITIONS OF CONTRACT

1) MODE OF PAYMENT: -

The payment shall be made by Sr. AO, RGTPP through RTGS on monthly basis for the work entrusted for the firm. The running bill shall be processed within 10 days after the same is presented (In Triplicate) after completing all the formalities by the contractor. For payment firm will submit Account No., Type of Account, IFSC Code etc to Sr. AO / AO, RGTPP.

2) PENALTY

- I. Work mentioned in Part-A shall be carried out throughout the year.
 - i. Inspection of sites at which sweeping, cleaning and other allied jobs are to be done, shall be can be carried out on daily basis and in case work of any area is not found satisfactory during any period then penalty of **Rs. 200/- per day per site** shall be imposed on firm in addition to nonpayment for that period on pro-rata basis. In case the work of lifting of garbage is not carried out at any site then penalty of **Rs. 200/- per day per site** shall be imposed on firm in addition to nonpayment for that period on pro-rata basis.
 - ii. If mechanical transport like tractor trolley/Truck with Dumper or any suitable mean for disposal of waste material/garbage is not provided on any day than penalty of **Rs. 2000 per day** shall be imposed in addition to non-payment for that day.
 - iii. Inspection of fountains & bottom lifts shall be carried out twice a week & once a week respectively and in case work of site is not found satisfactory to Engineer-In Charge, penalty of **Rs. 500 per bottom pit or fountain** shall be imposed on firm in addition to non-payment on pro rata basis.
 - iv. In case caretaker for Caretaking of officer club, staff club & community center is found absent at any time, penalty of **Rs. 500/- per instance** shall be imposed on firm, in addition to non-payment for that day.
 - v. Inspection of Kinoo Orchard shall be carried out on weekly basis and in case work is not found satisfactory during any period then penalty of **Rs. 1000/- per week** shall be imposed on firm in addition to nonpayment for that period on pro-rata basis.
 - vi. In case problem of chocking of Mains, Sub-Mains including Internal Sewerage System and down common sewer pipe lines is not done within one (1) hour of receipt of complaint then a penalty of **Rs. 500 per instance** shall be imposed on firm in addition of non-payment of that day.
- II. If firm do not carry out the work mentioned in Part-B of scope of work within specified time, then a penalty of **Rs. 1000/- per day per indent** shall be levied on firm.

- III. In case the work suffers due to non-providing of consumables to be arranged by contractor, a penalty of **Rs. 500/- per day** will be imposed. If Consumables are not provided by firm then the same shall be purchased by HPGCL at risk and cost of contractor/firm.
- IV. In case of non-availability of Supervisor in general shift at site a penalty of **Rs. 500/- per day** will be imposed in addition to non-payment of that day.
- V. In case of any other default or non-attending to the instructions of engineer-in-charge, a penalty of **Rs. 1000/- per default per day** will be imposed on the firm.
- VI. In case the contractor/ firm representative fails to attend the phone call of Engineer-in-charge, then a penalty of **Rs.200/- per incidence** shall be imposed.
- VII. If any person/labour of the contractor / firm is found misbehaving or causing any nuisance or having poor performance or otherwise and in the opinion of the Officer-In-Charge, he is not fit to be retained on the work, he shall have to be removed from the site / project / work within a period of 12 hours of the notice of this office and the person / labour so removed, shall not again be employed or allowed to work by the contractor / firm without the prior written permission of the Officer-In-Charge.
- VIII. In case, the contractor does not provide extra manpower as per emergent requirement, within 12 hours of notice/intimation given by Er. -In-Charge, then a penalty of **Rs. 500/- per man per day** will be imposed on the firm.
- IX. In case of non-assistance during national festival like Independence Day, Republic Day etc. for loading & unloading of items, penalty of Rs.5000/- per National function shall be imposed on firm and the work shall be carried out on risk and cost of the firm on immediate basis.
- X. Penalty for delay in work shall be regulated as per CBD.
- XI. As per labour laws the monthly payment to workers should be made by 7th day after the completion of wage period in their bank account and firm shall submit the copy of wages slip issued to workers duly signed by the concerned workers to this office along with payment proof latest by 10th day of every month otherwise a penalty of **Rs. 500/- per day** may be applicable on subsequent days till the submission of said document.
- XII. The firm shall deposit monthly EPF of workers as per EPF laws and submit the proof of EPF submission of worker by 20th day of next month otherwise a penalty of **Rs. 500 per day** may be applicable on subsequent days till the submission of said document.
- XIII. The firm shall deposit monthly ESI of workers as per ESI laws and submit the proof of ESI submission of worker by 20th day of next month otherwise a penalty of **Rs. 500 per day** may be applicable on subsequent days till the submission of said document.
- XIV. **The overall penalty shall be imposed upto maximum of 10% of contract value of work order. Penalty shall not include non-payment on account of work not executed.**

3) **COMPLETION PERIOD: -**

The completion period of the work shall be 365 days. The work shall be started from date of issue of Notice to proceed or otherwise directed by Er. in Charge. The quantum of any item of the scope of work may increase or decrease to any extent, as per the site requirement, subject to the limit that total contract value shall not exceed by 10% of the contract value. Payment shall not be made for the work not done. In case of increase of quantum of work, the completion period of the contract will not change and the contractor will have to complete the job within stipulated period unless the completion period is extended in writing.

4) **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.

5) **DOCUMENTATION: -**

The contractor and the executive in-charge of the work 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: -

- i. Contractor shall submit Running bill in duplicate to the executive in-charge along with the followings: -
 - a. Running Bill for the work done should be in duplicate. The bills should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors EPF Code, ESI Code, GST No., PAN No., A photo copy of the EPF Code, ESI Code, GST No., Labour License, PAN No. shall be attached with the bill for reference and record.
 - b. Self-attested copy of the deposit challan of EPF contribution, ESI contribution labour welfare fund deposited by the contractor for the labour engaged for the work duly validated with dossier of works and their account number in the appropriate prescribed Performa.
 - c. Workman compensation policy documents (as per applicability)
 - d. Self-attested copy of the attendance sheet, wages register and evidence of wage payment with wage slip.
- ii. The bill of the contractor along with the annexure submitted by the contractor at (i) 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 mentioned at (iii) and (iv) below.
- iii. Certificate from the Engineer In-Charge the: -
 - a. Work has actually been done as per the contract and to the entire satisfaction of EIC.
 - b. The copy of EPF challan, ESI Challan etc. submitted by contractor pertains to the labour deployed at site and none of workers has been excluded there from.
 - c. The record entry of the work done has been taken in the small measurement book (SMB) at Page No. ___ 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.
- iv. Certificate from labour welfare officer / factory manager stating that contractor has complied with all labour laws and safety clearance certificate from safety officer. In case of non-availability of labour welfare officer / safety officer from EIC.
Note Documentation attached along with the contractor bill should be referred in the forwarding letter of the executive office forwarded the bill for pass and payment.

DOCUMENT FOR SECURITY & PBG RELEASE: -

In addition to clauses of CBD for releasing security & PBG, following conditions shall also be applicable: -

- i) Security shall be released only after issue of the final labour Law Clearance Certificate by the Labour Welfare Officer as well as submission of latest documents i.e. returns challans by the contractor towards EPF, ESI etc.

6) 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.

7) 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.

8) OVER RUN CHARGES: -

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

9) WATCH & WARD: -

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

10) STATUTORY DEDUCTIONS: -

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

11) FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/ EPF ACT ETC.: -

Strict adherence of various applicable 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/ESI contributions will be deposited by the contractor in his own EPF/ESI code no. in the respective account of the workers. The contractor will submit the copy of EPF/ESI challan to the Labour Welfare Officer, at the time of payment along with corresponding list of workers.

The contractor shall make the payment of wages to its labour/worker in their bank account only. Documentary evidence thereof shall be submitted along with the running bills.

12) 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 equipment's 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 from the chief safety officer shall be obtained by the contractor and has to be attached along 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.

13) LAWS GOVERNING CONTRACTS: -

All contracts shall be governed by the laws of India for the time being in force. Irrespective of the place of delivery, 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. 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.

14) The contract may be short closed at any time during the period of contract by HPGCL without assigning any reason by giving a notice of one month, for which no compensation shall be payable to the contractor.

15) Instruction to Contractors: -

Firm to whom the contract is awarded shall ensure following

- i. Ensure Safety induction of workers before joining as incident of accidents are increasing day by day and provide PPEs to the worker at the time of joining.
- ii. Registration under shop and commercial act if workers are less than 50.
- iii. The firm has to give undertaking that it will ensure opening of salary account with HDFC bank as per MoU signed by HPGCL for extending the benefits to the workers or will give affidavit for extending better benefits than HDFC bank within 15 days of issuance of LOI/work order.
- iv. Pre medical health checkup before joining and also ensure periodical health checkup of workers at RGTPP.
- v. Police verification of workers.
- vi. Ensure registration on EPF and ESI online portal or workmen compensation policy of workers before joining of contractual workers, then only gate passes will be issued.
- vii. The Contractor required to ensure to pay wages, EPF, ESI, EDLI & other dues of workers as per respective labour laws like The payment of wages Act, 1936; Employees State Insurance (General) regulation 1950 (Amended on 11.01.2024), The employees Provident Funds and Miscellaneous Provisions Act, 1952, ; Contract Labour (Regulations & Abolition) Act 1970 & rules 1971, The Employees State Insurance Act, 1950 etc. or any other acts/rules as applicable time to time. The violation of labour laws may lead to heavy penalty and imprisonment. In case of non-compliance of labour laws following actions shall be taken by RGTPP management
 - Blacklisting or debarring from participation in tenders.
 - Doing pending payment of wages, EPF, ESI etc. of labour from payment or security of contractor/firm.
 - Security forfeit of contractor/firm.
 - Termination of contract and getting the balance work done at risk & cost of firm.

- Recommendation to EPFO, ESIC and Labour department for penal action for violation of relevant act.
- Non issuance of clearance certificate after 1 month, i.e. only current period clearance will be given. Non-compliance will be issued in case firm fails to submit bill on time.

-----Sd-----

**Executive Engineer/CMD-II,
for Chief Engineer/RGTPP,
HPGCL, Khedar, Hisar.**

ANNEXURE-Z

SCOPE OF WORK

NAME OF WORK: - Sweeping & Hygienic Cleaning of Common Area in Multi-Storied Residential / Non-Residential Buildings, Roads & Paths along with collection and disposal of Garbage and Carrying out other miscellaneous activities in RGTPP Colony, Khedar (Hisar) for a period of 1 year

Part-A

1. The activities mentioned below shall be executed in the RGTPP Colony premises or otherwise throughout the year as per the direction of Engineer-in-Charge.

- Caretaking of Officer Club, Staff Club and Community Center round the clock basis including rest reliver.
- Providing Services of Skilled Supervisor for all works carried out under the contract in general shift on daily basis at RGTPP Colony, Khedar, Hisar.
- Sweeping Cleaning and other Allied Jobs in common area of One no. Type – II (Category) building having 4 storey in addition to roof and basement. (Area 3269 Sq. m.) on daily basis including Sundays and Public Holidays.
- Sweeping Cleaning and other Allied Jobs in common area of two no. Type– III (Category) buildings having 4 storey in addition to roof and basement. (Area 12423 Sqm) on daily basis including Sundays and Public Holidays
- Sweeping Cleaning and other Allied Jobs in common area of two no. Type– IV (Category) buildings having 4 storey in addition to roof and basement. (Area 14130 Sqm) on daily basis including Sundays and Public Holidays
- Sweeping Cleaning and other Allied Jobs in common area of three no. Type – V (Category) buildings having 8 storeys in addition to roof and basement. (Area 12292 Sqm) on daily basis including Sundays and Public Holidays.
- Sweeping Cleaning and other Allied Jobs in common area of one no. Type – VI (Category) building having 8 storeys in addition to roof and basement. (Area 3798 Sqm) on daily basis including Sundays and Public Holidays
- Sweeping Cleaning and other Allied jobs in parking area of Field Hostel, Guest House, Rest House and Shopping Center including bathrooms/washrooms at Shopping Centre (Area 6461 Sqm) on daily basis including Sundays and Public Holidays
- Sweeping Cleaning and other Allied jobs in Officer Club, Security Hut and Dispensary including bathrooms/washrooms including parking area and their respective roof (Area 3423 Sqm) on daily basis including Sundays and Public Holidays.
- Sweeping Cleaning and other Allied jobs in community center, Subordinate Club including parking area and their respective roof (Area 7538 Sqm) on daily basis including Sundays and Public Holidays.
- Sweeping Cleaning and other Allied jobs in common areas of Transit Accommodation along with roof (Area 1749 Sqm) on daily basis including Sundays and Public Holidays.
- Sweeping and cleaning of 11 KV Switchgear building including bathrooms/washrooms along with its roof (Area 615 Sq. M.): all colony roads, Paths and berms and Paved Flooring

(Area 38300 Sqm) including disposal of garbage/waste material on daily basis including Sundays and Public Holidays.

- xiii. Cleaning / Removal of Chocking of Mains, Sub-Mains including Internal Sewerage System and down common sewer pipe lines of Various Buildings of RGTPP Colony, Khedar as per the instruction of Engineer-In-Charge on daily basis including Sundays and Public Holidays.
- xiv. **Lifting and disposal of garbage:-** Disposal of moorum/building rubbish/ malba/ similar unserviceable, dismantled or waste material by mechanical transport including loading, transporting, unloading to approved municipal dumping ground for lead up to 10 km for all lifts, complete as per directions of Engineer-in-charge. The work is to be carried out on daily basis including Sundays and Public Holidays
- xv. Maintenance of Kinoo orchard during contract period All type of activities like manuring, removal of wild grass in the area, ploughing, land dressing/levelling, watering of plants, and trimming will have to be carried out by the contractor for proper maintenance of kinoo orchard. All T and P shall be in the scope of Contractor. Plants will be provided by HPGCL.
- xvi. Cleaning of four no. fountain sets in RGTPP colony twice a week. Necessary consumables for cleaning will be arranged by the firm.
- xvii. Cleaning of 8 no. bottom pits of lifts provided in RGTPP colony khedar Once a week. Necessary consumables for cleaning will be arranged by the firm.

Note: - In case the firm do not carry out the work as per specifications, then deductions shall be made on pro-rata basis.

Part-B

- 1. The activities mentioned below shall be executed in the RGTPP Colony premises or otherwise after raising of indent by Engineer-in-Charge within specified time.**
 - i. Clearing by manual labour, collection and disposal of undesirable material including digging roots with Kassi and khurpa.
 - ii. Colour washing such as green, blue or buff to give an even shade. New work (two or more coats) with a base coat of white washing with lime.
 - iii. Hire charges for JCB with bucket capacity of 0.4 cum with fuel and driver.
 - iv. Manpower to assist during national festivals like Independence Day, Republic day etc. for loading and unloading of items.

Note: - The work shall be carried out in specified time as per indent issued by Er. In-Charge. In case the firm do not carry out the work as per specifications, then deductions shall be made on pro-rata basis.

Instructions to be followed during the work by firm

1. Sweeping/mopping and Cleaning of residential buildings shall be complete including removal of Cob-webs and beehives in Common Areas such as Corridors, Staircase, Railing, Parking area of blocks, basement, terrace etc. with sufficient qty. of consumables
2. Sweeping/mopping and Cleaning of Community Centre, Staff Club, Officer Club shall be complete including removal of Cob-webs and beehives including parking area, roof & toilets with sufficient qty. of consumables.
3. Sweeping/mopping and Cleaning of Shopping Complex shall be complete removal of Cob-webs and beehives in common areas of including toilets & its parking area with sufficient qty. of consumables.
4. For work of Cleaning / Removal of Chocking of Mains, Sub-Mains etc., arrangement of Septic tank machine for drainage of pit will be in the contractor' scope.
5. Disposal of all the garbage shall be as per instruction of Government time to time. In the event of disposal / shifting of the garbage / dust / unwanted material to any areas other than specified one, the contractor shall get such garbage lifted and shifted to the specified area at his risk and cost.
6. No garbage should be spilled and in case of spillage same shall have to be cleared / cleaned by the contractor, failing which the penalty shall be leviable.
7. Contractor shall also ensure door to door collection of segregated solid waste from all households, commercial waste and institutional waste at RGTPP Colony as per direction of Er-In-Charge.

8. In addition to above the firm shall also carry out the Sweeping Cleaning work of the houses of various types before occupation of allotted House or as and when required as per direction of EIC.

To carry out the work under scope of work sufficient consumables described as under shall be maintained by firm throughout the contract period:

Sr. No.	Description of Material
i.	Nariyal Broom/Bamboo broom
ii.	Flower Broom
iii.	Detergent Powder
iv.	Phenyl Liquid
v.	Naphthalene balls
vi.	Harpic
vii.	Odonil
viii.	Colin
ix.	Jute Bags
x.	Mosquito & Cockroaches kill Spray
xi.	Acid Bottle
xii.	Duster
xiii.	Pochas
xiv.	Cleaning Powder
xv.	Cotton Waste
xvi.	Round up Spray
xvii.	Room Freshener
xviii.	Wiper
xix.	Rubber Pipe for Water
xx.	Rubber air pipe
xxi.	Toilet Cleaning Brush
xxii.	Hand Wash

Manpower deployment: -

- i. For carrying out above scope of work, sufficient manpower shall be deployed by contractor on daily basis, including Sundays and Public Holidays. Manpower deployed by contractor should be available during working hours of day 09:00 AM to 05:00 PM except for caretaking services for which manpower is to be deployed on round the clock basis as per requirement of site. However, if additional manpower is required for carrying out the said work, the same will be arranged by the contractor. Weekly rest to workers will be ensured by the firm.
- ii. Supervision of all mentioned works shall be carried out by representative (s)/ Supervisor (s) deployed by firm for effective management of work. The contractor / firm shall communicate in writing the name of his responsible representative (s)/ Supervisor (s) and his specimen signature. The said representative (s)/ Supervisor (s) shall

always be present at site and must be available in the General Shift for taking time to time instruction of the Officer-In-Charge of the work and for ensuring proper working in all the sites. Any instructions given to the said representative (s)/ Supervisor (s) shall be deemed to have been given to the contractor / firm.

Emergency Requirement: -

In case of emergent requirement raised by Er-In-Charge, contractor shall provide extra manpower than provided on usual basis at a short notice of 12 hours. There shall be ceiling of 100 man-days on account of the extra manpower to be provided on the basis of emergent requirement.

Instruction to Contractors by RGTPP management

- Contractor shall ensure Safety induction of workers before joining as incident of accidents are increasing day by day and provide PPEs to the worker at the time of joining.
- The firm has to give undertaking that it will ensure opening of salary account with HDFC bank as per MoU signed by HPGCL for extending the benefits to the workers or will give affidavit for extending better benefits than HDFC bank within 15 days of issuance of LOI/work order/Notice to proceed.
- Contractor shall ensure Police verification of workers.
- Contractor shall ensure registration on EPF and ESI online portal or workmen compensation policy of workers before joining of contractual workers, then only gate passes will be issued.

-----Sd-----

**Executive Engineer/CMD-II,
for Chief Engineer/RGTPP,
HPGCL, Khedar, Hisar.**

Checklist Documents required for Technical Evaluation		
Sr. No.	Documents	Requirement
1	Contractor Id	Mandatory
2	HEWP Registration Certificate	Mandatory for taking EMD exemption subject to another requirement
3	Tender Fees	Mandatory
4	EMD	Mandatorily Required for unregistered bidders
5	EMD Declaration Form if exemption availed	Mandatory bid specific declaration form duly downloaded from HEWP, Any bid from the registered bidders not accompanied by a bid specific acceptable Earnest Money Declaration form (in case exemption is availed) as per 16.2 of Section 1 i.e. Instructions to Bidders (ITB) or not secured as indicated in Sub-Clauses 16.1 Section 1 i.e. Instructions to Bidders (ITB) shall be rejected as NON-RESPONSIVE
6	Proof of constitution	Mandatorily Required for unregistered bidders
7	PAN	Mandatorily Required for unregistered bidders
8	GST certificate	Mandatorily Required for unregistered bidders
9	Undertaking non-black listed Certificate	Mandatorily Required for unregistered bidders
10	Proof of immovable property	Mandatorily Required for unregistered bidders
11	Cancelled cheque or proof of bank account	Mandatorily Required for unregistered bidders
12	The applicant himself or his employee (at least one) should be a Diploma Holder Engineer (Civil/Electrical/Agri./Hort.) as applicable. Accordingly, self-declaration certificate of applicant and his employee along with copy of Diploma certificate is to be submitted	Mandatorily Required for unregistered bidders
13	Proof of address	Mandatorily Required for unregistered bidders
14	Society Resolution	Mandatory for society
15	Section 2: Qualification information	Mandatory completely and accurately filled
16	Available Bid Capacity	Mandatory calculated as per data provided in Section 2
17	Average annual Turnover of last 3 FY (Certified by CA) as per Appendix to ITB of this NIT	Mandatory
18	Similar Work executed: 3 Work of 40% value Or 2 Work of 50% value Or 1 Work of 80% value (Refer Appendix to ITB of CBD) as per Appendix to ITB of this NIT	Mandatory certificate from officer of rank not below XEN along with qualification information clearly mentioning the name of work, Contract Value, billing amount, date of commencement of works, satisfactory performance of the Contractor and any other relevant information.
19	Undertaking as per Section 7 (J)	Mandatory signed and stamped on letter head of date after the issue of NIT,

		original to be submitted before signing agreement
20	Affidavit as per Section 7 (K)	Mandatory on a non-judicial stamp paper of Rs.10/- and shall be attested by Magistrate/Sub-Judge/ Notary Public, original to be submitted before signing agreement, affidavit should be of a date later than the date of calling of tender
21	Any other pre-qualifying requirement/proof of ownership/lease of machinery/labour	As per Clause 39 of Section 4: ITB
22	GST undertaking (s) (As per Annexure-X)	Mandatory for firm to whom the work will be awarded. If the bidder to whom the work is awarded, do not submit undertakings then action shall be taken in line of Clause 33.6 of Section award of contract of NIT/CBD. Moreover, GST no. of all participating firms' firm shall be active. In case GST of any firm is not active then bid shall be rejected.
23	Undertaking regarding compliance of Labor laws	Mandatory for all participating firms. However, in case firm fails to submit the same in NIT the documents can be submitted at the time of technical evaluation. Firm has to certify itself for its eligibility with supporting documents to participate in the NIT stating that it is not under any default towards compliances under any of the labor laws presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the fact and the firm shall be treated as blacklisted on this ground and action shall be taken as per regulation 36 & 37 of the HPGCL Works.
24	EPF no. & ESI no. or undertaking regarding getting EPF & ESI no.	Mandatory but if the document is not submitted while submitting Technical bid, then documents being new or not known to all contractor will be allowed to be submitted even after opening of part-1 i.e. Technical bid.
25	Financial statement of last 3 years	Financial statement of last 3 years needs to be attached with the bid "in case where audited results for the last preceding financial year are not available for determining the average annual turnover, certification of financial statements from a practicing Chartered Accountant shall be considered acceptable. Further, if the bidder does not submit the said documents at the time of bidding, the same can be obtained from the bidder during the stage of technical evaluation
26	Other documents as per clause 4 of ITB of NIT	As per requirement
All care should be taken by the bidder to submit correct information and documents in first place.		

Note:- This list is subject to terms and conditions of this NIT/CBD.