

PANIPAT THERMAL POWER STATION
(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



(An ISO 9001, 14001 & OHSAS 18001
Certified Company)

TENDER DOCUMENT

FOR

ARC for Running & Maintenance of Plant Canteens, Field Hostel and VIP Guest Houses along with its housekeeping at HPGCL Projects and Urja Bhawan, Panchkula

e-NIT No. Ch-15 /MP-38/Canteen/2026 Dated 05-06-2026

CHIEF ENGINEER
PANIPAT THERMAL POWER STATION,
HPGCL, PANIPAT

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An ISO: 9001, ISO: 14001
and OHSAS: 18001
Certified Company

HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office – C-7, Urja Bhawan, Sector-6, Panchkula

Corporate Identity Number: U45207HR1997SGC033517

Website: www.hpgcl.org.in

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ONLINE NOTICE INVITING TENDER

E-tenders in two parts are invited on behalf of CE/PTPS, Haryana Power Generation Corporation Limited (HPGCL) Panipat, for the following works to be carried out on ARC basis for Running & Maintenance of Plant Canteens, Field Hostel and VIP Guest Houses along with its house keeping at HPGCL Projects and Urja Bhawan, Panchkula for the period of three year from eligible parties for the work as under:

NIT No.	Ch-15/MP-38/Canteen/2026 dated 05-06-2026
Description of Item	ARC for Running & Maintenance of Plant Canteens, Field Hostel and VIP Guest Houses along with its house keeping at HPGCL Projects and Urja Bhawan, Panchkula for the period of three years
Start date and time of tender uploading	05-06-2026 at 18:00 Hrs
Last date for submission of tender	26-06-2026 at 13:00 Hrs
Tender Opening (Part-I)	01-07-2026 at 15:00 Hrs
Tender Fee (Non –refundable)	Rs.1180/-
e-service Fees (Non –refundable)	Rs.1180/-
Earnest Money	Rs. 25,00,000 (Rs. Twenty Five Lacs Only)
INSTRUCTION TO BIDDER / PQR	As per Annexure-I
TERMS & CONDITIONS OF CONTRACT	As per Annexure-II
SCOPE OF WORK	As per Annexure-III to Annexure-VI
LABOUR LAWS	As per Annexure-VIII
STATEMENT OF BIDDER	As per Annexure-X
ACCEPTANCE CERTIFICATE	As per Annexure-XVI

Information Regarding Online Payment of Tender Document , e-Service & 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 & 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 & Internet Banking Accounts** and the Payment for **EMD** can be made online directly through **RTGS / NEFT**.

- 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. Those agency who are exempted from EMD, should submit proof of related documents at least 10 days before end date of “**Downloading of Tender Documents & Bid Preparation**” stage to **publisher of the tender i.e. concerned Executive Engineer.**

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/DS&D Haryana rate contracts.
- iii) Firms registered with the Director of Industries, Haryana or registered with National Small 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.

The Tenderers 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 & Bid Preparation	05-06-2026 at 18:00 Hrs	26-06-2026 at 13:00 Hrs
3	Technical Opening (Part-I)	-	01-07-2026 at 15:00 Hrs	---
4	Short listing of Technical bids & Opening of Financial Bid		Will be intimated to the firms on their E-mail	

INSTRUCTIONS TO THE BIDDER ON ELCTRONIC TENDERING SYSTEM:

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 & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & 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.

8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees and Submission of Bid Seal of online Bids:

8.1. The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. 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. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

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

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

9. 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 document's fee and EMD.

(D). Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal [http:// https://etenders.hry.nic.in](http://https://etenders.hry.nic.in).

(E). For help manual please refer to the 'Home Page' of the e-Procurement website at [https:// https://etenders.hry.nic.in](https://https://etenders.hry.nic.in), and click on the available link 'How to.....?' To download the file.

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 eMudhraCA/GNFC/IDRBT/MtnTrustline/SafeScrt/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 Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template 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 online through the eProcurement 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 date 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 at 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 the 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) document 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 bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & 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 documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket 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 eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

**Executive Engineer/MP-I,
for Chief Engineer/PTPS,
HPGCL, Panipat.**

INSTRUCTIONS TO THE BIDDERS

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

- a) The bidder must have experience of having successfully executed similar type Work Order (s) in atleast 03 No power generating corporation such as HPGCL/NTPC/ PSU/ Corporation/ Central Govt./State Govt./ Semi Govt. or any Thermal/Hydel Power Generation companies and have average annual turnover and other eligibility condition as given below.

Who have already successfully executed the Work Order(s) for the same or similar work i.e. Running & Maintenance of Plant Canteen Field Hostel / VIP Guest House during last 5-years ending 31-05- 2026 and having minimum order value as under:

Single order of the value not less than Rs. 6.74 Crores.

Or

Two orders of the value not less than Rs. 4.21 Crores- each.

Or

Three orders of the value not less than Rs. 3.37 Crores each.

- b) Bidder must have average annual turnover in last three consecutive financial years ended on 31.03.2026 not less than Rs. 8.42 Crore/- (Rs. Eight Crore Forty two lacs Only).

Note: Average Annual turnover = Sum of the Annual Turn Over of preceding three years / 3 (As per Audited Accounts).

Other income shall not be considered for arriving at annual turnover.

In case where audited results for the last preceding financial year are not available for determining the average turnover, certification of financial statements from a practicing Chartered Accountant shall be considered acceptable.

- c) The firm shall submit the copy/copies of work order(s) along with the relevant satisfactory work completion certificate(s) or the copy of repeat work orders for similar works from the same Organization, duly attested/Notarized in support of qualifying conditions.**
- D. The firm shall possess the valid PAN, EPF & GST nos.**
- E. The bidder should have valid ESI no. or shall submit an undertaking to provide the same within one month issue of work order.**
- F. 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.**
- G. The contractor is registered under Contract Labour (Regulation & Abolition) Act, 1970 and possesses a valid labour license for deploying the workers on the work or will obtain the same within 15 days of issuance of work order. Contractor shall provide LIN No./Shop No. for registration.**

Note:

- a) A committee nominated by HPGCL shall evaluate all the bids for fulfillment of qualifying criteria.
- b) 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.
- c) Average Annual Turnover = Sum of the Annual Turnover of preceding three years / 3 (As per audited Accounts).
- d) Other income shall not be considered for arriving at annual turnover.
- e) In cases where audited results for the last preceding financial years are not available for determining the average turnover, certification of financial statements from a practicing Chartered Accountant shall be considered acceptable.
- f) The firm has to submit the copy of work orders executed by them along with completion/performance certificate or copy of the repeated work orders from the same agency/enterprises/power plant etc. duly attested in support of qualifying conditions and as a proof of satisfactory execution of work.
- g) 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 Electricity 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 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 the past by any organization and presently such blacklisting has been 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 regulations of the corporation.
- h) The rates will remain firm throughout the contract period irrespective of change of minimum wages etc.
- i) The firm should fill statement of bidder's Proforma as per annexure enclosed and submit authentic supporting documents for proving its credential. Original documents may be asked for verification at the time of finalizing the tender.
- j) Decision of the HPGCL regarding fulfillment of Pre-qualification requirement shall be final and binding upon the bidders.
2. 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.
3. 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 & 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.
4. The tenderers shall submit their tender in two parts- the first part containing documents for qualifying criteria, technical specification, schedule of completion period, 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 Works tax, GST, price escalation, etc.
RATE QUOTING SHEET: The tenderer will quote their rates strictly as per the rate quoting sheet.
5. 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.
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.
The following are only exempted from depositing the earnest money:-
- i) Public Sector Undertakings of the Central/ Haryana State Government.
- ii) Firms borne on D.G.S. & D/DS&D Haryana rate contracts.
- iii) Firms registered with the Director of Industries, Haryana or registered with National Small 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.
7. The validity of the tender/offer shall be for **120 days** from the date of opening of the price bid.
8. **The rate negotiations shall be held as per HPGCL Notification/Guidelines issued from time to time.**
9. No deviation shall be allowed. However, in case of deviation of taxes etc., the same be loaded for comparison purpose.
10. The bidders/ contractors shall observe the highest standards of ethics during the submission of tender, and execution of the contract. In case of evidence of cartel formation by the bidder (s) EMD is liable to be forfeited.
11. 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.
12. CE/PTPS, HPGCL, Panipat 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 tenderers in preparation of the tenders.
13. **INSPECTION OF SITE OF WORK**
Before tendering, the tenderer is advised to inspect the site of work, the environment & get acquainted with the actual work & other prevalent conditions, facilities available. No claim will be entertained later, on the ground of lack of knowledge.
14. The whole work against this tender shall be awarded to a single firm whose overall quoted/equated prices are lowest for the complete package.
15. The bidders shall supply partnership deed in case of partnership firm and Memorandum of Association and Article of Association in case of a company.
16. **Disqualification of The Bidders / Tenderers: -**
- a) Even though the bidders meet the above Qualifying Criteria they are subject to be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in the proof of the qualification requirements.
- b) Notwithstanding anything stated above Haryana Power Generation Corporation Ltd. reserves the right to assess the tenderer's capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the Haryana Power Generation Corporation Ltd. In this regard the decision of the corporation will be final.
17. **Earnest money and Earnest money declaration Form**
- 17.1. The Bidder who does not have contractor id on HEWP cannot participate in the tendering process. Bidders who have contractor ID but have not registered on HEWP can participate in the 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.

XEN/Mtc Planning-I
PTPS, HPGCL,
Panipat.

TERMS AND CONDITIONS OF CONTRACT**1 Contract Agreement:**

The contractor has to execute an agreement with HPGCL, on non-judicial stamp papers of value **Rs. 100/-** each (or as applicable as per Government laws from time to time), purchased in the State Haryana. This agreement is to be submitted in quadruplicate (two sets on non-judicial stamp papers and two sets on water mark papers) as per HPGCL format duly signed and stamped on each page by the authorized representative of the firm within 7 days from the date of issue of the work order along with the following documents:-

- a. Copy of partnership Deed / Affidavit of proprietorship if any.
- b. Copy of power of attorney.

Contractor/contracting agency will give the detail of his workers and staff to HPGCL with complete Bio-data.

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:

Every tenderer, while submitting his tender, shall deposit the earnest money specified in the e-NIT (**Rs. 25,00,000/-**) by online through <https://etenders.hry.nic.in> web portal.

The earnest money furnished by the successful tenderer on whom the work order is placed shall be converted into security as a guarantee for faithful and satisfactory execution of the work order.

The security deposit shall be 10% of the contract value. The deduction of security deposit shall be regulated according to the nature of contract i.e. for ARC it is 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.

The security deposit of the contractor shall be retained by HPGCL for faithful execution of contract.

Security deposit shall be released only after completion of the period of the contract and after completion of 30 days of Guarantee / Warranty period, on the certificate of Engineer in charge /EIC for successful completion of Guarantee / Warranty period and submission of requisite documents like last EPF / ESI return by the contractor.

No interest shall be paid on EMD / Security deposit for the period it remains deposited with HPGCL.

The earnest money / Security deposit shall be forfeited in part or in full under the following circumstances:-

- I) If the tenderer withdraw 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 HGPCL 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 HGPCL to recover 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:

100% payment, after deducting 10% security deposit and statutory deductions of the monthly running bill shall be made after satisfactory completion of work done.

5 MODE OF PAYMENT:

Payment shall be released by respective Sr. Accounts Officer of Projects / Corporate office through RTGS/NEFT. For payment through RTGS/NEFT, the contractor will intimate the complete bank details viz. Name of Bank/Branch, Account Number, Type of Account, IFSC Code etc, to Sr. Accounts Officer, PTPS, HPGCL, Panipat.

6 CONTRACT PERIOD AND COMPLETION PERIOD:

Completion period: The work shall be started within 7 days of issue of LOA / Work order, whichever is earlier unless otherwise directed by the issuer of tender.

The work shall be carried out and completed on month to month basis as per the requirement of the contract. Payment shall not be made for the work not done.

Contract period: The contract is for a period of **03 years** which shall be commenced from date of issue of letter of award.

Note:-The contract period shall be extended for 2nd and 3rd year only after satisfactory performance of the firm for the executed work during previous year..

7 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. Further, if the Contractor / contracting agency fails to supply the food items or snacks or beverages etc. or fails to meet the obligation as per the terms of the contract agreement, HPGCL shall be at liberty to take services etc. from elsewhere at contractors risk and cost and the extra amount if any spent by HPGCL in this account shall be recovered from the contractor by the corporation from any amount due to him and or from security deposit.

8 PENALTY:

- i) All the purchased items / quality of goods / material shall be randomly checked by the HPGCL employee authorized by Engineer In Charge or himself and if the quality of the item are not found as per Annexure-XVI penalty on account of quality of Rs. 3000/- per day will be imposed to the contracting agency.
- ii) It should be the prime responsibility of the contractor / contracting agency to provide proper housekeeping / cleanliness / good quality services in line with

terms & conditions of contract / to entire satisfaction of Engineer In Charge. Failing in above, Engineer In Charge can impose a penalty of Rs. 2000/- on each instance on account of dirtiness/ unhygienic / lack of proper housekeeping / etc. but after giving a warning letter to the contracting agency.

9 PERFORMANCE BANK GUARANTEE

Unless agreed otherwise, Contractor shall submit bank guarantee of the nationalized bank equivalent to 10% of the contract value in the prescribed performa valid upto one month after completion of contract period / warrantee period.

10 FORCE-MAJURE:

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

The delay is resulted from any causes arising out of compliance with regulations orders or interactions of the Central of State Government, acts of God, acts of Civil & Military authority , fires, foods, strike , lock-outs, freight embargoes, war-risk riots and civil commotion and the contractors request for extension of the delivery period along with all necessary evidence come, before the expiry of the schedule date(s) delivery.

11 FACILITIES TO BE ARRANGED BY THE 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. Dress code white colour shall be applicable to all the staff except cleaning / sweeping staff. The dress code for cleaning / sweeping staff will be sky blue. Firm shall made his own arrangement of vehicle for purchase/ arrangement of vegetable, fruits / rashan / LPG Cylinder / transportation of his staff etc.

12 STATUTORY DEDUCTIONS:

Statutory deductions on account of income Tax / other statutory levis including surcharge shall be made at source from the bills of the contractor at the prevailing rates.

13 INSURANCE:

Immediately at the commencement of the work, a Group Insurance Policy of appropriate value valid for the term of the contract in respect of all the workers, supervisors and all types of labours deployed on the work under Workman Compensation Act 1923 shall be obtained by the contractor to cover up the risk of Injury / Death / Fatal & Non-Fatal Accident. The documentary proof of the same shall have to be furnished at the start of work. The contractor shall be fully and wholly responsible for any miss-happening i.e. Injury / Death / Fatal & Non-Fatal Accident etc. happened to him / their employee / worker / cleaning labour / any other labour engaged at site during performance of the work under the contract and HPGCL shall not entertain any claim on this account. However if HPGCL is forced to pay any compensation to any workman employed / engaged by the contractor, amount so paid shall be recovered from the contractor from his pending dues against this contract or any other contract with the HPGCL.

14 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 careless and / or in violation of use of proper protective equipments. Against violation of any other clause, a penalty of Rs. 500/- per violation (minimum) shall be levied. In case of repeated violation of very serious nature resulting in any serious accident or direct loss to the corporation / threatens to cause severe consequences, higher penalty rate may be imposed including suspension / termination of the contract. If any action is initiated by Chief inspector of factories, Chandigarh 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 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 quarterly basis from the Chief Safety Officer shall be obtained by the contract and has to be attached along with the bills.

This office reserves the right to claim adequate compensation from the contractor on account of any damaged 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.

15 ARBITRATION:

All matters, questions, disputes, differences and/or claims arising out of and / or concerning, and / or in connection with, and/or in consequences or relating to this contract, whether or not obligations of either or both parties under this contract be subsisting at the time of such dispute and whether or not this contract has been terminated or purported to be terminated or completed, shall be referred to the sole arbitrator to be appointed by the mutual consent from panel of Arbitrators provided by HPGCL. The firm may give consent on anyone from the panel. In case no consensus is arrived at between the parties then aggrieved party can approach the competent court of law for appointment of Sole Arbitrator. The award of the Arbitrator shall be final and binding on the parties to this contract. Subject to aforementioned provisions, the provisions of Arbitration & Conciliation Act, 1996 as amended from time to time and rules made thereunder for the time being in force, shall apply to the Arbitration proceedings under this clause.

It has been agreed between both the parties that the fee of the Arbitrator shall be governed by Arbitration and Conciliation Act, 1998 as amended.

16 LAW 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 a contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

Jurisdiction of Courts- The courts of the place from where the acceptance of tender has been issued shall alone have exclusive jurisdiction (in this case Panipat) to decide any dispute arising out of or in respect of the contract.

17 SET-OFF

Any sum of money due and payable to the contractor/ firm under the contract (including security- deposit returnable to the firm) 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 contractor/ firm with the HPGCL.

18 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 HPGCL.

19 Engineer-In-Charge:-

All the works in Plant Canteens and Mess/Pantry service in Field Hostel & VIP Guest House will be supervised by XEN/Mtc. Planning-I at PTPS Panipat and XEN-in-charge at RGTPP Khedar, DCRTPP Yamuna Nagar & Urja Bhawan, Panchkula as decided by Chief Engineers of respective Power Station. The contractor / contracting agency will submit the monthly bill to Engineer in charge before 7th of every month.

20 Contractor/contracting agency shall have valid labour license/registration from appropriate authority.

21 Contractor/contracting agency shall make the payment to the manpower/his employee not less than the prevalent minimum wages / DC rates as amended from time to time and is liable to deposit EPF, ESI, Labour Welfare Fund of each employee with the concerned authority and submit the proof thereof with running bill.

22 The supply of manpower is liability of the Contractor/contracting agency for all the intents and purposes. The labour will not have any claim to be the employee of HPGCL and Contractor/contracting agency will give an undertaking on NJSP of Rs. 100/- .

23 Contractor/contracting agency shall maintain proper record of manpower engaged and payments i.e. attendance sheet, wage register etc. & shall submit the photocopy of the same duly self attested by the contractor with each R/A bill.

24 Income tax will be regulated by office of concerned Sr. Accounts Officer of respective Power Station/ Corporate office in view of letter no. F. MO.ITO/TDS-I/IBP/2010-11/1-75 dated 08.09.2010 submitted by Contractor/contracting agency.

25 Contractor/contracting agency is liable to pay compensation if any on account of injury/mishap to the worker during the work.

26 If any damage/losses to the assets/property & material which belongs to HPGCL occurs the same shall be recoverable from Contractor/contracting agency.

27 The labour engaged in the work must be well experienced and conversant with similar nature of work. Deployment of manpower must be strictly under the approval of Engineer-in-Charge or his authorized representative.

28 It is the whole responsibility of Contractor/contracting agency to collect rental charges of the rooms of Guest Houses, from the occupants against slips to be issued by authorized officer of respective Power Station of HPGCL as per approved rate of HPGCL & deposit the same in the office of concerned Sr. Account Officer in the first week of every month.

- i) Contractor/contracting agency will prepare Breakfast Lunch & Dinner in Field Hostel & VIP Guest House, regularly as per the occupancy and Contractor/contracting agency should be able to prepare special meals etc. within a notice of two hours of order otherwise penalty @ Rs. 3000/- per default will be imposed.
 - ii) The contracting agency should adhere the instruction of Engineer in charge in true spirits regarding quality of food/ maintaining the proper hygiene/adequate stock of raw material of specified quality as per Annexure-XIV/ Proper running and maintenance of plant canteen, VIP GUEST HOUSE/Pantry etc., otherwise a penalty @ Rs 3000/- per default will be imposed. If the contracting agency fails to adhere the instructions of Engineer In charge after imposing the penalty deemed fit as per discretion of Engineer In charge will be imposed after serving a notice.
 - iii) The penalty for delay in service shall be Rs 1000/- per default
- 30** Contractor/contracting agency will ensure the availability of Vegetable sandwich, branded namkeen, biscuits , snacks, Laddu/ Baalu Shahi, Matthi, Tea/Coffee/Cold drinks for 24 hrs in Plant Canteens at PTPS, DCRTTP, WYC HE Bhudkalan & RGTPP.
- 31** Any item if arranged by contractor/contracting agency as per request of HPGCL in the Field Hostel, VIP Guest House or Canteens and not covered in the price list will be paid on actual market rate after verification by HPGCL.
- 32** All employees required to work in the canteens, Field Hostel & VIP Guest House shall be physically and mentally fit and shall be free from all communicable, contagious infections and other diseases and shall present themselves to the HPGCL's medical officers from time to time for such medical examination as may be required and decided by the HPGCL. Annual Medical / health checkup of all employees as per factory act will be carried out by the contractor at its own cost & will submit report to Engineer in charge of respective station.
- 33** The contractor may employ such employees, as he may think fit as per clause mentioned above. The employees should not be deemed to be in the employment of HPGCL for any purpose whatsoever. The contractor shall abide by 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.
- a). The labour/employees engaged by the contractor at site shall not be below the age of 18 years and exceeding 60 years.
 - b). Further the contractor would furnish an undertaking on Non-judicial stamp paper of appropriate value, for each and every worker employed by contractor / sub-contractor, that the worker will not claim any lien as a worker of HPGCL, for the services, he is rendering to the contractor.
 - c). The contractor shall also indemnify HPGCL against any liability towards its labour for non-compliance of labour laws etc.

34 The contractor shall immediately remove any person employed on the work, which is not suitable for any work or whose misbehavior causes any nuisance/creates hindrance in the smooth working of the plants in the opinion of the Engineer-in-Charge. Such person shall not be re-employed or allowed on the work without the prior written permission of the Engineer-in -Charge.

35 All the labour & related laws including EPF, ESI, Labour welfare Fund & Insurance etc. of workers, as applicable, shall be followed by the contractor. The contractor will also submit the clearance certificate along with the bills from the labour welfare officer, PTPS, Panipat that all provisions of labour & related laws have been followed by the contractor.

36. EPF Clause:

The contractor will submit the monthly EPF challan copy in respect of installments submitted against each worker and all types of labours engaged for the work along with their monthly bill. The final security will be released only after clearance from EPF authorities for submission of EPF contributions for the complete term of the contract and submission of annual inspection note from EPF authorities.

37. ESI Contribution:

Contractor must ensure the compliance of ESI Act, 1948 as per Govt. of India Notification 08.08.99 dated 24.02.2006 and produce a documentary evidence for the same along with the monthly bills. Contractor shall immediately get enrolled all the workers & all types of labours engaged for the work in ESI enrollments. The proof of ESI enrollments/cards shall be submitted to Engineer-in-charge.

38. Loss to plant during execution: Any damage or loss caused to plant equipment etc. during execution of the contract will be made good by the contractor.

39. The contractor shall be liable to make good the loss caused to HPGCL, or any other agency, due to omission or commission on part of his employees for causing any loss, damages or inconvenience to HPGCL.

40. Termination of contract:

- a. If the contractor is unable to execute the work, any loss incurred by HPGCL in this respect will be to the contractor's account.
- b. If the performance of the contractor is not found satisfactory HPGCL will serve a notice of 15 days to the contractor to improve the performance failing which HPGCL has the right to terminate the contract without any compensation.
- c. HPGCL also has the right to get the job done from a third party at the risk and cost of the contractor till the expiry of the period of contract and debit the cost plus 15% of the cost to the first contractor's account.

41. Maintaining of Record as per ISO Norms:

The firm shall maintain all the records as per ISO 9001, ISO:14001 and ISO:18001 norms. Contractor shall abide by all the rules and regulations, directions framed by HPGCL time to time for implication of ISO: 9001, ISO: 14001 and ISO: 18001 norms. If the behavior of contractor found non-supportive towards these norms same shall be heavily penalized as per the direction of Engineer-in-Charge.

42. The successful contractor shall provide the cell phone facility to their supervisors to facilitate HPGCL for easy communication with the contractor. The contact nos. shall

be intimidated by the contractor immediately after the award of the contractor.

43. Vehicles deployed by the contractor for transportation of material etc. shall be registered with transport department and the drivers deployed shall have valid license. Vehicle declared unfit shall be removed immediately and healthy vehicle with fitness certificate shall be deployed. Vehicles deployed should meet the ISO norms requirement.
44. The contractor shall have to maintain necessary records Viz register of wages, muster roll/ attendance register, gate pass register, Identity Cards 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.
45. Any miscellaneous work not mentioned in scope but is essential for satisfactory execution of work shall be deemed to be in the scope of contractor.

46. ESCROW ACCOUNTS:-

- a) The payment of wages and other statutory benefits to workers shall be made as per specified format by Service Provider through ESCROW ACCOUNT operated under a Tripartite Agreement to be executed between HPGCL. Service provider and the bank speeding stakes of each party and payroll submitted by the service provider shall be forwarded to Bank by DDO for making listed payments to stake holders
- b) It is obligatory on the part of Service Provider to open the accounts of all the workers in one bank where salary payments can be remitted through ESCROW ACCOUNT to the account of workers and the obligatory contribution of EPF, ESI, GST and other statutory fund in the name of the concerned department.
- c) ESCROW ACCOUNT shall be opened preferably in the same bank as that having the worker"s salary account
- d) The monthly dossier after payment will be supplied by the contractor up to 15th of every month
47. The contractor will follow the ESCROW ACCOUNTS regulation in true spirit.
48. The work shall last for **three year** from the date of issue of LOAW.O..
49. The contractor will abide by all the labour laws provisions of Factory Act/Insurance Act, Safety rules and follow ESCROW ACCOUNT regulations as framed by the Govt. of India & Haryana and amended from time to time and as applicable to this project.
50. The contractor shall be solely and fully responsible for any mishap/accident of his workers at the site of work and HPGCL will not have any liability and responsibility for such accidents on their financial implications.
51. This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the Plant and equipment during execution of the work due to careless handling or negligence on the part of the contractor.
52. Contractor will be responsible for getting the gate passes of workmen/labour issued from the competent authority and will surrender such gate passes on the expiry of contract or in the event of workmen leaving the job.
53. I) **The rates of the eatable items to be served in the Canteens, Field Hostel , VIP Guest House & Executive menu will be as per Annexure – XI, Annexure- XII , Annexure – XIII & Annexure-XIV respectively.**

- II) These rates are applicable throughout the contract period
 - III) The contractor/ contracting agency shall arrange all the material/ consumables such as Room Freshner, Good Night Mats/All-outs, Naphthalene Balls, Soaps & Soap powder, Harpic, Odonils etc. required for Field Hostel & VIP Guest House and cleaning materials required for the Canteens, crockery & utensils etc. including laundry for dry-cleaning of Bed Sheets, Curtains, blanket / pillow /etc.
 - IV) The contractor/Contracting agency shall arrange the commercial gas cylinder (each of 19 Kg.) required for cooking of food/for canteen & catering services, further filling of the cylinders will be the responsibility of contractor/contracting agency.
 - V) Scheduled / guidelines shall be issued for dry-cleaning of curtains / bed sheets / Pillow covers /Blanket/ etc. by Engineers In-charge / concerned project as per their requirement.
54. The Commercial Tax /GST on sale of items, applicable as per the Haryana State Commercial Tax /GST Act, shall be reimbursed by the HPGCL at the Plant Canteens at PTPS, Panipat, RGTPP Khedar, DCRTPP Yamuna Nagar & Urja Bhawan, Panchkula. However in Field Hostel & VIP Guest House at PTPS Panipat, RGTPP Khedar & DCRTPP Yamuna Nagar, contractor/contracting agency shall charge the same directly from Guest/visitor.
55. The GST applicable as per the Act & Rules of the Govt. from time to time shall be reimbursed by the HPGCL to contractor/contracting agency on submission of documentary evidence at PTPS Panipat, RGTPP Khedar, DCRTPP Yamuna Nagar & Urja Bhawan, Panchkula.
56. **Monthly payment shall be made by**
- i) Sr. Account Officer/ O &-M-II, PTPS, HPGCL, Panipat in respect of bills pertaining to PTPS, Panipat
 - ii) Sr. Account Officer /RGTPP, HPGCL, Khedar in respect of bills pertaining to RGTPP Khedar
 - iii) Sr. Account Officer /DCRTPP, HPGCL, Yamuna Nagar in respect of bills pertaining to DCRTPP, Yamuna Nagar
 - iv) Sr. Account Officer /Urja Bhawan, HPGCL, Panchkula in respect of bills pertaining to Urja Bhawan, Panchkula
- in the shape of cheque payable at Panipat/ Hisar/Yamuna Nagar/ Panchkula after submission of the bill with complete documents by Contractor/ contracting agency to the concerned XEN-in-charge at respective Power Station/ Urja Bhawan Panchkula and the payment will be made within 10 days from the date of submission of bill along with all requisite documents.
57. The Canteens" premises, Field Hostel & VIP Guest House will be in possession of the corporation and the contractor is permitted to enter the premises only to provide the services as contained in the contract. If at any time, the contract is terminated or the period of contract comes to an end, or if, the corporation decides that the contractor should not be allowed to run the canteens, in that event the corporation will be entitled to restrain the contractor from entering the canteens premises for the permission granted to the contractor to supply articles as per the terms of the contract.
58. The contractor shall provide catering services on all working days of the year in such times, shifts and places as may be decided by Xen-in-charge from time to time.
59. **Quality Requirements:-**
- The quality of the items / services (Annexure-XV) shall be ensured by you at all the times, Engineer-In-Charge may check the quality and / or quantity of materials, food items at any time whose decision shall be final in this regard.
60. Work will be awarded on the basis of total quoted rates.

- 61.** Supervisory services shall also be provided for VIP Guest house, Field Hostel, Rest House. Supervisor of firm shall supervise all the activities at VIP Guest House and Field Hostel like fooding, housekeeping, cleaning and maintenance. Supervisor shall provide information of all shortcomings of VIP Guest House and Field Hostel well within time to concerned authority which needs to be attended by HPGCL, so that same can be attended at earliest.
- 62. Short closure of Contract:**
The contract can be short closed fully or partially with advance notice of one month on the discretion of HPGCL
- 63.** Contractor/Contracting agency shall provide adequate manpower along with round the clock managerial services in Field Hostel, VIP Guest House and Subordinate Rest house/Club. The firm shall ensure that staff deployed at site do have specialization in their jobs. Separate staff shall be deployed by firm for each kind of job like cooking, cleaning, serving of food and other items, Supervisory services and Managerial services
- 64.** Any work/ Miscellaneous work not mentioned in scope but is essential for satisfactory execution of work shall deemed to be in the scope of contractor.
- 65.** Contractor/Contracting agency shall display the approved rates of item on the notice board at prominent places in the canteen, VIP Guest House and Field Hostel.
- 66.** Terms and conditions of e-nit no MP-38/Canteen/2026 Dated 05-06-2026 are part of contract.

XEN/ Mtc. Planning-I,
PTPS, HPGCL, Panipat.

SCOPE OF WORK, PTPS, PANIPAT

The detail of Services to be Provided & maintained at PTPS Panipat are as under:-

A. Running & Maintenance of the Main Plant Canteen along with Housekeeping to be operated at:-

1. SITE A

One no. Canteen in Administrative building Unit-6, PTPS Panipat.

One no. Pantry room in Sewa Bhawan and other site Pantry may be operated as per Engineer in-charge.

2. SITE-B

Offices of the PTPS Panipat- in General Duty

Unit-6 ,Service building : Services to be provided in the offices

Sewa Bhawan : Services to be provided in the offices

The Breakfast with Special Dish like South Indian, North Indian etc, Morning snack at 11:00 AM, lunch and Evening Snacks at 4:00 PM along with Tea & Coffee as per need of each office to be served for approx. 70 Persons .

3. SITE—C

CISF Unit for main plant gate (30persons)needs to be served 24x7with Tea & Snacks & Food in each shift

Fire Station Unit (20 person) needs to be served 24x7 with Tea & Snacks & Food in each shift.

4. SITE –D

Control rooms and plant sites of Unit-6,7 and 8: Officers/Officials working in shifts (24x7). Tentatively 50 Officers/Officials per shift for all Units (total 150 persons for 3 no. shifts)working for the mentioned areas needs to be served for Breakfast & Lunch, snacks Tea/Coffee etc. in each shift.

5. SITE –E

One Conference Hall of 60 Person sitting capacity having meeting two times in a week needs to be managed for Tea/ Snacks / Coffee etc.

Note:- The figures mentioned regarding no. of persons to be served is taken on average pattern of facility availed by Officers/Officials & can increase or decrease by 10 %.

**B. Running & Maintenance of Mess /Pantry Service along with Housekeeping to be operated at :-
Field Hostel/Guest House ,PTPS Colony**

18 Nos. Single Rooms and 10 Nos. VIP Double Suites

Average consumption is for 30 Break Fast, Lunch & Dinner daily 24x7 . VIPs visits on regular basis require special menu.

Note: - The figures mentioned regarding no. of persons to be served is taken on average pattern of facility availed by Officers/Officials and may increase or decrease by 10 %.

Note:- Contracting Agency will arrange washing & furnishing of all Bed sheets, Pillow Covers. Curtains, Blankets, Towels ,toiletries etc. regularly as per instruction of XEN-In-Charge. All the consumable items required for running and maintenance of Field Hostel, VIP Guest House for proper hygienic condition / sanitization/etc. are in contracting agency scope.

Note:

1. The requisite crockery will be provided by HPGCL. However the same will be maintained by the contracting agency in true spirit
2. The LPG Cylinder with maintenance of Canteen accessories / transportation of food items / raw material will be in the scope of contracting agency.

Running & Maintenance of Pantry Service along with Housekeeping to be operated at Subordinate Club, PTPS Colony, Panipat:-

1. Subordinate Club, PTPS Colony, Panipat:-

1. 4 Nos. Single rooms with washrooms.
2. 03 nos. halls with toilets and 01 no. pantry.

Note:-

1. Contracting Agency will arrange washing & furnishing of all Bed sheets, Pillow Covers. Curtains, Blankets, Towels, toiletries etc.¹⁹regularly as per instruction of XEN-In-Charge

(XEN/CMD-Colony). All the consumable items required for running and maintenance of Subordinate Club for proper hygienic condition / sanitization/etc. are in contracting agency scope.

2. Contracting Agency will maintain the proper record of booking of all the rooms & halls of the Subordinate Club.

3. The requisite crockery will be provided by HPGCL. However the same will be maintained by the contracting agency in true spirit.

**XEN/Mtc. Planning-I
PTPS, HPGCL, Panipat**

SCOPE OF WORK, RGTPP, KHEDAR

The detail of services to be provided & maintained at RGTPP, Khedar are as under:-

1. Running & Maintenance of the Main Plant Canteen along with housekeeping to be operated at RGTPP, Khedar

1. SITE A

- One No. Plant Canteen in Main Canteen building, RGTPP, Khedar.
- One No. Pantry room in Administrative building, RGTPP, Khedar

2. SITE-B

- **Unit-I & II:** Services to be provided in the offices located at Service Building, Administrative Building, Main O&M Store.
- The Breakfast with Special Dish like South Indian, North Indian etc., Morning snack at 11:00AM, lunch and Evening Snacks at 4:00 PM alongwith Tea & Coffee as per need of each office to be served for approx. 150 Persons

3. SITE-C

- CISF Unit for main plant gate 15 persons needs to be served 24x7 with Tea, snacks & food in each shift.
- Fire Station Unit- 15 persons needs to be served 24x7 with Tea, snacks & food in each shift.

4. SITE-D

Unit-I & II in Main Control Room & various sites (Switch Yard, Ash Handling Plant, DM Plant etc.), several officers/officials working in shifts (24x7). Tentatively 50 No. Officers/Officials per shift (3 no. shifts i.e total 150 no. persons) working for the mentioned area need to be served for Breakfast & Lunch. Snacks, Tea/Coffee etc. in each shift

5. SITE-E

Two Conference Halls (Administrative Building & Service Building) of approx. 50 persons sitting capacity having regular meetings needs to be managed for Tea/Snacks/Coffee etc.

Note: The figures mentioned regarding no. of persons to be served is taken on average pattern of facility availed by Officers/Officials & can increase or decrease by 10%.

Scope of Work for Running & Maintenance of Pantry services at VIP Guest House, Field Hostel & Rest House along with their House keeping at RGTPP Colony Khedar.

- **VIP Guest House:**- Double storey building having 3 no. VVIP double suite rooms, 6 no. VIP single suite rooms with toilet bathroom attached in all the rooms, common dining area and Conference hall.

- **Field Hostel:**- Double storey building having 24 numbers Single suite rooms with toilet bathroom attached in all the rooms and common dining area.

- **Subordinate Rest House:**- Double storey building having 12 numbers Single suite rooms with toilet bathroom attached in all the rooms.

- **Officer Club:**- Having a common sitting area with a capacity of around 50 no. people.

- **Staff Club:**- Having a common sitting area with a capacity of around 50 no. people.

- **Community Centre:**- Having a hall with capacity of around 400-500 no. people

Services to be provided:-

1. 24x7 Pantry services at Field Hostel. Average daily consumption is 40 Breakfast, 50 Lunch and 60 Dinner. Need based Pantry services at VIP Guest House. VIP visits on regular basis require special menu.

Note:- The figures mentioned regarding no. of persons to be served is taken on average pattern of facility availed by Officers/Officials and can increase or decrease by 10%.

2. Need based pantry services at Officer Club, Staff Club and Community Centre on chargeable basis.

3. Services of washing, dry cleaning of all bed sheets pillow covers, curtain, blankets, Towels etc (to be provided by HPGCL).

4. All consumable items required for running and maintenance of VIP Guest House, Field Hostel and rest house for proper hygienic condition/sanitization shall be in scope of contractor.

5. The LPG cylinders with maintenance of Canteen accessories/transportation of food items/ raw material will be in scope of contracting agency.

6. Contractor/contracting agency shall deploy extra resources for providing services during situations such as Over Hauling, emergency meetings called by HPGCL or Administrative authorities.

XEN/ Mtc. Planning-I,
PTPS, HPGCL, Panipat.

Scope of Work at DCRTTP and WYC HE Project , HPGCL, Yamuna Nagar.

1. Hospitality

a) Hospitality at separate buildings of DCRTTP&WYC HE Project ,Bhudkalan

• DCRTTP- VIP guest house having 4 nos. of Double suite rooms& 8 nos. of single suite rooms, Field Hostel having 20 nos. rooms, Subordinate Rest House having 18 nos. rooms.

• WYC HE Project , Bhudkalan - VIP guest house having 4 nos. of Double suites room & 8 nos. of single suites room, Subordinate Rest House having 04 nos. rooms

All said rooms have attached bathrooms and one no. common bathroom is operational in each of the buildings mentioned above. Field hostel and subordinate rest house buildings of DCRTTP are two storey buildings. Contracting agency shall carry out Housekeeping of the suites/rooms, bathrooms, corridors, staircases etc. of these buildings including maintaining individual manned reception for 24 hours with photocopy machines at each of these buildings.

At the VIP guest house, lodging and boarding shall be provided for M.Ps, MLAs, Administration and for various participants of important meetings of HPGCL like ORT meetings, meetings for plant interest etc. The Field Hostel is used by Officers of HPGCL, other Power utilities and other Government departments for stay. The Subordinate Rest House is used for Officials of HPGCL, other Power utilities and other Government departments for stay. The contractor shall provide room services in all the said rooms on 24x7 Hours basis.

2. Operation of plant canteen

Main plant canteen is situated inside DCRTTP. The same shall be completely operated and maintained on 24*7 basis by contracting agency for max. 60 nos. sitting capacity of officers/officials of HPGCL & workers deployed at plant . On an average, mess service for 30 persons may be provided on daily basis for breakfast, lunch, snacks, dinner etc. at stipulated time. The service includes kitchen facility, dining, serving food, maintaining crockery/utensils (handed over) in good condition and housekeeping services at plant canteen including daily cleaning of common areas, public toilets in canteen building, kitchen area, cleaning furniture, removal of cobwebs, collection of garbage at one place etc. It shall also include 02 times in a day, tea and snacks service exclusively at Control room of DCRTTP.

3. Mess/Pantry services

Individual mess/pantry services for separate Dining at following site/ buildings:-

- VIP guest house of DCRTTP – Mess for 10 persons daily on an average.
- Field hostel of DCRTTP-Mess for 30 persons daily on an average.
- VIP Guest House of WYC HE Project -Mess for 10 persons daily on an average.

Breakfast, lunch, snacks, dinner, special meals etc. at stipulated time shall be provided by contracting agency at above mentioned sites including maintaining individual kitchen at each of these premises by sufficient and experienced kitchen staff such as Sr.cooks, assistant cooks, helpers etc. Further contracting agency shall provide tea services for 24*7 basis at each of the rooms of the VIP guest house of DCRTTP & WYC HE project, Bhudkalan.

Note:-1. The figures mentioned regarding no. of persons to be served is taken on average pattern of facility availed by Officers/Officials & can increase or decrease by 20 % due to overhauling, ORT meet etc. Further contracting agency should be able to prepare special meals at any of the designated sites regardless of timings , within a notice of two hours from office of EIC for special meetings such as ORT, Directors visit official retirement ceremony of officers, important meetings of HPGCL etc .

2. Contracting Agency will arrange washing & furnishing of all Bed sheets, Pillow Covers. Curtains, Blankets, Towels ,toiletries, mosquito & lizard repellent setc. regularly as per instruction of XEN-In-Charge. All the consumable items required for running and maintenance of Field Hostel, VIP Guest House, subordinate rest house for proper hygienic condition / sanitization/etc. are in contracting agency scope.

3. The requisite crockery will be provided by HPGCL. However the same will be maintained by the contracting agency in true spirit. The LPG Cylinder with maintenance of Canteen accessories / transportation of food items / raw material will be in the scope of contracting agency.

4. The contracting agency shall provide exclusive Chefs at each of the kitchens at VIP guest house, field hostel, Plant canteen at DCRTTP & WYC HE Project who are well conversant with preparation of all type of Indian, Chinese etc..

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SCOPE OF WORK. PANCHKULA

HPGCL has a registered Head office at Urja Bhawan, C-7, Sector -6, Panchkula and approximately 350 officers/officials are working in different divisions viz-a-viz Projects, Planning, Fuel, Regulatory, etc.

1. Running & Maintenance of 1 No. Canteen at Urja Bhawan, Panchkula alongwith its housekeeping.
2. The Canteen shall be operated at one place as directed by Engineer-In-Charge at Urja Bhawan, Panchkula and will provide breakfast, morning/evening snacks, lunch etc. for the officers/ officials at Urja Bhawan, Panchkula.
3. The pantry/catering services shall also be provided at different offices/divisions, conference hall, etc. as per requirement and as per instruction by Xen-In-Charge.
4. All the raw materials, consumables of good qualities and LPG cylinders required for running & maintenance and housekeeping in Canteen at Urja Bhawan, Panchkula will be arranged by contractor/contracting agency. However,
5. Contractor/contracting agency shall display the approved rates of items on the notice board at prominent places in the canteen at Urja Bhawan.
6. The contractor shall maintain the canteen in clean, hygienic and sanitation conditions, Sterilization methods should be observed in cleaning various vessels, plates etc. The contractor shall use adequate quantities of Vim cleaning powder, phenyl etc. in cleaning the floors of the Canteens etc. If the contractor fails to observe sterilization methods and upkeep of the premises in the canteen building to the satisfaction of the management, the management without giving any notice will be entitle to cancel the contract. The decision of the management in this behalf is final and binding on the contractor. The contractor/contractor agency shall not be allowed to use electric oven/stove /electric heater for cooking of food.
7. The requisite crockery will be provided by HPGCL. However the same will be maintained by the contracting agency in true spirit.

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FACILITIES TO BE PROVIDED BY HPGCL

- a. HPGCL will provide Canteen Building at PTPS Panipat, RGTPP Khedar , DCRTTP Yamuna Nagar & Urja Bhawan, Panchkula a nominal rate of Rs. 1.00 per month at each Power Station, contractor/contracting agency shall enter into a lease deed on NJSP of approved value.
- b. HPGCL will provide the furniture such as tables, Chairs, Beds etc. for canteens/ Field Hostel/VIP Guest House, as & when required.
- c. In Plant Canteens, Canteen at Urja Bhawan and Field Hostel & VIP Guest House, all the utensils required from time to time for cooking as well as for serving the meals, tiffins, microwave, fridge, deep fridger etc., will be supplied / arranged by the HPGCL and the same will be handed over to the contractor/contracting agency. All these items have to be returned in good condition on completion of work by contractor/contracting agency to HPGCL.
- d. HPGCL will supply water and electricity for canteen buildings, field hostel and VIP Guest House free of cost to contractor/contracting agency.
- e. HPGCL may provide accommodation(if available) on chargeable basis to the personnel of contractor/ contracting agency engaged at PTPS Panipat, RGTPP Khedar & DCRTTP Yamuna Nagar for the contract period. The electric connection and electricity charges will be borne by contractor/contracting agency.

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LABOUR LAWS**1). Registration of Establishment (PTPS) and obtaining the Labour License/ Renewal.**

The Registration of Panipat Thermal Power Station with the list of working Contractors is required under Section -7 of Contract Labour Act, 1970. The name of working Contractor must be on the list of Contractors otherwise he (contractor) will not get Labour License/Renewal from the Labour Department, Haryana Govt. So as and when the work is awarded to the contractors other than included in the list of contractors attached with the Registration of Panipat Thermal Power Station, the contractor will ensure that his name on the prescribed Performa is intimated to the Centralized Agency by the officer in charge of the work for getting his name including in the said list.

Further after the needful, the contractor will be under obligation to obtain labour license/ its renewal under Section 12 of ibid Act from the Labour Department, Haryana Govt. by completing the requisite formalities.

2) Payment of wages to the workers deployed on the work Under Section 63 to 73 of Contract Labour Act-1970 .

The contractor will be bound to pay wages to the workers deployed by him on the work as per minimum wages fixed by Labour Department, Haryana Govt. , Chandigarh and follow revision from time to time. He will display on the notice Board of his site office, the date of making monthly wages payment which should be on or before 7th of every month. The payment shall be made in currency & coins in the presence of authorized representative of the Principal Employer/ official from the Labour Department Haryana Govt. In case of default , the contractor will be liable for prosecution under the ibid Act.

3) Maintaining the Registers and records Under Section – 74 to 78 (a to d) of Contract Labour Act-1970 .

The contractor shall maintain necessary records under the provisions of ibid Act viz. Register of Workman employed (Section -75), Issuing of Employment Cards (Section 76), Service Certificate (Section 77), Register of wages (Section 78 (a) to (d)), Attendant Register, Register of Over time , Register of deduction, Register of advance, Register of fines, Issuing of Wages Slips, etc., the same shall be made available with the site In charge of the work or authorized representative of the contractor for checking/ inspection as and when required by the officer In charge of PTPS authorities or Labour Department , Govt. of Haryana. Non maintaining/ non production of the above Registers /Forms , under Section- 23 – 24 of the ibid Act will be treated as offence and contractor will be liable for prosecutions by the Labour Department, Govt. of Haryana.

4) Age limit of the workers.

No labour below the prescribed limit of age i.e. 18 years and above 60 years shall be employed by the contractor on his allotted works.

5.A) Compliance of various Labour Acts.

The contractor shall abide by all the labour laws required to be followed and he shall furnish an undertaking on NJSP of appropriate value duly attested by the Notary Public to the effect that he will comply with all the Acts, laws and Regulations as may be applicable with regard to performance of work including Factory Act-1948, Industrial Dispute Act-1947 , Employees State Insurance Act-1948 , Employee Provident Fund Act-1952, Payment of Wages Act-1936 , Minimum Wages Act-1948, Contract Labour Act (R&A , 1970) Workmen compensation Act 1923 and others rules and regulations as framed by the Central/ State Govt. in this regard from time to time.

(B). The contractor shall also specify in the above Undertaking that all the labour / workmen engaged by him for rendering the services under the contract, will be the employees of the contractors for all intents and purposes and shall have no claim / right on the HPGCL. All the risks , responsibilities and liabilities towards his labour shall be owned by him. The contractor will take such steps as may be directly responsible for any dispute arising between him and his labour / workmen and keep the HPGCL and its officers indemnified from and against all losses, damages and any claim/ liability arising there from. Under no circumstances whatsoever , HPGCL would be held responsible in respect of contractor's

workers . In case any expenditure is incurred by HPGCL as a result of certain dues on the part of the contractor's labour or otherwise, the HPGCL is entitled to recover / claim such dues /compensation from the contractor's pending payments bills or through court of law.

(C) Besides the above, the contractor shall obtain an affidavit on the NJSP value duly signed and witnessed by him under his seal and duly attested by the Notary Public from his each and every individual worker/ employee that they will not claim any employment in HPGCL in lieu of services rendered by them to the contractor namely_____Work Order No. _____ dated____and all the disputes, whatsoever and of any nature, will be settled by their contractor who has engaged them. These affidavits along with his own undertaking as per Para-A&B above, shall be submitted by the contractor to the Officer-in-Charge (Applicable for ARC/AMC type contracts only).

6) Deposit of EPF contribution of the workers along with Employer share.

It is statutory obligation for the contractor to deduct EPF contribution for the employee drawing wages up to Rs.6500/- per month. The rate of deduction i.e. 12% on the minimum wages fixed of the labour by the Govt. or actual wages drawing (i.e. **basic pay +DA +cash value of food concession +leave encashment**) and deposit the same with his share @ 12% (8.33 % in pension fund and 3.67% in employees contribution) and deposited the same with the EPF Department with 1.61% administrative charges in their allotted EPF Code up to 15th of due month failing which interest and damages will be charged., Copy of the deposit challan alongwith ECR for 25.61% as mentioned above shall be submitted along with running bills in the office of officer in charge of the work by the contractor. It is responsibility of the contractor to make the inspection of record of deposit of EPF contribution of their labour from the EPF Department and copy of the same will be submitted to the officer incharge of work / Accounts Branch/CLWO and only after that the security of the firm will be released.

The contractors having out of state EPF Code will also get their record inspected from Local EPF office. (Panipat).

7) Deposit of ESI Contribution of the workers along with Employer share.

It is statutory requirement for the contractor under ESI Act 1948 that the workers drawing gross wages up to Rs.23000/- , 1.75% contribution is deducted from the wages of such worker and deposit along with Employer share of 4.75% i.e. total 6.5% with the authorized bank/ branches of ESI Department by the contractor to cover their workers under ESI Scheme up to 21st of due month, otherwise, interest and damage will be charged on deposit of delayed payment. The contractors will get their ESI Code.

It is also responsibility of the contractor to get the facilities as provided under ESI scheme, extended to their workers viz. issuance of ESI Cards, filing the Returns on prescribed **Form- 6** on due dates i.e. 12 May, 11 November, every year in local ESI office, otherwise he will be prosecuted by the ESI Department as provided in the ibid Act. In case of non issuance of ESI Cards, the workers will not get the medical facilities / pension benefits to the widow which are provided by the ESI Department and contractors will be responsible for consequences.

8) Deposit of Labour Welfare Fund along with Employer share.

In pursuance of Haryana Govt. Labour Department Gazette Notification dated 12th April, 2012 with latest amendment, the contractors are required to deduct Labour Welfare Fund @ Rs10/- from each worker and deposit the same with Employer's share @ Rs.20/- per worker (total Rs.30/- each worker) with the Welfare Commissioner, Haryana , Chandigarh in shape of Demand Draft in their favour along with list of workers for whom the same is being deposited. The copy of proof in this respect shall be submitted along with bills to officer-in-charge/ Account Branch.

1. 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. The contractor will submit the copy of EPF Challan alongwith ECR and ESI Challan alongwith its contribution details at the time of 90% payment to CLWO. The EPF contributions will be deposited by the contractor in his own EPF code no.

10) 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 will obtain cover note from the Insurance Company under W.C. Policy in respect of persons employed by him for carrying out his work and obligation under the agreement. 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/CLWO immediately after issue of LOI, but before the start of work. Payment against the work done will not be released to the contractor until and unless the contractor submits photocopy of Insurance cover. This is mandatory for all the contractor's workers who are not covered under ESI, while working in PTPS premises.

- 11.) The labour clearance certificate from CLWO, PTPS, Panipat is to be attached along with the bill.
- 12.) The contractor will follow the **ESCROW ACCOUNTS** regulation in true spirit.

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SAFETY RULES:

Contractor shall have to comply with all the provision of safety rules. The Chief Safety Officer shall impose penalty of Rs. 200/- per day per head if the workers of contractor are found to be working careless and / or in violation of use of proper protective equipments. Against violation of any other clause, a penalty of Rs. 500/- per violation (minimum) shall be levied. In case of repeated violation of very serious nature resulting in any serious accident or direct loss to the corporation / threatens to cause serve consequences, higher penalty rate may be imposed including suspension / termination of the contract. A safety clearance certificate from Chief Safety Officer has to be attached along with the bills. Following undertaking is also required to be submitted by the contractor:

“I / We have gone through all the terms & conditions on safety regulations and strictly enforce the same during the execution of the work including mobilization period, if any. In case of violation of these terms & conditions, the HPGCL is free to take action as deemed fit”.

In case of fatal / non fatal accident or any other violation of Factory Act 1948, Pb, Hr. Factory Rules 1952 or under any other industrial or labour act are made by / with the worker of the contractor and if prosecution is lunched by Chief Inspector of factories Chandigarh against occupier/ Factory Manager or any other authority of HPGCL the contractor shall be liable to deposit the amount of fine / penalty decided by the court on the same day. In case of default the amount will be recovered from the outstanding dues / liabilities of the contractor against this contract or any other contract at PTPS besides other action as the HPGCL deem fit like Black listing of the firm etc.

The liability of the injured person shall be born by the contractor who has got issued the gate pass , whether accident is occurred at any other site of the plant, the responsibility shall remains with the original contractor until the gate pass is cancelled.

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Statement by the bidders

1. Name of bidder_____.
2. Address of Head office_____.
3. Correspondence Address_____.
4. Legal status_____.
5. PAN & TIN number of Bidder (attach self attested copies)_____.
6. CST no._____.
7. Bank Details
 1. Bank name & address_____.
 2. Bank Account number_____.
 3. Bank Branch code_____.
 4. IFSC code of branch_____.
 5. Nature of account (Current/saving/OD/CC etc.)_____.
8. Main line of Business
 1. _____ since_____.
 2. _____ since_____.
 3. _____ since_____.

9. Annual Turnover of past three year

Name of Organization	Period	Reference of contract	of	Order value contract wise

10. Any Other

Signature & Stamp of Bidder

Annexure-XI**RATES FOR EATABLE ITEMS BEING SERVED IN PLANT CANTEENS AT PTPS, PANIPAT, RGTPP, HISAR, AND DCRTTP, YAMUNA NAGAR**

Sr. N.	Item Description	Rates
1.	Tea (125 ML.)	6
2.	Filter Coffee (100 ml.)	8
3.	Vada (2 Pcs.) with Sambar.	12
4.	Idly (2 Pcs.) with Sambar	12
5.	Poori 4Piece with Sabji	14
6.	Samosa.	6
7.	Bread Pakoda (40 gm)	6
8.	Balu Shai	5
9.	Chole Bhatura (2 Pcs.)	16
10.	Laddu (25 gms.)	3
11.	Jalabi (25 gms.)	5
12.	Masala Dosa (135 gms.) with Samber.	17
13.	Meals (4 Chappatis, 100 gms. Rice, 1 Sabji, 1 Dal, 1 Rayta/Curd/Sweet, Salad, Papad, Achar, 1/4 nimbus / green chilli).	28
14.	Sabji / Dal	7
15.	Chappati / Poori	2
16.	Omlet (2 Egg. + 2 Pcs. Bread).	20
17.	Omlet (2 Egg).	16
18.	Butter Milk. 200ML	12
19.	Lassi 250 ML	14
20.	Sandwich (Veg.) 3 slice	14
21.	Sandwich (Veg.) 3 slice (Brown Bread).	14
22.	Lemon water 200 ml.	9
23.	Corn Flakes with Milk 200 ML.	16
24.	Uttapam + Sambar.	17
25.	Plain Dosa.	12
26.	Dip Tea with sugar cube.	7
27.	Tomato Soup/Sweet Corn/Hot and Sour.	14
28.	Packed Lunch (6 Poori + Veg. Pulao + Mixes Veg. + Achar)	35
29.	Nescafe.	10

30.	Upma	15
31.	Vegetable cutlets (2 Pcs.)	17
32.	Lemon Rice 1 Plate	29
33.	Curd rice1 Plate.	29
34.	Egg fried Rice.	36
35.	Vegetable Pakoda (6 Pcs.)	17
36.	Boiled Egg (2 Egg.)	12
37.	Butter toast. (2 Pcs.)	13
38.	Stuffed Parantha 2 Nos.with Curd.	18
39.	Parantha extra (1 No.)	9
40.	Rajma + Rice or Chana + Rice or Kadi + Rice.	23
41.	Curd (150 gm)	9
42.	Juice, Cold Drink, Mineral water, Ice Cream, Sweets, Biscuits, Wafers, Namkeen etc. which is not prepared by ICH	As per market rate.

Note:- The rate of any additional item to be provided will be finalized after mutual discussions.

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RATES OF EATABLES TO BE SERVED IN FIELD HOSTEL, GUEST HOUSE AND REST HOUSE AT PTPS PANIPAT, RGTPP KHEDAR & DCRTTP YAMUNA NAGAR:-

PART-I

Sr. No.	Items	Qty.	Rate
1.	Coffee (Filter) 75 Ml	1 Cup	9
2.	Tea (Dip/Tata Tatley) with sugar cube	1 Cup	7
3.	Nes Café	1 Cup	10
4.	Tea Pot	For 2 persons	14
5.	Coffee Pot	For 2 persons	20
6.	Milk with sugar	200 ml	15
7.	Lassi	250 ml	15
8.	Lemon water (With Sugar / Salt)	200 ml	9
9.	Breakfast (2 Pc. Bread with Butter / Jam)	2 (Piece)	15
10.	2 Aalu Parantha with curd		29
11.	Additional Paratha	1 No.	9
12.	Alu curry + with 4 poori		29
13.	Omlet	2 Eggs	16
14.	Boiled Eggs	2 Eggs	14
15.	Veg. Cutlet	2 Pc.	17
16.	Veg. Pakoda	6 Pc.	17
17.	Paneer Pakoda	6 Pc.	46
18.	Finger Chips	9 Pc.	15
19.	Fried Peanets	200 gm	29
20.	Masala Dosa with Samber	1 No.	24
21.	Spl. Uttapam with Samber	1 No.	24
22.	Sada Dosa with Samber	1 No.	17
23.	Vada (2 Pcs.) with Samber		25
24.	Idly (2 Pcs.) with Samber		25
25.	Toast with butter		14
26.	Break fastCorn flake with Milk 4 pcs of toast /bread slices with jam/butter/sauce		29

PART – II MEALS ITEMS:-

Sr. No.	Item	Qty.	Rate
1.	Rice (Basmati) – 1 Plate	200 Gm cooked	29
2.	Chapatti	1 No.	3
3.	Raitha (Ordinary)		15
4.	Salad	Half	15
5.	Vegetable Noodle	Full	35
6.	Boiled Vegetable	1 Bowl	23
7.	Dal Fried		29
8.	Vegetable Dry	1 Plate	29
9.	Mutter Paneer	1 Plate	48
10.	Shahi Paneer		48
11.	Palak Paneer		48
12.	Malai Kofta		48
13.	Chola		18
14.	Egg Curry	2 Eggs	30
15.	Tomato Soup with cream	200 ml	26
16.	Vegetable Soup		26
17.	Sweet corn Soup		26
18.	Pappad Fried (Lijjat)	1 No.	8
19.	Pappad Dry (Lijjat)	1 No.	8

PART – III

S. N.	Item /Quantity	Rate
1	Vegetarian Meals (Thali): 4 Chapatti, 1 Kattori Rice, 1 Dal Fried, 1 Dry Vegetables, 1 Veg Curry, 1 Curd, 1 Salad, 1 Pappad, 1 Pickle	46
2	<u>Special Veg Lunch / Dinner</u>	
	<u>For HPGCL Employees</u>	109
	<u>For Others</u>	155

1 Veg Soup, 1 Paneer Subji (Muttor Paneer / Palak Paneer / Shahi Paneer), 1 Dry Veg or 1 Stuff tomato / stuff vegetables 1 Dal, Boiled Vegetables 1 Rice / Rice Fried / Pulao / Chapatti / Poori, Curd / Raitha / Pickle, Pappad, Salad, Sweet / Ice Cream (100ml)	
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Plus taxes extra as applicable.

Note:- The rate of any additional item to be provided will be finalized after mutual discussions.

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Annexure-XIII**RATES OF EATABLES TO BE SERVED IN CANTEEN AT URJA BHAWAN,
PANCHKULA:-**

Sr. No.	Item Description	Rate
1.	Tea (125 ML.)	7
2.	Dip Tea with sugar cube	8
3.	Nescafe	10
4.	Filter Coffee (100 ML)	9
5.	Samosa	6
6.	Lemon water 200 ML	10
7.	Butter Milk	14
8.	Lassi	15
9.	Omlet (2 Egg + 2 Pcs. Bread)	20
10.	Omlet (2 Egg).	16
11.	Uttapam + Samber.	18
12.	Boiled Egg (2 Egg.)	13
13.	Plain Dosa.	13
14.	Chole Bhatura (2 Pcs.)	19
15.	4 Nos. Poory with Sabji	15
16.	Vada (2 Pcs.) with Samber.	13
17.	Idly (2 Pcs.) with Samber	13
18.	Masala Dosa (135 gms.) with Samber.	18
19.	Stuffed Parantha with Curd.	18
20.	Additional Parantha (1 No.)	12
21.	Veg Sandwich (3 slice)	13
22.	Veg.Sandwich (3 slice) (Brown Bread).	14
23.	Veg cutlets (2 Pcs.)	17
24.	Vegetable Pakoda (6 Pcs.)	18
25.	Paneer Pakoda (6 Pcs.)	29
26.	Butter toast. (2 Pcs.)	13
27.	Bread Pakoda	6
28.	Matthi	3
29.	Burfi Khoya 50 gms	12
30.	Patties	12
31.	Laddu/ Burfi Basen 50 Gms.	6

32.	Laddu (50 gms.)	6
33.	Balu Shahi	6
34.	Jalabi (40 gms.)	5
35.	Gulab Jamun 50 Gm. (1 Piece)	9
36.	Soup Tomato Soup/Sweet Corn/Hot and Sour.	17
37.	Chappati / Poory	3
38.	Rice (1 Plate)	14
39.	Lemon rice.	29
40.	Sabji / Dal	10
41.	Curd rice.	29
42.	Curd (150g)	12
43.	Packed Lunch (6 Poori + Veg. Pulao + Mixes Veg. + Achar)	35
44.	VEGETARIAN MEALS (4 Chappatis, 100 gms. Rice, 1 Sabji, 1 Dal, 1 Rayta/Curd/Sweet, Salad, Papad, Achar, 1/4 nimbus / green chilli).	31
45.	Rajma + Rice or Chana + Rice or Kadi + Rice.	24
46.	Special Lunch Veg. (Buffet System) 1. Veg. Soup (Any one variety) 2. Rice or Pulao 3. Chapati or Poori 4. Paneer Subji (Any one variety) 5. Dry Veg. Or Stuff Tomator / Stuff. Vegetable 6. Veg. Curry (any one variety) 7. Dal fry 8. Curd / Raitha 9. Pickle, Pappad, Salad 10. Sweet or Ice Cream	115
47.	Special Lunch Veg. (Buffet System) 1.Rice or Pulao 2.Chapati or Poori 3.Paneer Subji (Any one variety) 4.Dry Veg. Or Stuff Tomator / Stuff. Vegetable 5.Veg. Curry (any one variety) 6.Dal fry 7.Curd / Raitha 8Pickle, Pappad, Salad,Sweet or Ice Cream	98
48.	Normal Meal (Sr. No.44) with Gulab Jamun	40
49.	Normal Meal (Sr. No.44) with Ice Cream	48
50.	Cold Drink, Mineral water, Ice Cream, Sweets, Biscuits, Wafers, Namkeen etc. which is not prepared by ICH	As per market rate

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Annexure-XIV

Executive Menu / Rates of Additional /special items to be served at HPGCL at PTPS, Panipat, RGTPP Hisar, DCRTTP Yamuna Nagar Canteens, Guest Houses and Field Hostels & Urja Bhavan, Panchkula

SI	Items	Quantity	Rate Canteens	Rate G H/F H.	Rate Urja Bhavan
1	Special Bru Coffee	100 ml	14	17	17
2	Lemon Tea	100 ml	10	12	12
3	Ginger Tea	100 ml	10	12	12
4	Lemon Juice with Khaskhas	200 ml	14	14	14
5	Special Lassi with coconut	200 ml	23	29	29
6	Poha	150 gms	35	46	40
7	Special Mutter Samosa	1 No. (40 gms)	12	17	17
8	Kachori (Aloo / Dal)	1 No. (40 gms)	9	17	14
9	Aloo Bonda	1 No. (40 gms)	9	17	12
10	Dal Vada	1 No. (40 gms)	12	17	14
11	Bajiya	1 Plate	23	29	29
12	Dahi Vada	2 Pcs	35	46	46
13	Dahi Vada (Single)	1 Pc.	18	25	25
14	Bread Roll	1 No.	12	17	14
15	Extra Chola / Rajmma	100 ml	17	23	17
16	Maggi Veg.	1 Plate	29	35	29
17	Special Dosa with Sambar & Chutni	1 No.	23	35	29
18	Special Veg. Uthappan with Sambar & Chutni	1 No.	23	35	29
19	Special Medu Vada with Sambar & Chutni	2 Pcs	23	35	29
20	Special Idly Fry with Sambar & Chutni	2 Pcs	21	35	29
21	Special Full Meal (Limited) 4 Nos Roti, 1 Katori Rice, 1 Dal, 1 Dry Veg., 1 Veg. Curry, Raita/ Curd/ Payasam (any one variety) Papad, Pickle, Salad.	Thali	46	N.A	46
22	Special Veg. Meal Soup Rice / Jeera Rice(any one variety) Roti / Poori (any one variety) Plain Paratha / Palak Poori (any one variety) Paneer Subji Dry Vegetable Dal Fry Boiled Vegetable Tawa Subji Curd / Raita / Fruit Raita (any one variety) Sweet (1 No.)/ Ice Cream (100 ml) (any one variety) Salad, Pickle , Papad Butter Milk		N.A	219	219

XEN/ Mtc. Planning-I,
PTPS, HPGCL, Panipat

Annexure-XV

BRANDS/QUALITY OF MATERIAL

Sl. No.	Items	Quality/Brands
Dairy Products		
1	Milk-Toned, Full Cream Pouched	Milk Food/NDRI/Vita/Modern/ Mother Dairy or equivalent after approval from Officer-In – Charge
2	Butter	Amul/ Britannia/Vita/ Vijya or equivalent after approval from Officer-In -Charge
3	Cheese Processed	Amul/Britannia/Vita/NDRI or equivalent after approval from Officer-In -Charge
4	Condensed Milk	Milk maid/Nestle or equivalent after approval from Officer-In -Charge
5	Ice Cream	Amul/ Kwality Walls/ Vadilal/ NDRI/Mother Dairy or equivalent after approval from Officer-In –Charge
6	Lassi (Sweet/Salty)	Vita/NDRI/ Mother Dairy or equivalent after approval from Officer-In -Charge
Bakery Products		
1	Bread	Britan nia/Harvest Gold/Modern or equivalent after approval from Officer-In -Charge
2	Biscuit	Britannia/Sunfeast/Parle or equivalent after approval from Officer-In -Charge
3	Suger Cube	Dauralla or equivalent after approval from Officer-In -Charge
4	Namkin	Haldiram/Lehar/Bikaner or equivalent after approval from Officer-In -Charge
5	Chips	Bingo/Lays/Uncle chips or equivalent after approval from Officer-In -Charge
6	Tea leaves	Tata/Red Label/Brook Bond, Red Label (No loose pack tea) or equivalent after approval from Officer-In –Charge
7	Coffee	Nestle or equivalent after approval from Officer-In -Charge
8	Jam	Kissan/Maggi/Hafed or equivalent after approval from Officer-In -Charge
9	Pickle	Panchranga/Priya/Mother or equivalent after approval from Officer-In -Charge
10	Refined Oil	Sundrop/Safola/Nature Fresh/Sweekar or equivalent after approval from Officer-In – Charge
11	Tomato/chilly sauce	Kissan/Maggi or equivalent after approval from Officer-In -Charge
12	Soya sauce	Tops or or equivalent after approval from Officer-In -Charge
13	Pappad	Lijjat/Bikkaji or equivalent after approval from Officer-In -Charge
14	Chat /Channa/Garam masala, Kitchen King,Kasturi Methi	MDH/Tata/Catch: only with agmark or equivalent after approval from Officer-In -Charge
15	Table Salt	Tala,Sudh,Annapurna: only iodised or equivalent after approval from Officer-In – Charge
16	Pepper powder	MDH/Tata or equivalent after approval from Officer-In -Charge
17	Custard powder	Brown & Polson or equivalent after approval from Officer-In -Charge
18	Dhania/Chilly/haldi/Shambar/Rasam powder	MDH or equivalent after approval from Officer-In -Charge
19	Jelly	Rex & Weikfield or equivalent after approval from Officer-In -Charge
20	Soup- Hot & Sour/ Sweet corn/Manchow/ Clear vegetables/ Tomato/ Creame of Spinach	Maggie, kissan or equivalent after approval from Officer-In -Charge
21	Kaju,Kishmish	Best quality or equivalent after approval from Officer-In -Charge
22	Laung,dal,chinf,choti elaichi and other hot spices	Best quality or equivalent after approval from Officer-In -Charge
Provision & stores		
1	Mineral Water	Aquafina/Himalayan/Bisleri/Kinley or equivalent after approval from Officer-In -Charge
2	Pulses	Best quality,free of dust and foreign material or equivalent after approval from Officer-In –Charge
3	Rice	Basmati rice of India Gate/Dawat or or equivalent after approval from Officer-In -Charge
4	Wheat	Ashirwad/shakti bhog or equivalent after approval from Officer-In -Charge
5	Bason	Rajdhani/shakti bhog or equivalent after approval from Officer-In -Charge
Cold drinks/fruit juices		
1	Cold drink	Pepsi/ maza/ coca coia/ thums up / sprite/ limca/ mirinda/ fanta or equivalent after approval from Officer-In –Charge
2	Fruit juices	Apple Fizz/Real/Tropicana/Frooty / Pulpy orange or equivalent after approval from Officer-In –Charge
Fruit & Vegetables		
1	Frozen vegetable	Safal/Mother Dairy/Hima or equivalent after approval from Officer-In -Charge
2	Fresh Fruits and vegetables	Fresh and best quality

Acceptance Certificate

I _____ Designation _____ of (Name of the Company)

_____ here by accept the terms and conditions given on page No. 1 to 42 of the tender document (e-NIT No. /MP-38/Canteen/2026 dated _____)

For _____

Sample Copy of rate quoting sheet for ARC work of running and maintenance of Plant Canteens, Field Hostel & VIP Guest Hostel at HPGCL Project & Urja Bhawan, Panchkula

Sr. No	Description	Quoted rates in Rs. for providing Services to PTPS Panipat L/S	Quoted rates in Rs. for providing Services to RGTPP Khedar L/S	Quoted rates in Rs. for providing Services to DCRTPP Yamuna Nagar and Hydrel L/S	Quoted rates in Rs. for providing Services to Urja Bhawan Panchkula L/S
1	Providing Services for ARC work of Running & Maintenance of Plant Canteens, Field Hostels & VIP Guest Hostel along with its house keeping at HPGCL Projects Sites & Urja Bhawan, Panchkula for 36 months in accordance with scope of work and terms & conditions of e-NIT inclusive of Transportation charges / Charges for Cleanliness , Housekeeping , laundry / Commercial LPG Gas charges				
2.	Taxes and levis as applicable for 36 months (3 Years)				
	Total				

RATES TO BE ONLY QUOTE IN BOQ AVAILABLE ONLINE

Note: The whole work against this tender shall be awarded to a single firm whose overall quoted/equated prices are lowest for the complete package.

Undertakings to be submitted by bidders on their letter head

1. **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 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.
2. **Undertaking from the vendor (on vendor's letter head) regarding validation of GST registration (for each GST number separately)**
 - a) GST registration of GST no..... in name of m/s.....is valid as on date.....
 - b) 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.....
3. **Undertaking cum declaration from the vendor (on vendor's letter head)**
 - a) I undertake to submit a CA certificate regarding validity of GST registration on every six months during the tenure of contract.
 - b) 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. & date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services to HPGCL.
 - c) 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.
4. **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 PTPS/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 PTPS/HPGCL that we shall indemnify to PTPS/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.*

5. Performa for declaration under Section 206AB/Section 206CCA

DECLARATION

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 2020-21 and 2021-22 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)

6. 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 & Stamp of Contractor

Signature of worker

Check List

Sr. No.	Documents	Bidder Response (Yes or No)
1	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.	
2	<p>a) The bidder must have experience of having successfully executed similar type Work Order (s) in atleast 03 No power generating corporation such as HPGCL/NTPC/ PSU/ Corporation/ Central Govt./State Govt./ Semi Govt. or any Thermal/Hydel Power Generation companies and have average annual turnover and other eligibility condition as given below. Who have already successfully executed the Work Order(s) for the same or similar work i.e. Running & Maintenance of Plant Canteen Field Hostel / VIP Guest House during last 5-years ending 31-05-2026 and having minimum order value as under: Single order of the value not less than Rs. 6.74 Crore Or Two orders of the value not less than Rs. 4.21 Crore each. Or Three orders of the value not less than Rs. 3.37 Crore each.</p> <p>b) Bidder must have average annual turnover in last three consecutive financial years ended on 31.03.2026 not less than Rs. 8.42 Crore (Rs. Eight Crore Forty Two Lacs Only). Note: Average Annual turnover = Sum of the Annual Turn Over of preceding three years / 3 (As per Audited Accounts). Other income shall not be considered for arriving at annual turnover. In case where audited results for the last preceding financial year are not available for determining the average turnover, certification of financial statements from a practicing Chartered Accountant shall be considered acceptable.</p> <p>C. The firm shall submit the copy/copies of work order(s) along with the relevant satisfactory work completion certificate(s) or the copy of repeat work orders for similar works from the same Organization, duly attested/Notarized in support of qualifying conditions.</p>	
3	The contractor is registered under Contract Labour (Regulation & Abolition) Act, 1970 and possesses a valid labour license for deploying the workers on the work or will obtain the same within 15 days of issuance of work order. Contractor shall provide LIN No./Shop No. for registration.	
4	The contractor should have GST No., EPF Account No. & PAN No.	
5	The bidder should have a valid ESI no. or shall submit an undertaking to provide the same within one month of issue of work order.	
6	Submission of signed copy of tender document as an acceptance to all the terms & conditions of the e-NIT	
7	EMD deposited or provided valid proof for EMD exemption as per PQR.	
8	Firm should submit a certificate to the effect that the tenderer is not presently blacklisted from any Public Sector undertakings of Central Govt. / State Govt. / SEBs / Corporations / any other reputed Thermal / Hydel Plant etc.	
9	The firm has submitted all the undertakings as per Annexure enclosed in e-NIT on their letter head	

Stamp and Signature of Authorized signatory