

Haryana Power Generation Corporation Limited (HPGCL)

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

Corporate Identity No. U45207HR1997SGC033517

Website: -www.hpgcl.org.in



HPGCL

(An ISO 9001, 14001 & OHSAS 45001
Certified Company)

TENDER DOCUMENT

FOR

**“Piping Modification of Fire Hydrant System at HPGCL Corporate Office, Urja
Bhawan, Panchkula”**

(September, 2026)

ISSUED BY:

**CHIEF ENGINEER/ ADMIN,
C-7, URJA BHAWAN, HPGCL,
PANCHKULA (HARYANA).**



HARYANA POWER GENERATION CORPN.LTD.

(Regd. Office: Urja Bhawan, Sector-6, Panchkula)

Corporate Identity No: U45207HR1997SGC033517

INDEX

Sr. No.	Description	Annexure	Page No.
1.	Notice Inviting e-Tender		3
2.	Information Regarding Online Payment of Tender Document, e-Service, EMD and Electronic Tendering System	I	4 to 5
3.	Instructions to the Bidders	II	6 to 8
4.	Scope of work	III	9
5.	General Terms & Conditions	IV	10 to 13
6.	Technical Terms & Conditions	V	14
7.	Format of Guarantee / Warrantee certificate	VI	15
8.	Format of Contract Agreement	VII	16
9.	Format of Acceptance Certificate	VIII	17
10.	Statements of bidders	IX	18
11.	Format of Technical Check List	X	19
12.	Rate Quoting Sheet	XI	20



HARYANA POWER GENERATION CORPN.LTD.

(Regd. Office: Urja Bhawan, Sector-6, Panchkula)

Corporate Identity No: U45207HR1997SGC033517

SHORT TERM NOTICE INVITING e-TENDER

e-tenders in two parts are invited on behalf of Chief Engineer/Admin, HPGCL, Panchkula from reputed and experienced contractors/ firms for the work as under:-

NIT No. / Tender Ref. No.	01/T-M-33/Vol-II dated 08.09.2026
Description of work	Piping Modification of Fire Hydrant System at HPGCL Corporate Office, Urja Bhawan, Panchkula
Start date and time of tender uploading	08.09.2026 at 18:00 Hrs.
Last date for submission of online tender	12.10.2026 at 13:00 Hrs.
Due date & time of opening of Technical bid (Part-I)	14.10.2026 at 13:00 Hrs.
Tender document Fee (Non-refundable)	Rs. 1180/- (inclusive of taxes)
E-service Fees (Non-refundable)	Rs. 1000/-
Earnest Money (Refundable)	Rs. 22150/-
Contact Information	Dy. Secy./T&M, HPGCL, Panchkula Mobile No.- 9355869213

- The Bidders shall have to pay all the fees such as fee for tender document, EMD and e-service fee etc. through online mode by following Electronic Tendering system
- If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee (processing Fees) will not be refunded to the firm.
- The following are exempted from depositing the earnest money:-
 - a. Public Sector Undertakings of the Central / Haryana State Government.
 - b. Firms borne on D.G.S. & D/DS&D Haryana rate contracts.
 - c. Firms registered with the National Small scale Industries Corporation, Govt. of India for providing similar types of services.
 - d. Firms borne on the HPGCL's approved list of suppliers which may have made a permanent earnest money deposit of Rs.10.00 Lacs at the respective office of HPGCL, if they quote the Registration number given by the respective office of HPGCL in their tender papers

Dy. Secy./T&M,
for Chief Engineer/Admn
HPGCL, Panchkula

Information Regarding Online Payment of Tender Document, e-Service, EMD Fee and Electronic Tendering System

1. The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in> or www.hpgcl.org.in
2. The Bidders shall have to pay for the Tender documents, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and e-Service 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. Payment by any other mode would not be accepted.
3. The tender will be opened in two parts. The bidders with upload their technical offer containing documents, qualifying criteria, technical specification and all terms and conditions except rates in Part I (Technical Envelope). Part-II will be submitted in separate rate quoting sheet, uploaded along with the tender.
4. Key dates: The date and time shall be binding on all bidders. The tenderers can submit their quotations (Online) as per the dates mentioned in the key dates.

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	Tender Publishing	---	08.09.2026 at 18.00 Hrs.	---
2	-----	Downloading of Tender Documents & Bid Preparation	08.09.2026 at 18.00 Hrs.	12.10.2026 at 13:00 Hrs.
3	Technical Opening (Part-I)	-	14.10.2026 at 13:00 Hrs.	---
4	Short listing of Technical bids & Opening of Financial Bid (Part-II)		Will be intimated to the firms on their e-mail	

5. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee (processing Fees) will not be refunded to the firm. EMD shall be refunded.
6. It is advised that the bidder make the payment for EMD via RTGS / NEFT to the beneficiary account number as mentioned in the challan at least T+2 day (Transaction + Two day) two day in advance to the last day for validation on account / transaction period
7. Bid should be strictly according to the scope of work. Unless a deviation from terms and conditions/scope is pointed out by the tenderer specifically, it will be presumed that offer/tender conforms to the specifications
8. The validity of the offer shall be for 120 days from the date of opening of the price bid
9. The rate negotiations could be held as per the Haryana Govt./HPGCL Instructions.

The work as a whole will be allotted in a single part to the bidder who is overall lowest in the merit order considering all items of work
10. Rates are to be quoted as per rate quoting sheet uploaded by HPGCL. No deviation in this term shall be allowed
11. The bidders / contractors shall observe the highest standards of ethics during the submission of tender, procurement and execution of the contract. In case of evidence of cartel formation by the bidder(s) EMD is liable to be forfeited
12. The bidder shall bear all cost including banking charges associated with the preparation and submission of the bid. HPGCL will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
13. HPGCL 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.

14. Preliminary information to the bidder:-

- a. 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 centralised e-Procurement Portal i.e. <https://etenders.hry.nic.in> (Go to the link in top bar-How to.... – Register and Bid Online and download the file). Please visit the website for more details
- b. Obtaining a Digital Certificate:
 - i. 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
 - ii. 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 / Postmaster / 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>
 - iii. The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorised by the Controller of Certifying Authorities need to be obtained for e-filing on the e-tendering portal
 - iv. 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
 - v. 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
 - vi. Before submitting tenders 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 part, he shall clarify the same from dst.m@hpgcl.org.in in writing before the due date of submission of the bid. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders

Dy. Secy./T&M,
for Chief Engineer/Admn
HPGCL, Panchkula

INSTRUCTIONS TO THE BIDDERS**1. Pre Qualifying Requirements (PQRs) / Eligibility Conditions for the tenderers:**

The tender documents of only those bidders shall be considered who fulfill the following eligibility criteria and submit documentary evidences in support of the same:

The bidder should be Original Equipment Manufacturer / Supplier (OEM/ OES) or a registered vendor of HPGCL, as per Vendor Registration Policy for the specific category of the work.

OR

The bidder must have experience of having successfully executed same/ similar Work Order(s) in HPGCL / NTPC / any SEBs / any PSUs / any Corporations / Central Govt. / State Govt. / Semi Govt., in any Thermal/ Hydel Plant and have average annual turnover and other eligibility conditions mentioned below.

- a) **Experience for Execution of Work Order-** The bidder must have successfully executed Work Orders(s) for same or similar items / Works during last 7 years ending last day of the month previous to the month in which applications, are invited and having minimum order value as under:

- | | | |
|--|---------------------|----|
| 1. Single order of the value not less than | Rs. 8,85,000/- | OR |
| 2. Two orders of the value not less than | Rs. 5,53,000/- each | OR |
| 3. Three orders of the value not less than | Rs. 4,42,500/- each | |

Note:-

1. If the bidder has a work order for a period of more than one year, the period and the proportionate value of the order which have been completed prior to the month in which applications are invited (duly supported by successful completion/ execution certificate / repeated work order from same organization for the such period/ value) shall be taken into consideration for assessing the eligibility criteria.
2. Value of supporting work orders as mentioned above are exclusive of taxes.

- b) **Turnover-** Bidders must have average annual turnover in last 3 consecutive financial years i.e. FY 2023-24, FY 2024-25 and FY 2025-26, shall not be less than **Rs. 11.06 Lac**

Note:

1. Other income shall not be considered for arriving at annual turnover.
 2. In case where audited results for the last preceding financial year are not available for determining the average annual turnover, certification of financial statements from a practicing chartered accountant shall be considered acceptable.
 3. The bidder shall submit certified copies for the same duly audited by Chartered Accountant.
- c) The bidder should possess GST Number, PAN number and EPF, ESI registration and copy of the same to be attached with e-NIT.
- d) Authority letter in the name of the Authorized Person who has signed the Tender Document / Price Bid on behalf of the Contractor / Company.
- e) The contractor should be 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, if required and applicable.
- f) Acceptance of all terms & conditions of tender and statement of bidder
- g) A certificate to the effect is to be submitted that the tenderer is not black listed from any Public Sector undertakings of Central Govt. / State Govt. / SEBs / Corporations / any other reputed Thermal / Hydel Plant etc.

Notes:

- a) The tender documents of only those bidders shall be considered who fulfill the eligibility criteria / qualifying documents and submit documentary evidences duly attested in support of the same along with copy of performance certificate / repeat order from the same organization, if any.
- b) The firm should fill statement of bidders as per Annexure and submit authentic supporting documents for proving its credential.
- c) Originals of any/ all documents submitted by bidders while tendering, may be asked for verification at the time of finalizing the tender or anytime thereafter.
- d) Decision of HPGCL regarding fulfilment of pre-qualification requirement shall be final and binding upon the bidders.

- e) In case of service contracts, bidders who have successfully carried out erection, testing & commissioning and have minimum one year experience of Operation & Maintenance in the preceding 7 years of the equipment where the services are required will also be eligible.

2. 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) The Bidders shall supply partnership deed in case of partnership firm / Memorandum of Association and Article of Association in case of a company.
- c) 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 corporation will be final.

3. Opening of Tender:-

- a) The tenders will be opened in the office of Dy. Secy./T&M, HPGCL, Panchkula in the presence of authorized representative of the tenderers, if they so desire, at the time and date set for opening of tenders or in case any extension was given thereto on the extended tender opening date and time. Tenderer's authorized representatives (up to two persons) may attend the opening.
- b) The Price Bid (Part-II of the tender) shall be opened after Part-I of the tenders have been scrutinized and evaluated. The tenderers whose Part-I have been approved, will be allowed to participate in opening of Price Bid (Part-II). The due date and time for opening of Price Bid (Part-II) shall be informed later on.

4. Tender Closing:-

- 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 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 realisation of tender document's fee and EMD

- 5. Any information regarding tender can be had from the office of Dy. Secy./T&M, HPGCL, Panchkula (dst.m@hpgcl.org.in) on any working day prior to last date of submission of tenders.

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

- 7. No deviation shall be allowed. However, in case of deviation of taxes etc., the same shall be loaded for comparison purposes.

- 8. Before tendering, the tenderer is advised to inspect the site of work & the environment and make acquaint with actual work and other prevalent conditions, facilities available, position of material and labour. No claim on this account, whatsoever, shall be entertained afterwards.

- 9. Before tendering, the tenderer shall carefully study all the clauses and specifications of the tender documents. If tenderers have any doubt for the meaning of any portion of the tender specifications or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or needs clarification aspects, scope of work etc., he shall at once contact the authority inviting the tender for clarifications before submission of tender. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders

- 10. In case due dates of sale / receipt /opening of tender happens to be holiday in HPGCL, the needful will be done on next working day.

- 11. The committee nominated by HPGCL shall evaluate all the bids received against NIT on the parameter indicated under heading qualifying requirement. The decision of the committee shall be final.

12. Selection preference of the tendered work may be allowed as per policy of the State Government to the Industrial Units located in Haryana on the lowest valid rates if tenderer so claim with requisite documentary evidence.
13. The tenderer shall quote the prices in English language and international numerals. The rates shall be in whole rupees and shall be entered in figures as well as in words. For the purpose of tender, the metric system of units shall be used.
14. The Haryana Power Generation Corporation Limited does not bind itself to accept the lowest tender and reserves to itself the right to accept the whole or any part of the tender and the tendered shall be bound to perform the same at the rate quoted in this tender.
15. **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;
 - a) 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.
 - b) Blacklisting of the firm by any unit of the HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.
 - c) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.
 - d) 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 HPGCL regulation 36 and 37."

Dy. Secy./T&M,
for Chief Engineer/Admn
HPGCL, Panchkula

SCOPE OF WORK

Scope of Work for Piping Modification of Fire Hydrant System

1. SITC of above ground piping for external hydrant system outside the building, with connection to 4 Nos. of Existing hydrant valves & one no. 4 Way Fire brigade connection as per the drawing.
2. SITC of damaged 150 NB hydrant system pipe in basement with connections to 2 nos of existing hydrant valves and 2 nos of existing hose reels.
3. SITC of damaged portion of 250 NB common discharge header for fire Water pumps in the basement.
4. SITC of damaged portion of 300 NB common suction header for fire Water pumps in the basement.
5. Replacement of 30 nos. Fire detector installed in ceiling.
6. Replacement of 3 nos. RE Joints of Jockey Pump and Main Pump & DG set.
7. Above work includes all Mechanical and Civil work required to carry the work.
8. Supply of all the items/parts that will be replaced.
9. Commissioning of the System.
10. Scope of work against each activity is tentative and may increase or decrease depending upon site requirement.
11. Any other work/material required to complete the job will also be in the scope of the contractor.

Tentative Material involved in the work is in the Scope of work and will be as under:

Sr. No.	Item / Work Description	UOM	Qty.
A	SITC of above ground piping for external hydrant system outside the building, with connection to 4 Nos. of Existing hydrant valves & one no. 4 Way Fire brigade connection as per the drawing.		
1	150 MM NB MS ERW 'C' Class pipe Conforming to IS 1239 Part I	Mtrs	210
2	150 MM NB MS ERW heavy class 90 Deg. bends Conforming to IS 1239 Part II	Nos.	10
3	151 MM NB MS ERW heavy class 45 Deg. bends Conforming to IS 1239 Part II	Nos.	18
4	IS 2062 MS PLATE FLANGES - 150 NB, CONFORMING TO ANSI B16.5 CL-150,FF,SLIP ON	Nos.	2
5	IS 2062 MS PLATE BLIND FLANGES - 150 NB, CONFORMING TO ANSI B16.5 CL-150,FF.	Nos.	2
6	Construction RCC Pedestals for pipe supports, including all materials labour & tools etc. 400 X 200 & 600 H as per the drawing.	Nos.	40
7	Structural steel ISA 50 X 50 X 6 THK	Mtrs.	12
8	MS plate 300X175X10 THK	Nos.	40
9	MS ROD 16 MM DIA 200 Long	Nos.	40

10	Wrapping coating (Anti corrossive treatment) materials as per IS 10221 for UG MS pipe 150 NB	Mtrs	12
11	RCC Hume Pipe 250 MM Dia conforming to IS 456 NP 3 Class with required collers	Mtrs	10
B	SITC of damaged 150 NB hydrant system pipe in basement with connections to 2 nos of existing hydrant valves and 2 nos of existing hose reels.		
1	150 MM NB MS ERW 'C' Class pipe Conforming to IS 1239 Part I	Mtrs	30
2	150 MM NB MS ERW heavy class 90 Deg. bends Conforming to IS 1239 Part II	Nos.	2
3	80 MM NB MS ERW heavy class 90 Deg. bends Conforming to IS 1239 Part II	Nos.	2
4	150 MM X 80 MM NB MS ERW heavy class concentric reducer Conforming to IS 1239 Part II	Nos.	2
C	SITC of damaged portion of 250 NB common discharge header for fire Water pumps in the basement.		
1	MS Pipe 250 MM Dia as per IS 3589 6.35 MM Thk	Mtrs	0.5
2	MS Scewed socket 15 NB (for instalation of Pr. gauge)	No.	1
3	IS 2062 MS PLATE FLANGES - 250 NB, CONFORMING TO ANSI B16.5 CL-150,FF,SLIP ON	Nos.	1
4	IS 2062 MS PLATE BLIND FLANGES - 250 NB, CONFORMING TO ANSI B16.5 CL-150,FF.	Nos.	1
D	SITC of damaged portion of 300 NB common suction header for fire Water pumps in the basement.		
1	MS Pipe 300 MM Dia as per IS 3589 6.35 MM Thk	Mtrs	3
2	IS 2062 MS PLATE FLANGES - 300 NB, CONFORMING TO ANSI B16.5 CL-150,FF,SLIP ON	Nos.	1
3	IS 2062 MS PLATE BLIND FLANGES - 300 NB, CONFORMING TO ANSI B16.5 CL-150,FF.	Nos.	1
E	Replacement of 30 nos. Fire detector installed in ceiling.		
	Fire detectors	Nos.	30
F	Replacement of 3 nos. RE Joints of Jockey Pump and Main Pump & DG set		
	RE Joints	Nos.	3

Dy. Secy./T&M,
for Chief Engineer/Admn
HPGCL, Panchkula

GENERAL TERMS AND CONDITIONS

- 1. Contract Agreement:** - The contractor shall execute a contract agreement with HPGCL on a Non Judicial Stamp Paper of appropriate value within 07 days of receipt of work order.
- 2. Rate / Contract Price:** - Rate shall be quoted by the bidder, strictly as per rate quoting sheet and the agreed contract price shall remain firm during the currency of the contract. Any statutory taxes/levies, if to be charged extra, should be clearly indicated by tenderer in their offer separately, failing which it will be presumed that the quoted prices are inclusive of all such statutory taxes/levies.
- 3. Earnest Money and Security Deposit:** -
 - a) Every tenderer, while submitting his tender, shall deposit the earnest money (if applicable) online without which the tender shall be rejected forthwith.
 - b) The EMD furnished by successful tenderer on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of work order.
 - c) The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder.
 - d) The successful bidder shall deposit the security equal to 10% of the total value of the work order. However, the EMD already deposited by the bidder shall be converted into the security deposit and the balance amount shall be deducted from the bill.
The security deposit of the contractor shall be retained by HPGCL for faithful execution of the contract.
 - e) Security deposit shall be released only after 30 days of successful completion of the Guarantee/Warranty period of the contract on the certificate of Engineer In-charge.
 - f) No interest shall be paid on EMD/Security Deposit for the period it remains deposited with HPGCL.
 - g) The earnest money/security deposit shall be forfeited in part or in full under the following circumstances:-
 - i) If the tenderer withdraws his tender at any stage during the currency of validity period.
 - ii) If the work order has been issued but the contractor refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.
 - iii) In the event of a breach of contract in any manner.
 - iv) In case of evidence of cartel formation by the bidder(s).
 - v) If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HPGCL to forfeit either in whole or in part, in its absolute discretion, the EMD/security deposit furnished by the contractor.
 - vi) The forfeiture of EMD/security deposit shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under payments or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.
- 4. Payment Terms:** -
 - I. 100% payment shall be released against appropriate bill of the contractor and after successful completion of work by deducting 10% security and other statutory deductions.
 - II. Security deposit shall be released after 30 days of successful completion of the Guarantee/Warranty period of the contract on the certificate of Engineer In-charge
- 5. Mode of Payment:** - Payment shall be released by the Sr. Accounts Officer, HPGCL, Panchkula 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, HPGCL, Panchkula. Bank charges, if any, shall have to be borne by the contractor.
- 6. Completion Period:-**
 - I. The work is to be completed within **45 days** from the date of commencement of work, separate clearance letter will be issued for start of work.
 - II. The work shall be started within **07 days** from the date of notice/clearance letter which will be given to the contractor.
 - III. However, any delay on part of HPGCL like non-availability of front or any other reason will not be counted in the completion period.
 - IV. The contractor will have to work under the strict supervision of HPGCL Engineers and may have to do the work a number of times if required till the work is found satisfactory and required parameters are achieved.

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.
8. **Penalty for delay:-** Time is the essence of the contract. The contractor shall ensure timely completion of the job as per stipulated completion period. In case of delay in completing the work/job, the penalty for delay will be imposed @ 1% per week of the value of work or part thereof subject to maximum of 10% of the value of work.

Note:-

- i) Value of work means basic value of the work/contract exclusive of taxes and duties, if charged separately.

9. **Documentation:-** The contractor and the executive in-charge of the work shall ensure the following document before forwarding the bill of the contractor to the Accounts wing for pass and payment to avoid delay in payment of the contractor:-

- i. Contractor shall submit bill in duplicate to the Dy. Secy./T&M, HPGCL, Panchkula.
 - a) The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors EPF code, ESI code, GST number, PAN & TIN. A photo copy of the EPF code, ESI code, GST number, Labour licence, PAN and TIN shall be attached with the bill for reference and record.
 - b) Self attested copy of the deposit challan of EPF & ESI contribution, labour welfare fund deposited by the contractor for the labour engaged for the work duly validated with dossier of workers and their account number in the appropriate prescribed performa.
 - c) Self attested copy of the attendance sheet, wages register and evidence of wage payment.
 - d) Documents mentioned above like ESI code/EPF code/ Labour licence etc. will have to be submitted, if applicable only
- ii. The bill of the contractor along with the annexure submitted by the contractor at i) above, should be approved and verified by the officer in-charge for gross value as well as net payable value and accompanied with the certificates / documents mentioned at iii and iv below.
- iii. Certificate from the Engineer in-charge that. a) Work has actually been done as per the contract and to the entire satisfaction of EIC. b) The copy of the EPF challan, ESI challan etc. submitted by the contractor pertains to the labour deployed at site and none of the worker has been excluded there from. c) No penalty is leviable on the contractor on any account as per the contract, if leviable the amount of penalty is Rs. -----.
- iv. The successful bidder will also submit the following undertakings immediately after issue of Work Order and with submission of each & every bill unless mentioned otherwise:
 - a) That GST Registration is valid as on date.
 - b) That no default has ever been made by bidder in filing the various GST returns and deposit of GST dues with the department.

Note: Bidders having multiple registrations will submit undertaking for each and every GST number. A default under a GST number even if the GST pertains to some other state, will make the vendor ineligible to participate in tender.

- d) A CA certificate regarding validity of GST registration will be submitted every six months during the tenure of contract.
- e) Vendor will submit copies of GSTR I and GSTR 3B/challans as evidence to deposit of GST with certification that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. & date of deposit) and returns filed (date of filing of return) includes the transaction of supply of Good or/and services to HPGCL.
- f) Vendor will inform immediately the HPGCL about initiation of any proceeding (if any) against him under the GST laws which may result in suspension or cancellation of GST number of the Vendor.
- g) Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST Law on part of the Supplier/vendor.
- h) Copies of GSTR1, GSTR2A, GSTR3B along with three copies of invoices raised to HPGCL duly reconciled with three returns to be submitted before release of the security.

Note: - Documents attached along with the contractor bill should be referred in the forwarding letter of the executive office forwarded the bill for pass and payment. other security amount shall be deposited by the company.

10. **Performance Bank Guarantee:-** The company shall submit / deposit bank guarantee from Nationalize bank to HPGCL equivalent to 10% of the total contract value in favour of Sr. A.O./ EAD, HPGCL, Panchkula valid upto 1 month after completion of guarantee/warranty of work.

- 11. Guarantee/Warranty:-** The details are as under:-
 - a. The firm shall stand guarantee on standard Performa of HPGCL (attached) for the work done for a period of 12 months from the date of completion of work.
 - b. During this period if some equipment, which has been attended by the contractor, is found to be defective, the same will have to be attended again without any additional charges to HPGCL. In such cases, warrantee period shall start from the date of such repair/ rectification. In case contractor fails to respond within a reasonable time the job will got done from any other agency at the risk and cost of the contractor.
- 12. Force Majeure:-** The delay in the completion of the work may be treated as force majeure to the contractor only if:-
 - a. The delay is resulted from any causes arising out of compliance with regulations, orders or instructions of the Central or State Governments, acts of God, acts of Civil & Military authority, fires, floods, strikes, lock-outs, freight embargoes, war-risk riots and civil commotion, lockdown and labour problems which are beyond the reasonable control of the contractor etc.
 - b. The contractor's request for extension of the delivery period along with all necessary evidence comes, before the expiry of the schedule date (s) of delivery.
- 13. Idle labour charges:-** No idle labour charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour being rendered idle due to any cause
- 14. Over run charges:-** No over run charges shall be paid in the event of the completion period being extended for any reasons.
- 15. Watch and ward:-** The watch and ward of T&P & other material will be the responsibility of the contractor.
- 16. Facilities to be arranged by contractor:-** The contractor shall make his own arrangement for providing all facilities like boarding, furniture and transportation etc. for his supervisors/staff engaged by him for the job.
- 17. Statutory Deductions:-** Statutory deduction on account of Income Tax, Works Tax & Sales Tax etc. including surcharge shall be made at source from the bills of the contractor at the prevailing rates.
- 18. Test and Inspection:-**

The test and inspections shall be carried out at the buyer premises after the material has been received at the site. Copy of inspection and test report duly signed/accepted by Site-incharge shall be attached by the supplier in original. Supplier shall ensure that all facilities necessary for carrying out the inspection/prescribed tests are made available to the inspection officer at the point of inspection to be carried out.
- 19. FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/EPF ACT ETC:- (If Applicable)**

Strict adherence of various applicable labour laws like Factories Act, Minimum Wages Act, ESI Act, Payment of Wages Act, Workman's Compensation Act, EPF Act, Contractor Labour (Regulation & Abolition) Act, 1970 and all other statutory requirements as amended from time to time to the entire satisfaction of Central/State Govt. Authorities, shall be the responsibility of the contractor and he shall have to make good loss, if any, suffered by HPGCL on account of default in this regard by the contractor. EPF/ESI contributions will be deposited by the contractor in his own EPF/ESI number in the respective account of the workers. The contractor will submit the copy of EPF/ESI challan to the factory manager, at the time of 90% payment along with corresponding list of workers.
- 20. INSURANCE OF WORKERS:- (If Applicable)**

The contractor will be solely responsible for any liability for his workers in respect of any accident, injury arising out and in-course of contractor's employment. To meet his aforesaid obligation under the Workmen Compensation Act. The contractor may obtain WC policy from the insurance company for the persons employed by him for carrying out the work. The premium payable for the aforesaid insurance policy shall be borne by the contractor. The contractor shall ensure that the said insurance policy of this insurance cover is required to be submitted by the contractor to Engineer Incharge of work immediately after issue of LOI, but before the start of work.
- 21. SAFETY RULES:- (If Applicable)**
 - A. Firm shall have to comply with all the provisions of safety rules. The Chief Safety Officer shall impose penalty of **Rs. 200/- per day per head** if the workers of firm are found to be working carelessly without proper protective equipments in unsafe conditions. Against violation of any other clause, a penalty of Rs 500 /- per violation (minimum) shall be levied. In case of repeated violation of serious nature resulting in various serious accident or direct loss to the corporation/threatens to cause severe consequences, higher penalty rates may be imposed including suspension/ termination of the contract. 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 are made by/with the worker of the contractor and if prosecution is launched 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 the amount shall be recovered from the outstanding dues/liabilities of the contractor against this contract or any other contract at PTPS besides other action HPGCL may deem fit.

- B.** This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the plant & equipment handed over to him for execution of the work, due to careless handling or negligence on the part of the contractor. However the total liability arising out of this contract shall be limited to the contract value.

22. Arbitration:-

All matters, questions, disputes, differences and/or claims arising out of and/or concerning and/or in connection 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 with mutual consent of both the parties.

The award of the Arbitrator shall be final and binding on the parties to this Contract. The provisions of Arbitration & Conciliation Act, 1969 as amended from time to time and the rules made thereunder for the time being in force, shall apply to the Arbitration proceedings under this Clause.

- 23. Laws Governing Contracts:** - All contracts shall be governed by the laws of India for the time being in force. Irrespective of the place of delivery, place of performance or place of payment under a contract, the contract shall be deemed to have been made at the place

- 24.** -/from which the acceptance of tender has been issued.

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

- 26. Subletting and Assignment:** - The contractor 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.

- 27. Jurisdiction of Courts:** - The contract shall be deemed to have entered into at Panchkula and all cause of actions in relation to the contract shall, therefore, be deemed to have arisen within the jurisdiction of the Court of Panchkula (Haryana) or the related High Court of Punjab & Haryana, Chandigarh

28. Breach 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. HPGCL may also terminate the contract after giving a 07 days notice, if in its opinion; the work under the contract is not being done to its satisfaction. HPGCL also has the right to get the job done from a third party at the risk and cost of the first contractor till the expiry of the period of contract and debit the cost plus 15% of the cost to the first contractor's account.
- b) To recover damages as per penalty clause mentioned as above, if the said delay is not covered under the Force Majeure reasons.
- c) To get the work done from any other agency after serving a notice of 07 days to the contractor at his risk and cost and without prejudice to the other provisions of the work order.
- d) To cancel the contract by giving 15 days notice & forfeit the security.

Note:-

1. Unless agreed otherwise the above terms and conditions of the contract will form the part of the work order after finalizing the proposal. The word tenderer where ever used above shall be read as contractor. The non applicability / modification in the aforesaid clauses if agreed shall be mentioned / attached in / with the work order specifically.
2. Any other term not defined in instructions to the bidder or above terms and conditions should be interpreted as defined in HPGCL Purchase Regulation "2015" & its amendments thereof.
3. The term "Bid" and "tender" and their derivatives ("Bidder / Tenderer" "Bidding / Tendering") are synonymous. Singular also means plural.

Dy. Secy./T&M,
for Chief Engineer/Admn

FORMAT OF GUARANTEE / WARRANTTY CERTIFICATE
(To be submitted on letter head of the firm)

Certified that I, _____ S/o _____
R/o _____ on behalf of _____ registered office
at _____ do hereby undertake to finish
guarantee/warrantee period of _____ from the date of completion of work done by the
firm/company vide Work Order No. _____ dt. _____ issued by the
Dy. Secy./T&M, HPGCL, Panchkula vide memo no. _____ dt. _____
_____ in case any defect/damage found in the material used by us or work done
by us during the period of Guarantee/warrantee.

We undertake to replace the defective material or remove the defect free of cost to
HPGCL within the shortest possible time not more than a week after receipt of information of
defect.

(AUTHORISED SIGNATORY)
With office seal

CONTRACT AGREEMENT

This contract agreement entered in to this _____ day of the month of _____, 2026 between Haryana Power Generation Corporation Ltd., a body corporate constituted under the Indian Company Act, 1956 herein after called Corporation which terms shall include all its heirs and successors _____ on the one hand and M/s _____ The contractor which terms shall include all its heirs and successors on the other hand.

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

The contractor will comply with all the provisions of the relevant labour laws/Acts (if applicable) and the rules /regulations framed there under. In the event of PTPS, Panipat being obliged to pay the compensation, the contractor will indemnify the Corporation. The labour regulation shall be treated as part of the contract. Any break of labour laws/regulation shall be treated as breach of the contract.

Here HPGCL,Panchkula and the contractor have agreed to execute an agreement.

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

In witness thereof, the contractor & HPGCL hereto set their hands as under.

Signature of the contractor

Signature & designation on behalf of HPGCL

In presence of witness

In presence of witness

Witness

Witness

Acceptance Certificate

I _____ Designation _____

of (Name of the Company) _____

hereby accept all the terms and conditions given in the above tender document.

For M/s _____

STATEMENTS OF BIDDERS

1.

Name of Bidder

2.

Address of Head Office

3.

Correspondence Address

4.

Legal status

5.

PAN & TIN Number of the Bidder (attached self attested photocopies)

PAN No.

GST No.

6.

Bank Details (attached signed cancelled cheque)

a.

Bank Name & Address

b.

Bank Account Number

c.

Bank Branch Code

d.

IFSC Code of Branch

e.

Nature of account (current/saving/OD/CC)

7.

Main Lines of Business

a.

since

b.

since

c.

since

8.

Annual Turnover of past three year

a.

b.

c.

d.

e.

9.

Past Experience:-

Name of Organization	Period	Reference of Contract	Order Value contract wise

10.

Any other: -

Signature & Stamp of Bidder

Name & Designation of Authorized Bid Signatory

Technical Check List Format
(To Be Filled Online Only)

Sr. No.	Technical Specification	Bidder Response (Yes or No)
1	Tender cost with e-service fees @ Rs. 2360/-	YES / NO
2	Earnest Money Deposited @ Rs. 22,150 /- Or documentary proof of EMD exemption documents	YES / NO
3	Acceptance of all terms & conditions of tender (Annexure-VII)	YES / NO
4	Documentary proof of OEM/ OES / registered vendor of HPGCL for the specific category	YES / NO
5	Copy of successfully executed work orders for same or similar work during last 7 years ending last day of the month previous to the month in which applications, and having minimum order value as under: Single order of the value not less than Rs.8,85,000/- OR Two orders of the value not less than Rs. 5,53,000/- each OR Three orders of the value not less than Rs.4,42,500/- each	YES / NO
6	Documentary Proof for annual turnover certificates as per NIT.	YES / NO
7	Documentary Proof for GST registration number.	YES / NO
8	Documentary Proof for permanent account (PAN) number.	YES / NO
9	Documentary Proof for EPF registration (if applicable)	YES / NO
10	Documentary Proof for ESI registration (if applicable)	YES / NO
11	GST undertaking as per Annexure-X	YES / NO
12	Authority letter in the name of the Authorized Person who has signed the Tender Document / Price Bid on behalf of the Contractor / Company.	YES / NO
13	The certificate to the effect that the tenderer is not black listed from any Public Sector Undertakings of Central Govt. / State Govt. / State Electricity Boards / Corporations.	YES / NO
14	Statement of bidders duly filled (Annexure-VIII)	YES / NO

GST undertaking (on the letter head of Supplier)

I, _____(authorized signatory) on behalf of M/s _____ hereby undertake that:

- a) GST registration of the bidder is valid as on date.
- b) No default has ever been made by bidder in filing the various GST returns and deposit of GST dues with the department.
- c) We have multiple registrations under GST and submitted undertaking for each & every GST number.

Or

We have only one registration under GST and submitted undertaking for that GST number.

Date:

Signature

Place:

Name & Designation of Authorized Signatory
(With Stamp of the Firm)

RATE QUOTING SHEET

Sr. No.	Description of Work	L/S Rate (in Rs.)	GST (in %)
1	Piping Modification of Fire Hydrant System at HPGCL Corporate Office, Urja Bhawan, Panchkula as per Scope of Work		

Note: GST (in %) should be quoted separately, otherwise it will be assumed to be included in the rates.

Signature & Stamp of Contractor

Note for the bidder:-

1. The Bidders are required to quote the rates strictly as per the Rate Quoting Sheet after carefully going through the complete tender documents.