

**DEEN BANDHU CHHOTU RAM THERMAL POWER STATION YAMUNA  
NAGAR**

**(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](http://www.hpgcl.org.in)



**TENDER DOCUMENT**

**FOR**

**ARC for Preventive/Routine and Breakdown Maintenance of Electrical System/ Equipment's (HT/LT Switchgear, HT/LT Motors, Illumination System, Generator Protection system and Power & Control cables etc.) Installed at 2x300MW, DCRTTP, Yamuna Nagar for Unit-I & II for the period of two Years i.e. 2026-28.**

**EXECUTIVE ENGINEER EMD-I/DCRTTP.**

**E-MAIL ID- [xenemd1.dcrtp@hpgcl.org.in](mailto:xenemd1.dcrtp@hpgcl.org.in)**

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**NIT No.:**

**Dated:**

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**ONLINE NOTICE INVITING TENDER (E-TENDER)**

<b>NIT No. 04/EMD-I/441/2026-27</b> <b>Dated 01.06.2026</b>	
Description of Work	Annual Running Contract for Preventive/Routine and Breakdown Maintenance of Electrical System/ Equipment's (HT/LT Switchgear, HT/LT Motors, Illumination System, Generator Protection system and Power & Control cables etc.) Installed at 2x300MW, DCRTPP, Yamuna Nagar for Unit-I & II for the period of two Years i.e. 2026-28.
Completion period	2 Year further extendable up to 3 months
Start date and time of tender uploading	01.06.2026
Last date for downloading of tender & Bid Preparation	12.06.2026
Technical Opening (Part-I)	15.06.2026
Tender document Fee (Non-refundable)	Rs. 1180/-
E-service Fees (Non – refundable)	Rs. 1180/-
Earnest Money (refundable)	Rs. 4,05,000/-
Instructions to bidder on Electronic Tendering System	As per Annexure-A
Instructions to the bidder	As per Annexure-B
General terms and conditions of contract	As per Annexure-C
Detail of Installed Equipment's of Unit- I & II	As per Annexure-D
Description of no. of site group for Manpower	As per Annexure-E
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Contract Agreement	As per Annexure-I
Statement of Bidder	As per Annexure-J
Acceptance Certificate	As per Annexure-K
G/W certificate	As per Annexure-L
Check List For Bidder	As per Annexure-M
Contact Information	Executive Engineer/EMD-I, DCRTPP, HPGCL, Yamuna Nagar-135001.

**NOTICE INVITING TENDER (E-TENDER)**

Chief Engineer/DCRTPP, HPGCL, Yamuna Nagar invites sealed tenders in two parts from the reputed, registered and experienced firms for ARC/AMC for Preventive/Routine and Breakdown Maintenance of Electrical System/ Equipment's (HT/LT Switchgear, HT/LT Motors, Illumination System, Generator Protection system and Power & Control cables etc.) Installed at 2x300MW, DCRTPP, Yamuna Nagar for Unit-I &II for two Years 2026-28.

NIT No.	Description	Period of contract	Tender Fee (Rs.) (Non-refundable)	EMD (Rs.)	e-service Fees (Rs.)	Last date of submission of Bids online
<b>NIT No.04/ EMD- I/441/2 026- 27 Dated 01/- 6/2026</b>	ARC for Preventive/Routine and Breakdown Maintenance of Electrical System/ Equipment's (HT/LT Switchgear, HT/LT Motors, Illumination System, Generator Protection system and Power & Control cables etc.) Installed at 2x300MW, DCRTPP, Yamuna Nagar for Unit-I &II for two Years i.e. 2026-28.	2 Year further extendable up to 3 months	<b>1,180/-</b>	Rs. 4,05,000/-	<b>1,180/-</b>	<b>12.06.2026 (13.00 Hours)</b>

The Bidders can download the tender documents from the Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>). 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.

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

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

Sr. No.	Department Stage	Tenderer Stage	Start date	Expiry date
<b>1</b>	Tender Authorization & Publishing	-	<b>01.06.2026</b>	
<b>2</b>	-	Downloading of Tender Documents, Bid Preparation & Bid submissions	<b>01.06.2026</b>	<b>12.06.2026</b>
		Last date of submission of EMD online		<b>11.06.2026</b>
<b>3</b>	Technical Opening (Part-I)	-		<b>15.06.2026</b>
<b>4</b>	Short listing of Technical bids & Opening of Price Bid		Will be intimated to the firms on their e-mail	

### Instructions to bidder on Electronic Tendering System

#### 1. Download of Tender Documents :

The tender documents can be downloaded from the Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>). The bidder who does not have contractor ID on HEWP cannot participate in tendering process. The bidders who have contractor ID but have not registered on HEWP can participate in tendering process by paying the Earnest money through online payment on the portal.

#### 2. Pre-requisites for online bidding:

In order to bid online on the Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E tender 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 Portal.

#### 3. 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 Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>)

#### 4. Bid Preparation (Technical & Financial) Online Payment of Tender Document fee, e-Service Fee, EMD Fees of online Bids:

- iii) i) The Bidders shall have to pay for the Tender documents, EMD Fees & e-Service Fee (Rs. 1180/-) 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. **“The bidder who does not have contractor ID on HEWP cannot participate in tendering process.** The bidders who have contractor ID but not submitted Security amount on HEWP through online payment mode. Firm can participate in tendering process by paying the Earnest money through online payment on the portal. Bidders who have contractor Id and are registered on HEWP and also have deposited one time deposit are eligible for participation in the tender by annexing bid specific Earnest Money Exemption Declaration Form generated from HEWP.

The bidder who is registered as contractor with Haryana Government and is availing the exemption available for earnest money, shall upload bid specific Earnest Money Exemption Declaration form duly downloaded from HEWP.”

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 bidder shall quote the price in price bid.

- ii) The tender shall be opened on due date by Tender Opening Committee comprising of Executive Engineer/EMD-I, AEE/EMD-I and a representative of finance/ account department.

#### iv) Qualification of the Bidder

- A) Bidder shall have a valid Registration Certificate/contractor's id created on Haryana Engineering Works Portal. Interested bidders should upload the following documents at the time of bidding along with HEWP registration certificate:

#### **Mandatory Documents**

- i. Proof of Constitution - Partnership deed (in case of the partnership firm registration); or Certificate of Incorporation (in case of Private limited company, public limited company, Public

sector undertaking, Limited Liability Partnership, registration); or Any proof substantiating constitution (in the case of society, trust, AOP, Government department, local authority, statutory body registration.).

- ii. PAN Card.
- iii. GST Certificate
- iv. Undertaking of Non-Blacklisting – (Certificate that contractor has not been blacklisted previously).
- v. Proof of immovable properties/self-certification that doesn't have any property.
- vi. Cancelled Cheque/Proof of bank account.
- vii. Proof of Address
- viii. Similar works experience for the category of registration.

#### 5. **Key Dates**

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

Sr. No.	Department Stage	Tenderer Stage	Start date	Expiry date
1	Tender Authorization & Publishing	-	01.06.2026	
2	-	Downloading of Tender Documents, Bid Preparation & Bid submissions	01.06.2026	12.06.2026
		Last date of submission of EMD online		11.06.2026
3	Technical Opening (Part-I)	-		15.06.2026
4	Short listing of Technical bids & Opening of Price Bid		Will be intimated to the firms on their e-mail	

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.

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.

6. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the firm.
7. Unless exempted specifically, tenders not accompanied with the prescribed EMD/ Cost of Tenders shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT; otherwise, the tenders shall be liable to be rejected.
8. The bidder shall ensure that payment of earnest money shall be made at least 48 hrs prior of the closing time of submission of bid.
9. The bidder can revise his bid any number of times but only before last date of submission of bid. All previous quotes are deleted & only the latest price quoted shall be visible on date of opening of price bid.
10. The validity of the tender/ quotation should be at least for 120 days from the date of opening of price bid.
11. Negotiation will be held as per latest negotiation policy of Haryana adopted by HPGCL and amendment there of applicable from time to time. The firm whose overall rates shall be the lowest i.e. total for Part -A & Part -B shall be considered as L1 firm.

12. The bidders / contractors shall observe the highest standards of ethics during the submission of tender, procurement and execution of the contract. In case of evidence of cartel formation by the bidder(s), EMD is liable to be forfeited.
13. The bidder shall bear all costs associated with the preparation and submission of his bid, and HPGCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
14. Chief Engineer, DCRTPP, HPGCL, Yamuna Nagar 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.
15. **Preliminary Information for bidders :**
  - 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 Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>). 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 / 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 – Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E-tender Portal (<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 authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from: For queries on Tenders please visit Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E-tender Portal (<https://etenders.hry.nic.in>).
    - 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 (for its use in case of emergencies).
    - 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) 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.
    - vii) 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.

- viii) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E-tender Portal (<https://etenders.hry.nic.in>).
- ix) For help manual please refer to the 'Home Page' of the Haryana Engineering Works portal (<http://works.haryana.gov.in>) and E tender Portal (<https://etenders.hry.nic.in>).
- x) 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 same from tender issuing office in writing before the due date and time of submission of the bid.

Executive Engineer/EMD-I,  
For Chief Engineer/ DCRTTP,  
HPGCL, Yamuna Nagar.

**INSTRUCTIONS TO THE BIDDERS FOR PQR**

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

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

- A) The bidder should be original equipment manufacturer/supplier (OEM/OES) or a registered vendor of HPGCL, as per the vendor registration policy for the specific category of Works.

OR

The bidder must have experience of having successfully executed work order in HPGCL/NTPC/any SEBs/any PSUs/any corporations/Central Govt./State Govt./Semi-Govt. or in any Thermal/Hydel power Plant and having average annual turnover as given below:

**Experience of Execution of Work Order:**

The bidder shall be the contractor of the requisite/similar work item and shall have experience of minimum one year of AMC of HT Switchgear, HT motors & other Electrical Equipment's in any thermal power station/NTPC/Electricity boards/PSUs in preceding 7 years ending on 01.03.2026. Bidders mentioned above must have minimum order value as under and other eligibility conditions as given below:

- i) Single work order of value not less than of Rs. 80,99,030/-  
Or
- ii) Two work orders of value not less than of Rs. 50,61,893/- each  
Or
- iii) Three work orders of value not less than of Rs. 40,49,515/- each

**B) TURNOVER:** The bidder average annual turnover should not be less than Rs. 1,01,23,787/- in last three consecutive financial years i.e. F.Y. 2023-2024, 2024-2025 and 2025-2026.

**Note:** 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.

- i. The bidder should possess EPF Account No. PAN No. ESI Registration Number and GST Registration Number.
- ii. The work order value referred above is inclusive of all taxes and duties.
- iii. The bidder should possess labour license from Labour Department of Haryana under Contract Labour (Regulation & Abolition) Act, 1970 and possesses a valid labour license for deploying the workers on the work or the bidder has to give an undertaking that he will apply within one month from the date of issue of work order, if applicable.

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

**a. Eligibility of the black listed firms to participate in NIT:**

The firms who have been black listed by HPGCL or any other Central or State Power Utility / Board or Corporation or any other Thermal/ Hydro Electric project shall not be eligible to bid against the NIT of HPGCL. However,

- i) In case the blacklisting of the firm is for a specific plant and not for the organization as a whole then such blacklisting will not tantamount to ineligibility of the bidder.

- ii) Blacklisting of the firm by any unit of the HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.
  - iii) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.
  - iv) Firm has to certify for itself for its eligibility with supporting documents to participate in the NIT stating that it has not been blacklisted by any organization presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as per regulation of HPGCL.
- b. Decision of HPGCL regarding fulfillment of pre-qualification requirement shall be final and binding upon the bidders.
  2. Part-I Tender shall be opened on the due date & time and Part-II shall be opened on subsequent date which shall be intimated separately to those tenderer whose Part-I is considered complete in all respects and found technically and commercially suitable as per the tender conditions.
  3. The tender documents can also be downloaded from HPGCL website [www.hpgcl.org.in](http://www.hpgcl.org.in). Hard copies of the tender documents so downloaded duly filled up completely is only acceptable when accompanied with prescribed tender cost and earnest money deposited.
  4. 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 same from tender issuing office in writing before the due date and time of submission of the bid. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders. The terms and condition of works portal Haryana shall be preferred in case of discrepancy.
  5. The "Application for Bidding" along with the "Terms and conditions of the contract and its all Annexure should be submitted duly filed 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.
  6. The offer/tender submitted should be typed or hand written in ink. Offer/Tender written in pencil shall be ignored. No alterations, omissions, erasers or whitening, additions or rewriting shall be permitted. Changes if any shall be affected only by cancelation of original writing by striking and rewriting it alongside duly initialed by the person signing the bid. In case there is a discrepancy between the amounts in figures and in word, the amount in words will govern. The price must be quoted in Indian Rupees and any mistake in calculating the rupee price will not justify the claim for increase in price.
  7. **RATE QUOTING SHEET:-**
    - a. The tenderer will quote their rates STRICTLY AS PER THE RATE QUOTING SHEET.
    - b. Conditional discount offered by any tenderer will not be considered for the purpose of relative comparison of rates quoted by participating tenderer.
  8. The application for bidding along with all the detailed terms & conditions should be submitted online. Tenders through Fax / E-mail / telegraphic tenders shall not be considered. Incomplete, obscure or irregular tender is liable for rejection. If the tenderer deliberately gives wrong information in his tender, HPGCL reserves the right to reject such tender at any stage. The tenderer will quote their rates strictly as per details of specifications.
  9. The bid along with the Terms and Conditions of the contract and its Annexure should be submitted duly filled up completely and signed on each page by the tenderer.
  10. The Tenderer shall submit their tenders in two parts – the first part containing documents for qualifying criteria, technical specifications and all other terms & 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 GST, price escalation etc.

11. 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 their quoted prices are inclusive of all such statutory taxes/levies.
12. All tenders received against open tender 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 tender conditions and specifications.
13. Unless exempted specifically, tenders not accompanied with the prescribed EMD/ Cost of Tenders shall be rejected. EMD/Cost of Tender shall be in the prescribed mode of payment as asked in the NIT; otherwise, the tenders shall be liable to be rejected.
14. The rates quoted by the tenderer should be very competitive and as prevailing in the market and should be firm and lump-sum. Prices should be quoted per unit also wherever applicable and asked.
15. The validity of the tender/ quotation should be at least for 120 days from the date of opening of price bid.
16. The rate negotiations could be held up as per latest Haryana Negotiation policy of the state for procurement of works by contract.
17. No deviation shall be allowed. However, in case of deviation of taxes etc., the same be loaded for comparison purpose.
18. 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 during negotiation.
19. 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.
20. The bidder shall bear all costs 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.
21. The whole work against this tender shall be awarded to a single firm whose overall annual quoted/equated prices are lowest for the complete package. **The ARC/AMC has been comprehensive and all maintenance activity shall be in the scope of contractor, however the spares are in the scope of HPGCL.** For requirement of spares contractor inform to Engineer in charge with in time frame accordingly.
22. Chief Engineer, DCRTTP, HPGCL, Yamuna Nagar reserves the right to amend/ cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason.
23. INSPECTION OF SITE OF WORK: - Before tendering, the tenderer is advised to inspect/visit 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.
24. **Disqualification of the Bidder:-**
  - i. 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.
  - ii. The Bidders shall supply partnership deed in case of partnership firm / Memorandum of Association and Article of Association in case of a company.
  - iii. Notwithstanding anything stated above Haryana Power Generation Corporation Ltd. reserves the right to assess the Tenderer 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.
25. Conditions of the contract and other information can be had from the office of Executive Engineer/EMD-1, DCRTTP, HPGCL, Yamuna Nagar (Email ID: xenemd1.dcrtp@hpgcl.org.in), on any working day prior to last date of Downloading of Tender Documents & Bid Preparation.
26. The tenderer shall only be submitted on the centralized e-Procurement Portal i.e. portal <http://works.haryana.gov.in> and <https://etenders.hry.nic.in>

27. The tenderer will quote their rates strictly as per details of price quoting sheet.
28. Tenders through Fax / E-mail / telegraphic tenders shall not be considered. Incomplete, obscure or irregular tender is liable for rejection. If the tenderer deliberately gives wrong information in his tender, HPGCL reserves the right to reject such tender at any stage.
29. All tenders received against open tender enquiry irrespective of whether they are from the approved Firms on the registered list or others, shall be considered, provided they are on the prescribed e-tendering process mentioned above.
30. No deviation from the terms & conditions of tender shall be accepted. Once bidder submits the tender online, it is presumed that all the terms & conditions are accepted including payment terms.
31. **Opening of Tender:-**
- i. The tenders will be opened in the office of Executive Engineer/EMD-I, DCRTTP, HPGCL, Yamuna Nagar in the presence of authorized representative of the tenderer, if they so desire, at the time and date set for opening of tenders or in case any extension was given thereof on the extended tender opening date and time. Tenderer authorized representatives (up to two persons) may attend the opening.
  - ii. The Price Bid (Part-II of the tender) shall be opened after Part-I of the tenders have been scrutinized and evaluated. The tenderer 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.
32. **Earnest Money:-**
- The Tenderer shall deposit requisite Earnest Money along with the tender to ensure that the tenderer takes up the contract in right earnest as applicable. An EMD amounting to **Rs 4,05,000/-(Rs Four lakh and five thousand only)** as applicable which is to be paid online through RTGS/NEFT as per guidelines issued time to time by Authority.
- i. The tenderer shall deposit requisite earnest money before the closing time of submission of bid or as per applicability.
  - ii. EMD of unsuccessful tenderer will be refunded.
  - iii. No interest shall be payable on Earnest Money Deposit.
  - IV HPGCL reserves the right to forfeit Earnest Money Deposit or part thereof in circumstances which may indicate that the contractor is not earnest in executing the contract. EMD shall also be forfeited in case the bidder does not come forward for execution of the contract agreements and submission of balance security deposit.
  - V If the tenderer withdraws his tender at any stage during the currency of his validity period, the earnest money shall be forfeited in full in such cases.
- The following are exempted from depositing the earnest money:**
- i) Public Sector Undertakings of the Central / Haryana State Government.
  - ii) EMD Exemption for MSME firm is not applicable to "Service" Sector as directed by DS&D Haryana.
  - iv) Relaxation in EMD shall be given to the only tenderer, if the firm is registered on HEWP portal and also paid the Security amount on HEWP through online payment mode. Firm has to submit documentary proof for EMD/ Security deposit specific Earnest Money Exemption Declaration Form generated from HEWP.
  - v) The bidders who have contractor ID but not submitted Security amount on HEWP through online payment mode. Firm can participate in tendering process by paying the Earnest money through online payment on the portal. Bidders who have contractor Id and are registered on HEWP and also have deposited one time deposit are eligible for participation in the tender by annexing bid specific Earnest Money Exemption Declaration Form generated from HEWP. The bidder who is registered as contractor with Haryana Government and is availing the exemption available for earnest money, shall upload bid specific Earnest Money Exemption Declaration form duly downloaded from HEWP."
  - V) MSME of Haryana based /any other states shall not be considered for exemption in EMD, Tender fee and E service fee.

### **33. INSTRUCTIONS REGARDING GST CERTIFICATIONS:-**

#### **Stage-I: Floating of Notice Inviting Tender (NIT)**

- It shall be ensured that the prospective bidders to submit copy of Registration Certificate under GST Act.
- The following undertakings (on the letter head of contractor) to be made part of mandatory documents to be submitted by all the bidders:
  - 1.1 GST registration is valid as on date.
  - 1.2 No default has ever been made by bidder in filing the various GST returns and deposit of GST dues with the department.
  - 1.3 Bidders having multiple registrations under GST will submit undertaking for each & every GST number. A default under a GST number even if the GST number pertains to some other state, will make the contractor ineligible to participate in tender.  
In addition, the contractor will also submit the following undertakings in addition to above immediately after issue of work order with submission of each & every bill unless mentioned otherwise:
    - 1.4 Undertakings mentioned at 1.1, 1.2 and 1.3.
    - 1.5 A CA certificate regarding validity of GST registration will be submitted every six months during the tenure of contract.
    - 1.6 Contractor 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 services to HPGCL.
    - 1.7 Contractor 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 contractor.
    - 1.8 Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST Law on part of the Contractor.
    - 1.9 In case of ARCs/AMCs having duration above one year copies of GSTR 1, GSTR 2A and GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted on quarterly basis.

#### **Stage-II Scrutiny of bids- (to be followed by bid screening committee)**

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

Return	Periodicity filing	Return for
GSTR1	Monthly	Outward supplies
GSTR2A	Monthly	Its auto populated on GST Portal on the basis of GSTR1
GSTR3B	Monthly	Payment of GST
GSTR9	Yearly	Compilation of outward and inward supplies, made during the FY
GSTR9C	Yearly	Analytical statement on GST returns certified by GST Auditor

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

**Stage III: Award of contract / issue of WO – (to be followed by executive wing.)**

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

**Stage IV: Receipt of first invoice – (to be followed by executive and accounts wing)**

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

We M/s .....having PAN .....and GSTIN Registration Number .....hereby 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 provision of Central Goods and Services Tax Act, 2017 and rules there under ("GST Law"). Further were 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 provision of GST Law. In case of any quires from the any state or required provision of GST Law. In case of any queries from the any state or center goods and services Tax authorities, M/s ..... Will be solely responsible.

Yours Truly,

For M/s .....

Authorized Signatory Name: Designation:

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

**Stage V: Receipt of IInd & subsequent invoice-(to be followed by Executive and Accounts wing)**

- In addition to procedure mentioned in stage IV, following steps to be undertaken.
  - All undertaking mentioned at stage I to be obtained & verified.
  - GSTR 2A should be matched with amount of GST paid. In case the details are not there in GSTR2A, Issue needs to be taken up with contractor and GST consultant of HPGCL.
- Others: (to be followed by Executive and accounts wings)

- EMD and Securities / Bank Guarantees taken by HPGCL may be refunded only after payment of GST by Contractor which was charged from HPGCL.
- In case any issue arises w.r.t. failure by the firm in GST compliance all future payments to be put on hold after having consultation with HPGCL's GST consultant.

#### **34. INSTRUCTIONS REGARDING TDS DEDUCTION:-**

Any person making specified payments mentioned under the Income Tax Act are required to deduct TDS at the time of making such specified payment.

HPGCL as a deductor of tax:

- Any tax deducted from payment to any person is a liability of HPGCL and the Tax is to be deposited invariably on or before the due date by filling challan no. ITNS-281.
- Filling of TDS return is mandatory and the return should be filed on or before the due date.
- The Type of return to be filed is as under:
 

From	Transaction to be reported
24Q	TDS on Salaries
26Q	TDS on all Payments except salaries
26QC	TDS on Rent
- As per section 196 of Income Tax Act 1961, no deduction of tax shall be made by any person from any sums payable to Govt. (State & Central Govt.)
- As per Circular No. 18/2017, The Central Board of Direct Taxes (The Board) for Such entities whose income is unconditionally exempt under Section 10 of the Income –Tax Act (The Act) and who are also statutorily not required to file return of income as per section 139 of the act, there would be no requirement for tax deduction at source (TDS) from the payments made to them since their income is anyway exempted from tax under the Act.

#### **HPGCL is in receipt of payment net of TDS:**

- Payer to submit and undertaking that all the TDS pertaining to HPGCL will be deposited and return of TDS so deposited will be filed with in due time,
- Staff to monthly monitor the form 26AS to ensure that the TDS deducted out of payment of HPGCL has been deposited to the PAN of HPGCL.
- IN case TDS deducted is not updated in form 26AS after expiry of due date of filling of TDS return, issue needs to be taken up with the concerned party.
- Staff to undertake periodic reconciliation of TDS as per 26AS and TDS as appearing in books.

TDS so deducted by other party should be claimed in Income Tax return of that financial year.

For                      Executive Engineer/EMD-I,  
                                 Chief Engineer/ DCRTTPP,  
                                 HPGCL, Yamuna Nagar.

**SCHEDULE 'C-2'**  
**(Referred to in regulation-7)**  
**GENERAL TERMS AND CONDITIONS OF CONTRACT**

**1) (a) CONTRACT PERIOD**

The period of contract shall be for two years from the date of issue of LOI/W.O with provision of extension for another 03 months on the basis of the performance of the contract at the discretion of HPGCL on the similar rates, terms and conditions. Normally a notice of seven days shall be given for starting the job, but the contractor shall be able to mobilize his resources within 24hours, if necessary arises.

**(b) CONTRACT AGREEMENT**

The contractor shall execute a contract agreement with HPGCL on a Non Judicial Stamp Paper of Rs. 100/- within 07 days of receipt of work order. Cost of the stamp paper will be borne by the contractor. The person who has signed the tender papers should have got authority to sign on behalf of the contractor.

**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**

The Tenderer shall deposit requisite Earnest Money along with the tender to ensure that the tenderer takes up the contract in right earnest as applicable. An EMD amounting to Rs **4,05,000/- (Rs Four Lakh and five Thousand only)** as applicable which is to be paid online through RTGS/NEFT.

Security deposit/Performance Security shall be released only after completion of the entire period of the contract and after completion of 45 days of Guarantee/Warranty period or defect liability 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/Performance Security 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 withdraws his tender at any stage during the currency of validity period.
- ii) If the W.O. has been issued but the contractor refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.
- iii) In the event of a breach of contract in any manner.
- iv) In case of evidence of cartel formation by the bidder(s).
- v) If the contractor fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the HPGCL to forfeit either in whole or in part, in its absolute discretion, the EMD/security deposit furnished by the contractor.
- vi) The forfeiture of EMD/security deposit shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages as admissible under the law, under payments or over payments made to the contractor under this contract or any other contract as well as to take such administrative action against the contractor as blacklisting etc.

**4) PAYMENT TERMS**

Subjected to any deduction which the HPGCL may be authorized to make under this contract, the payment shall be made as follows

“90% payment shall be made against the running bill or monthly bills for the work done & balance 10 % shall be kept as security which shall be released after the satisfactory completion of the contract including the guaranty/warranty”. No interest shall be paid by HPGCL on the security amount.

5) **PERFORMANCE BANK GAURANTEE**

Unless agreed otherwise, Contractor shall submit bank guarantee for the nationalize bank equivalent to 10% of the contract value in the prescribed Performa valid up to one month after completion of contract period.

6) **MODE OF PAYMENT**

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

7) **COMPLETION PERIOD**

The completion period of the work as specified below shall be the essence of the contract.

The work shall be started within 07 days of issue of LOI / Work Order, whichever is earlier unless otherwise directed by the issuer of tender. The work shall be carried out and completed on month to month basis, as per the requirement of the contract.

The contractor/firm shall neither sublet the contract nor suspend the work at any time during the period of contract without any lawful excuse and without the earlier permission of project authorities.

During the period of contractual engagement, the department shall however, endeavor to fill up the vacant posts by regular method of recruitment prescribed in the rules. Accordingly the contract can be ceased/ closed.

The ARC / AMC can be short closed at any time during the period of contract without assigning any reason.

8) **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.

9) **PENALTY FOR DELAY**

- a) Time is the essence of contract. The contractor shall ensure timely completion of job as per stipulated completion period. In case of delay in completion the job/work the penalty for delay will be imposed @ 1% of the total monthly contract value of each unit per week or part thereof subject to maximum 10% of the each unit contract value.
- b) In case there is delay in completing the work/job due to no availability of T&P, consumables and any other required execution of job then a penalty of Rs 1500/- per instance for respective unit (in which default has been raised) shall be imposed.
- c) In case any site fault found unattended then a penalty of Rs. 2,500/- per instance per site for each unit shall be imposed and after two instances in a calendar month Rs. 5,000/- per instance per site shall be levied by Engineer In-charge. This penalty is in addition to the penalty under contract clause 8(a) above.
- d) In case HPGCL, remains unable to supply the necessary required spares in time to complete the job, to the contractor during maintenance of any job and the contractor remains unable to complete the job in absence of these spares, then the contractor will be allowed the extension in schedule time to job completion of that delayed period accordingly with the approval of SE concerned. Nothing extra penalty will be paid for such delay on completion of job by contractor.

**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 monthly bill in duplicate to the respective Executive Engineer of unit I & II along with the followings:
  - a) Monthly bill for the AMC / ARC work and in other cases bill for the work done, in duplicate. The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors EPF code, ESI code, GST number, PAN & TIN. A photo copy of the EPF code, ESI code, GST number, Labour license, Copy of the PAN & TIN shall be attached with the 1<sup>st</sup> running 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.
- 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) The record entry of the work done has been taken in the small measurement book (SMB) at page no. \_\_\_\_\_ on dated \_\_\_\_\_. d) No penalty is liable on the contractor on any account as per the contract if liable the amount of penalty is \_\_\_\_\_. e) Copy of protocol and certificate for stage payment, if required.
- iv) Certificate from Labour Welfare Officer / Factory Manager stating that contractor has complied with all labour laws and safety clearance certificate (Quarterly) from safety officer. In case of non-availability of Labour Welfare Officer/Safety Officer, from EIC.

**Note:-** Documents attached along with the contractor bill should be referred in the forwarding letter of the respective Executive Engineer forwarding the bill for pass and payment. The firm will give ownership deed / partnership deed / proprietorship deed (as applicable) duly attested by notary public for record and reference of his office.

**10) ENGAGEMENT OF ADEQUATE LABOUR (As per Annexure-E )**

The contractor would station adequate working persons of the category as per annexure-E of NIT i.e. Supervisor/Foreman, technician, electrician, skilled/semi-skilled manpower etc. and would deployed them in such a way that the maintenance activity based preventive/routine/breakdown electrical work is carried out effectively and without any delay round the clock. The contractor will deploy the manpower for various site group of Unit- I & II and in four shifts (Technician and Helper) of Unit-I & II separately.

The contractor would be responsible for the following-;

- a) All the Manpower/worker deployed during the execution of the contract shall be adequately got insured by the contract at his own cost. The Manpower/employees engaged by the contractor shall not be below the age 18 years old and exceeding 60 years.
- b) The Manpower shall have to be deployed on all days of the month including Sundays and Holidays. If in any case due to the rest/leave to any worker suitable alternate arrangement shall have to be made by the contractor/ firm for providing substitute, HPGCL shall in-no-way allow any extra payment on this account.
- c) Any mishappening/accident to any workman at site of work & compensation payable to

workmen on this account all liabilities arising out of any provision of labour act/workman compensation act shall be the responsibilities of the contractor. Any expenditure incurred by HPGCL arising out of the negligence of the contractor would be recovered from his bills/pending dues.

- d) The good conduct of all the workmen at work site.
- e) The loss/damaged caused to the property of HPGCL or any other agency by the contractor or any of his workman/employee.
- f) The contractor may employ such employees, as he may think fit to ensure the execution of the work to the entire satisfaction of Engineer in charge. The employees should not be deemed to be in the employment of HPGCL for any purpose whatsoever. The contract 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.
- g) Under no circumstances whatsoever, HPGCL would be held responsible to the labour of the contractor, HPGCL shall have right to pass on the responsible on the contractor for any expenses incurred by HPGCL as a result of certain due on the part of employees of the contractor HPGCL shall be entitled to recover/claim due/compensation from the contractor in that event.
- h) The Manpower / employees engaged by the contractor would furnish an undertaking on Non-Judicial stamp paper of appropriate value of each and every worker employed by him that the worker will not claim any lien as a worker of HPGCL for the services, he is rendering to the contractor.
- i) The contractor shall also indemnify HPGCL against any liability towards its manpower for non-compliance of laws etc.
- j) Appropriate clauses of below tabulated relates to the Labour Laws regarding delay in deposition of wages of workers, delay in deposition of EPF/ESIC/LWF and other statutory labour laws at Page 31 / 42 obligations shall be applicable on the contractor and penalties shall be imposed for breach of the same by Labour Welfare Officer/DCRTPP and in his absence by Engineer-in-charge:-

Sr. No.	Clause No.	Particulars	Name of Acts
1.	Clause-20	Penalty for Offences under the Act	The Payment of Wages Act-1936
2.	Clause-31	Time for payment of contribution	The Employees' State Insurance (General) Regulations-1950 (Amended on 11.01.2024)
3.	Clause-14	Penalties	The Employees Provident Funds and Miscellaneous Provisions Act, 1952.
4.	Chapter-VI	Penalties and Procedures	Contract Labour (Regulation & Abolition) Act, 1970 & Rules 1971.
5.	Chapter-VII	Penalties	The Employee State insurance Act,1950

#### **11) WARRANTY/ GUARANTEE**

- a) The contractor shall give guarantee for the work done for a period of 90 days from the date of successful commissioning of equipment repaired. During the liability period, if any defect is observed in the equipment, which is attributed to poor workmanship or poor quality of material used by the contractor, the same shall be attended by the contractor at his own cost.
- b) During this period if some equipment(s), 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, warranty period shall start from the date of such repair/rectification.

In case the contractor fails to respond within a reasonable time, the job will be 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.
- 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**

- a) 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.
- b) In case of non-operation of the unit/units, due to any reasons, on the prior instruction of HPGCL, of at least 7 days and work/activity is not carried out:
  - i) If any of the unit/units is under shut down for upto one month (except overhauling), a deduction @ 35% payment of fixed rate works (Part-A) of that unit/units will be made.
  - ii) If any of the unit/units is under shut down for more one month(except overhauling), a deduction @ 50% payment of fixed rate works (Part-A) of that unit/units will be made.

**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 & WARD**

The watch and ward of T&P and 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 lodging, boarding, uniform, 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) FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/EPF ACT ETC.**

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

The contractor shall make the payment of wages to its labour in their saving account linked with the ESCROW account only. Salary/wages slip shall be issued by the contractor on monthly basis and EPF statements on annual basis to the manpower and Documentary evidence thereof shall be submitted along with the running bills.

**19) 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 shall obtain W.C. Policy from the Insurance Company for the persons employed by him for carrying out the work. The premium payable for the aforesaid Insurance Policy shall be borne by the contractor. The contractor shall ensure that the said Insurance Policy of this insurance cover is required to be

submitted by the contractor to Engineer-in-charge of work immediately after issue of LOI, but before the start of work.

**The contractor / firms shall be fully and wholly responsible for any mishap or any injury sustained by him / their employee /worker at site during the 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, it will be recovered from this contractor / firm from his pending dues against this contract or any other contract with the HPGCL.**

**20) SAFETY RULES**

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

A safety clearance certificate on quarterly basis from the chief safety officer shall be obtained by the contractor and has to be attached along with the bill.

This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the plant & equipment handed over to him for execution of the work, due to careless handling or negligence on the part of the contractor.

**21) ARBITRATION-**

All matters, questions, disputes, differences and/ or claims arising out of and/ or concerning and/or in connection and/or relating to this contract whether or not obligations of either or both the 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 the 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 the aggrieved party can approach the competent court of law for appointment of Sole Arbitrator. The award of 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 there under for the time being in force, shall apply to the Arbitration proceedings under the Clause.

**22) Breach of contract-** If the contractor fails to adhere to the time schedule or if his services are found to be unsatisfactory, the HPGCL will be entitled at its option either:-

- 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 three 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 three days to the contractor at his risk and cost and without prejudice to the other provisions of the work order.

OR

- d) To cancel the contract by giving 15 days' notice & forfeit the security.

**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 from which the acceptance of tender has been issued.

Jurisdiction of Courts- All legal proceeding in connection with contract shall be subject to the territorial jurisdiction of local court at Yamuna Nagar (Haryana).

**24) SET OFF**

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

**25) SUBLETTING and ASSIGNMENT**

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

**26) ENVIRONMENT MANAGEMENT SYSTEM**

The contractor will have to follow the environment laws (ISO14001 Environment Management System) and OHSAS 18001 (Health and Safety Management System) as applicable from time to time. Being an ISO- 9001, ISO-14001 & ISO-45001 certified organization we seek your co-operation to enable us to achieve excellence in our quality management & environment management systems. Kindly ensure that (i) Only quality products & services are provided & you are following environmental protection norms. (ii) Your products & services shall take care of environmental health & safety precautions

**27) NON CHARGING OF TRAINING FEE/ RECRUITMENT FEE :**

Charging of any kind of "training fee/ recruitment fee" shall be considered a malpractice and strict action shall be taken against the service providing agencies found engaging in such malpractices.

**27.) NEGLIGENCE**

If the contractor neglects to execute the work with due diligence and expedition or refuses to do the work, then HPGCL may serve 15 days' notice, in writing to the contractor to make good the failure within the stipulated time otherwise HPGCL shall be at liberty to take the work wholly or partially at the risk and cost of the contractor at a reasonable price. It shall be lawful for the HPGCL to retain any balance which may otherwise be due to the contractor on any account, if dues of the contract are not sufficient to cover the amount thus recoverable from the contractor and to recover the whole of the balance of the amount from the contractor by action at law or otherwise. The remedy under this clause will be in addition to and without prejudice to rights available to the HPGCL under other clauses of the terms and conditions.

**28.) MEASUREMENT AND BILLING**

All measurement shall be in metric system. All the works completed will be measured by the representative of the Engineer-in-Charge. The contractor will submit the bill in triplicate on approved Performa to the Engineer-in-Charge. The bills for each item shall be raised separately before 7th of every month along with all documents.

**29.)** Firm has to certify itself for its eligibility with supporting documents to participate in the NIT Stating that it is not under any default towards compliances under any of the labour laws presently, however in case at a later stage such certification found wrong then it will lead to Misrepresentation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as per regulation 36 & 37 of the HPGCL Works & Purchase Regulations, 2015.

**30.) RECORD KEEPING:-** The firm will maintain the records mentioned bellow:

**Daily Maintenance:** Inspection of various equipment on daily basis and record all the details of daily maintenance activities that have been carried out in the daily Diary Register.

**Breakdown Maintenance:** Details of faults and work carried out during break down are to be recorded in the register.

**Preventive Maintenance:** To follow the procedure the maintenance schedules of mechanical equipment covered in scope of work as per recommendation of OEM and execute the schedule and records the work carried out in the register.

Executive Engineer/EMD-I,  
For Chief Engineer/ DCRTTP,  
HPGCL, Yamuna Nagar

**Annexure-D**

**DETAIL OF INSTALLED EQUIPMENTS OF UNIT I & II DCRTPP**

<b>Sr. No.</b>	<b>Description of Equipment(Unit- I &amp; II)</b>	<b>Quantity (Nos.)</b>
1.	A.C. Lighting Distribution Panel (i.e. MLDB, ELDB, WRDB) having 125/100/75/50/25 KVA Transformers	18
2.	A.C. Lighting Distribution Board	100
3.	D.C. Lighting Panels	10
4.	Welding receptacles	90
5.	Total Lighting Points	5300
6.	LT Motors different rating	956
7.	HT Motors different rating	58
8.	LT & HT Control Panels	620
9.	LT & HT Breakers	As per site Installation
9.	All Associated LT & HT Power Cable connected with LT/HT Equipment's and Control Cable	As per site Installation
10.	Various electrical fittings & wiring of various area like plant/admin/service/canteen/ buildings etc.	As per site Installation
11.	Elect. Portion of EOT Cranes & its associate panels with control wiring and various sites of plant etc.	As per site Installation
12.	ESP H.V. Transformers& its Panels with associate wiring/cabling and ESP Electrical system(28 fields)	56
13.	Dry Type Service Transformers	27
14.	Motorized valve /Dampers actuator etc.	400
15.	Exciter, Generator & Other Electrical Protections/Control Panels etc.	As per site Installation
16.	Miscellaneous sites like Raw water, Firefighting system, etc.	As per site Installation
17	LT VFD and HT VFD & its Isolator Panels	New Site Added

## Annexure-E

**Description of no. of site for ARC for Preventive/Routine and Breakdown Maintenance of Electrical System/ Equipment's (HT/LT Switchgear, HT/LT Motors, Illumination System, Generator Protection system and Power & Control cables etc.) installed at 2x300MW, DCRTTP, Yamuna Nagar for Unit-I & II for 02 Years for 2026-2028.**

Site-I	Site-II	Site-III	Site-IV	Site-V	Site-VI
<b>HT Switchgear and Motors Unit-I &amp; II</b>	<b>LT switchgear and motors Unit-I &amp; II</b>	<b>Actuator and Cranes Unit-I &amp; II</b>	<b>Illumination system of Unit I&amp;II, Battery Bank</b>	<b>ESP electrical System and BOP Unit-I &amp; II</b>	<b>Generator and its protection system Unit-I &amp; II</b>
6.6 KV HT breakers	LT Breakers	Motorized valve /Dampers actuator for Turbine & Boiler site	Street Lighting and its panel ,poles, cabling for lighting	Aviation Warning system of plant Chimney and cooling tower	Generator and its protection system
HT Motors of different rating	LT Motors of different ratings	Site DB panel	Building Indoor Electrical lighting system- Admin, Service, Canteen, Switchyard, Store, etc.	Rectifier Transformer	Excitation system
HT Power and control Cables of Various rating	LT power and control Cables of Various rating	EOT Crane TG Hall, CW pump House Crane	Plant Control Room Unit-I&II and Various electrical fittings & wiring of various area like plant/admin/service/canteen/buildings	CRM/ERM Motors and its panel	Generator Transformer protection System
HT Control Panels	LT PMCC	Various site Crane of Unit-I&II	A.C. Lighting Distribution Panel (i.e. MLDB, ELDB, WRDB) having 125/100/75/50/25 KVA Transformers	Hopper Heater/Corona Heater/Shaft Insulator Heater and its pane letc	UATs protection System
6.6 kV HT control switchgear room	LT Fans, LT Control Panels, LT Buses	Elect. Portion of EOT Cranes & its associate panels with control wiring and various sites of plant	A.C. Lighting Distribution Board an D.C. Lighting Panels	associate wiring/cabling and ESP Electrical system(28 fields each unit)	DAVR
BTS Bus transfer system	LT Dry Type Service Transformers	Power Cable of Actuators	Battery bank for station and unit and its charger	Miscellaneous sites like Raw water, Firefighting Electrical system, etc.	Various panels and Synchronization system
HT Various Buses	LT VFD and HT VFD & its Isolator Panels (New Site Added)	Shifting of Various Electrical Material within plant	Welding receptacles		Generator Bus Ducts and Ducts Air Compressor system

**Note:-**

1. General Maintenance Group-1 (for site-I, II & III) in each Unit-1&2, DCRTTP is to be manned adequately during General Duty hours with a team consisting of Foremen (highly skilled), Technician/ Electrician(skilled) and Helper (Semi-skilled) respectively of each unit individually.

2. General Maintenance Group-2 (for site IV, V & VI) in each Unit-1&2, DCRTTP is to be manned adequately during General Duty hours with a team consisting Foremen (highly skilled), Technician/ Electrician(skilled) and Helper (Semi-skilled) respectively of each unit individually.

3. Maintenance Shift Group-3 (for all sites during shift) in each Unit-1&2, DCRTTP is to be manned adequately round the clock in three shifts i.e. Morning, Evening and Night with four shift groups with a team of workmen consisting of Foremen(highly skilled) and Technician(skilled) in each shift respectively of each unit individually.
4. Maintenance works of all the above group sites-1, 2 & 3 of each Unit-1 & 2, DCRTTP, shall be supervised by a highly skilled Supervisor in above team. Supervisor shall regularly report the status of EMD maintenance work to Engineer in Charge or their authorized representative.
5. The services of manpower may be utilized in general, morning, evening or night shifts throughout the year as per directions of Engineer-in-charge. No additional payment on account of overtime shall be paid by HPGCL in any case.
6. For deployment of manpower beyond normal working hours, HPGCL shall not make any extra payments for the manpower so deployed. Any payment in this regard will be the sole responsibility of the contractor.
7. The manpower deployed should not be below the age of 18 years and exceeding 60 years.
8. The contractor shall provide Highly Skilled Supervisor for both units. The Contractor would station adequate working manpower in such a way that the maintenance work is carried out effectively and without any delay round the clock in shift. During any Electrical fault/Breakdown if services of any skilled manpower are required it will be in firm scope. Extra manpower if required to remove the Electrical fault/Breakdown and to normalize the system and for Part-B activities same shall be arranged by firm itself and are in the scope of firm.

Executive Engineer/EMD-I  
For Chief Engineer, DCRTTP,  
HPGCL, Yamuna Nagar

**SCOPE OF WORK  
(PART-A)**

**a) Description of activities:-**

- a. Attending of Preventive/Routine/break down/repair replacement maintenance work of all types of illumination fittings and panels in Control Room, Admin. Building, Service Building, Turbine Boiler, ESP, etc. Maintenance of different types of welding receptacles, Removal of Circuitry faults of all lighting equipment's, Junction Boxes, etc. making a cable joint by using jointing kit or dressing, laying & replacement of wiring. Replacement of 125/100/75/50/25 KVA Transformer including testing & Transportation installation, testing and commissioning of power plus fixing of boards, Painting of all lighting boards of Unit I & II of 2X300 MW, DCRTTP. Cleaning of all light fitting covers.
- b. Cleaning & greasing of all HT & LT Motors control Panels, HT & LT Panels, Common Auxiliaries of Unit-I & II. Checking of Termination, Cleaning of Terminal Box. Cleaning of insulator, tightening of connection of HT & LT Motors. Removal and reconnection power cable of all HT & LT motors from both ends as and when needs. Shifting & Installation of LT motors up to 5.5.KW. However repair/rewinding of damaged motor will be in the scope of HPGCL.
- c. Shifting of damaged LT motor up to 5.5KW (to and fro)
- d. Attending of Preventive/Routine/breakdown faults of ON/OFF type Motorized valves in Unit-I & II.
- e. Cleaning of Exciter, Generator & its associated electrical equipment's. Cleaning and replacement of Carbon brushes of all DC motors and Generator rotor shaft.
- f. Replacement/repair of 1-phase/3-phase exhaust fans supply point.
- g. Preventive /routine /breakdown Electrical Maintenance work including Replacement, Servicing and upkeep of EOT cranes, Miscellaneous Hoists and Cranes (electrical part only) installed at various locations of Unit-I & II.
- h. AHP, CHP, DM plant (other than BOP-2 PMCC) and Switchyard electrical works are not included in the scope of work.

**b) Special terms & conditions:-**

- A. The firm will deploy adequate manpower to maintain the sites as defined in Annexure-E to carry out Preventive/ routine /breakdown Maintenance electrical work activities under Part-A during working hours or at odd hours, including holidays for smooth electrical maintenance work of Unit-I & II DCRTTP.
- B. The manpower deployed should bear the following minimum qualification:-
  - i) The supervisor (Highly Skilled) should have Three year Diploma in Electrical with minimum 02 years' experience. He must be able to read engineering drawings and able to attend the faults independently.

- ii) Foremen (Highly Skilled) should have Three year diploma in Electrical with 1 years' experience or minimum 5 years' experience with I.T.I. He must be able to read engineering drawings and able to attend the faults independently.
  - iii) Technician (Skilled B) should have ITI in their respective trades with two year experience and semi-skilled (semi-Skilled B) manpower having ITI in their respective trades with one year experience.
  - iv) The contractor shall provide weekly rest to their workers which is mandatory requirement under factories act.
- C. Preference shall be given to those persons who are experienced and familiar to the work. All persons deployed by contractor should be literate and well mannered.
- D. If during the execution of contract, the services of fitter or welder with necessary tools etc. are required for a particular job, the same will have to be arranged by the contractor.
- E. If any maintenance site/activity under Part-A as described in Annexure-F is required to be strengthened with additional manpower, the same will have to be carried out by the firm at no additional cost.

2. **Transportation of Material**

- a) The contractor shall make his own arrangement for transportation of the material from O&M stores to site of work from site of work to O&M workshop, if required and return of scrap back to stores. The contractor shall also assist in loading / unloading of material being sent repairs or received after repair to / from outside Of DCRTTPP.
- b) The contractor shall make his own arrangement for removal of old as well as unused material from the site to the place as specified by the Engineer-in-charge after completion of work.

3. **Contract to remove unsuitable labour**

On instruction of the Engineer-in-charge, the contractor would immediately remove any person employed on the work, who misbehaves or cause any nuisance or otherwise in the opinion of the Engineer-in-charge, is not fit to be deployed on the work such person shall not be re-employed or allowed on the work without the prior written permission of the Engineer-in-charge.

4. **Preservation & Storage of Material**

All the material issued to the contractor by the HPGCL or brought by the contractor for its bonafide use shall be stored and preserved against any loss, damage, shrinkages or deterioration in any form. Any damage /loss suffered on this account shall be considered as loss due to willful negligence on part of the contractor and shall be liable to compensate HPGCL for these losses suffered at panel rates to be determined by the HPGCL. The rates charged for the purpose of recovery shall be final and binding on the contractor.

5. **Telephone**

The successful contractor shall provide the two Cell phone with active SIM communication facility to his supervisor and in shifts to facilitate - HPGCL for easy communication with his supervisors /

contractor. The mobile Nos. shall be intimated by the contractor immediately after the award of the contract.

6. Any other work relating to preventive maintenance of Electrical Equipment and its Aux, not mentioned in Annexure-F of scope of work but otherwise felt necessary will also be in the scope of contractor. No extra payment on this account will be made. The frequency of works covered under Annexure-E can vary depending upon site condition.
7. The contractor will submit the copies of educational qualifications in respect of deployed manpower duly self-attested along with the monthly bill.
8. The firm will maintain minimum T&P items as mentioned in Annexure-1/i. All Consumables like cotton waste, emery paper, hacksaw blades, PVC Tapes 50 rolls per month, old dhoti 10 Kg per month, Cleaning Brushes, cleaning agent (Petrol/Diesel/Thinner) adhesive, flexible pipes for cleaning by instrument air and all types of small items required for handling and maintenance jobs will be arranged / provided by the Firm. In case contractor fails to bring sufficient, consumables to site without which HPGCL work is suffering, HPGCL shall levied penalty as applicable and be procuring the same from the market and recover from the contractor's bill @ 1.5 times the purchase price of the item.
9. The contractor has to make his own arrangement including leads, ladder, screws, brushes, Insulating gloves, bulbs, wires & holders for temporary lighting and welding at work place.
10. All tools & tackles four sets like Clamp meter, Electronic IR Tester 500 V, 5000 V, spanners, multimeters, current source, box-spanner, chain pulley blocks, pull lift, hydraulic jacks, chain pulleys blocks, hoisting arrangement, portable grinding machine, air blower individual for each Unit and personnel protective equipment's for safety of workers, safety belt, scaffolding material and other general purpose tools and tackles have to be arranged/ provided by the contractor. Any temporary platforms etc. required to executive any job shall be in the scope of contractor.
11. The contractor shall complete the entire work within the time given by Engineer-in -Charge depending upon availability of PTW. To achieve this he has to work round the clock. Any number of jobs can be released for planned mtc overhauling and contractor has to carry out the work by developing sufficient workers in addition to attending to breakdown faults. However, in case there is any delay due to non-availability of spares any job involving machining in O&M workshop time extension will be given by HPGCL with the approval of competent authority.
12. The contractor shall submit the Preventive Maintenance weekly report of various work carried out by him at the end of the week to Engineer- in- charge.
13. The contractor shall submit the man power roaster to the Engineer in charge before the start of the month.
14. Transportation of material to and from store /other site, O&M Workshop in plant & returning of scrap will be assisted by contractor. Loading/ unloading of material for transportation to above site for dispatch of spares for repairs by outside agencies will be assisted by contractor without

any extra claim.

15. All spares parts, O-rings, gaskets, packing and electricity supply for welding set/lighting water, air required for mtc. Work will be provided by HPGCL free of cost.
16. In case spares are not readily available at site and O&M store and same are required to be removed from any other unit, then contractor is bound to do the same free of cost.
17. Any miscellaneous work not mentioned in scope but is essential for completion of servicing/overhauling of any equipment in the scope, shall be deemed to be in the scope of contractor without any extra charge.
18. PPE's/ Safety Equipment's:- Proper protective equipment i.e. safety shoes, helmet, gloves, safety goggles, masks, dress, Electrical arc protection suit/kits etc. are in the scope of the firm.
19. Any other work relating to preventive maintenance of the equipment's not mentioned in the scope of work, but otherwise felt necessary will also be in the scope of contractor. No extra payment on this account will be made. The frequency of works covered under scope of work can vary depending upon site conditions. But the total value of the work order shall remain fixed for the period mentioned in the order. In case manufacture's engineer (OEM/OES) is required for any special job, the charge shall be borne by HPGCL. The ARC/AMC comprehensive in nature except the spares shall be provided by HPGCL.
20. 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; HPGCL shall have the right to short close the contract without assigning any reason.
21. The firm will intimate (in writing) the name of authorized representative at site to whom necessary instructions regarding the works can be imparted and who will make correspondence regarding contract related issues. The signature of so authorized representative shall be got attested from first class magistrate or Notary Public.
22. Instructions/Undertaking shall be followed by firm regarding GST certifications is as per GST act Govt. of India at [www.gst.gov.in](http://www.gst.gov.in).

**Part –B (Variable Unit- Rate)**

<b>S/N</b>	<b>Job Description</b>	<b>Total No. of Equipment</b>	<b>Tentative Freq./Year</b>	<b>Time allotted</b>
1.	Replacement of Push on type heat shrink termination kits straight through / end termination system (one side)	<b>58</b>	<b>2</b>	1 Day
2.	Local shifting of damaged HT Motor from site to crane bay.	<b>52</b>	<b>2</b>	2 Days
3.	Installation of healthy motor from HPGCL Store/crane bay to site.	<b>52</b>	<b>2</b>	2 Days
4.	Local shifting of damaged BFP Motor one side i.e. site to Crane bay).	<b>6</b>	<b>1</b>	5 Days
5.	Installation of new BFP motor and its auxiliaries at site i.e. store to site	<b>6</b>	<b>1</b>	5 Days
6.	Maintenance and cleaning of all ESP (144KVA, 72KV) Silicon Rectifier Transformer.	<b>56</b>	<b>56</b>	3 Days
7.	Decoupling, removal & refitting of coupling, opening of foundation. Bolt and shifting of damaged LT Motor (local) for one side for:- Above 5.5KW to 30 KW	<b>297</b>	<b>60</b>	1 Day
8.	Decoupling, removal & refitting of coupling, opening of foundation. Bolt and shifting of damaged LT Motor (local) for one side for:- 30.1 KW to 75KW	<b>39</b>	<b>25</b>	1 Day
9.	Decoupling, removal & refitting of coupling, opening of foundation. Bolt and shifting of damaged LT Motor (local) for one side for:- 75.1 KW to 175KW	<b>20</b>	<b>7</b>	1 Day
10.	Replacement of Bearing of LT Motor at site:- Up to 5.5 KW	<b>297</b>	<b>5</b>	1 Day
11.	Replacement of Bearing of LT Motor at site:- Above 5.5KW to 30 KW	<b>297</b>	<b>5</b>	1 Day
12.	Replacement of Bearing of LT Motor at site:- 30.1 KW to 75KW	<b>39</b>	<b>5</b>	1 Day
13.	Replacement of Bearing of LT Motor at site:- 75.1 KW to 175KW	<b>20</b>	<b>1</b>	2 Days
14.	Removal and installation of supply connection for 1- phase & 3-phase exhaust fan TG Hall up to 3.8 KW	<b>20</b>	<b>20</b>	1 Day
15.	Complete Servicing of service T/F's	<b>27</b>	<b>27</b>	1 Day/ T.F.
16.	Maintenance of street lights pole and complete fixture including circuit from JB to luminary fixture and LED.	<b>LS</b>	<b>30</b>	-

17.	Maintenance of LP's / valve DB 's including changing of gaskets, repairing of door locks, complete painting and marking etc.(material is in scope of contractor )	146	10	1 Day
18.	Laying testing and termination of control cables PVC/XLPE armored/unarmored overhead cables. All sizes upto 10 core above 2.5 mm2	LS	250 mtr.	Decided as per site constraints
19.	Laying testing and termination of control cables PVC/XLPE armored/unarmored overhead cables. All sizes above 10 core above 2.5 mm2	LS	250 mtr.	Decided as per site constraints
20.	Laying testing and termination of control cables PVC/XLPE armored/unarmored underground cables. All sizes upto 10 core above 2.5 mm2	LS	250 mtr.	Decided as per site constraints
21.	Laying testing and termination of control cables PVC/XLPE armored/unarmored underground cables. All sizes above 10 core above 2.5 mm2	LS	250 mtr.	Decided as per site constraints
22.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored overhead cables.2C/3C/4C upto 25mm2	LS	250 mtr.	Decided as per site constraints
23.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored overhead cables.25 to 150mm2	LS	250 mtr.	Decided as per site constraints
24.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored overhead cables.150 to 300mm2	LS	250 mtr.	Decided as per site constraints
25.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored underground cables.2C/3C/4C upto 25mm2	LS	250 mtr.	Decided as per site constraints
26.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored underground cables.25 to 300mm2	LS	250 mtr.	Decided as per site constraints

27.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored underground cables. 150 to 300mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints
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**Note:-**

1. Any other work not envisaged above but requires for smooth operation of the plant electrical system in respect of the above activities shall be carried out by the Contractor without extra charge.
2. For the above jobs, the contractor will deploy adequate skilled Manpower round the clock in case of emergency the contractor has to increase the work force as per site requirement.
3. The quantities/frequencies of jobs mentioned against each item are indicative and for evaluation purpose only. These quantities are not guaranteed and may vary. The payment will be made only on the basis of actual work done.
4. Arrangement of all the T&P at site for electrical maintenance work of cable laying etc. shall be made by the contractor itself. However new bearing for replacement shall be providing by the HPGCL.
5. For the work of cable laying the new cable drum supplied by HPGCL shall be made available at the site by the contractor itself and afterwards returning of the balance cable drum with the damaged cable should be done by the contractor at its own cost.
6. Site incharge of contractor shall submit Preventive/Breakdown Maintenances work reports to Engineer incharge.
7. PENALTY FOR DELAY
  - a) Time is the essence of contract. The contractor shall ensure timely completion of job as per stipulated completion period. In case of delay in completion the job/work the penalty for delay will be imposed @ 1% of the total monthly contract value of each unit per week or part thereof subject to maximum 10% of the each unit contract value.
  - b) In case there is delay in completing the work/job due to no availability of T&P, consumables and any other required execution of job then a penalty of Rs 1500/- per instance for respective unit (in which default has been raised) shall be imposed.
  - c) In case any site found unattended then a penalty of Rs. 2,500/- per instance per site for each unit shall be imposed and after two instances in a calendar month Rs. 5,000/- per instance per site shall be levied by Engineer In-charge. This penalty is in addition to the penalty under contract clause 8(a) above.
  - d) In case HPGCL, remains unable to supply the necessary required spares in time to complete the job, to the contractor during maintenance of any job and the contractor remains unable to complete the job in absence of these spares, then the contractor will be allowed the extension in schedule time to job completion of that delayed period accordingly with the approval of SE concerned. Nothing extra penalty will be paid for such delay on completion of job by contractor

Executive Engineer/EMD-I  
For Chief Engineer, DCRTTP,  
HPGCL, Yamuna Nagar

RATE QUOTING SHEET

To BE FILLED BY THE TENDERER

Part –A (Fixed Rate)

Sr.No	Job Description(As per scope of work Annexure-F)	Frequency in Months for both units	Rate per month in Rs.(inclusive of Taxes & Duties)	Annual Amount in Rs.(inclusive of Taxes & Duties)
1.	<p>The contractor shall carry out various activities of Preventive /routine /breakdown Electrical Maintenance work of Unit-I &amp; II as enlisted below during working hours or at odd hours, including holidays with his skilled manpower as per qualification below:</p> <p><b>Supervisors</b> (Highly Skilled) for Each Unit as per Annexure (E) – Three year Diploma holder in Electrical with minimum experience of two years.</p> <p><b>Foreman</b> (Highly Skilled) for Various sites of two general group of Unit I &amp; II each as defined in Annexure(E)–Three year Diploma holders Electrical with minimum 1 year experience or minimum five years' experience with ITI. He must be able to read engineering drawings and able to attend the fault independently.</p> <p><b>Technicians</b>(Skilled B) for Various sites of two general group of Unit I &amp; II each as defined in Annexure(E)–ITI in Electrical with minimum 2 year experience.</p> <p><b>Semiskilled worker</b> (Semiskilled-B) for various sites of two general group of Unit I &amp; II each as defined in Annexure (E) – ITI in Electrical with minimum 1 year experience.</p> <p><b>Maintenance Shift</b> for each Unit-I &amp; II, DCRTTP as defined in Annexure (E) three shifts i.e. Morning, Evening and Night with four shift groups with a team of workmen consisting of Foremen and Technician in each shift.</p> <p>The above is the minimum manpower for Various sites as defined in Annexure (E) for each Unit which the contractor has to supply for executing the various maintenance activities for below listed works of Preventive /routine /breakdown Electrical Maintenance work round the clock in Unit-I &amp; II DCRTTP Yamunanagar. However the manpower may be increased depending upon the quantum of work activity or as per the direction of Engineer In Charge.</p> <ul style="list-style-type: none"> <li>● Attending of Preventive/Routine/break down/repair maintenance work or replacement of all types of illumination fittings and panels in Control Room, Admin. Building, Service Building, Turbine Boiler, BOP Area. Maintenance of different types of welding receptacles, Removal of Circuitry faults of all lighting equipment's, Junction Boxes, etc. making a cable joint by using jointing kit or dressing, laying &amp; replacement of wiring. Replacement of 125/100/75/50/25 KVA Transformer including testing &amp; Transportation installation, testing and commissioning of power plus fixing of boards, Painting of all lighting boards of Unit I &amp;II of 2X300 MW, DCRTTP. Cleaning of all light fitting covers etc.</li> <li>● Cleaning &amp; greasing of all HT &amp; LT Motors control Panels, HT &amp; LT Panels, Common Auxiliaries of Unit-I &amp; II. Checking of Termination, Cleaning of Terminal Box. Cleaning of insulator, tightening of connection of HT &amp; LT Motors. Removal and reconnection power cable of all HT &amp; LT motors from both ends as and when needs. Shifting &amp; Installation of LT motors up to 5.5.KW.</li> <li>● Shifting of damaged LT motor up to 5.5KW (to and fro)</li> <li>● Attending of Preventive/Routine/breakdown faults of ON/OFF type Motorized valves in Unit-I &amp; II.(Installed at various locations in the main plant &amp; off sites in Unit-I&amp;II)</li> <li>● Cleaning &amp; Tighting of Electrical connections of Exciter, Generator &amp; its associated equipment's &amp; Panels. Cleaning and replacement of Carbon brushes of all DC motors and Generator rotor shaft etc.</li> <li>● Preventive /routine /breakdown Electrical Maintenance work including Replacement, Servicing and upkeep of EOT cranes, Miscellaneous Hoists and Cranes (electrical part only) installed at various locations of Unit-I &amp; II.</li> <li>● Various miscellaneous work such as shifting of materials, Electrical connections work, fault troubleshooting and removal at various sites etc. For Part-B work extra manpower shall be deployed by the firm.</li> </ul>	48		

## PART-B (Unit Rate)

Sr. No.	Job Description	Total No. of Equipment	Tentative Freq./Year	Time allotted	Unit Rate in Rs(inclusive of taxes & duties)	Total Rate Rs(inclusive of taxes & duties)
1.	Replacement of Push on type heat shrink termination kits straight through / end termination system (one side)	58	2	1 Day		
2.	Local shifting of damaged HT Motor from site to crane bay.	52	2	2 Days		
3.	Installation of healthy motor from HPGCL Store/crane bay to site.	52	2	2 Days		
4.	Local shifting of damaged BFP Motor one side i.e. site to Crane bay).	6	1	5 Days		
5.	Installation of new BFP motor and its auxiliaries at site i.e. store to site	6	1	5 Days		
6.	Maintenance and cleaning of all ESP (144KVA72KV) Silicon Rectifier Transformer.	56	56	3 Days		
7.	Decoupling, removal & refitting of coupling, opening of foundation. Bolt and shifting of damaged LT Motor (local) for one side for:- Above 5.5KW to 30 KW	297	60	1 Day		
8.	Decoupling, removal & refitting of coupling, opening of foundation. Bolt and shifting of damaged LT Motor (local) for one side for:- 30.1 KW to 75KW	39	25	1 Day		
9.	Decoupling, removal & refitting of coupling, opening of foundation. Bolt and shifting of damaged LT Motor (local) for one side for:- 75.1 KW to 175KW	20	7	1 Day		
10.	Replacement of Bearing of LT Motor at site:- Up to 5.5 KW	297	5	1 Day		
11.	Replacement of Bearing of LT Motor at site:- Above 5.5KW to 30 KW	297	5	1 Day		
12.	Replacement of Bearing of LT Motor at site:- 30.1 KW to 75KW	39	5	1 Day		
13.	Replacement of Bearing of LT Motor at site:- 75.1 KW to 175KW	20	1	2 Days		
14.	Removal and installation of supply connection for 1- phase & 3-phase exhaust fan TG Hall up to 3.8 KW	20	20	1 Day		
15.	Complete Servicing of service T/F's	27	27	1 Day/ T.F.		
16.	Maintenance of street lights pole and complete fixture including circuit from JB to luminary fixture and LED.	LS	30	-		
17.	Maintenance of LP's / valve DB 's including changing of gaskets, repairing of door locks, complete painting and marking etc.(material is in scope of contractor )	146	10	1 Day		

18.	Laying testing and termination of control cables PVC/XLPE armored/unarmored overhead cables All sizes upto 10 core above 2.5 mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
19.	Laying testing and termination of control cables PVC/XLPE armored/unarmored overhead cables All sizes upto 10 core above 2.5 mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
20.	Laying testing and termination of control cables PVC/XLPE armored/unarmored underground cables All sizes upto 10 core above 2.5 mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
21.	Laying testing and termination of control cables PVC/XLPE armored/unarmored underground cables All sizes upto 10 core above 2.5 mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
22.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored overhead cables. 2C/3C/4C upto 25mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
23.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored overhead cables. 2C/3C/4C upto 25mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
24.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored overhead cables. 2C/3C/4C upto 25mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
25.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored underground cables. 2C/3C/4C upto 25mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
26.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored underground cables. 25 to 300mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
27.	Laying testing and termination of Power cables PVC/XLPE armored/unarmored underground cables. 150 to 300mm <sup>2</sup>	LS	250 mtr.	Decided as per site constraints		
<b>Total Amount</b>						

The firm whose overall rates shall be the lowest i.e. total for Part -A & Part -B shall be considered as L1 firm.

Executive Engineer/EMD-I  
For Chief Engineer, DCRTTP,  
HPGCL, Yamuna Nagar

## Minimum T&amp;P to be provided By Contractor for Each Unit

S.No.	Specification	Qty.
1.	Electronic IR Tester 500- 5000V	02Nos.
2.	Crimping Tool upto 400mm <sup>2</sup>	01 set.
3.	Multimeters, Earth Tester (Motwane/Meco/Rishab/AE)	03 set.
4.	Clamp on meter AC/DC	02 No.
5.	Tester	14 No.
6.	Plier	05 No.
7.	Screw Driver Kit (Taparia/Pye)	04 No.
8.	D-Spanner	02 Set
9.	Ring Spanner	02 Set
10.	Box Spanner/Gotti Set (8mm to 32mm)	01 No.
11.	Safety Belt	02 No.
12.	Aluminum Ladder 12'	02 No
13.	Haxa frame with blade	02 No.
14.	File Rough	02 No.
15.	Allen Key Set	02 No.
16.	Wire Sling	02 No(10 mm of 6 mt. each)
17.	Tool kits (Bags)	03 No.
18.	Circlip Puller	01 No.
19.	Safety Gloves, Electrical arc protection suit/kit and earth stick	03 No.
20.	Rain Coat	02 No.
21.	Pipe Wrench	02 No.
22.	Flexible Pipe 1"	25 to 30 mtr.
23.	Cotton Dhoti	10 Kg per month
24.	Emery Paper	As per requirement
25.	PVC Tapes	25 Rolls per month
26.	Cleaning Brushes	2 per month
27.	Torch	02 No.
28.	Hand Lamps	02 No.
29.	Hand Drill Machine, Cutter, Grinder	01 No. Each
30.	Hot Air Blower	02 No.
31.	Bearing Puller upto 30 KW	01 No.
32.	Bearing Puller of 30-132 KW	01 No.

For Executive Engineer/EMD-I  
Chief Engineer, DCRTTP,  
HPGCL, Yamuna Nagar

**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.

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

The contractor will comply all provisions of the relevant labour laws/Acts and the rules /regulations framed there under. In the event of Yamuna Nagar Thermal Power Plant, Yamuna Nagar 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 DCRTTP, Yamuna Nagar and the contractor have agreed to execute an agreement.

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

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

Signature of the contractor

Signature & designation

In presence of witness

and on behalf of HPGCL presence of witness

Witness

Witness

1.

1.

2.

2.

**STATEMENTS OF BIDDERS (2026-28)**

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 \_\_\_\_\_ TIN \_\_\_\_\_

CST No. \_\_\_\_\_.

6. Bank Details (attached signed cancelled cheque)

- i) Bank Name & Address- \_\_\_\_\_
- ii) Bank Account Number- \_\_\_\_\_
- iii) Bank Branch Code- \_\_\_\_\_
- iv) IFSC Code of Branch- \_\_\_\_\_
- v) Nature of account (current/saving/OD/CC)- \_\_\_\_\_

7. Main lines of Business

- i. \_\_\_\_\_ since \_\_\_\_\_
- ii. \_\_\_\_\_ since \_\_\_\_\_
- iii. \_\_\_\_\_ since \_\_\_\_\_

8. Annual Turnover of past three year

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

9. Past Experience:-

Name of Organization	Period	Reference of Contract	Order Value contract wise

10. Any other \_\_\_\_\_

Signature & Stamp of Bidder

**Acceptance certificate**

I \_\_\_\_\_ Designation \_\_\_\_\_  
\_\_\_\_\_ of (Name of Company) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Here by accept the terms and conditions given on page no.-..... of the tender document

**(NIT No.: Tender Inquiry No.:**

**Dated:** \_\_\_\_\_).

For M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**GUARANTEE/WARRANTEE CERTIFICATE**

Certified that I, Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_

R/o \_\_\_\_\_

on behalf of M/s \_\_\_\_\_ registered office

at \_\_\_\_\_ do hereby undertake to furnish

Guarantee/warrantee for a period of \_\_\_\_\_ month from the date of completion

of work done by the firm/company vide WO No. \_\_\_\_\_

dated \_\_\_\_\_ issued by the Executive Engineer vide memo no.

\_\_\_\_\_ dated \_\_\_\_\_ in case of 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.

(Authorized Signatory)

**Annexure-M****CHECK LIST FOR BIDDER**

Sr. No.	Description	Bidder Response (Yes or No)
1.	Registration on HEWP Portal	
2.	E-Service Fee/Tender Document Fee	
3.	EMD Proof	
4.	Copy of Work orders as per PQR of the NIT	
5.	Performance/Completion certificate of the work orders submitted as experience certificate	
6.	Annual Turnover certificate for last three financial years	
7.	Valid Labour License or Undertaking for the same	
8.	Undertaking for non-blacklisting	
9.	PAN Card	
10.	GST Certificate	
11.	GST compliance certificate/Undertaking	
12.	Acceptance of Terms & Conditions of NIT	