

Head Office HPGCL, Panchkula

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

Corporate Identity No. U45207HR1997SGC033517

Website:- www.hpgcl.org.in



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

TENDER DOCUMENT

FOR

**CARRYING OUT PHOTOSTAT WORK OF VARIOUS OFFICES OF THE
CHIEF ENGINEER/ADMN., HPGCL, CORPORATE OFFICE AT PANCHKULA**

NIT No: 01/CE/Admn/Pkl/2026 dated 22.01.2026

MOBILE NO. 93547-82038

E- MAIL:- dsgenl@hpgcl.org.in

LAST DATE OF RECEIPT OF TENDER 10.02.2026 up to 13:00 Hrs

DATE OF OPENING THE TENDER 12.02.2026 at 15:00 Hrs



An ISO: 9001, ISO: 14001 and ISO: 45001
Certified Company

HARYANA POWER GENERATION CORPORATION LIMITED

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

Corporate Identity Number: U45207HR1997SGC033517

Website: www.hpgcl.org.in

ONLINE NOTICE INVITING TENDER

E-tenders in two parts are invited on behalf of Chief Engineer/Admin, Haryana Power Generation Corporation Limited (HPGCL) Panchkula, for carrying out the photostat work of various offices of the Chief Engineer/Admn., HPGCL Corporate office at Panchkula for a period of one year with a provision of extension of three months on monthly chargeable basis.

Tender Enquiry No.	01/CE/Admn/Pkl/2026 dated: 22.01.2026
Description of Item	To Carry out the photostat work of various offices of the Chief Engineer/Admn., HPGCL, corporate office at Panchkula for a period of one year with a provision of extension of three months on monthly chargeable basis
Start date and time of tender uploading	22.01.2026 (11:30 hrs)
Last date for submission of tender	10.02.2026 (13:00 hrs)
Tender Opening (Part-I)	12.02.2026 (15:00 hrs)
Tender Fee (Non –refundable)	Rs. 560/- (500+12% GST)
e-service Fees (Non –refundable)	Rs.1180/- (1000+18% GST)
Earnest Money	Rs. 5400/-
Information regarding online payment	As per Annexure-A
Instructions to bidder on electronic tendering system	As per Annexure-B
PQR / Eligibility conditions for the Tenderers	As per Annexure-C
Scope of work	As per Annexure –D
General terms & conditions	As per Annexure-E
Rate quoting sheet	As per Annexure-F
Statement of bidder	As per Annexure-G
Acceptance certificate	As per Annexure-H

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

The Bidders can download the tender documents from the web Portal: <https://etenders.hry.nic.in>

The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/contractors online directly through **Debit Cards & Internet Banking Accounts** and the Payment for **EMD** can be made online directly through **RTGS / NEFT**.

NOTE:

1. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee will not be refunded to the agency.
2. Those agency who are exempted from EMD, should submit proof of related documents at least 10 days before end date of **“Downloading of Tender Documents & Bid Preparation”** stage to **publisher of the tender i.e. concerned Executive Engineer.**

The following are exempted from depositing the earnest money:-

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

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

Key Dates

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	-----	Downloading of Tender Documents & Bid Preparation	22.01.2026 (11:30 hrs)	10.02.2026 (13:00 hrs)
2	Technical Opening (Part-I)	-	12.02.2026 (15:00 hrs)	
3	Short listing of Technical bids & Opening of Financial Bid		Will be intimated to the firms on their E-mail/phone No.	

Instructions to bidder on Electronic Tendering System

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

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

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

2. Obtaining a Digital Certificate:

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

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

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.

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

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

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

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

3. Opening of an Electronic Payment Account:

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

4 Pre-requisites for online bidding:

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

5 Online Viewing of Detailed Notice Inviting Tenders:

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

6 Download of Tender Documents:

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

7 Key Dates:

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

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

8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

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

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

NOTE:-

- (a) If bidder fails to complete the Online Bid Submission on or before the stipulated date and time, it will be considered as “bid not submitted”, and hence will not appear during tender opening stage. Bidders participating in online tenders shall check the validity of their

Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

- (b) For help manual, please refer to the ‘Home Page’ of the e Procurement website at <https://etenders.hry.nic.in> and click on the available link ‘How to online’ download the file.

Dy. Secy/General,
HPGCL, Panchkula.

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

1. The tender of only those bidders will be considered who will produce documentary proofs in supports of following qualifying criteria:
 - *Tender of those firms/Bidders will be considered who have successfully executed requisite/similar type of work in HPGCL/NTPC/any SEBs/any PSUs/ any Corporations/Central Govt./State Govt./ Semi Govt./ or in any thermal/Hydel plant and have average annual turnover and other eligible conditions as given below:*
 - *Single order of value not less than Rs. 2,16,434/- during the last 5 years ending 31-12-2025.*
 - *Two orders of value not less than Rs. 1,35,272/- each during the last 5 years ending 31-12-2025.*
 - *Three orders of value not less than Rs. 1,08,217/- each during the last 5 years ending 31-12-2025.*
 - *The transporter /firm will submit the copy of work order and performance certificate or repeat work orders from the same organization.*
 - *The contractor should have its own EPF, ESI & GST number and will produce the copy of same or submit the affidavit to take the EPF & ESI, GST registration before allotment of the work/Bidder.*

Note: -

- The firm/Bidder should submit authentic supporting documents for proving its credential. Original documents may be asked for verification at the time of finalizing the tender.
- A certificate to the effect that the tenderer is not black listed from any Public Sector undertakings of Central Govt. / State Govt./SEBs/Corporations has to be furnished by him.
- A committee nominated by HPGCL will evaluate all the bids for fulfillment of qualifying criteria.
- Decision of the HPGCL regarding fulfillment of pre-qualification requirement will be final and binding upon the bidders.

2. **GST Compliance:**

- a. Bidders have to submit copy of Registration Certificate under GST Act.
- b. The following undertakings (on the letter head of bidder) to be made part of mandatory documents to be submitted by all bidders:
- c. GST registration is valid as on date
- d. No default has ever been made by bidder in filing the various GST returns and deposit of GST dues with the department.
- e. Bidders having multiple registrations under GST will submit undertaking for each & every GST number. A default under a GST number even if the GST number pertains to some other state, will make the vendor ineligible to participate in tender.

In addition, the successful bidder will also submit the following undertakings in addition to above immediately after issue of work order and with submission of each and every bill unless mentioned otherwise:

- a. Undertakings mentioned at 2.6(a),2.6(b) and 2.6(c)
- b. A CA certificate regarding validity of GST registration will be submitted every six months during tenure of contract.
- c. Vendor will submit copies of GSTR I and GSTR 3B/challans as evidence to deposit of GST with certificate that GST collected from HPGCL, to be specified in exact rupees, has been paid to Govt. vide this challan (specifying the challan no. and date of deposit) and returns field (date of filing of return) includes the transaction of supply of good or /and services of HPGCL.
- d. Vendor will inform immediately the HPGCL about initiation of any proceeding (if any) against him under GST laws which may result in suspension or cancellation of GST number of the vendor.
- e. Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST law on part of the Supplier/vendor.
- f. Copies of GSTR 1, GSTR 2A and GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted on quarterly basis. In case of one time job

and purchase orders, copies of GSTR 1, GSTR2A and GSTR 3B along with copies of invoices raised to HPGCL, duly reconciled with three returns to be submitted before release of the security.

3. The tender Documents can also be seen from HPGCL website www.hpgcl.org.in.
4. CE/Admin, HPGCL, Panchkula reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason and will not be responsible and will not pay for any expenses or losses that may be incurred by the tenderers in preparation of the tenders.
5. The bidders will supply partnership deed in case of partnership firm/Bidder and Memorandum of Association and Article of Association in case of a company.
6. Before uploading the 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 parts, he will clarify the same from tender issuing office in writing before the due date of submission of the bid.
7. The "Application for Bidding" along with the "Terms and conditions of the contract and its all Annexures should be uploaded duly filed up completely and signed on each page by the tenderer online. The Work offered will 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 & conditions given in NIT is pointed out by the tenderer specifically, it will be presumed that offer/ Tender conforms to the specifications and terms & conditions as laid down in NIT.
8. The tenderers will upload their tender 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 etc.
9. All tenders received against this enquiry irrespective of whether they are from the approved contractors on the registered list or others, will be considered, provided they are on the prescribed form and in accordance with the Qualifying as well as other tender conditions and specifications.
10. Unless exempted specifically, tenders not accompanied with the prescribed EMD/Cost of Tender will be summarily rejected. EMD/Cost of Tender will be in the prescribed mode of payment as asked in the NIT; otherwise, the tender will be liable to be rejected.
11. The validity of the tender/offer will be for 120 days from the date of opening of the price bid. The price discovery for cases related to procurement of Works by Contract be determined based on the rates quoted by the L1 bidder if the quoted rates are found to be reasonable by the Indenting Department / Organization and negotiations, if any, held with the lowest bidder (L1) only. The competent authority will ensure the reasonability of rates while finalizing the procurement.
12. No deviation will be allowed. However, in case of deviation of taxes etc. the same will be loaded for comparison purpose.
13. Selection preference of the tendered work may be allotted as per policy of the State Government to the Industrial Units located in Haryana on the lowest valid rates if the tenderer claims so with requisite documentary evidence.
14. The bidder(s) / contractor(s) will 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) the EMD is liable to be forfeited.
15. The bidder will bear all costs including bank charges, if any, associated with the preparation and submission of bid and HPGCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Dy. Secretary/Genl.,
HPGCL, Panchkula.

SCOPE OF WORK

1. The vendor will install his 1 No. Photostat machine or as required, in the office premises of HPGCL at C-7, Urja Bhawan, Sector-6, Panchkula for which the suitable space will be allocated free of cost. The safety/security of the Photostat Machine will be the responsibility of the vendor.
2. The electricity for running of the Photostat Machine will be supplied by the Corporate office free of charge. The free electricity can be used only for lighting, fans and Photostat work and no other purpose/work of installation.
3. The Photostat machine installed by the vendor will be operated through his trained persons. The vendor will own and operate the machines and will comply with all the laws of the country, whether Central or State, including labour laws. Corporate office will not responsible regarding the EPF/ESI/LWF etc. deployed by the vendor for said work.
4. The vendor will be responsible for the payment of compensation if any due as per labour laws.
5. The vendor will be responsible to keep the machines operational during office days and even after working hours, if so desired by any office. The vendor will carry out the Photostat work for any office even on holidays if one day advance notice has been given to him by that office.
6. The vendor will be responsible to keep his machines in the running condition and in case the machines go out of order, he will have to arrange the Photostat work at his cost. In case of delay in Photostat work owing to non-availability of persons of the vendor, manning the machines or machines being out of order or any other reason within the control of the vendor a penalty of Rs. 500/- per day shall be levied. Further, the actual cost of Photostat work carried out from open market shall be deducted from the vendor bills.
7. The vendor will quote the rate of the Photostat per copy inclusive of all charges/ levies/cost of paper etc. the vendor will also provide at Photostat machines the facility of reducing and enlargement of the documents. The vendor shall quote separate rates for paper sizes of (a) A4/Equivalent & below, (b) Full Scap (215x 345 mm)/equivalent and (c) A3/equivalent. It is clarified that in order to determine the rates of Photostat work, size of the paper on which the output will be considered and not the size of the paper of which the photocopy is sought by the employees of HPGCL. The vendor will use J.K./Ballarpur Brand 70 GSM Paper for Photostat work.
8. The quantum of the scope of work may increase or decrease to any extent, as per the office requirement, subject to the limit that total contract value shall not exceed by 10% of the contract value. However, Payment shall not be made for the work not done.
9. The services of the Photostat machine installed by the vendor will be utilized by different sections of the Corporate office, HPGCL. To facilitate the timely release of the payment, the vendor will have to do the Photostat work against the requisition of different section and at the close of each month; the vendor will raise the bill to the concerned section which will be paid within 10 working days of the receipt of the bill.
10. 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 made correspondence regarding contract related issues. The signature of so authorized representative shall be got attested from first class magistrate or Notary Public.

Dy. Secretary/Genl.,
HPGCL, Panchkula.

GENERAL TERMS & CONDITIONS

1) Contract Agreement

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

2) Rate/Contract price

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

3) Earnest money and Security Deposit

- a) Every tenderer, while submitting his tender, shall deposit the earnest money specified in the E-NIT No. 01/CE/Admn/Pkl/2026 dated: 22.01.2026 by the way (methods) as specified in Annexure-A above (Information for payment regarding submission of EMD, e-service fee & tender document fee), without which the tender shall be rejected forthwith.
- b) The earnest money furnished by the successful tenderers on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of the work order.
- c) The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder.
- d) The security deposit shall be 10% of the contract value in all the cases. The deduction of the security deposit shall be regulated in a way that 10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.
- e) The security deposit of the contractor shall be retained by HPGCL for faithful execution of the contract.
- f) Security deposit shall be released only after completion of entire period of the contract, on the certificate of Engineer In-charge for successful completion of Guarantee/Warranty period and submission of requisite documents like last EPF / ESI return by the contractor.
- g) No interest shall be paid on EMD/Security Deposit for the period it remains deposited with HPGCL.

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

- i) If the tenderer withdraws his tender at any stage during the currency of validity period.
- ii) If the Work order has been issued but the contractor refuses to comply with it irrespective of the fact that HPGCL sustains any loss on account of such default or not.
- iii) In the event of 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 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.

5. Payment Terms:-

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

6. Mode of payment:

The payment of bills will be made by Sr. AO/EAD, HPGCL, Panchkula through RTGS/NEFT as per bank detail supplied by the firm through the concerned Section. The HSN Code and GST No. of HPGCL will be mentioned in the bill while submitting the invoice for payment and billing will be as per GST norms.

7. Completion Period:

The work will be started within 7 days of issue of LOI / Work Order, whichever is earlier unless otherwise directed by the issuer of tender. The work will be carried and completed on month to month basis, as per the requirement of the contract.

The contract will remain in force for a period of one year from the date of starting of the work, which is further extendable for three month on the same rates, terms & Conditions. However, the whole Work order or any part of it can be short closed at any time during the contract period with a notice of 15 days.

8. Risk and Cost

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

9. Penalty for delay:

The vendor will be responsible to keep his machines in the running condition and in case the machines go out of order, he will have to arrange the Photostat work at his cost. In case of delay in Photostat work owing to non-availability of persons of the vendor, manning the machines or machines being out of order or any other reason within the control of the vendor a penalty of **Rs. 500/-** per day shall be levied. Further the actual cost of Photostat work carried out from open market shall be deducted from the vendor bills.

10. Documentation:

The contractor and the Executive-in-charge of the work will 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 will submit monthly bill in duplicate to the executive in-charge along with the following:
 - a) The invoice must be on the contractor's bill book with GST number and ESI Code mentioned on it. A photocopy of PAN, TIN, EPF Code, ESI Code, GST Number, Labour license, if required will be attached with the 1st bill for reference and record.
 - ii) The bill of the contractor alongwith 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 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) No penalty is leviable on the contractor on any account as per the contract, if leviable the amount of penalty is _____.

- 11. PERFORMANCE BANK GUARANTEE:** Unless agreed otherwise, Contractor shall submit bank guarantee of the nationalized bank equivalent to 10% of the contract value in the prescribed perform valid upto one month after completion of contract period / Work order.

- 12. WARRANTY** Not Applicable.

13. FORCE MAJEURE

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

- a. The delay is resulted from any causes arising out of compliance with regulations, orders or instructions of the Central or State Government, 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.

- 14. IDLE LABOUR CHARGE** *Not applicable.*

15. OVER RUN CHARGES

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

16. WATCH & WARD

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

17. FACILITIES TO BE ARRANGED BY CONTRACTOR

The contractor will make his own arrangement for providing all facilities like lodging, boarding, furniture and transportation etc.

18. 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.

19. FACTORY ACT/MINIMUM WAGES ACT/INSURANCE ACT/ EPF ACT ETC.

Not Applicable:

20. INSURANCE OF WORKERS

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

21. SAFETY RULES

A firm will be to comply with all the provisions of safety rules as applicable.

22. ARBITRATION

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

23. LAWS GOVERNING CONTRACTS

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

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

24. SET OFF

Any sum of money due and payable to the contractor 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 sum of money arising out of under that or any other contract entered into by the contractor with the HPGCL.

25. SUBLETTING AND ASSIGNMENT

The supplier will 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.

Dy. Secretary/Genl.,
HPGCL, Panchkula.

RATE QUOTING SHEET**NIT No: 01/CE/Admn/2026****Dated: 22.01.2026****NAME OF WORK:**

To carry-out Photostat work of various offices of HPGCL Corporate office in Panchkula.

Earnest Money:

Rs. 5400/-

Completion Period:

Initially the contract period for one year and after satisfactory performance of Photostat work can be extended for another 03 months at same terms & conditions at the discretion of HPGCL.

Scope:

The vendor will install his Photostat machine in the office premises of HPGCL at Panchkula for which the suitable space will be allocated free of cost. The safety/ security of the Photostat Machine will be the responsibility of the vendor:-

Price bids schedule

Rates with paper		
	Single Side	Both Side
Paper Size	(Rate per page in Rs. /Paise)	(Rate per page in Rs. /Paise)
A4 size		
Full Scale		
A3 size		

Signature of the Tenderer**Complete Address**

STATEMENTS OF BIDDERS

NIT No. 01/CE/Admn./2026 dated 22.01.2026

1. Name of Bidder _____
2. Address of Head Office _____
3. Correspondence Address _____

4. Legal status
5. PAN Number of the Bidder (attached self-attested photocopies)
PAN _____

GST 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. Any other

Signature & Stamp of Bidder

Name & Designation of Authorized Bid Signatory _____

Acceptance Certificate

I _____ Designation _____
Of (Name of the Company) _____

Here by accept the terms and conditions given on page No. **1 to 13** of the tender document
(NIT no.

For M/s _____