

PANIPAT THERMAL POWER STATION

(A Unit of Haryana Power Generation Corporation Limited)

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

Corporate Identity No. U45207HR1997SGC033517

Website:-www.hpgcl.org.in



(An ISO 9001, 18001 & OHSAS 45001
Certified Company)

TENDER DOCUMENT

FOR

“ AMC FOR REGULAR INSPECTION, SERVICING, FAULT RECTIFICATION, OPERATION (OF TG HALL EOT CRANE), TROUBLESHOOTING & OVERHAULING OF ALL THE EOT CRANES/ GANTRY/ HOISTS, INSTALLED IN UNIT-6, 7 & 8 PTPS, PANIPAT FOR A PERIOD OF TWO YEARS”

**Tender Ref. No. 202489ADAEA6 A9E6 4B52 B3F8 A1D56A49639C713PGC
e-NIT No. 2/ Ch-33/ TGM-139/ IV/ Vol-III dated 16.10.2024**

**CHIEF ENGINEER/ PTPS
PANIPAT THERMAL POWER STATION,
HPGCL, PANIPAT**

TELEPHONE NO.0180-2566859

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An ISO:9001, ISO: 18001 and
OHSAS : 45001 certified company

PANIPAT THERMAL POWER STATION

A Unit of Haryana Power Generation Corporation Ltd.
(Corporate identity Number : U45207HR1997SGC033517)


Assandh Road, Panipat - 132105

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 HPGCL An ISO:9001, ISO: 14001 and OHSAS : 45001 certified company	PANIPAT THERMAL POWER STATION A Unit of Haryana Power Generation Corporation Ltd. (Corporate identity Number : U45207HR1997SGC033517) Assandh Road, Panipat - 132105 Ph:09355084500, Fax:0180-2566265, e-mail: xentg6.ptps@hpgcl.org.in Website:- www.hpgcl.org.in , CST No.: 3170, TIN No.: 06572603170
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NOTICE INVITING e-TENDER

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

NIT No. / Tender Ref. No. HEW DNIT No.	2/Ch-33/TGM-139/IV/Vol-III dt. 16.10.2024 1016202411-23-10/98193
Description of work	AMC for regular inspection, servicing, fault rectification, operation, troubleshooting & overhauling of all the EOT cranes/ gantry/ hoists, installed in Unit-6, 7 & 8, P{TPS, Panipat for a period of two years
Estimated Amount	42.33 Lac + GST
Start date and time of tender uploading	16.10.2024 at 17.00 Hrs.
Last date for submission of online tender	14.11.2024 at 17:00 Hrs.
Due date & time of opening of Technical bid (Part-I)	18.11.2024 at 15:00 Hrs.
Tender document Fee (Non-refundable)	Rs. 1180/- (inclusive of all taxes)
E-service Fees (Non-refundable)	Rs. 1180/- (inclusive of all taxes)
Earnest Money (Refundable)	Rs. 84,600-
Contact Information	Executive Engineer/ TG Mtc-IV, Unit-6, PTPS, HPGCL, Panipat. Mobile No. - 09355869321

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

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

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

1. The Bidders can download the tender documents from the Portal: <https://etenders.hry.nic.in> or www.hpgcl.org.in
2. The Bidders shall have to pay for the Tender documents, EMD Fees & e-Service Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between contractors and online payment authorization networks. The Payment for Tender Document Fee and e-Service Fee can be made by eligible bidders / contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT. Payment by any other mode would not be accepted.
3. The tender will be opened in two parts. The bidders will upload their technical offer containing documents, qualifying criteria, technical specification and all terms and conditions except rates in Part I (Technical Envelope). Part-II will be submitted in separate rate quoting sheet, uploaded along with the tender.
4. If the tenders are cancelled or recalled on any grounds, the tender document fees & e-service fee (processing Fees) will not be refunded to the firm. EMD shall be refunded.
5. It is advised that the bidder make the payment for EMD via RTGS / NEFT to the beneficiary account number as mentioned in the challan at least T+2 day (Transaction + Two day) two day in advance to the last day for validation on account / transaction period.
6. Those agency who are exempted from EMD, should submit proof of related documents at "Downloading of Tender Documents & Bid Preparation" stage to publisher of the tender i.e. Executive Engineer of the concerned Division.
7. Bid should be strictly according to the scope of work. Unless a deviation from terms and conditions/scope is pointed out by the tenderer specifically, it will be presumed that offer/tender conforms to the specifications
8. The work as a whole will be allotted in a single part to the bidder who is overall lowest in the merit order considering all items of work.
9. The bidder shall bear all cost including banking charges associated with the preparation and submission of the bid. HPGCL will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process
10. HPGCL reserves the right to cancel the NIT or to change qualifying requirement or to reject any or all the tenders so received without assigning any reason
11. Guideline for online payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- a) Debit Card
- b) Net Banking
- c) RTGS/NEFT

Operative Procedures for Bidder Payments:

Debit Card:

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal

- (viii) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

A) Net banking:

The procedure for paying through Net banking will be as follows:-

- (i) Bidder selects Net banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on “Continue” button
- (iv) The e-Procurement portal takes the bidder to Net banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank
- (vi) The Net banking gateway redirects Bidder to the Net banking page of the selected Bank
- (vii) Bidder enters his account credentials and confirms payment
- (viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal
- (x) The status of the payment is displayed as “successful” in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same.
- (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) RTGS/ NEFT:

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- (i) Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- (ii) Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- (iii) Each challan shall therefore include the following details that will be pre-populated:
 - a) Beneficiary account no: (unique alphanumeric code for e-tendering)
 - b) Beneficiary IFSC Code:
 - c) Amount:
 - d) Beneficiary bank branch:
 - e) Beneficiary name:
- (iv) The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- (v) It is advised that the bidder make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan atleast T+2 day (Transaction + Two day) two day in advance to the last day for validation on account / transaction period.
- (vi) In the event, bidders making the payment on the last day and same is not available for the bidders for validation on account of any reason whatsoever, Department, its banker or e-procurement service provider or payment gateway service provider would not be held responsible in any manner. In such cases, the bidders may not able to submit the tender.
- (vii) Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

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> (Go to the link in top bar-How to.... – Register and Bid Online and download the file). 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 need to be obtained for e-filing on the e-tendering portal
 - 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.
 - 2.8. 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 of submission of the bid. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders.
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 NIT 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 from the e-Procurement portal <https://etenders.hry.nic.in> or www.hpgcl.org.in
7. **Key Dates:** - The date and time shall be binding on all bidders. The tenderers can submit their quotations (online) as per the dates mentioned on e-tender portal.
8. Bidding shall be online only and no document shall be accepted in any physical form.
9. **Registration of bidders on HEW Portal:** Interested bidders must have contractor ID on <https://works.haryana.gov.in> and firm has to register themselves on HEW portal to get contractor ID, EMD declaration form, award of contract, bill payment etc.
10. **Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, e-Service fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:-**
 - 10.1. 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.
 - 10.2. 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) in the part-I (Technical envelope). The bidders shall quote the prices in price bid format.
 - 10.3. 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.
 - 10.4. **EMD declaration form:** Bidders registered by Haryana Government- the bidder shall upload an earnest money declaration form as per format given in Annexure-XII, which can be generated from contractor login on Haryana Engineering Works Portal.
11. **Tender Closing:-**
 - a) If bidder fails to complete the Online Bid Submission stage on the stipulated date and time, his/hers bid will be considered as bid not submitted, and hence not appear during tender opening stage.
 - b) From the starting date of tender downloading to final date of submission of bid, the bidder can rework on his bid number of times he wants. If bidder submits the revised bid including price bid, original bid will automatically deleted and this revised bid will become original bid. No revised bid will be submitted after Part-I (Technical Bid) is opened.
 - c) Complete bid will only be submitted after realization of tender document's fee and EMD.
 - d) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.

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..?' to download the file.

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

INSTRUCTIONS TO THE BIDDERS

All tenderers must carefully observe the following instructions and offers/tenders not strictly in accordance with these instructions will be liable to rejection:

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

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

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

OR

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

a) Experience for Execution of Work Order- The bidder must have successfully executed Work Orders(s) for same or similar items/ Works i.e. overhauling/ servicing of EOT crane having capacity 100 Ton or above during last 7 years ending last day of the month previous to the month in which applications, are invited and having minimum order value as under:

- | | | |
|--|--------------------------------------|----|
| 1. Single order of the value not less than | Rs. 19,98,000/- (including GST) | OR |
| 2. Two orders of the value not less than | Rs. 12,48,500/- each (including GST) | OR |
| 3. Three orders of the value not less than | Rs. 9,99,000/- each (including GST) | |

Note:

1. If the bidder has a work order for a period of more than one year, the period and the proportionate value of the order which have been completed prior to the month in which applications are invited (duly supported by successful completion/ execution certificate for the such period/ value) shall be taken into consideration for assessing the eligibility criteria.
2. 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 work order from the same organization, if any.
3. **Interested bidders must have contractor ID on <https://works.haryana.gov.in>. If bidder does not have contractor ID, their bid will not be considered**

b) Turnover- Bidders must have average annual turnover in last 3 consecutive financial years shall not be less than **Rs. 24.97 Lac**

Note:

1. Other income shall not be considered for arriving at annual turnover.
 2. In case where audited results for the last preceding financial year are not available for determining the average annual turnover, certification of financial statements from a practicing chartered accountant shall be considered acceptable.
 3. The bidder shall submit certified copies for the same duly audited by Chartered Accountant.
 4. In case the annual turnover of firm is above Rs. one crore, then copy of on-line balance sheet submitted to Income tax Department will be required for that particular year
- c)** The bidder should possess GST Number, PAN number and EPF, ESI registration and copy of the same to be attached with e-NIT.
- d)** The contractor should be registered under Contract Labour (Regulation & Abolition) Act, 1970 and possesses a valid labour license for deploying the workers on the work or will obtain the same within 15 days of issuance of work order, if required.
- e)** A certificate to the effect is to be submitted that the tenderer is not black listed from any Public Sector undertakings of Central Govt. / State Govt. / SEBs / Corporations / any other reputed Thermal / Hydel Plant etc.

Notes:

- a)** The tender documents of only those bidders shall be considered who fulfill the eligibility criteria / qualifying documents and submit documentary evidences duly attested in support of the same along with copy of performance certificate / repeat order from the same organization, if any.

- b) The firm should fill statement of bidders as per Annexure and submit authentic supporting documents for proving its credential.
- c) Originals of any/ all documents submitted by bidders while tendering, may be asked for verification at the time of finalizing the tender or anytime thereafter.
- d) Decision of HPGCL regarding fulfilment of pre qualification requirement shall be final and binding upon the bidders.
- e) In case of service contracts, bidders who have successfully carried out erection, testing & commissioning and have minimum one year experience of Operation & Maintenance in the preceding 7 years of the equipment where the services are required will also be eligible.

2. **Disqualification of The Bidders / Tenderers:-**

- a) Even though the bidders meet the above Qualifying Criteria they are subject to be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in the proof of the qualification requirements.
- b) The Bidders shall supply partnership deed in case of partnership firm / Memorandum of Association and Article of Association in case of a company.
- c) Notwithstanding anything stated above Haryana Power Generation Corporation Ltd. reserves the right to assess the tenderer's capacity to perform the contract should the circumstances warrant such assessment in the overall interest of the Haryana Power Generation Corporation Ltd. In this regard the decision of corporation will be final.

3. **Opening of Tender:-**

- a) The tenders will be opened in the office of Executive Engineer/TG Mtc-IV, Unit-6, PTPS, Panipat in the presence of authorized representative of the tenderers, if they so desire, at the time and date set for opening of tenders or in case any extension was given thereto on the extended tender opening date and time. Tenderer's authorized representatives (up to two persons) may attend the opening.
 - b) The Price Bid (Part-II of the tender) shall be opened after Part-I of the tenders have been scrutinized and evaluated. The tenderers whose Part-I have been approved, will be allowed to participate in opening of Price Bid (Part-II). The due date and time for opening of Price Bid (Part-II) shall be informed later on.
4. Any information regarding tender can be had from the office of Executive Engineer/ TG Mtc-IV, Unit-6, PTPS, Panipat (xentg6.ptps@hpgcl.org.in) on any working day prior to last date of submission of tenders. The payment of Tender Document Fee and e-service Fee can be made online directly through Debit Cards & Internet Banking Accounts. The payment of Earnest Money can be made by eligible bidders/ contractors online directly through RTGS/ NEFT. Cost of tender and EMD in any other form shall not be accepted
- 5. 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 of submission of the bid
 - 6. Unless exempted specifically, tenders not accompanied with the prescribed EMD, cost of tender & e-Service fee shall be rejected. EMD/ Cost of Tender shall be in the prescribed mode of payment as asked in the NIT otherwise the tender shall be liable to be rejected.
 - 7. The validity of the tender / offer shall be for 120 days from the date of opening of price bid.
 - 8. No deviation shall be allowed. However, in case of deviation of taxes etc., the same shall be loaded for comparison purposes.
 - 9. Before tendering, the tenderer is advised to inspect the site of work & the environment and make acquaint with actual work and other prevalent conditions, facilities available, position of material and labour. No claim on this account, whatsoever, shall be entertained afterwards.
 - 10. Before tendering, the tenderer shall carefully study all the clauses and specifications of the tender documents. If tenderers have any doubt for the meaning of any portion of the tender specifications or find discrepancies or omissions in the drawings or the tender documents issued are incomplete or needs clarification aspects, scope of work etc., he shall at once contact the authority inviting the tender for clarifications before submission of tender. No arguments on this account whatsoever shall be entertained after the last date & time of submission of tenders

11. In case due dates of sale / receipt /opening of tender happens to be holiday in PTPS/HPGCL, the needful will be done on next working day.
12. The committee nominated by HPGCL shall evaluate all the bids received against NIT on the parameter indicated under heading qualifying requirement. The decision of the committee shall be final.
13. 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.
14. The tenderer shall quote the prices in English language and international numerals. The rates shall be in whole rupees and shall be entered in figures as well as in words. For the purpose of tender, the metric system of units shall be used.
15. The Haryana Power Generation Corporation Limited does not bind itself to accept the lowest tender and reserves to itself the right to accept the whole or any part of the tender and the tendered shall be bound to perform the same at the rate quoted in this tender.
16. The bidder can revise his price bid any number of times but only before last date of submission of bid. All previous quotes are deleted & only the latest price quoted is visible to the purchasing authority on date of opening of price bid.
17. 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.
18. If the tenderer deliberately gives wrong information in his tender, HPGCL reserves the right to reject such tender at any stage.
19. The work as a whole will be allotted in a single part to the bidder who is overall lowest in the merit order considering all items of work.
20. 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.
21. CE/ PTPS 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.
22. All rates shall be quoted on the proper form i.e. price bid supplied as part of the tender documents on e-tender portal by the Department.
23. On acceptance of the tenders, the name of the authorized representative(s) of the tenders, who would be responsible for taking instructions from the Engineer-in-Charge and shall be communicated to the Engineer-in-Charge immediately after the allotment / start of work.
24. **Eligibility of the black listed firms to participate in NIT-** The firms who have been blacklisted by HPGCL or any other Centre or State Power Utility/ Board or Corporation/ or any other Thermal/Hydro Electricity project shall not be eligible to bid against the NIT of HPGCL, However;
 - a) In case the blacklisting of the firm is for a specific plant and not for the organization as a whole then such blacklisting will not tantamount to ineligibility of the bidder.
 - b) Blacklisting of the firm by any unit of the HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.
 - c) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.
 - d) Firm has to certify itself for its eligibility with supporting documents to participate in the NIT stating that it has not been blacklisted by any organization presently, however in case at a later stage such certification found wrong then it will lead to misrepresentation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as per HPGCL regulation 36 and 37.”

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

SCOPE OF WORK FOR AMC OF VARIOUS EOT CRANES/ GANTRY/ HOISTS

A. Complete overhauling, servicing and maintenance of 125/25 Ton/ 115/25 Ton EOT cranes

1. Checking of wear, flat spots, and cracks in flange of bridge and trolley wheels.
2. Checking of crane wheels for abnormal sound and its lubrication.
3. Check rail clamps, bolts, joint gap and loose bolts are to be tightened, if required.
4. Checking, cleaning and tightening of all foundation bolts of electrical and mechanical equipments.
5. Checking the structural bolts for tightening.
6. Checking the condition of wire ropes, cleaning, if required then lubrication.
7. Checking of rope drum for cracks, deformation etc
8. Dismantling cap of cross shaft plumber blocks. Cleaning & checking oil seals and to be packed with fresh grease
9. All break assembly will be checked for loose connection, earthing connection, linings for wear, leakage & adjustments to ensure brake is not rubbing the brake drum during operation.
10. Replacement of brakes liners, if required. Greasing pins and operation adjustment of brakes. Replacement of thruster brake oil, if required. Torque adjustment of all brakes.
11. Cleaning of all gear boxes by changing their oil and gaskets and checking of gear teeth condition and leakage if any then replacement of seals/ spares.
12. Inspection of condition of gear teeth of geared wheel, pulley, equalizer & pinion for wear cracks and damage, lubrication of gears, pulley etc.
13. Checking of pulley sheaves and guards for excessive wear, cracks in flanges, check condition of pulley pin, lubrication and repair/replacement, if required.
14. Checking, cleaning, servicing of all couplings & their lubrication. Replacement of coupling bolts, pins, rubber bushes, if required.
15. Checking of hooks for fracture, distortion & rotation and locking of arrangement and lubrication. DP test of hook
16. Cleaning, lubrication & set right of all limit switches, if defective, replace it by new one.
17. Checking, cleaning & lubrication of all cable trolley, alignment of DSL, if any defects rectify them.
18. Checking and cleaning of current collectors, if defective, replace it by new one.
19. Checking, cleaning and tightening of all electrical terminals, power contactors, relays, SFU etc. if any found defective, replace it by new one.
20. Checking and set right of master controller (pressure setting for proper contact) and lubrication.
21. Checking, cleaning of slip rings and carbon brushes of motors and lubrication of bearings, motor abnormal sound and rectify it.
22. Checking, cleaning of all resistance boxes and set right as required designed.
23. Checking and cleaning of bus bars.
24. Checking, cleaning and servicing of dynamic braking resistance.
25. Checking of panel wirings and its interlocks and checking of control and power cables.
26. Checking and adjustment of anti collision device.
27. Checking all weld joints, if found defective then rectify it.
28. Lubrication of all bearing and replacement, if any found damaged.
29. No load test shall be performed all limit switches operation shall be tested.
30. Any other work which seems to be essential for smooth functioning of EOT cranes shall be done without extra cost except major work.
31. List of major works: Changes of LT/ CT rails, Replacement of crane wheel, Changes of LT/ CT/ MH/ AH gear box, Changes of wire rope drum, Changes of bottom blocks, Changes of Drive/ remote, Motor windings, Changes of panels etc., Any modification in EOT crane.

B. Complete overhauling, servicing and maintenance of 25 Ton/ 15 Ton/ 10 Ton/ 5 Ton/ 3 Ton EOT crane

1. Inspection of all the gear boxes, shafts, plumber block bearings, brake liners, coupling bolts etc. and rectification/ replacement, if required.
2. Snatch block, wire rope, hook, brakes, couplings etc. to be inspected and rectification/ replacement, if required.
3. All the drive alignments to be checked and rectified.
4. Repair of Electro-magnetic brake.
5. Inspection of drum, drum wire rope and rectification as required.
6. Inspection, repair of Thruster Brake and replacement of its oil.
7. To check movement freeness of Long travel, Cross travel wheels and their rectification.
8. To check bearings condition and back lashes of gear box and rectify the defects, if any.
9. To check leveling, clamps of Long, Cross travel rails.
10. DP Test of hook and other area, whichever required.
11. All the greasing points to be greased.
12. Cleaning tightening of all electrical connection with CRC/Electro-safe or any other suitable compound.
13. Replacement of defective contactors, relays, limit switches, panel gasket etc
14. Any other activity for carrying out overhauling/servicing of above cranes in respect of mechanical maintenance.
15. No load trial and Load test of the crane.

C. Complete overhauling, servicing and maintenance of 5 Ton Gantry crane

1. Overhauling/ servicing of gears/ bearings, couplings of driving system at ground level railings.
2. Repair of railings of ground and overhead level.
3. Servicing and overhauling of couplings, bearings, collars and driving system of overhead level.
4. Overhauling of crane for its various wears, bearings, breaks and hoists.
5. Repair/alignment adjustment of longitudinal and transverse motion equipment.
6. Replacement of any mechanical defective parts.
7. Cleaning tightening of all electrical connection with CRC/Electro-safe or any other suitable compound.
8. Replacement of defective contactors, relays, limit switches, panel gasket etc
9. No load trial and Load test of the crane.

D. Complete overhauling, servicing and maintenance of 20 Ton/ 10 Ton/ 7.5 Ton/ 5 Ton/ 3 Ton/ 2.5 Ton/ 2 Ton Manual/ Electric Chain Hoist

1. Overhauling/ servicing of gears/ bearings of driving system.
2. Repair of railings at overhead level.
3. Overhauling of manual/ electric chain hoist for various wears, bearings, chain, hook etc.
4. Repair/alignment adjustment of longitudinal and transverse motion equipment.
5. Replacement of any mechanical/ electrical defective parts
6. Cleaning tightening of all electrical connection with CRC/Electro-safe or any other suitable compound
7. Replacement of defective contactors, relays, limit switches, panel gasket etc
8. No load trial and Load test of the crane

E. Supervision, troubleshooting of 125/25 Ton (Anupam Make, Unit-7 & 8) 115/ 25 T (Garlick Make, Unit-6) EOT crane during mini/ capital overhauling of Unit-6 by providing one skilled technician

1. Service technician will visit & inspect TG hall & CW pump house cranes prior to the start of mini/capital overhauling.
2. Service technician will check & ensure healthiness of brakes, contactors, cross & long travel, up/down movement of lifting hooks etc.
3. List of spares & consumables if required for minor tuning/servicing of EOT cranes, will be intimated to EIC.
4. All the minor tuning/servicing will be carried out prior to the start of overhauling.
5. Service Technician will then remain deputed at site during mini/capital overhauling period of 210MW, Unit-6 to carry out supervision & minor preventive maintenance. Period of deputation will be intimated in advance. Minimum deputation period of technician will be 05 days.
6. The daily rates are applicable for working of 8 hours per day on normal working days (excluding Sunday/ Holiday). Normal working hours shall be from 0900 Hrs to 1800 Hrs including break like tea & lunch. If crane service technician performs duty more than 08 hours, per hour overtime charges on pro-rata basis of per day charge will be given i.e 04 hour overtime charge will be treated as one day.

F. Preventive/ predictive/ breakdown maintenance of EOT crane/ gantry/ manual hoists by providing/deputing a team of technicians

1. Firm has to provide a team up to 4 persons having skilled/ semi-skilled technicians & helpers on per day basis for carrying out preventive/predictive/breakdown maintenance.
2. The team shall be capable of carrying out all the mechanical works and related electrical works.
3. Firm has to respond immediately but not later than 48 hours in case of emergency breakdown.
4. Deputation period of the team will depend on the nature, quantum & emergency of the work. No minimum deputation period can be guaranteed.
5. The repair/ servicing work have to complete in all respect. It may take more than one visit. One visit means 8 hours working in a day.
6. The daily visits are applicable for working of 8 hours per day on normal working days (excluding Sunday/ Holiday). Normal working hours shall be from 0900 Hrs to 1800 Hrs including break like tea & lunch. In case of emergency, If the team has to performs duty more than 08 hours, per hour overtime charges for the team on pro-rata basis of per visit charge will be given i.e 04 hour overtime charge will be treated as one visit.

G. Deputation of certified crane operator for operation of TG Hall EOT cranes of 115/25 Ton (Garlic make) & 125/25 Ton (Anupam make)

1. Deputation of certified/trained crane operator for operation of TG hall EOT cranes of 115/25 Ton (Garlick make) & 125/25 Ton (Anupam make).
2. Crane operator shall be deputed for a period of 02 years in general duty hours on all working days, for the operation of TG hall EOT cranes
3. Crane operator may have to work in shifts or on holidays as per requirement of sites, during mini/capital overhauling or during preventive/breakdown maintenance of other critical auxiliaries or during lifting/shifting of critical items at PTPS station.

4. General duty hours for crane operator shall be of 8 hours per day on normal working days (excluding Sunday/ Holiday). Normal working hours shall be from 0900 Hrs to 1800 Hrs including break like tea & lunch. If crane operator is required to perform duty more than 08 hours, or on holidays, no overtime charges will be given. However compensatory leave will be provided for working on holidays/overtime. Each 04 hours of overtime, will be equivalent of one complete duty and accordingly one compensatory leave will be provided for each 04 hours of overtime duty.
5. Crane operator will regularly check the operation of all the 04 TG hall EOT cranes and all the minor/major problem identified during operation shall be intimated to the concerned division.
6. Spare parts required for scheduled/predictive maintenance are also required to be intimated timely.
7. All other supervision works (except crane operation) like rigging, provision of certified/tested slings, d-shackles and other tool & tackles for safe working/operation of crane will remain in the scope of respective/concerned division of PTPS.

VARIOUS CHECKS TO BE CARRIED OUT BY THE FIRM

1. Safety Check - Checking of each and every part of EOT crane like limit switches, brakes, wire rope, wire rope clamps, electrical connections, supply voltage, condition of Rope & Rope clamps, Condition of Stair case, checking of bus bar protection guard, etc.
2. Lubrication Check - Greasing of LT machinery, couplings & motor bearings. Oil level checking of gear box, greasing of wire rope, Checking & greasing of LT & CT machinery, Greasing of drum controller, Checking of Oil level in gear box, Lubrication of Wheel bearing,
3. Electrical Checking - Checking of contractors, over load relays, electrical/ motor connections, & cable checking/ tightening, checking/ cleaning of contractors, overload relay, fuse, other components of panel, cam contact of drum controller, hanger trolley of LT and CT, Checking and tightness of electrical connections, Cleaning of Bus bar & current connector LT and CT, Cleaning of Bus bar LT and CT insulator, Checking and cleaning of resistance box, Checking & cleaning of incoming supply panel, Checking of Operator cabin Fan condition, Checking of illumination & lights in Crane, Checking of bell, recording IR value of all electrical equipments, etc.
4. Mechanical Checking - Alignment of motors and gear box. Alignment of CT and LT wheels, Alignment of Rail of LT and CT, Checking of Hook & pulley,(Main hoist & Auxiliary hoist)Checking of mechanical limit switch, Checking of span & diagonal of the crane,
5. Alignment Checking - Checking of motors & gearbox alignment for all motions.
6. Motor Checking - Hoisting, CT & LT motors checking for proper current, resistance, voltages, Insulation test, condition of slip ring, checking of carbon brush, brush holder, Insulation resistance value, Motor cleaning & lubrication, Motor terminal box checking, Motor details recorded, etc.
7. Brake Settings - Setting of brakes, checking of brake motor oil, checking of thruster oil, checking of liners / brake discs or brake shoes, checking of brake setting, checking of brake coil, checking of thruster oil, checking of brake assembly, checking of liners/Brake discs or brake shoes.
8. General Checking -Checking of span & diagonal of the crane. Preparing and Submitting Critical Spares list to HPGCL. Assessment of Crane condition & preparing spares planning etc.

NOTE:

1. All major electrical works are excluded from above scope, however, to made the crane operative, replacement of break coil, limit switches, contactors etc will required to be replaced by the contractor, if provided by HPGCL.
2. All major electrical works will be got carried out from electrical maintenance division of PTPS, HPGCL however, final load testing & commissioning of the crane after completion of electrical/mechanical work, will remain in the scope of AMC.
3. Work related to electrical mtc. division may also run in parallel to above said mechanical related works, both the contracting agencies will required to work in co-ordination with each other.
4. Manual chain hoist up-to 5 ton can be got replaced with new one on same quoted rates of overhauling of respective manual chain hoist.

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

CATEGORY WISE DISTRIBUTION OF SCOPE OF WORK AND DETAIL OF VARIOUS EOT CRANES, GANTRY, HOISTS ETC. IN TURBINE AND BOILER AREA OF 210 MW, UNIT-6, AND 2X250 MW, UNIT-7&8, PTPS, PANIPAT

DIVISION WISE DISTRIBUTION OF SCOPE OF WORK

S N	Description of work/ activity	TGM-IV	BMD-IV	TGM-V	BMD-V	TGM-VI	BMD-VI	EMD-IV	EMD-V	EMD-VI	Total
1	Complete over hauling, servicing and maintenance of 125/25 Ton & 115/25 Ton EOT cranes	2 nos.	---	1 nos.	---	1 nos.	---	---	---	---	4 nos.
2	Complete over hauling, servicing and maintenance of 30T/ 25T/ 20 Ton EOT crane	1 nos.	---	---	1 nos.	1 nos.	1 nos.	---	---	---	4 nos.
3	Complete over hauling, servicing and maintenance of 5 T/ 7.5T/ 10 T/ 15 T EOT crane	7 nos.	2 nos.	---	6 nos.	---	8 nos.	---	---	---	23 nos.
4	Complete over hauling, servicing and maintenance of 3T/ 2T/ 1Ton EOT crane	2 nos.	4 nos.	---	6 nos.	---	5 nos.	---	---	---	17 nos.
5	Complete over hauling, servicing and maintenance of 10 T/ 20 T Manual Chain Hoist	---	3 nos.	---	---	---	---	---	---	---	3 nos.
6	Complete over hauling, servicing and maintenance of 7.5T/ 5T / 3T / 2.5 T/ 2 T Manual Chain Hoist	10 nos.	5 nos.	1 nos.	---	2 nos.	---	---	---	---	18 nos.
7	Complete over hauling, servicing and maintenance of 2T/ 5T/ 6T Hoist (Vertical movement-electrically & Horizontal-manually)	---	---	1 nos.	---	4 nos.	---	---	---	---	5 nos.
8	Supervision, troubleshooting of 125/25 & 115/25 Ton EOT crane during mini/ capital overhauling of Unit by providing one skilled technician	activity can be utilized as per site requirement of the concerned division									200 man-days
9	Preventive/ predictive/ breakdown mtc. of crane/ gantry/ hoists by providing a team up to 4 persons	activity can be utilized as per site requirement of the concerned division									300 visits
10	Deputation of certified/ trained crane operator for operation of TG Hall EOT crane- 125/25 Ton & 115/25 Ton	one no. crane operator will remain available on all working days and his services can be utilized as per requirement of concerned division									24 months

Abbreviation:

TGM-IV: TG Maintenance Division, 210 MW, Unit-6, PTPS, Panipat
TGM-IV: TG Maintenance Division, 210 MW, Unit-6, PTPS, Panipat
EMD-IV: Electrical Maintenance Division, 210 MW, Unit-6, PTPS, Panipat

TGM-V: TG Maintenance Division, 250 MW, Unit-7, PTPS, Panipat
BMD-V: Boiler Maintenance Division, 250 MW, Unit-7, PTPS, Panipat
EMD-V: Electrical Maintenance Division, 250 MW, Unit-7, PTPS, Panipat

TGM-VI: TG Maintenance Division, 250 MW, Unit-8, PTPS, Panipat
BMD-VI: Boiler Maintenance Division, 250 MW, Unit-8, PTPS, Panipat
EMD-VI: Electrical Maintenance Division, 250 MW, Unit-8, PTPS, Panipat

LIST OF VARIOUS EOT CRANES, GANTRY/ CHAIN HOISTS IN TURBINE AND BOILER AREA OF 210 MW, UNIT-6, AND 2X250 MW, UNIT-7&8, PTPS, PANIPAT

MAINTAINED BY: TGM-IV, 210 MW, UNIT-6, PTPS, PANIPAT

Sr. No.	Description of cranes	Location of cranes	Quantity
1	115/25 Ton EOT Cranes (M/s Garlick)	TG Hall (Unit-5 & Unit-6)	02 nos.
2	25 Ton EOT crane (M/s Greaves cotton).	CW Pump House, Unit-6	01 no.
3	10 Ton EOT crane (M/s Rockwell)	RW pump house, Unit-6	01 no.
4	5 Ton Gantry crane (M/s Rockwell)	CW Sump Strainers, Unit-6	01 no.
5	5 Ton EOT crane (M/s Rockwell)	Compressor house, Unit-6	02 nos.
6	5 Ton EOT crane (M/s Rockwell)	Service water pump, Unit-6	01 nos.
7	5 Ton EOT crane (M/s Rockwell)	Fire pump house, Unit-6	01 nos.
8	5 Ton EOT crane	Misc. pump house, Unit-5	01 nos.
9	3 Ton EOT crane	Alum dilution system, Unit-5	01 nos.
10	2 Ton EOT crane (M/s Rockwell)	Alum dilution system, Unit-6	01 nos.
11	5 Ton Manual Chain Hoist (M/s Reva)	Raw water pump house, Unit-5	01 nos.
12	5 Ton Manual Chain Hoist (M/s Reva)	BCW pump house, Unit-5	01 nos.
13	3 Ton Manual Chain Hoist (M/s Reva)		01 nos.
14	5 Ton Manual Chain Hoist (M/s Reva)	BCW Drain pump house, Unit-5	01 nos.
15	3 Ton Manual Chain Hoist (M/s Reva)		01 nos.
16	2.5 Ton Manual Chain Hoist	Colony Potable Pump house	01 nos.
17	3 Ton Manual Chain Hoist	Chlorination system at CW pump house Unit-5	01 nos.
18	2 Ton Manual Chain Hoist	Chlorination system at Colony Potable house	01 nos.
19	3 Ton Manual Chain Hoist	Aux. cooling water pumps	01 nos.
20	3 Ton Manual Chain Hoist	Condenser vacuum pumps	01 nos.

Total EOT cranes, gantry and chain hoists: 22 nos.

MAINTAINED BY: BMD-IV, 210 MW, UNIT-6, PTPS, PANIPAT

Sr. No.	Description of cranes	Location of cranes	Quantity
1	20 Ton Manual chain Hoist (M/s Reva)	ID Fans travel trolley, Unit-6	01 nos.
2	7.5 Ton Manual chain Hoist (M/s Reva)	F D Fans, Unit-6	02 nos.
3	2 Ton Manual chain Hoist (M/s Reva)	F D Fans, Unit-6	02 nos.
4	10 Ton Manual chain Hoist (M/s Reva)	P A Fans, Unit-6	02 nos.
5	3 Ton EOT crane	HFO pump house, Unit-6	01 nos.
6	3 Ton Manual chain Hoist (M/s Reva)	ESP, Unit-6	01 nos.
7	15 Ton EOT crane (M/s Universe)	Coal Mill, Unit-6	01 nos.
8	3 Ton EOT crane (M/s Reva)	Ash handing pump house, Unit-6	01 nos.
9	3 Ton EOT crane (M/s Reva)	Ash handing vacuum pump house Unit-6	01 nos.
10	2 Ton EOT crane (M/s Chack)	RAH, Unit-6	01 nos.
11	5 Ton EOT Crane (M/s Reva)	D.G Set Hall, Unit-6	01 nos.

Total EOT cranes, gantry and chain hoists: 14 nos.

MAINTAINED BY: TGM-V, 250 MW, UNIT-7, PTPS, PANIPAT

Sr. No.	Description of cranes	Location of cranes	Quantity
1	125/25 Ton EOT Cranes (M/s Anupam make)	TG Hall, Unit-7	01 no.
2	6 Ton Hoist (Vertical movement-electrically& Horizontal-manually)	Compressor house, Unit-7 & 8	01 no.
3	3 Ton Manual Chain Hoist	RW pump house, Unit-7 & 8	01 no.

Total EOT cranes, gantry and chain hoists: 03 nos.

MAINTAINED BY:

BMD-V, 250 MW, UNIT-7, PTPS, PANIPAT

Sr. No.	Description of cranes	Location of cranes	Quantity
1	20 Ton EOT crane	ID Fans travel trolley, Unit-7	01 nos.
2	7.5 Ton EOT crane	FD Fans (Motor side), Unit-7	02 nos.
3	2 Ton EOT crane	FD Fans (Fan side), Unit-7	02 nos.
4	10 Ton EOT crane	PA Fans(Motor side), Unit-7	02 nos.
5	5 Ton EOT crane	PA Fans(Fan side), Unit-7	02 nos.
6	2 Ton EOT crane	Fuel oil pump house Unit-7&8	01 nos.
7	2 Ton EOT crane	RAH Unit-7	01 nos.
8	2 Ton EOT crane	ESP, Unit-7	02 nos.

Total EOT cranes, gantry and chain hoists: 13 nos.

MAINTAINED BY:

TGM-VI, 250 MW, UNIT-8, PTPS, PANIPAT

Sr. No.	Description of cranes	Location of cranes	Quantity
1	125/25 Ton EOT Cranes (M/s Anupam make)	TG Hall, Unit-8	01 no.
2	30 Ton EOT crane (M/s Unique make).	CW Pump House, Unit-7 & 8	01 no.
3	5 Ton Hoist (Vertical movement- electrically & Horizontal-manually)	DG Set Room, Unit-7 & 8	01 no.
4	2 Ton Hoist (Vertical movement- electrically & Horizontal-manually)	CW sump/ misc. pump house Unit-7 & 8	03 nos.
5	3 Ton Manual Chain Hoist	Chlorination system	02 nos.

Total EOT cranes, gantry and chain hoists: 08 nos.

MAINTAINED BY:

BMD-VI, 250 MW, UNIT-8, PTPS, PANIPAT

Sr. No.	Description of cranes	Location of cranes	Quantity
1	20 Ton EOT crane	ID Fans travel trolley, Unit-8	01 no.
2	10 Ton EOT crane	PA and FD Fans site, Unit-8	02 nos.
3	7.5 Ton EOT crane		02 nos.
4	5 Ton EOT crane		03 nos.
5	2 Ton EOT crane		01 no.
6	5 Ton EOT crane		RAH Unit-8
7	2 Ton EOT crane	ESP, Unit-8	02 nos.
8	1 Ton EOT crane	DM Plant, Unit-7&8	02 nos.

Total EOT cranes, gantry and chain hoists: 14 nos.

Total EOT cranes, gantry and chain hoists in 210 MW : 74 nos.
Unit-6, 2X250 MW, Unit-7 & 8, PTPS, HPGCL, Panipat

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

GENERAL TERMS AND CONDITIONS

1. **Contract Agreement:** - The contractor shall execute a contract agreement with HPGCL on a NJSP of appropriate value within 7 days of receipt of work order as per Annexure-X.
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:** -
 1. Every tenderer, while submitting his tender, shall deposit the earnest money online.
 2. The EMD furnished by successful tenderer on whom the work order is placed shall be converted into security deposits as a guarantee for faithful and satisfactory execution of work order.
 3. 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.
 4. 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 bill.
 5. The security deposit of the contractor shall be retained by HPGCL for faithful execution of contract.
 6. Security deposit shall be released only after successful completion of entire period of the contract and after completion of 30 days of guarantee / warranty period 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.
 7. No interest shall be paid on EMD / Security Deposit for the period it remains deposited with HPGCL.
 8. The earnest money/security deposit shall be forfeited in part or in full under the following circumstances:-
 - a) If the tenderer withdraws his tender at any stage during the currency of validity period.
 - b) 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.
 - c) In the event of a breach of contract in any manner.
 - d) In case of evidence of cartel formation by the bidder(s).
 - e) 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.
 - f) 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:** - 100% payment of running/ monthly bill after deducting 10% security and statutory deductions will be made after the successful completion of the work.
5. **Mode of Payment:** - Payment shall be released by the Sr. Accounts Officer, PTPS, Panipat through RTGS/NEFT, in the **ESCROW** account of the contractor which shall be used by the contractor for payment of wages to the workers in their Saving Accounts and other 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 within 7 days of issue of the work order and will intimate the complete bank details 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 released other than in ESCROW account opened for the purpose.
6. **Completion Period:** - The work shall be started within 7 days of issue of LOI/ work order, whichever is earlier unless otherwise directed by issuer of tender. The work shall be carried out and completed within stipulated time mentioned in the job order. Separate job order will be issued by the XEN in-charge of the concerned division. The contractor may have to do the work a number of times, if required till the work is found satisfactory. To complete the work within the stipulated period, work will be carried out round the clock with full strength in all the three shifts, if required.
7. **Risk and Cost:** - In case the contractor fails to full fill the contractual obligation, the work shall be got done from some other agency at the risk and cost of the contractor. It shall be without prejudice to the right of HPGCL to recover any further amount or any liquidated and/or other damages.
8. **Penalty for delay in work/ non-timely payment to Labour:** -
 - a) **Delay in work:** If the contractor does not engage sufficient skilled staff or the quality of work is not up to the satisfaction of Engineer-in-charge or there is delay in attending of jobs, the penalty @1% of the job order value, issued by the concerned division shall be levied on the contractor for each of the default. Also penalty @ 500/- per day will be imposed in case of non-availability of crane operator. The total value of penalty shall not exceed to maximum of 10% of job order value. In case the work/ job get delayed due to the reasons not attributable to the contractor, the completion period will be extended with the approval of competent authority. Nothing extra will be paid for idle time etc.
 - b) **Non-timely payment to Labour:** A penalty will be imposed on the firm for non- timely payment of wages and non- timely deposit of EPF, ESI etc. The Rules & Acts for reference are as under:

PARTICULAR	RULES & ACTS
Clause-20. Penalty for offences under the Act	The Payment of Wages Act, 1936
Clause-31. Time for payment of contribution	The Employees' State Insurance (General) Regulations, 1950 (amended on 11.01 .2024
Clause-14. Penalties	The Employees' Provident Funds and Miscellaneous Provisions Act, 1 952
Chapter VI - Penalties and Procedure	Contract Labour (Regulation & Abolition) Act, 1970 & Rules 1971
Chapter VII - Penalties	The Employee State Insurance Act, 1950

9. **Documentation:-** The contractor of the work shall ensure the following before submitting the bill to the division to avoid delay in payment of the contractor:-
- Contractor shall submit the monthly bill in triplicate to the concerned office
 - The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractor EPF code, ESI code, GST no., HSN code, PAN etc. A photo copy of the EPF code, ESI code, GST no. , HSN code, place of business with address and unique invoice no. suffix with PTPS, Labour licence and PAN shall be attached with the 1st bill for reference and record.
 - 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.
 - Self attested copy of the attendance sheet, wages register and evidence of wage payment
 - Certificate from Labour Welfare Officer / Factory Manager stating that contractor has complied with all labour laws and safety clearance certificate from safety officer. In case of non availability of Labour Welfare Officer/ Safety Officer, from EIC
 - Guarantee / warrantee certificate on their letter head.
10. **Performance Bank Guarantee:-** Not applicable.
11. **Guarantee/ warranty:-** The details are as under:
- The firm shall stand guarantee on standard Performa of HPGCL (attached as **Annexure-IX**) for the work done for a period 30 days from the date of completion of work.
 - During this period if some equipment, which has been attended by the contractor, is found to be defective, the same will have to be attended again without any additional charges to HPGCL. In such cases, warrantee period shall start from the date of such repair/ rectification. In case contractor fails to respond within a reasonable time the job will got done from any other agency at the risk and cost of the contractor.
12. **Force Majeure:-** The delay in the completion of the work may be treated as force majeure to the contractor only if:
- 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. And
 - The contractor's request for extension of the delivery period along with all necessary evidence comes, before the expiry of the schedule date(s) of delivery.
13. **Idle labour charges:-** No idle labour charges will be admissible in the event of any stoppage caused in the work resulting in contractor's labour being rendered idle due to any cause.
14. **Over run charges:-** No over run charges shall be paid in the event of the completion period being extended for any reasons.
15. **Watch and ward:-** The watch and ward of T&P and other material will be the responsibility of firm.
16. **Facilities to be arranged by contractor:-** The contractor shall make his own arrangement for providing all facilities like lodging, boarding, furniture and transportation etc. for his supervisors/staff engaged by him for the job.
17. **Statutory Deductions: -** Statutory deduction on account of Income Tax, GST (TDS) 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.
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 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.

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 equipments in unsafe conditions. Against violation of any other clause, a penalty of Rs 500/- per violation (minimum) shall be levied. In case of repeated violation of serious nature resulting in various serious accident or direct loss to the corporation /threatens to cause severe consequences, higher penalty rates may be imposed including suspension/ termination of the contract. 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) 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.
 - b) This office reserves the right to claim adequate compensation from the contractor on account of any damage caused to the plant & equipment handed over to him for execution of the work, due to careless handling or negligence on the part of the contractor
21. **Arbitration:** - All the 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 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 nominated by Managing Director/HPGCL and the disputes will be dealt in accordance with provision of the Arbitrator and Conciliation (Amendment) Ordinance, 2015. The award of the Arbitrator shall be final and binding on the parties to this contract.
22. **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.
23. **Set Off:-** Any sum of money due and payable to the supplier under the contract (including security-deposit returnable to the supplier) may be appropriated by the HPGCL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the contractor with the HPGCL.
24. **Subletting and Assignment:** - The contractor shall not, sublet, transfer or assign the contract or any part there of or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the HPGCL.
25. **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.
26. **Loss of Plant / HPGCL property during execution of the work:** - The contractor shall ensure that no damage or loss is done to HPGCL / Plant property or any other agency in the jurisdiction of work site. In case, it is found that there is any loss to the plant equipment, HPGCL property or human being due to negligence of the labour / worker of the contractor, the same shall be made good to HPGCL by the contractor at his own cost.
27. **Breach of contract:-**
- a) If the contractor is unable to execute the work, any loss incurred by HPGCL in this respect will be to the contractor's account. HPGCL may also terminate the contract after giving a 07 days notice, if in its opinion; the work under the contract is not being done to its satisfaction. HPGCL also has the right to get the job done from a third party at the risk and cost of the first contractor till the expiry of the period of contract and debit the cost plus 15% of the cost to the first contractor's account.
 - b) To recover damages as per penalty clause mentioned as above, if the said delay is not covered under the Force Majeure reasons.
 - c) To get the work done from any other agency after serving a notice of 07 days to the contractor at his risk and cost and without prejudice to the other provisions of the work order.
 - d) To cancel the contract by giving 15 days notice & forfeit the security.
28. **Electricity / Air / Water:** - Electricity/ Air / Water will be provided free of cost at one point per unit as per requirement of job. HPGCL may provide suitable space for site store / temporary workshop free of charges to the contractor. The electricity for site store / office will be provided by HPGCL free of cost. The contractor will use electricity / air / water

judiciously. However, contractor shall make his own arrangement for Diesel Generator set/welding set where electricity supply is not available.

29. **Accommodation:** - The contractor will be responsible for the accommodation of his employees / workers deployed for execution of work. However, if the accommodation is available with HPGCL the same may be allotted on chargeable basis as per HPGCL rules.
30. **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 for repairs or received after repair to / from outside of PTPS, Panipat.
 - 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 XEN-in-Charge after completion of work.
31. **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 wilful negligence on part of the contractor and shall be liable to compensate HPGCL for these losses suffered at penal rates to be determined by the HPGCL. The rates charged for the purpose of recovery shall be final and binding on the contractor.
32. **Telephone Facility:** - The successful contractor shall provide the phone facility to his supervisor to facilitate HPGCL for easy communication with the contractor. The phone Number shall be intimated by the contractor immediately after the award of the contract.
33. **Authorized Representative:-** 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.
34. **Jurisdiction of Courts:** - The contract shall be deemed to have entered into at Panipat and all cause of actions in relation to the contract shall, therefore, be deemed to have arisen within the jurisdiction of Court of Panipat, Haryana or related high court of Punjab & Haryana, Chandigarh.
35. HPGCL reserves the right to cancel the work order at any time without assigning any reasons and will not be responsible and will not pay for any expenses or losses that may be incurred by the contractor towards preparation/mobilization for execution of the job against work order.
36. **Engagement of adequate labour:** Separate technical team shall be deployed by the contractor on all working days to carry out overhauling work of respective division. The firm may have to engage two-teams in parallel for the execution of work on different site/ cranes. However, firm will not be bound for deputation of more than two teams and priority of work will be decided by mutual discussion of SE/O&M-IV, V & VI.
 - a. However, necessary manpower for attending the above works will also be arranged on Sundays/ Holidays as per site requirement. Deputed manpower may be increased keeping in view quantum of work without any extra payment.
 - b. In case various problems are experienced, simultaneously or depending upon the nature/severity of the fault additional manpower as per the direction of Engineer-In-charge shall be arranged by the contractor for prompt attending of emergencies. No extra payment on this account will be made.
 - c. Contractor may employ such employees, as he may think fit. The employees should not be deemed to be in the employment of HPGCL for any purpose whatsoever. The contractor shall abide by the rules, laws and regulations that may be enforced from time to time regarding the employment conditions of service of his employees. Under no circumstances whatsoever, HPGCL would be held responsible to the labour of the contractor. HPGCL shall have the right to pass on the responsibility on the contractor together with any expenses incurred by HPGCL as a result of certain dues on the part of employees of the contractor. HPGCL shall be entitled to recover/claim dues/compensation from the contractor in that event
 - d. Further the contractor would furnish an undertaking on Non-judicial stamp paper of appropriate value, for 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
 - e. The contractor shall also indemnify HPGCL against any liability towards its labour for non-compliance of labour laws etc.
37. **Supervision of work:**
 - a. The Engineer-in-charge shall have the general supervision of the work. The work shall have to be started by the contractor as per the instruction of Engineer-in-charge or his authorized representative at any time on working day, on holiday or after office hours, shall be confirmed by post dated indent. The indent will indicate the date / time of start of work, details of work and scheduled time of completion of work as per contract. The time allowed for a work maintained in the indent will be addition of time of all the jobs/ activities as per contract. The Engineer-in-charge may reduce the total cumulative time of various activities, keeping in view of emergency to bring back the equipment in time. The total time allowed by the Engineer-in-charge will be final & binding to the contractor. He has authority to stop the work whenever such stoppage is necessary to ensure the proper execution of the contract. He shall also have authority to reject all works or part thereof and give necessary direction to carry out work again to his satisfaction. No claim whatsoever on this account will be entertained.

- b. The decision of Engineer-in-charge for determining the category of the work with reference to the items not maintained in scope of work shall be final.
- c. The execution of work may entail working in all the sites and weather conditions and no extra claim will be considered on this account. The contractor may have to carry out jobs and work round the clock, as per the requirement to be decided by Engineer-in-charge. No extra claim / over time will be paid on this account.
- d. In case the contractor fails to do the extra and / or substituted work, Engineer-in-charge will have the option to get the work done through another agency at the risk & cost of the contractor.
- e. In case of any dispute, the contractor may represent in writing to the Engineer-in-charge whose decision shall be final and binding.
38. **Validity of Contract:** The validity of contract will be two years from the date of issue of LOI/ Work Order. However, if new NIT yields lower rates than the current contract, the existing contract will be short closed.
39. **Income Tax:** Statutory deduction on account of income tax including surcharge shall be made at source from the bills of contractor at the prevailing rates by Sr.AO/O&M-II, PTPS, Panipat.
40. **Quantity Variation:** - Except the work of crane operator, the quantity/ frequency of any item mentioned in the scope is tentative and the same may increase or decrease up to any extent as per site requirement, however the total contract value shall remain unchanged. Payment shall be made as per actual work done and there would be no minimum job guarantee.
41. **Short Close:** The contract can be terminated/ short closed by HPGCL by giving a notice of one month to the contractor without assigning any reason.
42. PTPS, Panipat is an ISO 9001, 18000 & OHSAS 46001 Certified Plant. The contractor has to comply with all the required guidelines/ regulation of all the three ISO.
43. **GST:** The Firm will submit their bill as per Performa in GST Act/Regulation
- i) It is to ensure that the all prospective bidders to submit copy of Registration Certificate under GST.
- ii) The following undertaking (on the letter head of bidder) to be made part of mandatory documents to be submitted by all bidders:
- 1.1. GST registration no.....is valid on date.
 - 1.2. No default has ever been made by bidder in filling 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 successful bidder will also submit the following undertakings in addition to above immediately after issue of work order and with the submission of each & every bill unless mentioned otherwise:
 - 1.4. A CA certificate regarding validity of GST registration will be submitted every six months during the tenure of contract.
 - 1.5. 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 supply of Good or/and services to HPGCL.
 - 1.6. 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 vendor.
 - 1.7. Undertaking to indemnify the HPGCL in case of any financial implication on HPGCL due to non-compliance of prescribed obligation under the GST Law on part of the Supplier/vendor.
 - 1.8. 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.
- iii) The GST Registration status of contractor will be verified from the official website www.gst.gov.in
- iv) The address of contractor, the place from which supplies/work 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.
- v) Filing status of following returns is to be verified that the returns are being filed by contractor within due dates:
- | Return | Periodicity of filling | Return for |
|--------|------------------------|---|
| GSTR1 | Monthly | Outward supplies |
| GSTR2A | Monthly | Its auto populated on GST portal on the basis of GSTR1 filed by vendor. |
| GSTR3B | Monthly | Payment of GST |
| GSTR9 | Yearly | Compilation of outward and inward supplies/works, made during the FY |
| GSTR9C | Yearly | Analytical statement on GST returns certified by GST Auditor |
- iv) All the undertakings, as specified in e-NIT, submitted by bidders will be verified. Failure to submit unconditional undertakings will render the bidder to ineligible at technical stage of evaluation
- v) Contractor is to verify that the invoice submitted to Executive wing is in performa as specified under GST law (Section 31 to 34 of CGST Act read with rules 46 to 55A of the CGST rules deal with the Tax invoice, Credit notes and debit notes) with correct GST number of HPGCL so that no difficulty is faced by HPGCL while claiming Input Tax Credit of GST due to incorrect GST number and also to reconcile the GST number and address of firm as per invoice with the GST number & address given in tender documents submitted by firm and the duly verified invoice will be submitted to accounts wing after verification of all above.
- vi) After the implementation of the 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 500 Crores has been made compulsory and w.e.f. 01 Jan 2021, generation of e-invoice for GST supplies by the person having aggregate turnover of more than Rs. 100 Crores 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 Crores is proposed to be made compulsory. The supplier has to furnish e-invoice containing the invoice reference number (IRN) and QR code. It is worthwhile to note that any tax invoice including tax credit/ debit note issued by such notified person for B2B suppliers without following the e-invoicing procedure shall not be treated as a valid document.

vii) Submit a undertaking in case the firm is 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 provisions of Central Goods and Services Tax Act, 2017 and rules there under ("GST Law"). Further, we also undertake that if the aggregate turnover of M/sexceeds the current threshold or revised threshold notified by Government of India at any future date, then we shall issue invoice and credit note in compliance with the required provisions of GST Law. In case of any queries from the any state or centre Goods and Services Tax authorities, M/s. will be solely responsible.

Yours Truly,

For M/s.

Authorized Signatory Name: Designation

Note:-

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

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

TECHNICAL TERMS & CONDITIONS

1. The firm shall carry out full servicing & overhauling of EOT crane/ gantry/ hoist along with troubleshooting, preventive maintenance and associated Inspection activities.
2. Firm has to rectify all mechanical & electrical problems that arise during operation of EOT crane.
3. Scope of work is indicative and any other work required (but not mentioned in the scope of work) for successful operation/ commissioning of crane is deemed to be inclusive. Any other work which requires machining/ fabrication/ rewinding from outside workshop/ agency will be in owner scope.
4. Separate job order will be issued by the XEN in-charge of the concerned division, and accordingly, the firm may have to engage two-teams in parallel for the execution of work on different site/ cranes. However, firm will not be bound for deputation of more than two teams and priority of work will be decided by mutual discussion of SE/O&M-IV, V & VI.
5. If required, the firm has to deploy two service technicians (one electrical and one mechanical), on a particular occasion as per requirement, the payment shall be made as per finalized rates & actual man-days at site as certified by EIC.
6. Firm has to provide/ submit list of spares parts/ consumable required for maintenance of cranes time to time to the concerned divisions.
7. Consumables like cloth, cotton waste, emery paper, hacksaw blades, grinding wheel, petrol/ diesel, gloves, bulbs, wires & holders for temporary lighting at work place required for servicing work will be arranged by the firm.
8. All tools & tackles like spanners, wire rope of different sizes, hook chuk, box-spanner, chain pulley blocks, winches, pull lift, hydraulic jacks, hoisting arrangement, portable grinding machine, personnel protective equipments for safety of workers, safety belt, scaffolding material and other general purpose tools and tackles etc. have to be arranged by the contractor.
9. In case of breakdown of EOT crane, the vendor shall have to respond within 24 hours of the first intimation received from EIC.
10. The contractor shall complete the entire work within the time given by Engineer In-charge. To achieve this he has to work round the clock.
11. The firm must ensure safe work practices during execution of work and all the workers shall be provided with proper PPE as per the site requirement
12. Suitable means of transportation of material to and from store / other site in plant premises & returning of scrap will be arranged by contractor.
13. The scaffolding up to 10 feet on each floor if required would to be arranged and done by contractor.
14. Any miscellaneous work not mentioned in scope but is essential for completion of work mentioned in the scope, shall be deemed to be in the scope of contractor.

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

IMPLEMENTATION OF LABOUR LAWS BY THE CONTRACTOR**1) Registration of Establishment (PTPS) and obtaining the Labour License/ Renewal.**

The Registration of Panipat Thermal Power Station with the list of working Contractors is required under Section -7 of Contract Labour Act, 1970. The name of working Contractor must be on the list of Contractors otherwise he (contractor) will not get Labour License/ Renewal from the labour Department, Haryana Govt. So as and when the work is awarded to the contractors other than included in the list of contractors attached with the Registration of Panipat Thermal Power Station, the contractor will ensure that his name on the prescribed Performa is intimated to the Centralized Agency by the officer in charge of the work for getting his name including in the said list. Further after the needful, the contractor will be under obligation to obtain labour license/ its renewal under Section 12 of ibid Act from the Labour Department, Haryana Govt. by completing the requisite formalities.

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

The contractor will be bound to pay wages to the workers deployed by him on the work as per minimum wages fixed by Labour Department, Haryana GOY1. , Chandigarh and follow revision from time to time. He will display on the notice Board of his site office, the date of making monthly wages payment which should be on or before 7th of every month. The payment shall be made in currency & coins in the presence of authorized representative of the Principal Employer! official from the Labour Department Haryana Govt. In case of default, the contractor will be liable for prosecution under the ibid Act.

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

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

4) Age limit of the workers.

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

5(A). Compliance of various Labour Acts.

(A). The contractor shall abide by all the labour laws required to be followed and he shall furnish an undertaking on N1SP of appropriate value duly attested by the Notary Public to the effect that he will comply with all the Acts, laws and Regulations as may be applicable with regard to performance of work including Factory Act-1948. Industrial Dispute Act-1947. Employees State Insurance Act-1948. Employee Provident Fund Act-1952, Payment of Wages Act-1936, Minimum Wages Act-1948. Contract Labour Act (R&A , 1970) Workmen compensation Act 1923 and others rules and regulations as framed by the Central! State GOY1. in this regard from time to time.

(B). The Contractor shall also specify in the above Undertaking that all the labour /workmen engaged by him for rendering the services under the contract, will be the employees of the contractors for all intents and purposes and shall have no claim! right on the HPGCL. All the risks, responsibilities and liabilities towards his labour shall be owned by him. The Contractor will take such steps as may be directly responsible for any dispute arising between him and his labour / workmen and keep the HPGCL and its officers indemnified from and against all losses, damages and any claim/liability arising there from. Under no circumstances whatsoever, HPGCL would be held responsible in respect of contractor's workers. In case any expenditure is incurred by HPGCL as a result of certain dues on the pan of the contractor's labour or otherwise, the HPGCL is entitled to recover / claim such dues /compensation from the contractor's pending, payments bills or through court of law.

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

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

It is statutory obligation for the contractor to deduct EPF contribution for the employee drawing wages up to Rs.6500/- per month. The rate of deduction i.e. 12% on the minimum wages fixed of the labour by the Govt. or actual wages drawing (i.e. basic pay + DA + cash value of food concession + leave encashment) and deposit the same with his share @ 12% (8.33 % in pension fund and 3.67% in employees contribution) and deposited the same with the EPF Department with 1.61 % administrative charges in their allotted EPF Code upto 15th of due month failing which interest and damages will be charged., Copy of the deposit challan for 25.61% as mentioned above shall be submitted along with running bills in the office of officer in charge of the work by the contractor. The monthly return on R-I form by mentioning the social security No. of each worker which may be obtained from EPF Department shall also be submitted in the office of Regional Commissioner and copy of the same shall be submitted to the officer in charge of the work! Accounts Branch. The contractor possessing the EPF Code of out of State of Haryana where R-(form is not applicable/introduced, they will supply the Form 3A, 6A, 12A, 5, 10 as applicable in that State by the EPF Department. It is responsibility of the contractor to make the inspection of record of deposit of EPF contribution of their labour from the EPF Department and copy of the same will be submitted 10 the officer in charge of work / Accounts Branch , The contractors having out of state, EPF Code will also get their record inspected from Local EPF office(Panipat).

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

It is statutory requirement for the contractor under ESI Act 1948 that the workers drawing gross wages up to Rs.10,000/- , 1.75% contribution is deducted from the wages of such worker and deposit along with Employer share of 4. 75% i.e. total 6.5% with the authorized bank / branches of ESI Department by the contractor to cover their workers under ESI Scheme Up to 21st of due month, otherwise, interest and damage will be charged on deposit of delayed payment. The contractor will get their ESI code.

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

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

In pursuance of Haryana Government Labour Department Gazette Notification dard 4'h April, 2007, i.e. contractors are required to deduct Labour Welfare Fund @ Rs.5/- from each worker and deposit the same with Employer's share @ Rs. 1 0/- per worker (total Rs.15/- each worker) with the Welfare Commissioner, Haryana , Chandigarh in shape of Demand Draft in their favor along with list of workers for whom the same is being deposited. The copy of proof in this respect shall be submitted along with bills to officer-in-charge/ Account Branch.

Executive Engineer/ TG Mtc-IV,
for Chief Engineer/ HPGCL,
PTPS, Panipat

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

Certified that I, _____ S/o _____
R/o _____ on behalf of _____ registered office at _____
do hereby undertake to finish guarantee/warranty period of _____ from the date of completion of work done by the firm/company vide Work Order No. _____ dt. _____ issued by the Executive Engineer / TG Mtc-IV, Unit-7, HPGCL, PTPS, Panipat vide memo no. _____ dt. _____ in case any defect/damage found in the material used by us or work done by us during the period of Guarantee/warranty.

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

(AUTHORISED SIGNATORY)
With office seal

CONTRACT AGREEMENT

This contract agreement entered in to this _____ day of the month of _____, 2018/ 2019 between Haryana Power Generation Corporation Ltd., a body corporate constituted under the Indian Company Act, 1956 herein after called Corporation which terms shall include all its heirs and successors on the one hand and M/s _____ . The contractor which terms shall include all its heirs and successors on the other hand.

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

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

Here PTPS, Panipat and the contractor have agreed to execute an agreement.

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

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

Signature of the contractor

Signature & designation on behalf of HPGCL

In presence of witness

In presence of witness

Witness

Witness

Acceptance Certificate

I _____ Designation _____

of (Name of the Company) _____

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

For M/s _____

STATEMENTS OF BIDDERS

1. Name of Bidder _____
2. Address of Head Office _____
3. Correspondence Address _____
4. Legal status _____
5. PAN & TIN Number of the Bidder (attached self attested photocopies)
PAN _____

GST No. _____
6. Bank Details (attached signed cancelled cheque)
 - a. Bank Name & Address _____
 - b. Bank Account Number _____
 - c. Bank Branch Code _____
 - d. IFSC Code of Branch _____
 - e. Nature of account (current/saving/OD/CC) _____
7. Main Lines of Business
 - a. _____ since _____
 - b. _____ since _____
 - c. _____ since _____
8. Annual Turnover of past three year
 - a. _____
 - b. _____
 - c. _____
9. Past Experience:-

Name of Organization	Period	Reference of Contract	Order Value contract wise
10. Any other: -

Signature & Stamp of Bidder

Name & Designation of Authorized Bid Signatory _____

UNDERTAKING

(To be supplied by the firm on their letter head)

1. It is certified That the firm M/s _____ is not Black listed from any Govt. Department/ Public Sector undertaking of Central Govt./ State Govt./ State Electricity Boards / Corporations/ any other reputed thermal/ Hydel plant from last five years.
2. It is certified that the firm is not under any default towards compliance under any of the Labour Law presently. Also in case at a latest stage, if such certification found wrong then it will lead to miss representation of the facts and the firm shall be treated as blacklisted on this ground and action shall be taken as per HPGCL works and purchase regulation 2015, as deemed fit.
3. It is certified that the Labour licence shall be obtained/ submitted within 15 days after allotment/ issuance of LOI/ work order.

Signature & Stamp of Contractor

TECHNICAL CHECK LIST

(Following documents to be attached with NIT for evaluation of qualifying criteria)

Sr. No.	Technical Specification	Bidder Response (Yes or No)
1	Tender cost with e-service fees @ Rs. 2360/-	YES / NO
2	Earnest Money Deposited @ Rs. 84,600 /- OR documentary proof of EMD exemption OR EMD declaration form (to be downloaded from HEW portal)	YES / NO
3	Contractor ID (received after registration on HEW Portal)	YES / NO
4	Documentary proof of OEM/ OES / registered vendor of HPGCL for the specific category (Annexure-III)	YES / NO
5	Copy of successfully executed work orders for same or similar item/works i.e. overhauling/ servicing of EOT crane having capacity 100 Ton or above during last 7 years ending last day of the month previous to the month in which applications are invited and having minimum order value as under: Single order of the value not less than Rs.19,98,000/- OR Two orders of the value not less than Rs. 12,48,500/- each OR Three orders of the value not less than Rs.9,99,000/- each	YES / NO
6	Copy of performance certificate/ repeated work order from the same organization	YES / NO
7	Documentary Proof for annual turnover of last 3 years as per NIT.	YES / NO
8	Documentary Proof for GST registration number.	YES / NO
9	Documentary Proof for permanent account (PAN) number.	YES / NO
10	Documentary Proof for EPF registration	YES / NO
11	Documentary Proof for ESI registration	YES / NO
12	Authority letter in the name of the Authorized Person who has signed the Tender Document / Price Bid on behalf of the Contractor / Company.	YES / NO
13	Acceptance of all terms & conditions of tender (Annexure-XI)	YES / NO
14	Statement of bidders duly filled (Annexure-XII)	YES / NO
15	Undertaking from the firm, as per Annexure-XIII	YES / NO

RATE QUOTING SHEET

Sr. No.	Description of work	Tent. Freq.	UOM	Unit Rate	Amount
1	Complete overhauling, servicing and maintenance of 125/25 T (Unit-7 & 8) / 115/ 25 T (Unit-6) EOT cranes.	4	Nos.		
2	Complete overhauling, servicing and maintenance of 30T/ 25T/ 20T EOT crane	4	Nos.		
3	Complete overhauling, servicing and maintenance of 5 T/ 7.5 T/ 10 T/ 15 T EOT crane	23	Nos.		
4	Complete overhauling, servicing and maintenance of 3 T/ 2 T/ 1 T EOT crane	17	Nos.		
5	Complete overhauling, servicing and maintenance of 10 T/ 20 T Manual Chain Hoist	3	Nos.		
6	Complete overhauling, servicing and maintenance of 7.5 T/ 5 T / 3 T / 2.5 T/ 2 T Manual Chain Hoist	18	Nos.		
7	Complete overhauling, servicing and maintenance of 2 T/ 5 T/ 6 T Electric hoist	5	Nos.		
8	Supervision, troubleshooting of 125/25 (Unit-7 & 8) 115/ 25 T (Unit-6) EOT crane during mini/ capital overhauling of Unit by providing one skilled technician	200	Visits		
9	Preventive/ predictive/ breakdown maintenance of crane/ gantry/ hoists by providing a team up to 4 persons	300	Visits		
10	Deputation of certified/ trained crane operator for operation of TG Hall EOT crane - 125/25 Ton & 115/25 Ton	24	Months		

Signature & Stamp of Contractor

Note for the bidder:-

1. Rate shall be quoted by the bidder, strictly as per rate quoting sheet after carefully going through the complete tender documents 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.