

**PANIPAT THERMAL POWER STATION**  
**(A Unit of Haryana Power Generation Corporation Limited)**  
(Regd. Office: C-7, UrjaBhawan, Sector-6, Panchkula)  
Corporate Identity No. U45207HR1997SGC033517  
Website: [www.hpgcl.org.in](http://www.hpgcl.org.in)



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

**TENDER DOCUMENT**

**FOR**

**“ARC for Proper, Complete and Hygienic cleaning, sweeping &  
removal of garbage from the main plant buildings and common  
aux. buildings of Unit-7&8 PTPS, Panipat”  
(Manual as well as Mechanical Cleaning)**

e- NIT NO 03/LRE-8/13/2026-28      Dt.    10.03.2026

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

**(M): 9355869445  
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## INDEX

<b>Sr. No.</b>	<b>Description</b>	<b>Annexure</b>	<b>Page No.</b>
1.	Notice Inviting e-Tender		3
2.	Pre-qualifying requirements (PQRS) / eligibility conditions for the tenderer	I	4
3.	Instructions to the bidders	II	5-6
4.	Information for payment (EMD, e-service fee & tender document fee)	III	7-8
5.	Scope of Work	IV	9
6.	Technical Terms & Conditions	V	10-12
7.	General Terms & Conditions	VI	13-17
8.	Labour Laws	VII	18-19
9.	Contract Agreement	VIII	20
10.	Acceptance Certificate	IX	21
11.	Instructions to bidder on Electronic Tendering System	X	22-23
12.	Statements of bidders	XI	24
13.	Performa of Indemnity Bond	XII	25
14.	Technical Checklist	XIII	26
15.	Price Bid format	XIV	27
16.	EMD declaration form	XV	28

 <p><b>HPGCL</b> AN ISO:9001, 14001 &amp; OHSAS:18001 Certified Company</p>	<p><b>HARYANA POWER GENERATION CORPORATION LIMITED</b> (Regd. Office – C-7, Urja Bhawan, Sector- 6, Panchkula) Corporate Identity Number: U45207HR1997SGC033517 Website: <a href="http://www.hpgcl.org.in">www.hpgcl.org.in</a> E-mail: <a href="mailto:xenlre8.ptps@hpgcl.org.in">xenlre8.ptps@hpgcl.org.in</a> Mob. No.: 9355084621</p>	 <p>॥ बदलता हरियाणा-बढ़ता हरियाणा ॥</p>
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**ONLINE NOTICE INVITING e-TENDER**

<b>NIT No. / Tender Ref. No.</b>	<b>03/LRE-8/13/2026-28 Dt. 10.03.2026</b>
<b>Tender Description of Item</b>	Proper, Complete and Hygienic cleaning, sweeping & removal of garbage from the main plant buildings and common aux. buildings of Unit-7&8 PTPS, Panipat. (Manual as well as Mechanical Cleaning)
Period of Contract	24 months
Estimated Cost for 24 months	Rs. 1,38,37,517/- (including GST)
Start date and time of tender uploading	10/03/2026 at 18:00 Hrs.
Last date for submission of online tender	31/03/2026 at 13:00 Hrs.
Due date & time of opening of technical bid (Part-I)	06/04/2026 at 15:30 Hrs.
Tender document Fee (Non-refundable)	Rs. 1,180/-
E-service Fees (Non-refundable)	Rs. 1,180/-
Earnest Money (Refundable)	Rs. 2,76,750/- only
Contact Information	Executive Engineer/LRE-VI, PTPS, HPGCL, Panipat-132105. (Haryana) Mobile- 9355869445 E-mail: <a href="mailto:xenlre8.ptps@hpgcl.org.in">xenlre8.ptps@hpgcl.org.in</a>

XEN/LRE-VI, Unit-8,  
For Chief Engineer, PTPS, Panipat

**PRE QUALIFYING REQUIREMENTS (PQRS) / ELIGIBILITY CONDITIONS FOR THE  
TENDERERS**

**A)** Bidders must have minimum 01 year experience of cleaning work in areas of Boiler/Turbine/Switchyard/Coal Handling Plant in any Thermal Power Station of HPGCL/NTPC/PSUs/Private Thermal Power Plant.

**B) Experience of Execution of Work Order: -**

Bidders must have successfully executed the Work Order(s) of cleaning work in areas of Boiler / Turbine / Switchyard / Coal Handling Plant in any Thermal Power Station of HPGCL / NTPC / PSUs / Private Thermal Power Plant during last 07 Years ending last day of the month previous to the month in which applications are invited having minimum work order value as under: -

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>i) Single order of the value not less than Rs 53.88 Lakhs or</li> <li>ii) Two orders of the value not less than Rs 33.67 Lakhs each or</li> <li>iii) Three orders of the value not less than Rs 26.94 Lakhs each.</li> </ul> | } | <p>the order values referred are inclusive of taxes.</p> |
|---|---|--|

**Note:**

1) If bidder has a Work Order for a period of more than one year, the period and proportionate value of the order which have been completed prior to the month in which applications are invited (duly supported by successful competition/ execution certificate for such period/ value) shall be taken into consideration for assessing the eligibility criteria.

**2) The Bidder must have contractor ID on HEWP Portal (Haryana Engineering Works Portal) for participation in the tendering process failing which firm's tender will be straightway rejected.**

**C) Turnover:**

Bidders must have average annual turnover in last 03 consecutive financial years ender prior to the financial year in which the applications are invited ie FY:2022-23, 2023-24 & 2024-25 shall not be less than Rs. 67.35 Lakhs.

1. Average Annual Turnover is sum of the Annual Turnover of preceding 03 years / 03 (As per Audited accounts).
2. Other income shall not be considered for arriving at annual turnover.
3. 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.
4. In case the annual turnover of the firm is above one crore, then the copy of on-line balance sheet submitted to Income tax Department will be required for that particular year.

**Note:**

- i) The tender documents of only those bidders shall be considered who fulfill the eligibility criteria and submit documentary evidences in support of the same along with copy of performance certificate / repeat order from the same organization if any.
- ii) Decision of the HPGCL regarding fulfillment of pre-qualification requirement shall be final and binding upon the bidders.
- iii) A certificate to the effect may be submitted by the bidder 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.

**Instructions to the bidders:**

Tenders are invited in **Two Parts** on behalf of CE/PTPS, HPGCL for Proper, Complete and Hygienic cleaning, sweeping & removal of garbage from the main plant buildings and common aux. buildings of Unit-7&8 PTPS, Panipat. (Manual as well as Mechanical Cleaning).

1. The tender documents can be downloaded from the web portal of e-tendering <https://etenders.hry.nic.in> The bidders can view the detailed e-NIT and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at The tender shall only be submitted on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. No any other form of tender shall be entertained.
2. The contractors / firms are advised to visit the Power plant beforehand to acquaint them fully about the nature and scope of work involved and the prevailing conditions, before the submission of tender. No claim on this account, whatsoever, shall be entertained afterwards.
3. The firm should fill statement of bidders as per Annexure-XII and submit authentic supporting documents for proving its credential. Original documents may be asked for verification at the time of finalizing the tender.
4. A certificate to the effect may be submitted by the bidder 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. However, in case such certification is found wrong at a later stage, then it will be construed as misrepresentation of facts and the bidder shall be liable for blacklisting and other penal actions.
5. Decision of the HPGCL regarding fulfillment of pre-qualification requirement shall be final and binding upon the bidders.
6. Conditions of the contract and other information can be taken from the office of XEN/LRE-VI ([xenlre8.ptps@hpgcl.org.in](mailto:xenlre8.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.
7. Before submitting tenders, the instructions may be read carefully regarding submission of tender. If any bidder finds discrepancies or omissions in the tender documents or is in doubt as to the true meaning of any part, he shall clarify the same from tender issuing office in writing before the due date of submission of the bid.
8. Unless exempted specifically, tenders not accompanied with the prescribed EMD / Cost of tender shall be rejected. EMD / Cost of Tender shall be in the prescribed mode of payment as asked in the NIT otherwise the tender shall be liable to be rejected.
  - i. The payment of Tender Document Fee and eService Fee can be made online directly through Debit Cards, Internet Banking Accounts.
  - ii. The payment of Earnest Money can be made by bidders/contractors online directly through RTGS/NEFT.
  - iii. Payment by any other mode would not be accepted.
9. The validity of the tender / offer shall be for 120 days from the date of opening of the price bid.
10. The tenderers will quote their rates strictly as per details of price quoting sheet. All the fields of Price bid shall be filled by the bidder.
11. If the tenderer deliberately gives wrong information in his tender, HPGCL reserves the right to reject such tender at any stage.
12. The rate negotiations shall be done as per the negotiation policy of Govt. of Haryana /

HPGCL in respect of works and purchase regulations as amended from time to time.

13. No deviation shall be allowed. However, in case of deviation of taxes etc., the same be loaded for comparison purpose.
14. The Bidders shall supply partnership deed in case of partnership firm / Memorandum of association and Article of Association in case of a company.
15. The bidder shall bear all costs including bank charges if any, associated with the preparation and submission of his bid and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
16. **Disqualification of the Bidder: -**

- i) Even though the bidders meet the prescribed Qualifying Criteria, they are subject to be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in the proof of the qualification requirements.
- ii) The bidders / 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.
- iii) Notwithstanding anything stated above, HPGCL reserves the right to assess the tenderer's capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of HPGCL. The decision of HPGCL, in this regard, will be final.

**17. 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 Elect. project shall not be eligible to bid against the NIT of HPGCL, however;

- (i) In case the blacklisting of the firm is for a specific plant and not for the organization as a whole then such blacklisting will not tantamount to ineligibility of the bidder.
- (ii) Blacklisting of the firm by any unit of the HPGCL shall be considered as ineligibility of the firm at any other project of HPGCL.
- (iii) In case any firm was blacklisted for a limited period in past by any organization and presently such blacklisting has removed by such organization then it will not tantamount to ineligibility of the bidder.
- (iv) Firm has to certify itself for its eligibility with supporting documents to participate in the NIT stating that it is not under any default towards compliances under any of the Labor Laws presently and 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 works & purchase regulations of and law IBID.”

18. HPGCL reserves the right to reserves the right to amend / cancel the NIT / e-tender or to change the qualifying requirement or to reject any or all the tenders so received without assigning any reason.

**Note:**

The bidder will be given only 01 chance to submit the deficient document within stipulated time from the date of communication by the department.

**ANNEXURE-III****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>
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**.
3. **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.**

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

**NOTE:** Those agencies who are exempted from EMD, should submit proof of related documents before end date of **“Downloading of Tender Documents & Bid Preparation”** stage to **publisher of the tender i.e., Executive Engineer of the concerned Division.**

The following are exempted from depositing the earnest money: -

- i) Public Sector Undertakings of the Central / Haryana State Government.
  - ii) Firms borne on D.G.S. & D/DS&D Haryana rate contracts.
  - iii) Firms registered with the Director of Industries, Haryana or registered with National Small scale Industries Corporation, Govt. of India.
  - iv) Firms borne on the HPGCL's approved list of suppliers which may have made a permanent earnest money deposit of Rs.10.00 Lacs at the respective Project/office of HPGCL, if they quote the Registration number given by the respective project/office of HPGCL in their tender papers.
  - v) **Earnest Money Declaration Form: Bidders registered by Haryana Government – the bidder shall upload earnest money declaration form as per format given in Annexure—XV (CBD section-7 HEWP) in the bidding document online, which can be generated from contractor login on Haryana Engineering Works Portal. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks. Earnest money /Earnest money Declaration Form (as provided in Section 7) shall be opened online and checked for correctness along with tender document fee. If the earnest money declaration form / earnest money is found in order.**
4. The Tenderers can submit their tender documents (Online) as per the dates mentioned in the key dates: -

**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 at least 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.

**Key Dates:**

Sr. No.	Department Stage	Tenderer's Stage	Start date and time	Expiry date and time
1	-----	Downloading of Tender Documents & Bid Preparation	10/03/2026 at 18:00 hrs.	31/03/2026 at 13:00 hrs.
2	Technical Opening (Part-I)	-	06/04/2026 at 15.30 hrs.	---
3	Short listing of technical bids & Opening of Financial Bid (Part-II)		Will be intimated to the firms on their E-mail	

**ANNEXURE-IV****Scope of work:**

1. Complete and hygienic cleaning, sweeping and removal of garbage from main plant building of 250MW Unit-7 &8 from Zero mtr., 3.5 mtr., 8.5 mtr, 10mtr and 13.5 mtr etc. This includes cleaning of panel room, DAS room, control room of switchyard unit-5&6, control room unit-7&8 and all adjoining 10 Nos. room with the control room, M.C.C rooms, Battery rooms, switch gear rooms, 6.6KV room, cable galleries, oil room, control lube oil equipment room, gas room, air washer unit area. H.P/L. P flash tanks floor and BFP's oil cooler, CEP's and BCCW pump pipeline and condenser pits, TGDMCW and all the drains and trenches in the building and common aux. buildings of Unit 7&8.
2. The contractor shall arrange one no. floor cleaning machine (scraper cum drier) which shall be used for cleaning the floor of control room, TG floor, 8.5 m floor and any other area which is possible to clean with machine. Maintenance of this machine shall be got done by the contractor himself at his own expenses. However, electricity for its operation will be provided by HPGCL free of cost.
3. Cleaning of all toilets of main plant building of 250MW, Unit-7& 8 and the removal of choking thereof.
4. Cleaning of all rooms in the main plant building area of 250MW unit-7 & 8 and common aux. buildings of Unit 7&8, which are being used as offices/stores including staff cabins.
5. Cleaning of all area including the walkways corridors, platforms grating and railings coming in the above-mentioned areas.
6. Cleaning of all the windows and door panes of main gates, control room, Das room, Panel room and 10Nos. room adjoining with control room, staff cabin, entrance to the main building and T.G. hall window of 250MW unit-7 and common aux. buildings of Unit 7&8, PTPS, Panipat
7. Cleaning of all the machines/equipment/pipe lines at various floors with air and cloth under the supervision of HPGC representatives.
8. Cleaning of all drain's trenches and sump pits lines at 0 mtr. Level & -4.5 mtr. level and at other levels and common aux. buildings of Unit 7&8.
9. Removal of Jallas (cob-webs) and dust/coal dust from the wall's windows doors, stairs& ceiling of the main plant building and common aux. buildings of Unit 7&8.
10. Removal and disposal of all accumulated dust, dirt, refuge and unwanted material from the above-mentioned areas to the low boundary wall and back side of the Misc. pump house of unit-5 or at some other places as directed by the officer-in-charge.
11. Lifting and shifting of the garbage to zero-meter level in the containers daily and finally to dispose of in the low-lying areas in plant as per directions of the EIC.
12. No garbage should be left anywhere in the plant and in any of the dustbin. During transportation of garbage/dust, there should be no spillage, which if there, shall have to be cleared/cleaned by the contractor, failing which the penalty shall be leviable.
13. The shifting of the garbage/dust, unwanted material shall be done by the contractor through tractor trolleys / Jhota buggies at his cost, to ensure quick and complete disposal of all accumulated garbage from the areas/dust bins every day.
14. In the event of disposal/ shifting of the garbage/ dust/unwanted material to any areas other than specified one, the contractor shall get such garbage lifted and shifted to the specified areas at his risk and cost.
15. Overall Cleaning should be as per ISO Standards.
16. Lifting and shifting of empty/filled Hydrogen gas cylinders from hydrogen storage shed to generator filling points of unit -7&8 as per the daily O&M requirements.

XEN/LRE-VI, Unit-8,  
PTPS, Panipat

**TECHNICAL TERMS & CONDITIONS:****MODE OF EXECUTION:**

- 1.) The cleaning work shall be got carried out by the contractor daily and round the clock in three shifts and in general shift to the complete satisfaction of the officer-in-charge of work as per the cleaning procedure mentioned later.
- 2.) The contractor / firms shall depute separate labour and supervisors for Unit 7&8 in the Night, Morning, Evening, and General shifts and as per the actual requirement of site as desired and directed by the officer-in-charge of work for carrying out the cleaning job properly and round the clock. The above manpower requirement is minimum and tentative only; however, the man power can be increased, as per site requirement and as directed by EIC, without any extra financial implication on PTPS.
- 3.) The labour shall have to be deployed on all days of the month including Sundays and Holidays. If in any case due to statutory obligations or otherwise, the contractor is to provide the rest/leave to any labour, suitable alternate/ internal arrangement shall have to be made by the contractor/ firm for completing the work. HPGCL shall in-no-way allow any extra payment on this account.
- 4.) The contractor / firm shall communicate in writing the name of his responsible representative and his specimen signatures. The said representative shall always be present at site and must be available in the general shift for taking time-to-time instructions of the officer-in-charge of the work and for ensuring proper cleaning in the plant. Any instructions given to the said representative shall be deemed to have been given to the contractor/ firm.
- 5.) The contractor himself shall visit the plant frequently for checking and supervising the cleaning work and to discuss the progress of work from time with the officer-in-charge and for taking further instructions.
- 6.) The contractor / firm or company shall have to furnish the proof of title of the firm and documents of partnership deed etc. In case of firm or company in partnership then the name of the partner who will deal with PTPS, HPGCL shall be intimated promptly to this office and resolution to this effect duly signed by all the partners on non-judicial stamp paper shall be furnished along with a copy of the partnership deed for reference and record. Further it shall be ensured that the partner so authorized should also visit the various sites frequently to acquaint himself fully about the progress of the work and to ensure the execution of work strictly in accordance with the stipulation made in the tender-documents as well as in this work order. The instructions/orders given by the officer-in-charge to authorized representative/supervisor/partner shall deem to have been given to the firm company/ contractor.
- 7.) The contractor shall be responsible to maintain regular record / registers of the labour as working under viz., names, age, address, identifications, attendance, payments etc. as required under labor law/wages act. Contractor will comply with all the labour laws, statutory regulations and rules including the E.P.F. act in force at that time.

**T & P and consumables:**

- a. The contractor shall have to arrange himself at his own cost one no floor cleaning machine (scraper cum drier), all ladders, platforms, scaffolding, temporary supports and facilities like hose pipe, air pipes etc. required for the execution of the above work.
- b. The contractor shall also provide necessary T & P and various consumables of good quality as detailed out in annexure (I) per month at his cost.
- c. The Quantity of various consumables can however be increased/ decreased during a particular month depending upon the site requirement and as per direction / instruction of the officer-in-charge.
- d. The material so purchased shall be first got checked up from the security gate, by contractor / authorized representative and proper record / account of material used should be maintained by the contractor.
- e. The requirement of material shall be obtained by the contractor from the officer charge one/two days in advance of each month and the same should be got entered in the plant of every first and second days of the commencement of each month. The consumables to be supplied each month should be brought/ got entered in the plant maximum two or three time in a month instead of the piece meal.
- f. The requirement of the consumable can however be changed at any time by the officer-in-charge by giving a short notice which shall be binding to the contractor and no extra claim for the same shall be entertained.
- g. If any time, it is found that the cost of any item is higher than the normal market rates then no extra cost shall be paid to the contractor.

- h. Air, Water and Electricity shall be given by the Board/Project “free of cost” at the nearest possible point. However, further arrangements shall have to be made by the contractor himself at his own level/cost.
- i. For cleaning the sump – pits at –3.5mtr, -4.5mtr level of the Units and common aux. buildings of Unit 7&8, the provision of the submersible pumps, if required, shall be made by the respective Mtc Division free of cost.

### **CLEANING PROCEDURE AS PER SCOPE**

1. The cleaning procedure as per the aforesaid scope of work and to be adopted by the contractor, is detailed out here as under:
2. The floor of the control rooms, 10nos. room adjoining to the control room, MCC rooms, DAS room, Panel control lub oil system room and Air washer floor, TG hall and staff cabins should be got cleaned daily and continuously round the clock in the morning, evening and night shifts firstly with the help of broom/flower broom and then by applying detergent soap solution with the help of hand pochas/Lathi Pochas/machine. For all other area at Zero mtr. And 8.0 Mtrs, level. Dust should be cleaned with the help of brooms sticks/flower brooms every day and as and when required by the officer-in-charge.
3. Since the floors are made with the terrace tiles, great efforts are required to keep the area cleaned with the help of floor cleaning machine (scraper cum drier), brooms, Pochas and jute bags etc. The floor shall be cleaned using floor cleaning machine (scraper cum drier) at least twice in a week wherever possible or as directed by officer-in-charge. Brooming shall be done daily and continuously in the general shifts and washing shall be carried out once in a week preferably in the morning hours and the regular cleaning should be done with the help of hand pochas/Lathi.
4. All the walkways, corridors of the main plant building should be cleaned by sweeping with the help of broom sticks every day in the general shift and then washed/cleaned by applying detergents with the help of hand pochas/Lathi Pochas.
5. In nutshell all the areas should be kept free from dust and the floors of the areas should be cleaned by applying detergents/soap solution, scrapping by hand wiping there every day and as and when required by the officer-in-charge.
6. The oil and grease wherever seen on any floor should be removed daily in the general/shifts firstly by scrapping and there by applying detergent powder/soap solutions.
7. Cleaning and washing of all the toilets of the main plant building of 250MW Unit-7 &8 and common aux. buildings of Unit 7&8, PTPS, Panipat is to be done daily and in each shift and as and when required by the officer-in-charge or shift charge Engineers by applying detergent, soap solutions acids and by using phenyl liquid, Naphthalene balls and odonil for keeping the toilets cleaned and hygienic.
8. The cotton rags, packing material, card boards, waste papers, cloth piece or any unwanted material lying on all the platform should be removed and then these areas should be cleaned with the help of broom sticks every day in the general shifts or whenever seen or as and when required by the officer-in-charge/S.C.Es.
9. All the pipe railings of the main plant building should be cleaned and kept free of dust with the help of Pochas/detergents every day and as and when required by the officer-in-charge.
10. Cleaning of coal dust and jallas from the walls of turbine hall, control room, S.C.E.s. room, MCC room, 6.6/Switchgear room, battery room, gas room, oil room, 10 other staff cabins and/or any other areas of main plant building of 250mw unit-7&8 and common aux. buildings of Unit 7&8 should be removed with the help of flower brooms, jalla removing brush and cob web removers at least once in a week preferably on Saturday/Sunday and as and when directed by the officer-in-charge.
11. Cleaning of all windows and wiping of glass, panes of main gates, control rooms. Shift charge Engineer’s room, AVR rooms, and other cabins etc. should be done with the help of pochas and glass cleaning material i.e., Colin daily in general shift and as and when required by the officer-in-charge.
12. All the cable galleries of 250MW Unit-7&8 including cable trays) should be kept clean. All the cotton rages/packing material/card boards/waste paper and cloth piece or any other unwanted material lying on floors should be removed every day and as and when seen and the dust/coal dust, lying on the floors should be swepted and removed with the help of broom sticks/flower brooms whereas the mud, if any should be cleared / removed with the help of Kassi/Belchas/Buckets. This should be done at least once in a day and as & when required by the officer-in-charge.
13. Whenever it is felt that coal/ash/dust has settled down, the same should be got removed with the help of scrappers and thereafter areas should be cleaned with the help of brooms every day and as & when required by the officer-in-charge.
14. The area of pits and trenches level needs special attention as lot of spilled oil, grease and mud get accumulated over the floors. The mud be got removed with the help of scraper and the oil and the grease should be soaked with the help of Yamuna sand and thereafter the floors should be cleaned/washed with the help of the detergent.
15. The trenches at zero-meter level should be cleaned/kept free of mud with help of Belchas, kassies/buckets as when required.

16. The dust/dirt/garbage so removed should be collected in the dust bins placed at various levels and should be shifted to zero meter in the garbage container daily.
17. The malba, garbage be collected, should be lifted and disposed of in the low-lying areas in plant earmarked for the purpose i.e., between the boundary wall and back side of the misc. pump house of unit-5 or at some other places as decided and directed by the officer-in-charge.
18. The shifting of the garbage/dust/coal dust/malba etc. should be done by the contractor/ firm through tractor trolleys/jhota buggies at his own cost to ensure quick and complete disposal of all accumulated garbage from the various areas/dust bins container every day.
19. No garbage/dust/ malba/mud etc. should be left anywhere in plant and in any of the dustbin. During transportation of garbage / dust/ mud, there should be no spillage which, if there, shall have to be cleared/ cleaned/ removed by the contractor/ firm on his own.

#### **List of Consumables and other materials**

LIST OF CLEANING MATERIAL TENTATIVELY REQUIRED FOR ONE MONTH FOR THE CLEANING OF MAIN PLANT BUILDING OF 250MW, UNIT-7&8 V and COMMON AUX. PLANT BUILDINGS FOR UNIT 7&8, PTPS, PANIPAT.

<b>Sr. No.</b>	<b>Description of Material</b>	<b>Approximate Qty. required</b>
1.	Nariyal Broom	135 kg
2.	Flower Broom	40 kg
3.	Detergent Powder	90 kg
4.	Phenyl Liquid	27 liter
5.	Naphthalene balls	50 kg
6.	Harpic	10 No
7.	Odonil	15 packet
8.	Colin	20 No
9.	Jute Bags	24 No
10.	Hit Spray	15 No
11.	Acid Bottle	20 No
12.	Duster	8 dozen
13.	Pochas	6 dozen
14.	Cleaning Powder	4 packet
15.	Dustbin	6 No
16.	Cotton Waste	90 kg
17.	Round up Spray	2 packet
18.	Rat Killer	5 packet
19.	Room Freshener	8 No
20.	Wiper	8 No.
21.	Rubber Pipe for Water	as required
22.	Rubber air pipe	as required
23.	Misc. T&P Items	as required
24.	Cleaning material for machine	as required

- Note:** -i) The aforesaid qty. of the cleaning material /consumable is only tentative and can be increased/decreased or altered by the Officer-in-charge at any time as per requirement of the site.
- ii) Any other item /material, if required, shall be substituted with the above one depending upon the situation and site requirement.
- i) In case at any time any extra material is required, the same shall have to be purchased by the contractor and the same shall, no doubt be adjusted in the next month.
- ii) The shifting, loading/unloading and transportation work of H2 Gas cylinders is very risky. Experienced persons shall be required to perform this important work. The contractor / firms shall be fully and wholly responsible for any mishap or any injury sustained by him / their employee /worker at site during the performance of the work under the contract and HPGCL shall not entertain any claim on this account. However, if HPGCL is forced to pay any compensation to any workman employed/engaged, it will be recovered from the contractor / firm from his pending dues against this contract or any other contract with the HPGCL

**GENERAL TERMS AND CONDITIONS OF CONTRACT****1) CONTRACT AGREEMENT**

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

**2) RATE/CONTRACT PRICE**

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

**3) EARNEST MONEY AND SECURITY DEPOSIT**

Every tenderer, while submitting his tender, shall deposit the earnest money specified in the NIT no. **03/LRE-8/13/2026-28** by way as per detail attached.

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

(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).

The Security Deposit shall be 10% of the Contract value in all the cases. The deduction of the security deposit shall be regulated according to the nature of the contract, which may be any one of the followings:

<b>For Maintenance Contract / works</b>	<b>Annual ARC</b>	10% amount of the monthly running bill shall be kept as security deposit. However, the EMD already deposited by the bidder shall be converted into the security deposit and the balance amount shall be deducted from the running bill.
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**Note:** Only the applicable provision of the above table is to be incorporated in the work order, accordingly to the nature of work/job.

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

Security deposit shall be released only after completion of the entire period of the contract and after completion of 3 months and submission of requisite documents like last EPF / ESI and a certificate from the contractor that the payment to the all labour/workers have been made and liability relates to the work if any found that will be borne by him / contractor.

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

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

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

4) **PAYMENT TERMS**

Payment terms shall be regulated according to the nature of the work, which can be any of the followings:

<b>For Annual Maintenance Contract / ARC and Civil Construction Work</b>	100% payment, after deducting 10% security deposit and statutory deductions, of the monthly running bill shall be made after satisfactory completion of work done.
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5) **MODE OF PAYMENT**

Payment shall be released by the Sr. Accounts Officer/Accounts Officer, PTPS, HPGCL, 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 07 days of the 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 the issuer of tender. The work is to be completed within **24 months**. The work shall be carried out/completed to match with other activities in progress of the unit. The quantum of any item of the scope of work may increase or decrease to any extent, as per the site requirement. Payment shall not be made for the work not done.

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) **LEVY OF PENALTY**

i.) In case it is noticed that proper cleaning has not been made at any particular site/place/area, then a penalty at the rate of Rs.2,000/- (Rs. Two thousand only) per day/per unit/site shall be imposed. The decision of the officer-in-charge shall be final and binding to the contractor/firm.

ii.) If any person/labour of the contractor/firm is found misbehaving or causing any nuisance or otherwise if in the opinion of the officer-in-charge, he is not fit to be retained on the work, he shall have to be removed from the site/project/work within a period of 12 hours of the notice of this office and then person/labour so removed, shall not again be employed or allowed to work by the contractor/firm without the prior written permission of the officer-in-charge.

iii.) Proper dress, shoes, gloves, helmet & Safety equipment are necessary for the supervisor & labours/ sweepers, if any person/ Supervisor/ Labour does not wear proper dress, shoes, gloves, helmet & Safety equipment, penalty at rate of Rs. 200/- per person per day shall be imposed.

iv.) In case contractor does not arrange one no floor cleaning machine (scrapper cum drier) within a month of award of the work, suitable penalty up to 50000/- (fifty thousand only) will be imposed on him.

v.) In case, contractor fails to clean the floor with machine (scrapper cum drier) on the direction of XEN / Engineer-in-charge, a penalty @ Rs. 2500/- per day shall be imposed.

vi) A penalty of Rs. 5000/- per occasion / month shall be imposed for non-timely payment of wages, deposit of EPF, ESI etc.

9) **DOCUMENTATION**

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

- i) Contractor shall submit monthly bill in duplicate to the concerned Executive Engineer along with the followings:
    - a) Monthly bill for the AMC / ARC work and in other cases bill for the work done, in duplicate. The bill should be on the contractor's bill book duly serially numbered and bearing date of issue, contractors EPF code, ESI code, Service Tax number, PAN. A photo copy of the EPF code, ESI code, Service Tax number, Labour license, GST number.
    - b) Self-attested copy of the deposit challan of EPF & ESI contribution, labour welfare fund deposited by the contractor for the labour engaged for the work duly validated with dossier of workers and their account number in the appropriate prescribed Performa.
    - c) Self-attested copy of the attendance sheet, wages register and evidence of wage payment.
  - ii) The bill of the contractor along with the annexure submitted by the contractor at (i) above, shall be verified and approved by the officer in-charge for gross value as well as net payable value and accompanied with the certificates/documents mentioned at (iii) and (iv) below.
  - iii) Certificate from the Engineer in-charge that, a) Work has actually been done as per the contract and to the entire satisfaction of EIC. b) The copy of the EPF challan, ESI challan etc. submitted by the contractor pertains to the labour deployed at site and none of the worker has been excluded there from. c) The record entry of the work done has been taken in the small measurement book (SMB) at page no. \_\_\_\_\_ on dated \_\_\_\_\_. d) No penalty is leviable on the contractor on any account as per the contract if leviable the amount of \_\_\_\_\_ penalty is \_\_\_\_\_. e) Copy of protocol and certificate for stage payment, if required.
  - iv) Certificate from Labour Welfare Officer / Factory Manager stating that contractor has complied with all labour laws and safety clearance certificate from safety officer. In case of non-availability of Labour Welfare Officer/Safety Officer, from EIC.
- Note:** - Documents attached along with the contractor bill shall be forwarded to accounts wing by the executive office for pass and payment of the bill to the contractor.

10) **FORCE MAJEURE**

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

- a. The delay is resulted from any causes arising out of compliance with regulations, orders or instructions of the Central or State Governments, acts of God, acts of Civil & Military authority, fires, floods, strikes, lock-outs, freight embargoes, war-risk riots and civil commotion. and
  - b. The contractor's request for extension of the delivery period along with all necessary evidence comes, before the expiry of the schedule date(s) of delivery.
- 11) **IDLE LABOUR CHARGES:** No idle labour charges/machinery 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.
- 12) **OVER RUN CHARGES**  
No overrun charges shall be paid in the event of the completion period being extended for any reasons.
- 13) **WATCH & WARD**  
The watch and ward of T&P and other material will be the responsibility of the contractor.
- 14) **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.
- 15) **STATUTORY DEDUCTIONS**  
Statutory deduction on account of Income Tax, Works Tax & Sales Tax etc. including surcharge shall be made at source from the bills of the contractor at the prevailing rates.

16) **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.

17) **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.

18) **SAFETY RULES**

A Firm shall have to comply with all the provisions of safety rules. The Chief Safety Officer may impose penalty of **Rs.200/- per day per head** if the workers of contractor are found to be working carelessly without proper protective equipment's in unsafe conditions. Against violation of any other clause, a penalty of Rs 1000 /- per violation (minimum) shall be levied. In case of repeated violation of serious nature resulting in various serious accident or direct loss to the corporation /threatens to cause severe consequences, higher penalty rates may be imposed including suspension/ termination of the contract. If any action is initiated by Chief inspector of factories, Chandigarh or any other authority against occupier/factory manager or any other authority of HPGCL in case of any fatal/non-fatal accident or any other violation of factory act, 1948, Pb. Hr. factory rules, 1952 or any other industrial or labour act, the contractor shall be liable for the same and also to deposit the amount of fine/penalty if any. In case of default action as deem fit shall be initiated against the contractor.

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

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

19) **ARBITRATION**

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

20) **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 issue.

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

22) **MODALITIES FOR ATTENDANCE-** The contractor shall ensure IT infrastructure / Biometric attendance for everyone (Labour / worker/ supervisor) deployed by him for the execution of the work.

- 23) **SALARY/WAGES SLIPS-** Salary / wages slips shall be issued by the contractor on monthly basis and EPF statements on annual basis to the manpower deployed by him against the contract.
- 24) **SET OFF**  
Any sum of money due and payable to the supplier under the contract (including security-deposit returnable to the supplier) may be appropriated by the HPGCL and set-off against any claim of the Corporation for the payment of a sum of money arising out of under that or any other contract entered into by the supplier with the HPGCL.
- 25) **SUBLETTING and ASSIGNMENT**  
The contractor shall not, sublet, transfer or assign the contract or any part thereof or interest therein or advantage thereof in any part thereof in any manner whatsoever without prior consent of the purchaser.  
**Note: -1. Unless agreed otherwise the above terms and conditions of the contract will form the part of the work order after finalizing the work proposal. 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 Works & Purchase Regulations amended from time to time.
  3. The term “Bid” and “tender” and their derivatives (“Bidder / Tenderer” “Bidding / Tendering”) are synonymous. Singular also means plural.
- 26) The contractor / firm shall comply all the environmental norms and the labor laws during the period of contract.

XEN/LRE-VI, Unit-8,  
For Chief Engineer, PTPS, Panipat

**LABOUR LAWS**

- 1). **Registration of Establishment (PTPS) and obtaining the Labour License/ Renewal.**  
The Registration of Panipat Thermal Power Station with the list of working Contractors is required under Section -7 of Contract Labour Act, 1970. The name of working Contractor must be on the list of Contractors otherwise he (contractor) will not get Labour License/Renewal from the Labour Department, Haryana Govt. So as and when the work is awarded to the contractors other than included in the list of contractors attached with the Registration of Panipat Thermal Power Station, the contractor will ensure that his name on the prescribed Performa is intimated to the Centralized Agency by the officer in charge of the work for getting his name including in the said list.  
Further after the needful, the contractor will be under obligation to obtain labour license/ its renewal under Section 12 of ibid Act from the Labour Department, Haryana Govt. by completing the requisite formalities.
- 2) **Payment of wages to the workers deployed on the work Under Section 63 to 73 of Contract Labour Act-1970.**  
The contractor will be bound to pay wages to the workers deployed by him on the work as per minimum wages fixed by Labour Department, Haryana Govt., Chandigarh and follow revision from time to time. He will display on the notice Board of his site office, the date of making monthly wages payment which should be on or before 7<sup>th</sup> of every month. The payment shall be made in currency & coins in the presence of authorized representative of the Principal Employer/ official from the Labour Department Haryana Govt. In case of default, the contractor will be liable for prosecution under the ibid Act.
- 3) **Maintaining the Registers and records Under Section – 74 to 78 (a to d) of Contract Labour Act-1970.**  
The contractor shall maintain necessary records under the provisions of ibid Act viz. Register of Workman employed (Section -75), Issuing of Employment Cards (Section 76), Service Certificate (Section 77), Register of wages (Section 78 (a) to (d)), Attendant Register, Register of Over time, Register of deduction, Register of advance, Register of fines, Issuing of Wages Slips, etc., the same shall be made available with the site In charge of the work or authorized representative of the contractor for checking/ inspection as and when required by the officer In charge of PTPS authorities or Labour Department, Govt. of Haryana. Non- maintaining/ non production of the above Registers /Forms, under Section- 23 – 24 of the ibid Act will be treated as offence and contractor will be liable for prosecutions by the Labour Department, Govt. of Haryana.
- 4) **Age limit of the workers.**  
No labour below the prescribed limit of age i.e., 18 years and above 60 years shall be employed by the contractor on his allotted works.
- 5(A) **Compliance of various Labour Acts.**  
The contractor shall abide by all the labour laws required to be followed and he shall furnish an undertaking on NJSP of appropriate value duly attested by the Notary Public to the effect that he will comply with all the Acts, laws and Regulations as may be applicable with regard to performance of work including Factory Act-1948, Industrial Dispute Act-1947, Employees State Insurance Act-1948, Employee Provident Fund Act-1952, Payment of Wages Act-1936, Minimum Wages Act-1948, Contract Labour Act (R&A, 1970) Workmen compensation Act 1923 and others rules and regulations as framed by the Central/ State Govt. in this regard from time to time.
- (B) The contractor shall also specify in the above Undertaking that all the labour / workmen engaged by him for rendering the services under the contract, will be the employees of the contractors for all intents and purposes and shall have no claim / right on the HPGCL. All the risks, responsibilities and liabilities towards his labour shall be owned by him. The contractor will take such steps as may be directly responsible for any dispute arising between him and his labour / workmen and keep the HPGCL and its officers indemnified from and against all losses, damages and any claim/ liability arising there from. Under no circumstances whatsoever, HPGCL would be held responsible in respect of contractor's workers. In case any expenditure is incurred by HPGCL as a result of certain dues on the part of the contractor's labour or otherwise, the HPGCL is entitled to recover / claim such dues /compensation from the contractor's pending payments bills or through court of law.
- (C) Besides the above, the contractor shall obtain an affidavit on the NJSP value duly signed and witnessed by him under his seal and duly attested by the Notary Public from his each and every individual worker/ employee that they will not claim any employment in HPGCL in lieu of services rendered by them to the contractor namely **M/S** \_\_\_\_\_ Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ and all the disputes, whatsoever and of any nature, will be settled by their contractor who has engaged them. These affidavits along with his own undertaking as per Para-A&B above, shall be submitted by the contractor to the Officer-in-Charge (Applicable for ARC/AMC type contracts only).

- 6) Deposit of EPF contribution of the workers along with Employer share.**  
It is statutory obligation for the contractor to deduct EPF contribution for the employee drawing wages up to Rs.21000/- per month. The rate of deduction i.e. 12% on the minimum wages fixed of the labour by the Govt. or actual wages drawing **(i.e. basic pay +DA +cash value of food concession +leave encashment)** and deposit the same with his share @ 12% (8.33 % in pension fund and 3.67% in employees contribution) and deposited the same with the EPF Department with 1.61% administrative charges in their allotted EPF Code up to 15<sup>th</sup> of due month failing which interest and damages will be charged., Copy of the deposit challan along with ECR for 25.61% as mentioned above shall be submitted along with running bills in the office of officer in charge of the work by the contractor. It is responsibility of the contractor to make the inspection of record of deposit of EPF contribution of their labour from the EPF Department and copy of the same will be submitted to the officer in charge of work / Accounts Branch/CLWO and only after that the security of the firm will be released. The contractors having out of state EPF Code will also get their record inspected from Local EPF office (Panipat).
- 7) Deposit of ESI Contribution of the workers along with Employer share.**  
It is statutory requirement for the contractor under ESI Act 1948 that the workers drawing gross wages up to Rs.21000/-, 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 21<sup>st</sup> of due month, otherwise, interest and damage will be charged on deposit of delayed payment. The contractors will get their ESI Code.  
It is also responsibility of the contractor to get the facilities as provided under ESI scheme, extended to their workers viz. issuance of ESI Cards, filing the Returns on prescribed **Form- 6** on due dates i.e. 12 May, 11 November, every year in local ESI office, otherwise he will be prosecuted by the ESI Department as provided in the ibid Act. In case of non-issuance of ESI Cards, the workers, will not get the medical facilities / pension benefits to the widow which are provided by the ESI Department and contractors will be responsible for consequences.
- 8) Deposit of Labour Welfare Fund along with Employer share.**  
In pursuance of Haryana Govt.Labour Department Gazette Notification dated 12<sup>th</sup> April, 2012 with latest amendment, the contractors are required to deduct Labour Welfare Fund @ Rs10/- from each worker and deposit the same with Employer's share @ Rs.20/- per worker (total Rs.30/- each worker) with the Welfare Commissioner, Haryana, Chandigarh in shape of Demand Draft in their favour OR through on line as per law IBID, 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.
- 9) Factory ACT/Minimum Wages ACT/Insurance ACT/EPF ACT etc.**  
Strict adherence of various applicable labour laws like the Factories Act, Minimum Wages Act, ESI Act, Payment of Wages Act, the workman's compensation Act, EPF Act, Contractor labour (Regulation & Abolition) Act, 1970 and all other statutory requirements as amended from time to time to the entire satisfaction of Central/State Govt. Authorities, shall be the responsibility of the Contractor and he shall have to make good loss, if any, suffered by HPGCL on account of default in this regard by the contractor. The contractor will submit the copy of EPF Challan along with ECR and ESI Challan alongwith its contribution details at the time of 90% payment to CLWO. The EPF contributions will be deposited by the contractor in his own EPF code no.
- 10) INSURANCE OF WORKERS**  
The contractor will be solely responsible for any liability for his workers in respect of any accident, injury arising out and in course of contractor's employment. To meet his aforesaid obligation under the workmen Compensation Act, the contractor will obtain cover note from the Insurance Company under W.C. Policy in respect of persons employed by him for carrying out his work and obligation under the agreement. The premium payable for the aforesaid Insurance Policy shall be borne by the contractor. The contractor shall ensure that the said Insurance Policy of this insurance cover is required to be submitted by the contractor to Engineer-in-charge of work/CLWO immediately after issue of LOI, but before the start of work. Payment against the work done will not be released to the contractor until and unless the contractor submits photocopy of Insurance cover.
- 11)** The labour clearance certificate from CLWO, PTPS, Panipat is to be attached along with the bill.

**CONTRACT AGREEMENT**

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

Whereas a contract for \_\_\_\_\_ at 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 agrees 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 Panipat Thermal Power Station, 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

In presence of witness

on the behalf of HPGCL in presence of witness

Witness

Witness

1.

1.

2.

2.

**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 \_\_\_\_\_

**ANNEXURE-X****INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM**

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

- 1. Registration of bidders on e-Procurement Portal:** All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in> . Please visit the website for more details.
- 2. Obtaining a Digital Certificate:**
  - 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
  - 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e., Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details, please visit the website – <https://etenders.hry.nic.in>.
  - 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.
  - 2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt the data and sign the hash during the stage of bid preparation & hash submission. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
  - 2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
  - 2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
  - 2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- 3. Opening of an Electronic Payment Account:** Tender document can be downloaded online. Bidders are required to pay the tender documents fees online using the electronic payments gateway service.

4. **Pre-requisites for online bidding:** In order to bid online on the portal <http://etenders.nic.in>, the user machine must be updated with the latest Java. The link for downloading latest java applet is available on the home page of the e-tendering Portal.
5. **Online Viewing of Detailed Notice Inviting Tenders:** The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <http://etenders.nic.in>
6. **Download of Tender Documents:** The tender documents can be downloaded free of cost from the e-Procurement portal <http://etenders.nic.in>
7. **Key Dates:** The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.
8. **Bid Preparation (Technical & Financial) Online/offline Payment of Tender Document Fee, e-service fee, EMD fees and Submission of Bid Seal (Hash) of online Bids:**
  - 8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.
  - 8.2 The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.
  - 8.3 The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).  
The bidders shall quote the prices in price bid format.
  - 8.4 Submission of bids will be preceded by submission of the digitally signed & sealed bid (Hash) as stated in the time schedule (Key Dates) of the Tender.

**NOTE: -**

- (A) If bidder fails to complete the Online Bid Submission 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) 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.nic.in>.
- (C) For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.nic.in>.

**EXECUTIVE ENGINEER/LRE-VI  
FOR CE/PTPS, HPGCL, PANIPAT**

**STATEMENTS OF BIDDERS**

1. Name of Bidder \_\_\_\_\_
2. Address of Head Office \_\_\_\_\_
3. Correspondence Address \_\_\_\_\_  
\_\_\_\_\_

Email address and contact no with name of person -----

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

PAN \_\_\_\_\_ TIN \_\_\_\_\_

CST No. \_\_\_\_\_ . GST NO. -----

6. Bank Details (attached signed cancelled cheque)

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

7. Main lines of Business

i. \_\_\_\_\_ since \_\_\_\_\_

ii. \_\_\_\_\_ since \_\_\_\_\_

iii. \_\_\_\_\_ since \_\_\_\_\_

8. Annual Turnover of past three year

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

9. Past Experience: -

Name of Organization	Period	Reference of Contract	Order Value contract wise

10. Any other

Signature & Stamp of Bidder

**ANNEXURE-XII**

**PERFORMA OF INDEMNITY BOND TO BE EXECUTED BY THE SERVICE PROVIDER FOR THE  
EQUIPMENT HANDED OVER BY HPGCL FOR PERFORMANCE OF ITS CONTRACT  
(On non-Judicial stamp paper of appropriate Value)  
INDEMNITY BOND**

This Indemnity Bond is made this .....day of ..... 20..... by ..... a Company registered under the Companies Act, 1956/Partnership firm/proprietary concern having its Registered Office at .....(hereinafter called as 'Service Provider' or 'Obligor' which expression shall include its successors and permitted assigns) in favour of Haryana Power Generation Limited,..... (hereinafter called HPGCL which expression shall include its successors and assigns).

Whereas HPGCL has awarded to the Service Provider a Contract for .....vide its Letter of Award/Contract No.....dated.....and its Amendment No. .... and Amendment No.....(applicable when amendments have been issued, hereinafter called the 'Contract') in terms of which HPGCL is required to hand over various Equipment to the Service Provider for execution of the Contract.

And whereas by virtue of clause No16 of the said Contract, the Service Provider is required to execute an Indemnity Bond in favor of HPGCL for the

Now Therefore, This Indemnity Bond witnesses as follows:

1. The Service Provider undertakes to keep HPGCL harmless against any loss or damage that may be caused to HPGCL on a/c of act by persons deployed by him.
2. The Service Provider undertakes that the Persons deployed shall be used exclusively for the performance/execution of the Contract strictly in accordance with its terms and conditions and none part of the person shall be utilized for any other works or purpose whatsoever. It is clearly understood by the Service Provider that non-observance of the obligations under this Indemnity Bond by the Service Provider shall inter- alia constitute a criminal breach of trust on the part of Service Provider for all intents and purposes including legal/penal consequences.
3. That this Indemnity Bond is irrevocable. If at any time any loss or damage occurs to the Equipment or the same or any part thereof is mis-utilized in any manner whatsoever, then the Service Provider hereby agrees that the decision of Officer-in-Charge/Engineer of HPGCL at to assessment of loss or damage to the Equipment shall be final and binding on the Service Provider. The Service Provider binds itself and undertakes to replace the lost and/or damaged Equipment at its own cost and/or shall pay the amount of loss of HPGCL without any demur, reservation or protest. This is without prejudice to any other right or remedy that may be available to HPGCL against the Service Provider under the contract and under this Indemnity Bond.
4. Now the condition of this Bond is that if the Service Provider shall duly and punctually comply with the terms and conditions of this Bond to the satisfaction of HPGCL Then, the Bond shall be void, but otherwise, it shall remain in full force and virtue.

In Witness Whereof, the Service Provider has hereunto set its hand through its authorized representative under the common seal of the Company, the day, month and year first above mentioned.

For and on behalf of

M/s .....

**WITNESS**

- |    |    |                 |                           |
|----|----|-----------------|---------------------------|
| 1. | 1. | Signature ..... | Signature .....           |
|    | 2. | Name .....      | Name .....                |
|    | 3. | Address .....   | Designation .....         |
|    |    | .....           | Authorized representative |
| 2. | 1. | Signature ..... |                           |
|    | 2. | Name .....      | (Common Seal)             |
|    | 3. | Address .....   | (In case of Company)      |

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\* Indemnity Bonds are to be executed by the authorized person and (I) in case of contracting Company under common seal of the Company or (ii) having the Power of Attorney issue under common seal of the company with authority to execute Indemnity Bonds, (iii) In case of (ii), the original Power of Attorney if it is specifically for this contract or a Photostat copy of the Power of Attorney if it is General Power of Attorney and such documents should be attached to Indemnity Bond.

**TECHNICAL CHECK LIST FORMAT****(To be filled online only)**

<b>Sr. No.</b>	<b>Technical Specification</b>	<b>Bidder Response (Yes or No)</b>
1	Earnest Money Deposit or declaration form as HEWP	
2	Acceptance of all terms & conditions of tender and Statement of bidder.	
3 i)	Documentary Evidence regarding Qualification Criteria	
3 ii)	Copy of EPF No.	
3 iii.)	Copy of GST No.	
3 iv.)	Copy of ESI No.	
3 v.)	Copy of PAN No. / TAN No.	
3 vi)	<p>Experience of Execution of Work Order: -</p> <p>Bidders must have minimum 01-year experience of cleaning work in areas of Boiler/Turbine/Switchyard/Coal Handling Plant in any Thermal Power Station of HPGCL/NTPC/PSUs/Private Thermal Power Plant. The bidders must have successfully executed the Work Order(s) of cleaning work in areas of Boiler / Turbine / Switchyard / Coal Handling Plant in any Thermal Power Station of HPGCL / NTPC / PSUs / Private Thermal Power Plant during last 07 Years ending last day of the month previous to the month in which applications are invited having minimum work order value as under: -:</p> <p>Single order of the value not less than Rs. 53.88.66 Lakhs or Two orders of the value not less than Rs. 33.67 Lakhs each or Three orders of the value not less than Rs. 26.94 Lakhs/-each.</p> <p><b>Note:</b></p> <p>The Work Order value(s) referred above are inclusive of all taxes and duties.</p>	
3 vii)	Copy of Average Annual Turnover in last 3 consecutive financial years i.e., 2022-23, 2023-24, 2024-25 should not be less than Rs. 67.35 Lakhs, for which the bidder shall submit certified copies duly audited by Chartered Accountant.	
4	Authority letter in the name of the Authorized Person who has signed the Tender Document / Price Bid on behalf of the Contractor / Company.	

**Price Bid Format****(To be filled online only)**

S.No	Description of works	Unit (per month)	Total Qty (in Months)	Basic Rates to be Quoted Lump-sum per month in (Rs.) (Including the consumables, T & P & other expenses etc. (without GST)	Total Amount in Rs. Per month <b>(without GST.)</b>
1.	ARC for Proper, Complete and Hygienic cleaning, sweeping & removal of garbage from the main plant buildings and common aux. buildings of Unit-7&8 PTPS, Panipat Note: - 1. The tenderer will quote their rates strictly as per ibid Rate Quoting Sheet.	Per Month	24 Months	(To be quoted/filled "on-line" Only)	

(Signature &amp; Stamp of Bidder)

**Earnest Money Declaration Form**

(In case of bidder is registered as contractor with Haryana Government on Haryana Engineering Works Portal).

1. I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, (name of the Bidder), shall not be withdrawn or modified during the period of validity i.e., not less than 120 (one hundred twenty) days from the bid due date.

2. I, on behalf of the bidder, (Name of Bidder), also accept the fact that in case the bid is with-drawn or modified during the period of its validity or if we fail to sign the contract in case the work is awarded to us or we fail to submit a performance security before the deadline defined in clauses of the tender document, then (Name of Bidder) will be debarred for participation in the tendering process in any- Department/Boards/Corporations etc. of the Government of Haryana for a period of Two years from the bid due date of this work.

Signature & Stamp of Bidder

Signature & Stamp of Bidder

Name & Designation of Authorized Bid Signatory \_\_\_\_\_

**Note: -**

**All the terms & conditions of the tender shall be governed by Purchase Regulation of HPGCL 2015 with amendments available on HPGCL web site ([www.hpgcl.org.in](http://www.hpgcl.org.in)).**