



REQUEST FOR PRICE (RFP)

FOR

Name of Work:-Running & Maintenance of - (A) ITPS House, Porta cabin & C-3 Guest House and (B) Trainees' Hostel at ITPS.

ODISHA POWER GENERATION CORPORATION LTD.

1b Thermal Power Station, Banaharpali, Jharsuguda-768234

(Odisha)

Email: contract@opgc.co.in



Name of work:” R/M of (A) ITPS House, Porta cabin & C-3 Guest House and (B) Trainees’ Hostel at ITPS.”

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ODISHA POWER GENERATION CORPORATION LTD.

1b Thermal Power Station, Banaharpali, Jharsuguda – 768234

(ODISHA)

Email: contract@opgc.co.in

ODISHA POWER GENERATION CORPORATION LIMITED
IB THERMAL POWER STATION
At/PO: BANHARPALI, DIST: JHARSUGUDA – 768 234 (ODISHA)

NOTICE INVITING TENDER

OPGC invites sealed bids from bona fide and financially sound Registered Agencies/Firms/Companies for execution of the following works & supplies for its 2x210MW power plant at Banharpali:

WORK TENDER (NIT No. ITPS/CC-22/2017/11, Date: 30th November, 2017) (Telephone; 06645-289-232/315/221/245; Email: rabindra.panda@opgc.co.in; bailochan.jena@opgc.co.in; satya.tarai@opgc.co.in; siba.pati@opgc.co.in)

S/N	Name of the work	Tender cost	EMD (Rs.)	Contract Period	Bid Sale/ Issue date	Date of receipt & submission /Opening of Bid
1.	ARC for machining jobs in Machine Shop at ITPS	Rs.5,000/- + GST	1% of 1 st Year quoted price	As per Bid Document	04.12.17 to 26.12.17	Up to 15:00 Hrs on 27.12.17/ 15:30 Hrs onwards on 27.12.17
2.	AMC, FMS of Computers, Peripherals, Printers & Software support of OPGC Ltd	Rs.5,000/- + GST	1% of 1 st Year quoted price	As per Bid Document	04.12.17 to 20.12.17	Up to 15:00 Hrs on 21.12.17/ 15:30 Hrs onwards on 21.12.17
3.	Drinking water supply to periphery villages by tanker during 2018 summer.	Rs.5,000/- + GST	1% of total quoted price	As per Bid Document	18.12.17 to 09.01.18	Up to 15:00 Hrs on 10.01.18/ 15:30 Hrs onwards on 10.01.18
4.	Annual contract for deploying additional supervision staff for CHP-1&2 at ITPS	Rs.5,000/- + GST	1% of total quoted price	As per Bid Document	06.12.17 to 21.12.17	Up to 15:00 Hrs on 22.12.17/ 15:30 Hrs onwards on 22.12.17
5.	Annual Civil Maintenance works in Main Plant at ITPS for two years (Two Bid)	Rs.10,000 /- + GST	1% of 1 st Year quoted price	As per Bid Document	06.12.17 to 26.12.17	Up to 15:00 Hrs on 27.12.17/ 16:00 Hrs onwards on 27.12.17
6.	AMC for Civil maintenance jobs in ITPS Colony for two years (Two Bid)	Rs.10,000 /- + GST	1% of 1 st Year quoted price	As per Bid Document	15.12.17 to 04.01.18	Up to 15:00 Hrs on 05.01.18/ 15:30 Hrs onwards on 05.01.18
7.	Repairing of Roads in ITPS Colony (Two Bid)	Rs.5,000/- + GST	1% of total quoted price	As per Bid Document	15.12.17 to 04.01.18	Up to 15:00 Hrs on 05.01.18/ 16:00 Hrs onwards on 05.01.18
8.	Consultancy services by third party for Ash Pond works (Single Bid)	Rs.5,000/- + GST	1% of total quoted price	As per Bid Document	08.12.17 to 21.12.17	Up to 15:00 Hrs on 22.12.17/ 16:00 Hrs onwards on 22.12.17

9.	R/M of ITPS House and Trainees Hostel at ITPS for two years (Two Bid)	Rs.10,000 /- + GST	1% of 1 st Year quoted price	As per Bid Document	12.12.17 to 02.01.18	Up to 15:00 Hrs on 03.01.18/ 15:30 Hrs onwards on 03.01.18
10.	R/M of Canteen inside the Main Plant Area at ITPS (Two Bid)	Rs.10,000 /- + GST	1% of 1 st Year quoted price	As per Bid Document	12.12.17 to 02.01.18	Up to 15:00 Hrs on 03.01.18/ 16:00 Hrs onwards on 03.01.18

- **e-Reverse Auction (E-RA) shall be conducted for the works at Sl. No. 2, 5, 6, 7, 9 & 10 above. The Transaction Fees for e-Reverse Auction shall be deposited to the account of MSTC Limited directly.**

The non-refundable **Transaction Fees towards e-Reverse Auction** as mentioned above against each work shall be deposited by all Techno-Commercial qualified bidders directly to the account of MSTC before E-RA launch schedule. Before participation in e-Reverse Auction, the bidder has to register in MSTC e-Procurement Portal well in advance and submit the E-RA fee amounting to the value intimated by M/s. MSTC Limited

Cost of bid document (non-refundable) shall be paid by Demand Draft in favour of OPGC Ltd. drawn on State Bank of India (Code-9510) / Andhra Bank (Code-0662) / Central Bank of India (Code-283899) payable at ITPS, Banharpali or ICICI Bank, (Code-ICIC0003679) payable at Telenpali. Cost of bid document shall have to be submitted along with the bid and the DD towards the tender cost (separate from EMD) should be prepared on or before the last date of submission/receipt of tender, otherwise the bid shall be liable for rejection. In case of any discrepancy found between tender document submitted by the agency and the master copy in our office, the latter should prevail. No claim on this account shall be entertained. Complete and signed sealed bids in hard copy form only shall be received at Contract Cell, ITPS. Bids shall be opened at Contract Cell, ITPS in the presence of the bidders or their authorized representatives, if present at the time of opening. If the last date of issue / receipt / opening happens to be a HOLIDAY, the tender will be issued/ received / opened at the respective time on the next working day. The photocopies of all the supporting documents required for participating in the tender mentioned in NIT/Tender paper shall be submitted along with the bid; otherwise the bid is liable for rejection. Bids without EMD will be rejected outright.

NB: Bidders having the requisite qualifying requirements as specified in the bid document shall only be considered for tender evaluation.

Bids received after stipulated date & time shall not be entertained. OPGC shall not take any liability on account of any postal/courier delay. OPGC reserves the right to accept / reject any or all tenders, seek additional clarifications, split up the scope among eligible bidders or cancel the tender altogether without assigning any reasons thereof.

Important: The detailed NIT along with Terms and Conditions are available for download at OPGC website at www.opgc.co.in. Addenda/Corrigenda/ Extensions, if any, will be notified on the OPGC website only and will not be published in any other media. Interested companies or entities may visit OPGC website for the tender timeline and other details.

Sd/- AGM-SCM

(Email: bkmishra@opgc.co.in; Landline No. 06645-289221)

SAFE & CLEAN POWER IS OUR COMMITMENT

OPGC encourages all existing or new vendors/suppliers to register with us as empanelled vendors. Please visit our website www.opgc.co.in for details.

Information to Bidders

- 1) The bids complete in all respect must be submitted in a sealed envelope super scribed with tender enquiry number, name of the work and due date of opening. **Techno-commercial Bid, Price Bid, Cost of EMD & Cost of Tender Paper shall be put in separate sealed envelopes and all envelopes shall be put in a big sealed envelope. The bid documents are not transferable.** The bidder must submit the following along with the bid:
 - a) EMD of requisite amount as per NIT shall be put in a sealed envelope.
 - b) Photocopies of Provident Fund Registration certificate, GST Registration certificate, Income Tax PAN , valid VAT/ Sales Tax Registration / Clearance certificate and Group Insurance Policy.
 - c) Bid documents duly signed & stamped in all pages as a token of acceptance.
 - d) In case of bidders submitting the documents downloaded from OPGC web site, the cost of bid documents (as per NIT) must be submitted (separately from EMD) in the form of Demand Draft. **The draft towards cost of bid documents must be drawn on or before the last date of sale of bid documents.**
 - e) Original price bid duly filled in, signed & stamped on each page shall be submitted. Any price breakup (if required) must be submitted separately. The rates offered by the bidder shall be clearly written in English (clearly hand written or typed) both in words and figures and shall be free from any aberrations, deletions, corrections and overwriting. In case of any illegibility of the offer submitted by bidder the interpretation by OPGC shall be final and binding on the bidder. Insertion, postscript, addition and alteration shall not be accepted after submission of the bid.

Note: Tenders submitted without the above requirements shall be liable for rejection.

- 2) Bidders are advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents and not stipulate any deviations in normal case.
- 3) **OPGC will award the contract to the successful bidder whose bid (offered/evaluated) has been found the lowest i.e. on L-1 basis.**
- 4) **OPGC reserves the right to evaluate the quotation on such deviations having financial implications by adding the cost determined by OPGC.**
- 5) Wherever it is mentioned in the specification that the contractor shall perform certain work or provide certain facilities, it is understood that the contractor shall do so at his cost.
- 6) Before quoting the rates the Bidder should go through the specifications, scope of work, special condition of contracts etc. and get himself fully conversant with them. The bid should include cost of mobilization and cost to adhere to all safety norms as described in the tender. No relaxation or request for revision of quoted/accepted rates shall be entertained subsequent to the opening of bid on account of mobilization or Safety costs.
- 7) The details of items in the price schedule shall be read in conjunction with the corresponding technical specifications. Items of work provided in the price schedule but not covered in the technical specifications shall be executed strictly as per instructions of Engineer in charge.

- 8) The Bidders shall quote rates inclusive of the complete cost towards consumables, tools and tackles, equipments, labour, levies, taxes and duties if any, **all safety PPE's as per OPGC norms to all workmen**, rectification, maintenance till handing over, supervision overheads, profits and all incidental charges not specifically mentioned but reasonably implied and necessary to complete the work according to contract. **However, bidders shall indicate the %(Percentage) of cost of PPEs included in their price.**
- 9) **The e-Reverse Auction will not be conducted for the rate quoted in tentative schedule of menu for ITPS House, Porta cabin and C-3 Guest House.**
- 10) **OPGC reserves the rights of accepting the whole or any part of the tender and bidder shall be bound to perform the same at their quoted rates.**
- 11) **The existing ITPS House Menu Rates mentioned in Appendix-I is enclosed herewith for indicative only. The bidders are requested to quote their own rate against each items base on which final evaluation will be done.**
- 12) **The bidders shall fill up the blank price bid & menu rate and submit these as price bid. The position of the bidders will be decided considering the quoted price in blank price bid & menu rate.**

Note:

- **The Techno-commercially qualified bidders will participate in the Reverse Auction through MSTC Limited. The price may be finalized based on Reverse Auction or Sealed Price Bid. OPGC reserves the right to go for reverse auction prior to opening of sealed Envelope price bid, submitted by bidder. This will be decided after techno-Commercial Evaluation. All Bidders have to give their acceptance for participating in Reverse Auction as per "Rules and Regulations of the e-Reverse Auction" which shall be binding on the bidders. Non Acceptance to participate in Reverse Auction may result in non-consideration of their bids, in case OPGC decides to go for reverse auction.**

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RULES AND REGULATIONS OF THE E-REVERSE AUCTION

Buyer's Name/Owner	Ib Thermal Power Station (A Unit of Odisha Power Generation Corporation Limited)
Auction To Be Conducted By	MSTC Limited
Name of the work	R/M of (A) ITPS House, Porta cabin & C-3 Guest House & (B) Trainees' Hostel at ITPS.
Reference	NIT No.ITPS/CC-22/2017/11, Dtd.30.11.2017
Date & Time Of Auction	Auction Date: [To be intimated later] Online e-Reverse Auction Time : [To be intimated later] URL: www.mstcecommerce.com/eprochome/opgc
Special Instructions	Bidding in the last minutes and seconds should be avoided in the bidders own interest. Neither the Service Provider nor OPGC will be responsible for any lapses /failure on the part of the vendor, in such cases.
Auto Extension of Closing Time	5 minutes NB: If any bidder quotes 5 minutes before closing time, the closing time will be extended automatically for another 05 minutes and so on till 05 minutes idle time between the bids.
Decremental Value	Minimum decrement is Rs. 10,000/- and in multiples of Rs. 10,000/-
Start Price	The start price shall be confirmed before start of the e-RA and the same should be the estimated price as decided by OPGC.

1. For the proposed e-Reverse Auction, techno-commercially qualified bidders only shall be eligible to participate.
2. Bidders must be a registered user to bid for Buyer ("OPGC") in MSTC portal www.mstcecommerce.com/eprochome/opgc. Bidders need to have their Login ID and Password prior to e-Reverse Auction.
3. Bidders have to participate as per the e-Reverse Auction time and date communicated to them & based upon e-Reverse Auction invitation for particular Auction.
4. Quotation once submitted through e-Reverse Auction cannot be withdrawn /deleted. Otherwise, the EMD submitted by the bidder shall stand forfeited.
5. Buyer reserves the right to ban the bidder from participating in e-Reverse Auction without any explanation/reason at any stage of e-Reverse Auction.
6. Buyer reserves the rights to extend / cancel the e-Reverse Auction.
7. E-Reverse Auction shall be conducted in Indian Rupees only.
8. All prices submitted by Bidder in e-Reverse Auction shall be as per Tender's Terms & Conditions.
9. Validity of bids: As mentioned in Tender Document.
10. Written Confirmation shall be taken in advance regarding participation in the e-Reverse Auction to buyer along with the Authorized person name and details.
11. Buyer reserves the right to award the Purchase Order / Service Order as per buyer's discretion irrespective of Live Auction Rank.
12. Buyer reserves the right to repeat the e-Reverse Auction of same package.
13. **After completion of e-Reverse Auction, OPGC shall open the manual price bids submitted during tendering. The lowest evaluated bid of all the bids submitted in manual and e-Reverse Auction process shall be considered for award of the Purchase order / Work order.**
14. The bidders shall quote from their own offices/ place of their choice. Internet connectivity shall have to be ensured by bidders themselves.

15. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, OPGC at its own discretion shall debar the bidder from the e-Reverse Auction/Tender and future participation also.
16. OPGC reserves the right to cancel the e-Reverse Auction process/ tender at any time, before ordering, without assigning any reason and may go for manual opening of price bids as per standard practice.
17. OPGC shall not have any liability to bidders for any interruption or delay in access to the MSTC portal irrespective of the cause. In such cases, the decision of OPGC shall be binding on the bidders.
18. Other terms and conditions shall be as per NIT, bidder's techno-commercial Bid and other latest correspondences/ final confirmations, (if any) against the NIT.
19. If any item is not quoted by a bidder, the maximum price quoted by the other participated bidders for that item shall be considered for arriving evaluated price of that bidder.
20. The total L1 Price obtained through e-Reverse Auction shall be proportionately distributed among each line item inline with the price quoted and evaluated in the hard copy price bid.
21. The price quoted in e-Reverse Auction is the total price for all the items and quantity as per Price Schedule of NIT irrespective of any omission by the bidder in the hard copy price bid.
22. In case, the L1 Bidder in e-Reverse Auction and manual Tender happens to be the same bidder, then minimum price among both shall be considered as L1. If the bidder disagrees to accept the said condition, then his EMD shall be forfeited. Apart from this the bidder will be debarred from participating in future e-Reverse Auction/Tender of OPGC.
23. Each Bidder shall get the final loading factor (%age of the quoted price) from OPGC before e-Reverse Auction for the deviations, if any, taken by them in the techno-commercial bid.
24. The Price quoted in the e-Reverse Auction shall be inclusive of all applicable taxes, duties and levies, deviations considering the loading factor (got from OPGC/Tender Condition as mentioned in above clause) on his quoted price. However, the service tax shall be paid extra as applicable and not included in the loading factor as well as total price.

UNDERTAKING

I hereby undertake that I agree to the “**Rules and Regulations of the e-Reverse Auction**” mentioned herein.

Signature:

Name:

Date:

Company Name:

Seal:

Qualifying Criteria

The Agency shall have following minimum criterion to participate in Tender:

1. The Agency must have minimum 03(Three) years of experience in Running and Maintenance of Guest House & Trainees 'Hostel in Large/Medium Industries/Power Plants (PSU)/ Corporate Houses/Government Organization during last 3(Three) years ending November 2017. The Agency is required to submit relevant registration certificate, copy of work orders along with completion certificates.
2. The Bidder must have successfully completed the Running Maintenance services(Housekeeping & Food Hospitality) during the last 03 years ending November 2017 either of the following:-
 - (I) Three similar completed works each costing not less than the amount equal to Rs.30.0 Lakh.

'OR'

 - II) Two similar completed works each costing not less than the amount equal to Rs.40.0 Lakh.

'OR'

 - (III) One similar completed works costing not less than the amount equal to Rs.60.0 Lakh.
3. Average annual financial turnover during last 3 (Three) years(i.e. 2014-15 ,2015-2016 & 2016-17) should be INR 1 crore . Audited Balance Sheet and profit & loss A/C must be submitted along with the Techno-commercial Bid.
4. The bidder must have valid Provident Fund Account Number & ESI Registration Number,GST registration certificate.
5. The bidder's present Employees Strength must be 70 or More.

N.B.

1. The above qualification requirement is Mandatory. Catering Services for more than 3 sites serving 100 nos. are optional and meant for additional Score.

EVALUATION CRITERIA

The evaluation of the Bids will be carried out by the Owner as mentioned below.

(A) Techno Commercial Bid Evaluation Process

The Techno Commercial Bids will be evaluated on three aspects:

- (a) Qualifying Requirement Evaluation, and
- (b) Technical Evaluation

Owner will evaluate the qualification documents submitted by the bidders along with Techno-commercial BID. During this process if any Bidder is found not meeting the qualifying requirement, then they will not be considered for Technical Evaluation.

- (c) Based on the presentation before the committee.

(B) Qualifying Requirement Evaluation

The Bidder shall comply with all the conditions of qualifying requirements mentioned above. Non compliance with any of these criteria will result in outright rejection of the Bidder's Proposal.

(C) Technical Evaluation

Scrutiny of Documents.

(D) Presentation:

The Bidder will be given 30 minutes for presentation on their proposals before the Committee, followed by 15 minutes of interaction with the Committee thereof. The Service Provider should understand that their presentation and interaction with the Selection Committee shall also be the basis of marking technical proposal in addition to other parameters.

However selection of the bidder is entirely upon the discretion of the Owner and the bidder has no right to seek clarification in what so ever in nature for rejection in the bidder qualification criteria.

The Committee if desire make a due diligence (verification by owner's representatives on Housekeeping service, Food, hospitality, Food Quality, Running & maintenance of equipment. Laundry Services etc.)

The Evaluation of technical bid will be broadly under the following considerations

(Bidders are required to submit Documentary evidence in support of each)

SI No.	Criteria	Evaluation Methodology	Marks
Technical Bid			
Evaluation on the Basis of documents submitted in Technical Bid:			
I	The Bidder must have minimum 03(three) years of experience in Running Maintenance services (Housekeeping & Food Hospitality) of Guest House, Industrial Canteen & Trainees' Hostel in Large/Medium Industries/Power Plants(PSU)/Corporate Houses i.e.from 2014 to 2017 The Bidder is required to submit relevant registration certificate, copy of work orders and completion certificates along with Techno-commercial BID.	The bidder having minimum experience of 3 years: (i)if produced documentary proof:10 Marks , (ii)if not produced documentary proof: Disqualify	15 marks
		The Firms having experience of 3-6 years: 12 Marks	
		The Firms having experience of more than 6 years: 15 Marks	
II	The Bidder must have successfully completed the Running Maintenance services (Housekeeping & Food Hospitality) during the last 03 years i.e. from January 2014 to December 2017 either of the following:- (I) Three similar completed works each costing not less than the amount equal to Rs.30.0 Lakh. 'OR' (II) Two similar completed works each costing not less than the amount equal to Rs.40.0 Lakh. 'OR' (III) One similar completed works costing not less than the amount equal to Rs.60.00 Lakh.		10 Marks
III	Provided services for any sectors mentioned below: a. Manufacturing Sector b. Power Sector c. Construction Sector	Provided services for any 3 locations of any sector - 9 Marks	15 Marks
		Provided services for	

	d. Hospital/Pharma Sectors e. IT/BPO Sector	any 4 locations of any sector - 12 Marks	
		Provided services for 5 locations of any sector - 15 Marks	
IV	Provided Catering Services for more than 03 sites serving minimum 70 Nos.	Provided Catering Services 3-5 sites serving minimum 70 Nos.- 5 Marks	10 Marks
		Provided Catering Services for 5-7 sites serving 70-100 Nos.- 7 Marks	
		Provided Catering Services for more than 7 sites serving more than 501 Nos.- 10 Marks	
V	Bidder having at least 70 nos of on roll employees	Bidder having 70 nos of on roll employees- 3 Marks	5 Marks
		Bidder having 70-100 nos of on roll employees- 4 Marks	
		Bidder having 100-120 nos. of on roll employees- 5 Marks	
VI	Average annual financial turnover during last 3 (Three years (2014-15, 2015-2016 & 2016-17) should be INR 1 crore .	The bidder must have INR 1 cr. Per yr. in last 3 Financial years if produce documentary evidence- 10 Marks if "NO" disqualify.	15 Marks
		The bidder must have INR 01 cr.-02 cr. Per yr. in last 3 Financial years. - 12 Marks	
		The bidder must have more than INR 03 cr. Per yr. in last 3 Financial years. - 15 Marks	
Sub Total			70 Marks
2.Evaluation on The Basis of Presentation:			
I	How the service provider carried out the work of similar nature in past in		15 Marks

	other reputed firms (Subject to verification by owner's representatives on Housing services, Food hospitality and Food quality, Running and maintenance of equipment, Laundry services and Gardening services) –Due diligence will be checked	
II	What will be the action plan of the bidder to carry out the requirement of OPGC as mentioned in Annexure-A ,B &C (A write up in hard format and in soft format be submitted along with the Bid documents)	15 Marks
Sub Total		30 Marks
Grand Total		100 Marks

Note: The Bidder have to score minimum 45 (satisfying the qualification criterion) in part 1 (Evaluation on the Basis of documents submitted in Technical Bid) and 15 in part 2 (Evaluation on The Basis of Presentation) to become shortlisted Bidder for opening of price Bid.

SCOPE OF WORK :

"Running & Maintenance of- (A) ITPS House, Porta Cabin & C-3 Guest House at ITPS."

The Scope of work of ITPS House, Porta Cabin & C-3 Guest House as follows,

- a) Day-to-day running and maintenance, upkeep of building, maintaining Hygiene, furniture, fixtures, lawns and gardens etc.
- b) Day-to-day running the catering services as per requirement.
- c) Maintenance & Development of lawns and gardens.
- d) Providing recharge to DTH TV connection.
- e) The beds must be cleaned once in a day including changing of towels and napkins. Cleaned and iron pressed bed sheets, pillow covers etc. will be provided to the guests with the change of occupants and in every day. Room fresheners of branded quality must be sprayed in rooms and toilets. , Blankets, Pillows and screens are to be cleaned once in every fortnight. Naphthalene ball, Odonil must be kept in every bathroom and toilet. Liquid detergent must be available in all bathrooms.(Appendix- V
- f) All rooms and premises of ITPS House, C-3 Guest House & Porta Cabin will be kept clean and totally free from debris and webs/weeds.(Appendix A-VI)
- g) Watch & ward must be available round the clock in areas mentioned above.
- h) Watch and ward of ITPS House & C-3 Guest House will be provided 24 hours.
- i) Out-door catering at meeting and conference within Ib TPS as directed by Officer-in-Charge.
- j) Maintenance of all assets of OPGC handed over in working condition.
- k) Maintenance of all records pertaining to assets and transactions as per direction of the Officer-in-Charge.
- l) Experienced gardener shall be engaged for developing and maintaining the lawns and gardens of ITPS House , C-3 Guest House Porta Cabin.
- m) The bidder shall provide an experienced continental, south Indian, Indian, Chinese cook (Minimum 5 years of inline experience) having culinary skills of preparing different types of dishes like Indian, South Indian, Odiya, Chinese and Continental etc.
- n) For effective & smooth running of the ITPS House, Porta Cabin & C-3 Guest House, manpower deployed by the bidder should have requisite skill, qualification & experience as specified in (Appendix A-III, Quality of Positions).
- o) Maintenance of Cooking Gas Bank meeting all safety standards with flame arrestors and NRVs(Non-Return Valves) etc. as required for safe/smooth operation. The Agency shall have to confirm use of only Industrial Gas Cylinders
- p) Cleaning inside and outside pucca and kutchha drains, cutting of wild growth developing inside premises & drain, cleaning leaves, debris's silt and other refuses from drain. Applying disinfectant wherever necessary.
- q) Any choke in flow & outflow of manholes, inspection chambers, wastes water pipe line, water closets etc are to be cleared as required to avoid unhygienic conditions.
- r) To remove & clean the dead body of animals, birds, reptiles etc. from the premises and arrange their burial away from Colony.
- s) Collection of Room Rent and deposit with OPGC
- t) The Contractor shall provide appropriate Pest Control Services as per frequency requirement of different Pest Control Measures.

(A) Special Conditions of ITPS House, Porta Cabin & C-3 Guest House :

- 1) All the cost towards manure, seeds, plants, compost, dry cattle dung, water sprinkler, pipe, Scissor etc necessary for development of lawn and garden shall be borne by the bidder. Seasonal flowers and Decorative plants as directed by the Officer-in-Charge shall be planted in the lawn and garden. In case the bidder shall not provide the same up to the satisfaction of Owner, then the Owner reserves the right to procure the same and supply to the contractor at his cost and risk. The cost of such procurement will be deducted from the contractor's monthly running bill. For all such activity separate registers to be maintained which will be periodically verified by the Officer-in-Charge.
- 2) (i) The bidder shall provide good quality soap, (reputed brand / ISI Mark) shampoo & oil to the boarders at his cost.

ii) However, shoeshine, shaving kit, toothbrush, toothpaste, hair oil and comb etc. shall be provided only to the VIP Rooms at his (Contractor's) cost. (Appendix -IV)
- 3) No food shall be served in the ITPS House, Porta Cabin & C-3 Guest House beyond the menu as per Appendix--I) unless and until there is specific instruction in this regard and prior approval of the Officer-in-Charge. The selling prices of such food items not included in the present menu but served at any time on specific instruction & prior approval of the Officer-in-charge shall be fixed by the management on the basis of materials cost only.
- 4) The boarding charges of the Guests of OPGC shall be reimbursed against production of bill and authorization of competent authority to the effect of entertainment of guests at the end of each calendar month. The dues of other occupants shall be collected at counter before the guest leaves the ITPS House, Porta Cabin & C-3 Guest House and the amount so collected towards room rent during a week shall be deposited with the Finance Department of OPGC on the 1st day of next week along with the allotment order. The check-in and check-out of the Guests shall be recorded in the Register and produced on demand by the authority. The check-out time is 24 hours from the time of arrival.
- 5) The normal time schedule for the catering services shall be as under: -
 - a. Bed Tea 6:00 AM to 7:00 AM
 - b. Breakfast 7:00 AM to 9:00 AM
 - c. Lunch 12.30 P.M. to 2:30 PM
 - d. Evening Tiffin 5:30 PM to 7:00 PM
 - e. Dinner 8:30 PM to 10:30 PM
 - f. Tea and Coffee As & when required by the Boarders.
- 6) The time schedule may however be altered in case of meeting and holding of party in the ITPS House by OPGC only.
- 7) Food as per the Menu corresponding to Appendix-I shall be served to the Guests within a reasonable time.

- 8) Management reserves the right to reject the quality and quantity of foodstuff prepared at ITPS House if the same is not commensurate to the schedule of standard under the work order and no compensation payment is admissible in case of such rejection.
- 9) The boarders of ITPS House, Porta Cabin & C-3 Guest House, Guests and Employees of OPGC are allowed to take food in ITPS House. No outsiders are allowed to ITPS House & C-3 Guest House either for food or shelter.
- 10) The contractor shall recharge the DTH TVs from time to time and the amount shall be reimbursed to the contractor on production of proper documents.
- 11) The contractor shall maintain adequate number of manpower for day-to-day running maintenance of ITPS House, Porta Cabin & C-3 Guest House as follows:
 - a. The Manager's service must be available round the clock.
 - b. The Receptionists# service must be made available round the clock.
 - c. The security service must be available round the clock.
 - d. Adequate nos. manpower must be deployed for cleaning & sweeping.
 - e. Adequate nos. of Manpower must be deployed for Gardening.
 - f. Adequate nos. of Manpower for Cooking (Cook) must be deployed.
 - g. rest of the work/service also adequate nos. of skilled manpower must be deployed.
- 12) Administrative Staff shall have sound knowledge of operating Computers, MS-Office and competent to handle bills, MIS etc. on computers.
- 13) **Penalty**:-Management reserves the right to impose penalty @ 1% of monthly contract value for any one of the following lapses per occasion subject to maximum of 5% of monthly contract value and shall be recovered from the running bill. The penalty shall be imposed by the Officer-in-charge at his discretion.
 - i) Delayed Service resulting in any discontentment among the boarders of ITPS House, Porta Cabin & C-3 Guest House.
 - ii) Service of Sub-standard quality of food, snacks and tea etc.
 - iii) Use of inferior quality of ingredients and materials.
 - iv) Food not served as per Menu.
 - v) Non-adoption of proper sterilization method, Hygiene for cleaning various utensils, crockery, tumblers, cups, plates, vessels etc.
 - vi) Non-dumping of wastes in proper place.
 - vii) Unauthorized persons found in the room/Dining Hall/ Premises of ITPS House, Porta Cabin or C-3 Guest House of ITPS/Conference Hall
 - viii) Service extended to other unauthorized persons.

- ix) Use of bed-sheets, pillow covers, blankets and mosquito nets etc. without proper cleaning and pressing wherever necessary.
- x) Poor maintenance and lack of development of lawn and garden.
- xi) Dissatisfaction in cleaning of rooms, toilets, kitchen etc.
- xii) Deployment of less & skilled manpower as per requirement mentioned in Appendix-(A- III).
- xiii) Violation of Special Condition Clause.

14) Any item not specifically included but effect the Brand Value of OPGC

- i) The contractor shall strictly follow the quantity, quality and time of services specified by OPGC. For any complain found genuine, appropriate penalty shall be imposed at the discretion of the Officer- in-charge based on the contractor's reply to the complain.
- ii) In case the contractor could not execute the contract during the contract period, the security deposit submitted shall be forfeited and the work shall be done by any other means at the contractor's cost and risk.
- iii) In the event of stoppage of ITPS House, Porta Cabin & C-3 Guest House services on any day by the staff or any other person engaged in the ITPS House, Porta cabin & C-3 Guest House, the contractor shall be responsible for supply of food items failing which OPGC shall have the right to get the supplies of food items from any outside agency, at the prevailing rates and to realize the amount from the contractor's running bills. In case of stoppage of service continues for more than one day, OPGC shall have the right to take suitable penal action against the contractor.
- iv) The Contractor shall subscribe News Paper dailies, Magazines i.e. 3 Odia Dailies, 2 English Dailies and 2 monthly magazines.
- v) The contractor shall produce the Food License & any other License required for R/M of ITPS House, Porta Cabin & C-3 Guest House obtained from the local government authority within 07 days from commencement of service.
- vi) If he violates any provisions of Prevention of Food Adulteration Act or Essential Commodities Act, he shall be liable for such penalty as may be imposed under the said Acts.
- vii. The Contractor shall use Industrial washing machine for cleaning of linen, bed sheets, screens, blankets, table cloths etc. The Contractor shall provide laundry service to the Guests on chargeable basis.

(B) Other Special Conditions of ITPS House, Porta Cabin& C-3 Guest House

- 15) All properties of OPGC provided to **ITPS House, C-3 Guest House, Porta Cabin** viz. Air Conditioners, Refrigerators, Water Coolers and other assets etc shall be at the bidder's custody for its use and safe upkeep. Any loss or damage to such property shall be brought to the notice of the authority forthwith for assessment of the extent of loss and damage and cause/remedial measure and recovery if necessary. The contractor shall furnish an acknowledgement for all the equipment provided to him by the management at the commencement of contract work. The contractor shall be fully responsible for proper upkeep and maintenance of all utensils, furniture, fixtures, building and all other equipments including cooking appliances provided to him. OPGC will provide all the cooking and serving utensils, crockery, furniture, LP gas system / equipment/ chullah in free of charges. Any further requirement in this regard will

be examined by OPGC and if found necessary shall be provided to the contractor. An inventory shall be maintained by the bidder as well as by OPGC in respect of the utensils, furniture & fixtures and other equipments provided by OPGC, which shall be subject to periodical verification. The bidder shall maintain the Hygiene of all Kitchen, Dining Hall & Living Rooms using proper disinfection & cleanness of all area by Pest Control.

- 16) The bidder shall provide adequate printing materials required for this contract for day-to-day use and provide adequate stationeries and Registers required under various Acts. The Money Receipt book for collecting room rent shall be provided by OPGC. Cost of all such Printing charges shall be borne by the contractor.
- 17) The bidder shall provide adequate printing materials required for day-to-day use and provide adequate stationeries and registers required under various Acts.
- 18) The bidder shall provide adequate quantity of brooms, brushes, detergents, scented phenyl and other cleaning materials, which are required for cleaning of floor, utensils, furniture, urinals etc.
- 19) The cost of minor repair & replacement of parts thereof to Cooing Ranges/Gas Chullahas, Water Purifier, Grinder, Refrigerator, Tea Flask, Charger Light & other equipments shall also be borne by the bidder up to Rs.4000/- per month.
- 20) The bidder shall maintain a team of well-trained and experienced staff/workmen for smooth running.
- 21) The persons engaged on duty by the contractor shall have pleasing personality and they must be prompt in delivery of service to the boarders/Guests/Visitors. The Officer-in-Charge shall verify the skill level of the persons to be engaged before the Agency put them into roll.
- 22) The Receptionist/Supervisor/Manager should be smart with pleasing personality. He shall ensure proper care of guests. He shall also attend to telephone calls and allot rooms to those having allotment order issued by the Officer-in-Charge. Administrative Staff shall have sound knowledge of operating Computers, MS-Office and competent to handle bills, MIS etc. on computers.
- 23) The Service boys / Waiters/Housekeeping staff shall be polite, decent behavior, well mannered and prompt towards guests and boarders of the contract. They shall understand, speak and read Odiya, English and Hindi Languages.
- 24) The bidder shall provide 2 pairs (Shirts, Trousers & caps) per year as well as the bidder shall also provide Head Cap/Apron/Coat and safety shoes / foot wear, Safety helmet, goggles & other PPEs as per requirement to all the staff.
- 25) The colour of the uniform of the contractor's staff in this contract shall be decided by the Management and shall be intimated to the contractor. The Receptionists, Managers, Stewards etc. shall wear Tie and Coat regularly. All the staff shall wear uniform while on duty. Wherever necessary cooks and other staffs will always use Apron and head cap while on duty. The Service boys shall use disposable gloves during serving of food stuff & beverages.
- 26) The workers engaged by the contractor should be free from all communicable diseases and any Health hazards. It is the contractor's responsibility to ensure that the workers should not be under the influence of liquor or other addictions while on duty. The contractor shall ensure that the health of his workmen is checked once in a year during our general health check up schemes.

- 27) The uniform of the Security Guards at the gate shall be olive green Trouser and full Shirt with black belt, badge, shoe and woolen cap (or as directed by the Officer-in-Charge).
- 28) No assignment, transfer or sub-contract by the contractor is permissible. The contractor is also not entitled to change the constitution of the firm in any manner without the prior permission of the management.
- 29) The contractor shall be liable for payment of statutory dues as per the Labour Laws at his own risk and OPGC will have no liability whatsoever on this account. On expiry of contract the contractor shall ensure payment / settlement to workmen on roll for the period of contract all facilities like Retrenchment benefit, Gratuity and other statutory/welfare dues applicable under various Laws after which outstanding dues of the contractor including last month's bill shall be settled after adjustment.
- 30) The catering contractor must replace any person not found suitable for such services forthwith without affecting the normal running and maintenance of ITPS House, Porta Cabin & C-3 Guest House.
- 31) Workmen/staff engaged at specified areas cannot be utilized for other jobs, which are not related to these areas. In case it is found that they are engaged on other works, penalty shall be imposed at the discretion of the Officer-in-Charge.
- 32) There will be a review of the performance of the contractor by the Management from time to time. If it is found that the performance of the contractor is not satisfactory, then the contract shall be terminated with **Sixty days notice**.
- 33) The bidder shall be provided with 02 nos. of F-Type qtrs. free of cost for accommodation of his staff. However the cost of electricity & water charges shall be borne by the contractor. This will be applicable subject to availability of quarters in ITPS Colony.
- 34) The bidder shall purchase good quality rice, wheat, dal, besan, maida, suji, refined oil, ghee, groundnut oil, fresh standard vegetables etc. and good quality non-vegetarian items as prescribed by the management in Appendix-II. Raw materials/ingredients used by the contractor shall be subject to periodical inspection by the representative of the management for review of the standard.
- 35) Proper Sterilization method by using hot water & non-toxic detergent should be adopted for cleaning various utensils, crockery and tumblers etc.
- 36) Any loss or damage other than normal wear and tear to utensils, consumers durables, furniture, fixtures, beds and other miscellaneous items of electrical fittings and building provided to the bidder shall be examined and assessed by the management and the cost of such damage or loss shall be realized from (i) running bill,(ii) security deposit and any other dues of the bidder Or in case the amount exceeds the dues of the bidder in concerned contract, the same shall be recovered from dues of other contract with OPGC.
- 37) The Contractor shall be abide by all Labour Acts, Rules & Regulations & Acts/Rules of India & Odisha and liable to comply the Provisions of Law of Land.
- 38) Compliance with Laws & Regulations:
 - (i) Contractor shall all times conducts its Services hereunder in strict accordance with all applicable Laws and regulations and with the highest commercial standards. The Contractor shall effect or ensure and maintain at its

own cost all necessary Governmental permits, Licenses, Approvals & Registrations required in connection with the execution or Performance of this Work Order.

- (ii) Contractor shall not engage in any practice or activity with respect to any of the Services or Services rendered by the contractor under the contract which is prohibited or in violation of any applicable Union, State or Local Laws.
 - (iii) Contractor agrees with the Policy as stated in this clause and further agrees that failure by Contractor or any person under its responsibility including but not limited to its officers, employees and Agents to comply with any Provisions of this clause shall constitute just cause for immediate termination of Work order and thereupon contractor shall have no claim whatsoever against OPGC Ltd.
 - (iv) Limitations of Liability: In no event shall OPGC Ltd. be liable for Special, Industrial or Consequential damages (including without limited loss of use, time, data, inconvenience, commercial loss, Loss -Profit or Savings, data) to the full extent such may be disclaimed by Law even if the dis-claiming party is advised of the possibility of such damages. OPGC Ltd's total liability whether for breach of Contracts, warranty, negligence, strict liability on tort or otherwise is limited to the total amount paid by OPGC Ltd. under this Contract/Work Order during the period of subsistence of contract preceding any claim giving rise to such damages.
- 39) The Contractor is an independent Contractor to OPGC Ltd. The Service Order issued to successful Contractor does not create any Agency, joint venture or partnership between the Contractors and OPGC Ltd. The Contractor is and shall be the sole employer and principle of each person performing services on the contractor's behalf and contractors shall be obliged and solely responsible to perform all requirements of an employer and as a "Primary employer" under all applicable status and Laws. The contractor shall not impose and create any obligation or liability of any kind express or implied or make any contracts, promises, representations or warrants on behalf of or in the name of OPGC Ltd. or enter into any obligation binding upon OPGC Ltd.
- 40) In case of the contractor's failure to make payment to workmen within seven days after wage period i.e. any month, penalty @ 0.1% of the monthly contract value for each day of delay subject to a maximum of 1% of the monthly contract value shall be imposed. Repetition of such default for more than three times shall lead to termination of the contract with **Sixty days advance notice** to the contractor. The Contractor shall ensure all the payments to the concerned workmen through Bank Transfer Mode only
- 41) ***The Monthly R/M Bill & Food Bill of different deptts. shall be submitted by the contractor latest by 5th of the succeeding month enclosing all documents in support of payment of Wages, deposit of statutory deductions like PF,ESI etc.and inventory list and any other documents required from time to time.***
- 42) In case of non-performance / continuous poor performance, the contract shall be terminated with 60 days notice and the work shall be done by any other means at the contractor's cost and risk. In this case the contractor's security & other dues shall be forfeited.
- 43) In case of Labour strike with advance notice, the contractor shall arrange fresh workmen and perform the contract without any discontinuation. If labours go on strike without any notice, the contractor shall make alternate arrangement within three days of such strike. The contractor's failure in this front shall debar the contractor to participate in any future bid in OPGC for next five years. No force majeure shall be considered after three days of such stoppage of work.

- 44) The contractor will be required to produce Medical Examination Report in Form -31 under Factories' Act of the concerned workmen during initial joining. The said Report shall be produced before CMO ITPS, Banharpali Hospital for verification & thereafter the workmen will be allowed to join in duty.
- 45) The bidder shall produce the Food License & any other License required for R/M obtained from the local government authority within 07 days from commencement of service.
- 46) Character & Antecedent verification from competent authority must be submitted before engagement of any workers at ITPS site
- 47) The bidder shall abide by the Safety, Health & Environment guidelines for contractor of OPGC.
- 48) The bidder must submit the GST Registration Number and GST details.
- 49) It is the responsibility of the contractor to pay in lieu of wages against unavailed leave, National and Festival Holidays, rest interval and extra wages for overtime, Bonus etc. as per rules to the workers engaged by him during the calendar year/Financial year as the case may be. The contractor shall provide them with employment card, Attendance and Wage card and maintain such other records in respect of the management of workers as will be required under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules made there under.
- 50) The contractor shall be liable for payment of statutory dues as per the Labour Laws at his own risk and OPGC will have no liability whatsoever on this account.
- 51) The bidder shall abide by the legal provisions with regard to the welfare, health and safety of the workers engaged by him as per Factories Act and rules made there under. He will also be responsible for the medical care of the persons engaged by him.
- 52) The Contractor must obtain a group insurance policy covering employment accidental benefit in respect of his workmen to meet the liabilities against Workmen Compensation Act-1923 (Amended Employees Compensation)/Registration under Employees State Insurance Act ESI) and furnish a copy of the same to the Office-in-Charge. The work shall commence only after submission of the Group Insurance Policy to the OIC.
- 53) The contractor shall submit all reports and returns in the prescribed format under various Statutory Acts to OPGC and concerned Government Authorities within the stipulated time prescribed for this purpose. In addition, the contractor is liable to abide by various Acts/Rules as may be promulgated by the appropriate Government from time to time.
- 54) The Contractor is to abide by the Labour Acts & Rules relating to Central Govt. & State Govt and rules framed there under and as applicable from time to time. The Contractor is to comply provisions made there under of Minimum Wages act-1948, Payment of Wages Act-1936, Contract Labour (R/A) Act.1970, Employee Provident Fund & Misc. Provisions Act-1952, Payment of Bonus Act.1965, Workmans' Compensation Act.2009, The Employees' State Insurance Act-1948, Odisha Labour Welfare Fund Rules 2015 and another Act. as applicable.
- 55) **Provident Fund:**
The Contractor shall deposit PF dues in prescribed PF Challan in time and a copy of i) PF Challan, ii) Copy of Generated ECR iii) TRRN Details iv) Acknowledgement Slip and any other documents in support of deposit of PF will be submitted along with Monthly R/M bill. The contractor shall give certificate / undertaking on the back side of the Challan mentioning "certified that the amount shown in the PF deposit Challan for the month of _____"

has been deposited towards the employees contribution as well as employer contribution & other administrative charges inclusive of the employees engaged / deployed at Ib Thermal power station, OPGC Ltd site. Out of the above if any discrepancies arise in future regarding the said deposit the same will be complied by us without any financial liabilities to OPGC / Ib Thermal Power Station.

Signature in full with official seal
(Authorized person only)"

The contractor shall comply all the provisions according to "Employees# Provident Funds & Miscellaneous Provisions Act, 1952."

- 56) The contractor shall start the catering service within 15 (fifteen) days of placement of Service Order failing which it will be presumed that he is not interested in the contract and the order shall suo motu be treated cancelled along with forfeiture of his earnest money deposit.
- 57) Officer in Charge shall verify the skilled level of the persons to be engaged at ITPS House before the contractor put them into the roll.
- 58) The bidder shall pay wages to his workers not less than the prescribed rates under Minimum Wages Act and rules made there under subject to revision from time to time through Bank Transfer Mode/Digital Mode. The payment is to be made within 7th of the succeeding month and the contractor shall notify the date, time and place of payment to his workers under intimation to OPGC. Acknowledgement of availing of such payment to be obtained from the concerned workmen and required to be submitted with OPGC enclosing in the R/M of the respective months.
- 59) The contractor shall procure and maintain the registers, wage-slips, attendance cards and such other forms required under the provisions of various statutes/ laws in respect of the ITPS House, Porta Cabin & C-3 Guest House workers and will ensure that the records made available to the OPGC or the concerned statutory authority on demand for verification
- 60) The bidder shall have to follow the norms laid down by the management from time to time in order to improve the quality of service and other matters connected with running and maintenance of ITPS House, Porta Cabin & C-3 Guest House
- 61) The contractor and/or his authorized employee / representative shall directly supervise the ITPS House, Porta Cabin & C-3 Guest House all the time. In absence of him and/or his authorized representative, the contractor shall inform sufficiently in advance to the Officer-in-Charge the name of his next representative to be available in the ITPS House.
- 62) A register is to be kept at Reception counter, which is accessible to all guest & visitors for giving their views, complaints and suggestions for improvement of ITPS House, Porta Cabin & C-3 Guest House. The register will be reviewed by the Officer-in-Charge from time to time. Any genuine complaint found during the review shall attract penal clause.
- 63) The contractor shall also take responsibility of proper housekeeping and regular cleaning of the rooms, buildings, drains and its surrounding areas and all the equipment of the ITPS House, Porta Cabin & C-3 Guest House. The out-side drains must be sprinkled with Black Phenyl each day. The Water Coolers will be cleaned once in a week. Candles of the Water cooler #cum-purifier will be replaced as when required. (Appendix-VI)
- 64) The food will be served at the Dining Hall except informed otherwise by the Officer-In Charge.

- 65) All the waste products of dining hall, kitchen, rooms, lawn and garden shall be dumped at a demarcated place within the premises of ITPS House, Porta Cabin & C-3 Guest House for subsequent lifting of the waste materials by the scavenging group to ensure clean Environment, or otherwise as per direction of the Officer-in-charge.
- 66) There should not be any party courtesy by the outside agency in the ITPS House unless and until specific instruction from the Officer-in-charge is obtained.
- 67) Sale & Consumption of alcohol in ITPS House is strictly prohibited.
- 68) In case of revision of minimum wages by the Govt. of Odisha and subsequent notification by appropriate authority, the differential amount of wages and statutory benefits due to such revision accrued will be reimbursed to the contractor. The extra payment on escalation of minimum wages shall be based on actual manpower deployed as per wage sheet during the contract period.

Encl:

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|----------------|------|---|
| 1) Appendix : | I) | Tentative Schedule of Men |
| 2) Appendix :- | II) | Brand of raw materials. |
| 3) Appendix : | III) | Quality of Positions |
| 4) Appendix : | IV) | Consumables to be provided by the Contractor |
| 5) Appendix : | V) | Linen Cleaning Frequency & Quality |
| 6) Appendix : | VI) | Cleaning Frequency & Quality |

Appendix-I ITPS House Menu Rates

Sl.No	Particulars	Portion	Existing Rate	Rate to be quoted by bidder
	Morning Tea			
I)	Tea	1 Cup(150 MI)	5	
II)	Coffee (Nescafe)	1 Cup(150 MI)	7	
III)	Biscuit (Salted/Sweet) Britannia (Cream 2 pc. + Salted 4 pc.)	6 Pc.	8	
A)	Breakfast		35	
	Banana-1 pc.			
	Egg to order (2 eggs)			
	Toast (8 pcs), Butter, Jam	8 Pc.(Each Pc.25 Gm with 30 Grm. Butter & Jam		
	Tea & Coffee 1 cup	(150 MI)		
B)	Paratha	4 Pc. (50 Grm.each Pc.) with 150 Gm Subjee	34	
	Banana	1 pc		
	Tea / Coffee 1 cup	(150 MI)		
	Or			
	Poori	8 Pc.(30 Gm per Pc.) with 150 Gm Subjee		
	Banana	1 pc		
	Tea / Coffee 1 cup	(150 MI)		
	Or			
	Idli	6 Pc.(50 Grm per Pc.) with 150 Grm Samber & 50 Grm Chutney (Dry)		
	Banana	1 pc		
	Tea / Coffee 1 cup	(150 MI)		
	Or			
	Masala Dosa	1 Pc (250 Gm) with Samber 150 Gm & Chutney 50 Gm		
	Banana	01 pc		
	Tea / Coffee 1 cup	(150 MI)		
	Or			
	Chole Bhatere	2 Pc (each 150 Gm) with Chole 150 Gm		
	Banana	1 pc		
	Tea / Coffee 1 cup	(150 MI)		
C)	Cornflakes (Good Quality):	50 Gm, Milk 200 MI(Hot or Cold)	35	

	Banana	1 pc		
	Tea / Coffee 1 cup.	150 MI.		
	MISCELLANEOUS SNACKS & OTHER ITEM			
1	Fried Cashew Nut (Good Quality)	75 Grams	75	
2	Cheese sandwich	4 Pcs.(200 Grams)	35	
3	Vegetable cutlet with finger chips.	Cutlet 2 Pc.(Each 75 Grms) Finger chips 50 Grms & Sauce	30	
4	Vegetable Sandwich with finger chips & sauce.	Sandwitch - 4 Pc (50 Grm each) with 50 Grm. Finger Chips & Sauce	28	
5	Vegetable Pakoda	8 Pcs (150 Grms.)	23	
6	Chicken Pakoda	8 Pcs (200 Grms.)	50	
7	Chilly Chicken	8 Pcs (200 Grms.)	55	
8	Chicken Sandwich with Finger Chips	4 Pcs (50 Grms each) with 50 Gr Finger Chips	45	
9	Peanut Fry	100 Gram	20	
10	Papad Roasted / Fried	1 Pc.	5	
11	Lassi Sweet / Salt	1 Glass(200 MI)	20	
12	Lemon Water / Jal Jeera	1 Glass(200 MI)	10	
13	Soft Drinks	300 MI.	MRP	
14	Soda	300 MI.	MRP	
15	Milk	1 Glass(200 MI)	15	
16	Mineral water	1 Bottle(1 Ltr)	MRP	
17	Omlette / Egg Bhujia	2 Eggs	20	
18	Fresh fruit Basket	(Apple 2 nos. (300 gms.), Banana 4 pcs., Grape or Cickoo or Mango-100 gms. and Two nos Orange.	75	
19	Vegetable Roll	1 Pc(150 Gram)	19	
20	Chicken Roll	1 Pc(150 Gram)	30	
21	Egg Chicken	1 Pc(150 Gram)	32	
22	Green Salad	150 Grams	15	
23	Butter Milk	1 Glass(200 MI)	12	
24	Paneer Pakoda / Chilly	8 Pcs -200 Gram	45	
25	Boiled egg	2 Pcs	12	
26	Horlicks	1 Glass Milk with Horlicks (200 MI.)	20	
27	Bread Toast with Butter Jam	4 Pcs.(50 Gram each Pc.)	20	
28	Vegetable soup	200 ml.	25	
29	Non-Veg. Soup	200 ml.	30	
30	Chicken Manchurian	8 Pcs -200 gram	55	
31	Chicken Butter Masala	200 Gram chicken+Gravy	65	

32	Chicken Bonesss item (Chicken Tikka, Curry) etc.	200 Gram Chicken	90	
33	Tandoori Chicken	1 Full (700 Grms Chicken)	220	
34	Tandoor Chicken, Half	half (375 Gram Chicken)	110	
35	Veg Curry	200 Grms	23	
36	Veg. Chowmin	1 Plate(350 Gram)	25	
37	Non Veg. Chowmin / Mix. Chowmin	1 Plate(350 Gram)	35	
38	Fish Fry / Fish Curry	2 Pcs(150 Grms)/ Gravy	45	
39	Indian Sweet (Rasgolla / Gulab Jamun)	2 Pcs (50 Grms each)	16	
40	Icecream (Vanilla / Strawberry / Butter Scotch)	100 MI	MRP	
41	Mater Paneer	100 Grams mottor (Paneer 100 grams)	50	
42	Paneer Butter Masala	120 Grams(Paneer 120 Grms) + Gravy	55	
43	Chicken curry	150 Grams(Chicken -150 Grms)+ Gravy	55	
44	Mushroom dish	100 Grams(Mushroom 100 Grams)	60	
45	Veg. Fried rice	350 Gram	40	
46	Non Veg. Fried Rice	350 Gram	55	
47	Dal Tadka / Rajma Masala	250 Gram(Cooked)	35	
48	Yellow Dal Fry	250 MI (Cooked)	30	
49	Alu Paratha	Per Pc - 120 Gram	10	
50	Paratha	Per Pc - 50 Gram	7	
51	Masala Papad	One Pc.	10	
52	Tandoor Roti	Per Pc.-50 Gram	7	
53	Chapati	Per Pc -35 Gram	3	
54	Chilly Gobi	200 Grams	30	
55	Chana Masala	150 Grams	40	
56	Veg. Manchurian	200 Grams	35	
57	Egg. Masala	2 Pc Egg & 150 Gr Gravy	25	
58	Plain Rice	450 Grams Cooked rice	15	
59	Non Veg.Cutlet with Finger Chips	Cutlet 2 Pc.(Each 75 Grms) Finger chips 50 Grms & Sauce	40	
60	Dry Fruit Basket	Almond-40 Gr.,Bold Kaju-40 Gr.,Fried Pista-35 Gr.Kismiss-25 Gr. Chocolate -10 Pc	160	
61	Juice	200 MI.	30	
62	Rice Kheer(Pyas)	300 MI.	25	
63	Chicken Sizler /Chicken Stew / Chicken Au-gratin	200 Gr.Chicken		
64	Vegetable Chow Chow	250 Grams		
65	Chicken Chow Chow	250 Grams		

	VEG.LUNCH (Limited Thali Meal)			
66	Rice, Roti, Dal, Vegetable Fry, Vegetable Curry, Salad / Khata / Chutney / Raita/Curd, Papad and Pickle.	Rice-450 Grams,Dal -250 Grams,Veg Dry-150 Gram,Veg Curry-200 Grams	48	
	Non-VEG.LUNCH (Limited Thali Meal)			
67	Rice, Roti, Dal, Vegetable Fry, Chicken Curry, Salad / Khata / Chutney / Raita/Curd, Papad and Pickle.	Rice-450 Grams,Dal -250 Grams,Veg Dry-150 Gram,Chicken Curry(Chicken-100 Gr.Gravy-50 Gr.)	75	
68	Chiken Biryani	450 grms. (150 grms. Chiken), Rice, Raita		
69	Veg Biryani	450 grms. (Paneer & Veg 200 Gr), Rice, Raita		
70	Special Veg. Curry	Nabaratna/Jaypuri/Kolhapuri/Gandhar/ Manpasand/Hyderabadi/Veg Kadhei etc.		
71	Paneer Bharta	250 Grams		
72	Veg Fry	Mix Veg Fry etc. 250 Grams		
73	Fish Fry	75 Grms. each fish after Fry		
74	Corn	Fry/ Dry/Masala/Chatpati (200 Grams)		
75	Green Peas	Fry/ Dry/Masala/Chatpati (200 Grams)		
76	Cut Fruit/ Fruit Salad	Minimum five fruits (Apple, Banana,grape,Orange, Pomogranate,Papeya,Naspati etc.)		
77	Veg.Soup (Diff.Type)		60	
	Rice(Diff.Rice)			
	Roti			
	Dal (Diff)			
	Veg.Curry			
	Veg.Fry			
	Khata/Taita/Dahi/Dahi Curdi/Dahi Bundi/Dahi Salad/			
	Papad			
	Pickle,Green Chilli,Salt			
Sweet Dish(Indian Kheer/Rasgula/Gulabjamun)				
Continental Food Items				
SL.No	Breakfast			
1	French Toast (With or without Honey)	04 Slice Bread	40	
2	Pan Cake (With or Without Honey)	02 Piece	40	

3	Bread Toast Butter & jam	04 Slice Bread Tost with Butter & Jam	22.5	
4	Boiled Egg	02 piece	13.5	
5	Grilled Mushroom	100 grams.	67.5	
6	Cheese Omlete	02 Eggs. With Cheese	27	
7	Scrambled Egg	02 Eggs.	27	
8	Fried Egg	02 Eggs.	27	
9	Masala Omlete	02 Eggs.	27	
Snacks				
1	Fish Finger	08 pieces (Boneless) 200 grams	108	
2	Chicken Finger	08 pieces (Boneless) 200 grams	117	
3	Mexican Chicken Wrap	08 pieces (Boneless) 200 grams	135	
4	Mexican Veg Wrap	200 grms.	112.5	
5	Chicken Nuggets	08 pieces (Boneless) 200 grams	126	
6	Veg Nuggest	06 pieces 200 grams	108	
7	Chicken BBQ Wings	08 pieces 200 grams	148.5	
8	Quesadilla	08 pieces (Boneless)	157.5	
9	Hot Chicken Fatita	08 pieces (Boneless) or 200 grams.	63	
10	Cheese Balls	08 pieces 200 grams	225	
11	Tangri Kabab	04 piece (400 grams.)	225	
12	Any other Continental Veg or Non Veg item	200 grams. (Boneless orwith bone)	85.5	
Soup				
1	Chicken Clear Soup	200 ml.	31.5	
2	Cream Of Brocoli & Mushroom Soup	200 ml.	40.5	
3	Slow Cooker Chicken taco Soup	200 ml.	40.5	
4	Lentil Chicken Soup	200 ml.	40.5	
5	Ministone Soup	200 ml.	40.5	
6	Sweet Corn Chicken Soup	200 ml.	40.5	
7	Slow Cooker Chicken tortilla Soup	200 ml.	40.5	
Main Course				
1	Hot Basil Chicken Chop	200 grams. (Boneless)	135	
2	Mexican Chicken	200 grams. (Boneless)	153	
3	Chicken Enchiladas	200 grams. (Boneless)	153	
4	Salsa Chicken	200 grams. (Boneless)	153	
5	Roast Chicken	200 grams. (Boneless)	135	
6	Grilled Fish	200 grams. (Boneless)	144	
7	Grilled Checken	200 grams. (Boneless)	135	
8	American Chopsy (Veg or Non-Veg)	350 grams.	126	
9	Baked fillet fish	350 grams.	135	
10	BBQ Chicken	08 pieces (Boneless) with gravy	148.5	
11	Pesto Chicken	08 pieces (Boneless) with gravy	148.5	

12	Crumb Fry Chicken	08 pieces (Boneless)	135	
13	Bhuna Masala Chicken Wings	08 pieces (300 Grams)	148.5	
14	KFC Fry Chicken	08 pieces 200 grams	157.5	
15	Schezwan Chicken	08 pieces 200 grams	135	
Prawn Items				
1	Golden Fried Jumbo Prawn	08 pieces 300 grams	225	
2	Prawn Valesanee	08 pieces 300 grams + gravy	229.5	
3	Prawn Mazenta	08 pieces 300 grams + gravy	225	
4	Prawn Malai Curry	08 pieces 300 grams + gravy	247.5	
5	Grilled Lobster with lemon butter sauce	08 pieces 300 grams + Sauce	225	
6	Grilled Prawn	08 pieces 300 grams	202.5	
7	Prawn Gold Coin	08 pieces 300 grams	247.5	
8	Prawn Therimeddar	08 pieces 300 grams + gravy	229.5	
9	Prawn Cram Fried	08 pieces 300 grams	225	
10	Any other Continental Prawn Item	08 pieces 300 grams	247.5	
Rice				
1	Garlic Soya Egg Fried Rice	450 grams.	46.75	
2	Kashmiri Chicken Pulao	450 grams.	51	
3	Kashmiri Pulao	450 grams.	42.5	
4	Green Rice	450 grams.	25.5	
5	Hawaian Rice	450 grams.	46.75	
6	Any other Continental Rice Item	450 grams.	42.5	
Pasta				
1	Sphagetti Bolognese	250 grams	202.5	
2	Pasta Carbonara	250 grams	212.5	
3	Ogili Olivio Veg	250 grams	139.5	
4	Pasta with Pomodora	250 grams	112.5	
5	Arbita Veg & Non Veg	250 grams	153	
6	Pasta with Pasta Sauce	250 grams	112.5	
7	Sandwich	250 grams	36	
8	Veg Sandwich	250 grams	36	
9	Germany Hassan Sandwich	250 grams	49.5	
10	Chicken Filling Station	250 grams	67.5	
11	Cheese tomato	250 grams	54	
12	Any Other Pasta Item	250 grams	58.5	
Salad				
1	Farm Fresh Pasta Salad	250 grams	58.5	
2	Russian Salad	250 grams	36	
3	Fruit Salad	250 grams	54	
4	Caesar Salad	250 grams	54	

5	Greek Salad	250 grams	40.5	
6	Shrimps Mango Salad	250 grams	45	
7	Tost Salad	250 grams	27	

Appendix- II

Brand of raw materials to be used in the ITPS HOUSE & C-3 Guest House for preparation of food items		
Sl. No.	Raw materials to be used for Preparation of food items.	Type & quality /Brand of raw materials.
1	Vegetable Oil	Sweekar / Flora/Sun Drop/Patanjali
2	Refined Oil	Sweekar / Saffola/Sun Drop/Patanjai
3	Mustard Oil	Double Hareen / Ganesh /Engine/Paatanjali
4	Harad Dal / Mug Dal	Grade 'A' (Fine Quality)(Big size)
5	Boiled Rice / Raw Rice	Basmati/Dehradun
6	Atta (Sarbatl)/Suji/	Khaitan/Rath/Patanjali
7	Maida	Khaitan/Rath
8	Besan	Grihasti/Gopal
9	Papad	Lizzat/Sriram
10	Fish	Rohi / Vakura
11	Mutton & Chicken	Good quality
12	Cold Drinks	Coca cola / Pepsi / Limca / Thums up/ Mirinda/ 7- up / Sprite
13	Tea	Red Label / Tajmahal /Tata /Green Label/Lipton/Brooke Bond
14	Bread (800gms.)	Fresh quality
15	Butter / Milk / Curd	Amul / Omfed
16	Green chilly	Fresh quality
17	Haldi powder / Chilly powder /	MDH / Grihasti / Ruchi
18	Masala powder / Zeera powder	Ruchi/Grihasti/Patanjali/MDH
19	Other spices	
20	Coffee	Nescafe
21	Milk	Omfed/Amul
22	Cow Ghee	Omfed/Amul/Patanjali
23	Sweets	Amul/Haldiram
24	Rice	Dehradun/Basmati
25	Vermicelli/Custard Powder	Ruchi
26	Salt	Tata
27	Biscuit	Britannia/Bisk Farm/Patanjali
28	Noodles	Top Raman/Maggie
29	Sauce	Lal's/Maggie/Kissan
30	Mineral Water	Acquafina /Kinley/Bisleri
31	Juice	Real/Mango Fruti/Patanjali
32	Jam	Kissan

33	Cream	Amul/Ajanta
34	Butter	Amul
35	Curd	Omfed/Amul
36	Paneer	Omfed/Amul
37	Ice-cream	Dinshaw/Amul
38	Other ingredients	High Quality Brand of reputed firms

Note: Officer –in-Charge shall ensure brand of other items left out in this list from time to time ,if required.

Appendix-III

Quality of Positions

Positions	Education	Minimum Experience	Other requirement
Manager	Degree/Diploma in Hotel Management	5 Years	Should Speak, read, write and understand English, Odia & Hindi. Polite in nature.
Cook	Diploma or Literate with in-line experience	5 Years	Should prepare all type of dishes like Indian, Continental & Chinese
Asst Cook	Diploma or Literate with in-line experience	3 Years	Should prepare all type of dishes like Indian, Continental & Chinese
Front Office Manager/ Receptionist	Degree/Diploma in Hotel Mgt. Or Degree in any discipline with 5 years in line experience	5 Years	Should Speak, read ,write and understand English, Odia & Hindi. Polite in nature
Sr Service Boy/Waiters	Literate	3 Years	Should understand English, Odia & Hindi, Polite in nature
Service Boy	Literate	3 Years	Should understand English, Odia & Hindi, Polite in nature
Store Keeper	Degree in any discipline	5 Years	Should understand English, Odia & Hindi, Polite in nature
Security	HSc. Passed	2 Years	Should speak, read, write & understand odia,Eng. & Hindi.

Appendix-IV

Consumable to be provided by the Contractor

SI No	Consumables	Brand/Type
1	Shaving Kit	Gillate/Wilson/Axe/Any Approved Brand
2	Shaving Cream	Old Spice/Axe/ Any Approved Brand
3	After Shave Lotion	Axe/Old Spice /Any Approved Brand
4	Bath Soap (VIP)	Dove/Lux International/Pears/Any Approved Brand
4.1	Bath Soap (Others)	Lux/Nima/Hamam/Santoor/Patanjali/Any Approved Brand
5	Room Freshener	Jasmine/Odonil/Rajnigandha/Patanjali/Any Approved Brand
6	Mosquito Repeller	All out/Mortin/Good Knight/Any Approved Brand
7	Phenyl	Scented(Doctors) /Patanjali/Any Approved Brand
8	Liquid Detergent	Dettol/ Life Buoy/Shavlon/Patanjali/Any Approved Brand
9	Air Freshener	Odonil/Air Wick/Any Approved Brand
10	Shampoo	Clinic All Clear/Head & Shoulder/ Clinic Plus/Any Approved Brand
11	Hair Oil	Jasmine/Nihar/Any Approved Brand
12	Comb	Good Quality
13	Utensil Cleaner	VIM /Any Approved Brand
14	Tooth Brush	Pepsodent/Colgate/Any Approved Brand
15	Tooth Paste	Colgate/Oral-B/Pepsodent/Close Up/Patanjali/Any Approved Brand
16	Tongue Cleaner	Good Quality
17	Shoe Polish	Cherry/Any Approved Brand
18	Talcum Powder	Ponds/Himani/Any Approved Brand
19	Paper Napkin	Any Approved Brand
20	Tissue Paper	Any Approved Brand
21	Toilet Paper	Any Approved Brand
22	Naphthalene Ball	

Note: Any Addition or deletion may be made by the Officer-in-Charge, if required.

APPENDIX –V

Linen Cleaning Frequency and Quality

Sl	Linen Type	Frequency	Detergent to be used
1	Bed Sheet	Once in every day during occupancy & after leaving.	Surf Excel/Rin/ Any Approved Brand
2	Towel	Once in every day during occupancy & after leaving.	Surf Excel/Rin/ Any Approved Brand
3	Towel napkin	Once in every day during occupancy & after leaving.	Surf Excel/Rin/ Any Approved Brand
4	Pillow Cover	Once in every day during occupancy & after leaving.	Surf Excel/Rin/ Any Approved Brand
5	Pillow	Once in every quarter during occupancy & once after each departure.	Surf Excel/Rin/ Any Approved Brand
6	Bed Cover	Once in Every Week & after departure of the occupant.	Surf Excel/Rin/ Any Approved Brand
7	Door Curtain	Once in Every Month.	Surf Excel/Rin/ Any Approved Brand
8	Window Curtain	Once in Every quarter.	Surf Excel/Rin/ Any Approved Brand
9	Blanket	Once in Every Fortnight & after each departure of the occupant.	Ezee/Dry Clean
10	Table Cloth & other linen items used in ITPS House	As & when required	Surf Excel/Rin/ Any Approved Brand

APPENDIX – VI

Cleaning Frequency & Quality

Sl	Location/Equipments	Frequency	Cleaning Quality
1	Vacant Rooms	Once in a day	Cleaning , Moping & spraying of Room Freshener
2	Occupied Rooms	Twice Daily	Cleaning , Moping & spraying of Room Freshener
3	Ground Conference	At least once in a day & before & after each meeting/use	Cleaning, Moping & Spraying of Room Fresheners
4	Common Toilets in ground Floor	Once in every alternative hour	Cleaning, Moping, spraying of Room Freshner, sprinkling of Scented Phenyl, changing of towels
5	Varandah of Ground Floor, Dining, Staff Room, Store Room,	Once in every three alternative hour during Day	Cleaning, Moping & spraying of Room Fresheners
6	First Floor Conference	At least once in a day in the morning & before & after each meeting/use	Cleaning, Moping & Spraying of Room Freshener
7	First Floor Corridor	Once in every six alternative hour during day	Cleaning, Moping & spraying of Room Freshner
8	Roof of all Rooms	Once in every week	Cleaning by broom
9	Electric Fan	Once in every week	Wiping by using Colin
10	Glass Doors/Windows	Once in every week	Wiping by using Colin
11	Cleaning of Kitchen	After BF, before Lunch, After Lunch, Before Dinner, After Dinner	Brooming, Moping, Floor
12	Roof Top	Once in every week	Brooming
13	All Furniture, Fixture etc	Twice in a week	Vacuum Cleaning
14	Back Side Area of ITPS House	Every day	Brooming and cleaning/Sprinkling of black Phenyle & spreading of Bleaching in drains
15	Trimming of Branches & Grass Mowing	As and when Required	Using Mower & other equipments
16	All other rest Areas inside ITPS House & C-3 Premises	Brooming each day/Moping as many times required & other cleaning frequency as instructed by Officer-in-Charge	Vacuum Cleaning/ Cleaning by broom/ Cleaning, Moping & Spraying of Room Freshener/ Wiping by using Colin
17	Acqua Guard	Change of candle as and when required	Candle change to be done by Authorised Agency
18	Water Cooler	Cleaning in Every Week	
19	Water Cooler Cum purifier	Change of candle as & when required	Candle change to be done by Authorized Agency

Note: A Modified/Revised Schedule may be introduced by the Officer-in-Charge according to need from time to time.

SCOPE OF WORK

Trainees' Hostel at IB Thermal Power Station, Banharpali

- a) Day-to-day running and maintenance, upkeep of building, Room, hall furniture, fixtures & Premises
- b) Day-to-day running the catering services as per requirement.
- c) Providing recharge to Dish TV connection as per instruction of Officer-in-Charge.
- d) The beds must be cleaned once in a day including changing of towels and napkins. Cleaned and iron pressed bed sheets, pillow covers etc will be provided to the guests with the change of occupants and in every alternative day. Room fresheners of good quality must be sprayed in rooms and toilets. , Blankets and screens are to be cleaned once in every fortnight. Naphthalene ball, Odonil must be kept in every bathroom and toilet. Liquid detergent must be available in all bathrooms.(Appendix-(C- II))
- e) All rooms and premises will be kept clean and totally free from debris and webs/weeds. .(Appendix-(C- I))
- f) Watch and ward of Trainees# Hostel shall be provided by bidder for 24 hours.
- g) Maintenance of all assets of OPGC handed over in working condition.
- h) Maintenance of all records pertaining to assets and transactions as per direction of the Officer-in-Charge.
- i) The Contractor has to provide experienced cooks (Minimum 5 years of inline experience) having cooking skills of preparing different types of dishes, like Indian, South Indian, Odia, Chinese. etc.
- j) For effective & smooth running of Trainees# Hostel, manpower deployed by the Contractor should have requisite experience.
- k) Maintenance of Cooking Equipments & Gas Bank meeting all safety standards with flame arrestors and NRVs etc.as required for safe/smooth operation. The Agency to confirm use of only Industrial Gas Cylinders.
- l) Cleaning inside and outside pucca and kutchha drains, cutting of wild growth developing in the premises & inside drain, cleaning leaves, debris's silt and other refuses from drain. Applying disinfectant wherever necessary.
- m) Any choke in flow & outflow of manholes, inspection chambers, wastes water pipe , water closets etc. Are to be cleared as required to avoid unhygienic conditions.
- n) To remove & clean the dead body of animals,birds,reptiles etc. from the premises and arranges their burial away from Colony
- o) The Contractor shall provide appropriate Pest Control Services as per frequency requirement of different Pest Control measures

(A) Special Conditions of Trainees' Hostel

- 1) The bidder must replace any person not found suitable for such services forthwith without affecting the normal running and maintenance work.
- 2) The normal time schedule for the catering services shall be as under: -
 - a. Bed Tea 6:00 AM to 7:00 AM
 - b. Breakfast 7:00 AM to 9:00 AM
 - c. Lunch 12 Noon to 2:00 PM
 - d. Evening Tiffin 5:30 PM to 7:00 PM
 - e. Dinner 8:30 PM to 10:30 PM

- f. Tea and Coffee As & when required by the Boarders.
- 3) The time schedule may however be altered if needed by OPGC only.
- 4) The boarders are allowed to take food at Trainees# Hostel & no outsiders are allowed to take food.
- 5) The bidder shall maintain adequate number of manpower for day-to-day running maintenance of Trainees# Hostel
 - i) The Manager's service must be available round the clock.
 - ii) Adequate nos. manpower must be deployed for cleaning & sweeping
 - iii) Adequate nos. of Manpower for Cooking (Cook) must be deployed
 - vii) For rest of the work/service also adequate nos. of skilled manpower must be deployed.
- 6) Management reserves the right to impose penalty @ 1% of monthly contract value for any one of the following lapses per occasion subject to maximum of 10% of monthly contract value and shall be recovered from the running bill. The penalty shall be imposed by the Officer-in-charge at his discretion.
 - a) Delayed Service resulting in any discontentment among the boarders
 - b) Use of inferior quality of ingredients and materials
 - c) Non-adoption of proper sterilization method for cleaning various utensils, crockery, tumblers, cups, plates, vessels etc
 - d) Non-dumping of wastes in proper place
 - e) Unauthorized persons found in the room/ Dining Hall/ Premises
 - f) Service extended to other unauthorized persons.
 - g) Use of bed-sheets, pillow covers, blankets and mosquito nets etc. without proper cleaning and pressing wherever necessary
 - h) Dissatisfaction in cleaning of rooms, toilets, kitchen etc
 - i) Deployment of inadequate Manpower.
- 7) The contractor shall strictly follow the quantity, quality and time of services specified by OPGC. For any complain found genuine, appropriate penalty shall be imposed at the discretion of the Officer- in-charge based on the contractor's reply to the complain.
- 8) The Catering to be managed by Mess System by the Boarders. The Boarders will get the materials procured of their choice and provide for cooking. The Contractor will assist the Mess Manager/Mess In-charge in procuring the cooking materials and transportation of such from local market to Trainees Hostel.

(B) Other Special Conditions to TRAINEE HOSTEL

- 1) All properties of OPGC provided **Trainees Hostel** viz. Air Conditioners, Refrigerators, Water Coolers and other assets etc shall be at the bidder's custody for its use and safe upkeep. Any loss or damage to such property shall be brought to the notice of the authority forthwith for assessment of the extent of loss and damage and cause/remedial measure and recovery if necessary. The contractor shall furnish an acknowledgement for all the equipment provided to him by the management at the commencement of contract work. The contractor shall be fully responsible for proper upkeep and maintenance of all utensils, furniture, fixtures, building and all other equipments including cooking appliances provided to him. OPGC will provide all the cooking and serving utensils, crockery, furniture, LP gas system / equipment/ chullah in free of charges. Any further requirement in this regard will be examined by OPGC and if found necessary shall be provided to the contractor. An inventory shall be maintained by the bidder as well as by OPGC in respect of the utensils, furniture & fixtures and other equipments provided by OPGC, which shall be subject to periodical verification. The bidder shall maintain the Hygiene of all Kitchen, Dining Hall & Living Rooms using proper disinfection & cleanness of all area by Pest Control.

- 2) The bidder shall provide adequate printing materials required for this contract for day-to-day use and provide adequate stationeries and Registers required under various Acts. The Money Receipt book for collecting room rent shall be provided by OPGC. Cost of all such Printing charges shall be borne by the contractor.
- 3) The bidder shall provide adequate printing materials required for day-to-day use and provide adequate stationeries and registers required under various Acts.
- 4) The bidder shall provide adequate quantity of brooms, brushes, detergents, scented phenyl and other cleaning materials, which are required for cleaning of floor, utensils, furniture, urinals etc.
- 5) The cost of minor repair & replacement of parts thereof to Cooing Ranges/Gas Chullahas, water Coolers,Purifier, Grinder,Refrigerator,Tea Flask,Charger Light & other equipments shall also be borne by the bidder up to Rs.2000/- per month.
- 6) The bidder shall maintain a team of well-trained and experienced staff/workmen for smooth running.
- 7) The persons engaged on duty by the contractor shall have pleasing personality and they must be prompt in delivery of service to the boarders/Guests/Visitors. The Officer-in-Charge shall verify the skill level of the persons to be engaged before the Agency put them into roll.
- 8) The Receptionist/Supervisor/Manager should be smart with pleasing personality. He shall ensure proper care of guests. He shall also attend to telephone calls and allot rooms to those having allotment order issued by the Officer-in-Charge. Administrative Staff shall have sound knowledge of operating Computers, MS-Office and competent to handle bills, MIS etc. on computers.
- 9) The Service boys / Waiters/Housekeeping staff shall be polite, decent behavior, well mannered and prompt towards guests and boarders of the contract. They shall understand, speak and read Odia, English and Hindi Languages.
- 10) The bidder shall provide 2 pairs (Shirts, Trousers & caps) per year as well as the bidder shall also provide Head Cap/Apron/Coat and safety shoes / foot wear, Safety helmet, goggles & other PPEs as per requirement to all the staff.
- 11) The colour of the uniform of the contractor's staff in this contract shall be decided by the Management and shall be intimated to the contractor. The Receptionists, Managers, Stewards etc. shall wear Tie and Coat regularly. All the staff shall wear uniform while on duty. Wherever necessary cooks and other staffs will always use Apron and head cap while on duty. The Service boys shall use disposable gloves during serving of food stuff & beverages.
- 12) The workers engaged by the contractor should be free from all communicable diseases and any Health hazards. It is the contractor's responsibility to ensure that the workers should not be under the influence of liquor or other addictions while on duty. The contractor shall ensure that the health of his workmen is checked once in a year during our general health check up schemes.

- 13) The uniform of the Security Guards at the gate shall be olive green Trousers and full Shirt with black belt, badge, shoe and woolen cap (or as directed by the Officer-in-Charge).
- 14) No assignment, transfer or sub-contract by the contractor is permissible. The contractor is also not entitled to change the constitution of the firm in any manner without the prior permission of the management.
- 15) The contractor shall be liable for payment of statutory dues as per the Labour Laws at his own risk and OPGC will have no liability whatsoever on this account. On expiry of contract the contractor shall ensure payment / settlement to workmen on roll for the period of contract all facilities like Retrenchment benefit, Gratuity and other statutory/welfare dues applicable under various Laws after which outstanding dues of the contractor including last month's bill shall be settled after adjustment.
- 16) The catering contractor must replace any person not found suitable for such services forthwith without affecting the normal running and maintenance of Trainees Hostel.
- 17) Workmen/staff engaged at specified areas cannot be utilized for other jobs, which are not related to these areas. In case it is found that they are engaged on other works, penalty shall be imposed at the discretion of the Officer-in-Charge.
- 18) There will be a review of the performance of the contractor by the Management from time to time. If it is found that the performance of the contractor is not satisfactory, then the contract shall be terminated by giving **Sixty days notice**.
- 19) The bidder shall be provided with 01 no. of F-Type qtrs. free of cost for accommodation of his staff. However the cost of electricity & water charges shall be borne by the contractor. This will be applicable subject to availability of quarters in ITPS Colony.
- 21) Proper Sterilization method by using hot water & non-toxic detergent should be adopted for cleaning various utensils, crockery and tumblers etc.
- 22) Any loss or damage other than normal wear and tear to utensils, consumers durables, furniture, fixtures, beds and other miscellaneous items of electrical fittings and building provided to the bidder shall be examined and assessed by the management and the cost of such damage or loss shall be realized from (i) running bill, (ii) security deposit and any other dues of the bidder Or in case the amount exceeds the dues of the bidder in concerned contract, the same shall be recovered from dues of other contract with OPGC.
- 23) The Contractor shall abide by all Labour Acts, Rules & Regulations & Acts/Rules of India & Odisha and liable to comply the Provisions of Law of Land.
- 24) Compliance with Laws & Regulations:
 - (v) Contractor shall all times conduct its Services hereunder in strict accordance with all applicable Laws and regulations and with the highest commercial standards. The Contractor shall effect or ensure and maintain at its own cost all necessary Governmental permits, Licenses, Approvals & Registrations required in connection with the execution or Performance of this Work Order.

- (vi) Contractor shall not engage in any practice or activity with respect to any of the Services or Services rendered by the contractor under the contract which is prohibited or in violation of any applicable Union, State or Local Laws.
 - (vii) Contractor agrees with the Policy as stated in this clause and further agrees that failure by Contractor or any person under its responsibility including but not limited to its officers, employees and Agents to comply with any Provisions of this clause shall constitute just cause for immediate termination of Work order and thereupon contractor shall have no claim whatsoever against OPGC Ltd.
 - (viii) Limitations of Liability: In no event shall OPGC Ltd. be liable for Special, Industrial or Consequential damages (including without limited loss of use, time, data, inconvenience, commercial loss, Loss -Profit or Savings, data) to the full extent such may be disclaimed by Law even if the dis-claiming party is advised of the possibility of such damages. OPGC Ltd's total liability whether for breach of Contracts, warranty, negligence, strict liability on tort or otherwise is limited to the total amount paid by OPGC Ltd. under this Contract/Work Order during the period of subsistence of contract preceding any claim giving rise to such damages.
- 25) The Contractor is an independent Contractor to OPGC Ltd. The Service Order issued to successful Contractor does not create any Agency, joint venture or partnership between the Contractors and OPGC Ltd. The Contractor is and shall be the sole employer and principle of each person performing services on the contractor's behalf and contractors shall be obliged and solely responsible to perform all requirements of an employer and as a "Primary employer" under all applicable status and Laws. The contractor shall not impose and create any obligation or liability of any kind express or implied or make any contracts, promises, representations or warrants on behalf of or in the name of OPGC Ltd. or enter into any obligation binding upon OPGC Ltd.
- 26) In case of the contractor's failure to make payment to workmen within seven days after wage period i.e. any month, penalty @ 0.1% of the monthly contract value for each day of delay subject to a maximum of 1% of the monthly contract value shall be imposed. Repetition of such default for more than three times shall lead to termination of the contract with **Sixty days advance notice** to the contractor. The Contractor shall ensure all the payments to the concerned workmen through Bank Transfer Mode only
- 27) ***The Monthly R/M Bill shall be submitted by the contractor latest by 5th of the succeeding month enclosing all documents in support of payment of Wages, deposit of statutory deductions like PF,ESI etc. and inventory list and any other documents required from time to time.***
- 28) In case of non-performance / continuous poor performance, the contract shall be terminated with **60 days** notice and the work shall be done by any other means at the contractor's cost and risk. In this case the contractor's security & other dues shall be forfeited.
- 29) In case of Labour strike with advance notice, the contractor shall arrange fresh workmen and perform the contract without any discontinuation. If labours go on strike without any notice, the contractor shall make alternate arrangement within three days of such strike. The contractor's failure in this front shall debar the contractor to participate in any future bid in OPGC for next five years. No force majeure shall be considered after three days of such stoppage of work.

- 30) The contractor will be required to produce Medical Examination Report in Form -31 under Factories' Act of the concerned workmen during initial joining. The said Report shall be produced before CMO ITPS, Banharpali Hospital for verification & thereafter the workmen will be allowed to join in duty.
- 31) The bidder shall produce the Food License & any other License required for R/M obtained from the appropriate government authority within 07 days from commencement of service.
- 32) Character & Antecedent verification from competent authority must be submitted before engagement of any workers at ITPS site
- 33) The bidder shall abide by the Safety, Health & Environment guidelines for contractor of OPGC.
- 34) The bidder must submit the GST Registration Number and GST details.
- 35) It is the responsibility of the contractor to pay in lieu of wages against unavailed leave, National and Festival Holidays, rest interval and extra wages for overtime, Bonus etc. as per rules to the workers engaged by him during the calendar year/Financial year as the case may be. The contractor shall provide them with employment card, Attendance and Wage card and maintain such other records in respect of the management of workers as will be required under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules made there under.
- 36) The contractor shall be liable for payment of statutory dues as per the Labour Laws at his own risk and OPGC will have no liability whatsoever on this account.
- 37) The bidder shall abide by the legal provisions with regard to the welfare, health and safety of the workers engaged by him as per Factories Act and rules made there under. He will also be responsible for the medical care of the persons engaged by him.
- 38) The Contractor must obtain a group insurance policy covering employment accidental benefit in respect of his workmen to meet the liabilities against Workmen Compensation Act-1923 (Amended Employees Compensation)/Registration under Employees State Insurance (ESI) and furnish a copy of the same to the Office-in-Charge. The work shall commence only after submission of the Group Insurance Policy to the OIC.
- 39) The contractor shall submit all reports and returns in the prescribed format under various Statutory Acts to OPGC and concerned Government Authorities within the stipulated time prescribed for this purpose. In addition, the contractor is liable to abide by various Acts/Rules as may be promulgated by the appropriate Government from time to time.
- 40) The Contractor is to abide by the Labour Acts & Rules relating to Central Govt. & State Govt and rules framed there under and as applicable from time to time. The Contractor is to comply provisions made there under of Minimum Wages act-1948, Payment of Wages Act-1936, Contract Labour (R/A) Act.1970, Employee Provident Fund & Misc. Provisions Act-1952, Payment of Bonus Act.1965, Workmans' Compensation Act.2009, The Employees' State Insurance Act-1948, Odisha Labour Welfare Fund Rules 2015 and another Act. Applicable.
- 41) Provident Fund:
The Contractor shall deposit PF dues in prescribed PF Challan in time and a copy of i) PF Challan, ii)

Copy of Generated ECR iii) TRRN Details iv) Acknowledgement Slip and any other documents in support of deposit of PF will be submitted along with Monthly R/M bill. The contractor shall give certificate / undertaking on the back side of the Challan mentioning "certified that the amount shown in the PFdeposit Challan for the month of _____ has been deposited towards the employees contribution as well as employer contribution & other administrative charges inclusive of the employees engaged / deployed at Ib Thermal power station, OPGC Ltd site. Out of the above if any discrepancies arise in future regarding the said deposit the same will be complied by us without any financial liabilities to OPGC / Ib Thermal Power Station.

Signature in full with official seal
(Authorized person only)"

The contractor shall comply all the provisions according to "Employees# Provident Funds & Miscellaneous Provisions Act, 1952."

- 42) The contractor shall start the catering service within 15 (fifteen) days of placement of Service Order failing which it will be presumed that he is not interested in the contract and the order shall suo motu be treated cancelled along with forfeiture of his earnest money deposit.
- 43) Officer in Charge shall verify the skilled level of the persons to be engaged at Trainees Hostel before the contractor put them into the roll.
- 44) The bidder shall pay wages to his workers not less than the prescribed rates under Minimum Wages Act and rules made there under subject to revision from time to time through Bank Transfer Mode/Digital Mode. The payment is to be made within 7th of the succeeding month and the contractor shall notify the date, time and place of payment to his workers under intimation to OPGC. Acknowledgement of availing of such payment to be obtained from the concerned workmen and required to be submitted with OPGC enclosing in the R/M of the respective months.
- 45) The contractor shall procure and maintain the registers, wage-slips, attendance cards and such other forms required under the provisions of various statutes/ laws in respect of the Trainees Hostel workers and will ensure that the records made available to the OPGC or the concerned statutory authority on demand for verification
- 46) The bidder shall have to follow the norms laid down by the management from time to time in order to improve the quality of service and other matters connected with running and maintenance of Trainees 'Hostel
- 47) The contractor and/or his authorized employee / representative shall directly supervise the Trainees Hostel all the time. In absence of him and/or his authorized representative, the contractor shall inform sufficiently in advance to the Officer-in-Charge the name of his next representative to be available in the Trainees Hostel.
- 48) A register is to be kept at Reception counter, which is accessible to all guest & visitors for giving their views, complaints and suggestions for improvement of Trainees Hostel. The register will be reviewed by the Officer-in-Charge from time to time. Any genuine complaint found during the review shall attract penal clause.
- 49) The contractor shall also take responsibility of proper housekeeping and regular cleaning of the rooms, buildings, drains and its surrounding areas and all the equipment. The out-side drains must be sprinkled

with Black Phenyl each day. The Water Coolers will be cleaned once in a week. Candles of the Water cooler -cum-purifier will be replaced as when required. (Appendix -1)

- 50) The food will be served at the Dining Hall except informed otherwise by the Officer-In Charge.
- 51) All the waste products of dining hall, kitchen, rooms, lawn and garden shall be dumped at a demarcated place within the premises at Trainees 'Hostel' for subsequent lifting of the waste materials by the scavenging group to ensure clean Environment, or otherwise as per direction of the Officer-in-charge.
- 52) There should not be any party courtesy by the outside agency in Trainees Hostel unless and until specific instruction from the Officer-in-charge is obtained.
- 53) Sale & Consumption of alcohol in Trainees Hostel is strictly prohibited.
- 54) In case of revision of minimum wages by the Govt. of Odisha and subsequent notification by appropriate authority, the differential amount of wages and statutory benefits due to such revision accrued will be reimbursed to the contractor. The extra payment on escalation of minimum wages shall be based on actual manpower deployed as per wage sheet during the contract period.

Encl:

- 1) Appendix-I (Cleaning Frequency)
- 2) Appendix-II(Linen Cleaning frequency & Quality)
- 3) Appendix-III (Consumables to be provided by the Contractor)
- 4) Appendix-IV (People specification)

Trainees Hostel

Appendix-I

Cleaning Frequency

1	Vacant Rooms	Once in a day (Day time)	Cleaning , Moping & spraying of Room Freshener
2	Occupied Rooms	Twice Daily(Morning & Afternoon)	Cleaning , Moping & spraying of Room Freshener
4	Common Toilets in ground Floor	Once in every alternative hour(as per requirement)	Cleaning, Moping, spraying of Room Freshener, sprinkling of Scented Phenyl, changing of towels
5	Verandah of Ground Floor, Dining, Staff Room, Store Room,	Once in every three alternative hour during Day. Dining Hall to be additionally cleaned before and after each Breakfast, Lunch, Dinner etc.	Cleaning, Moping & spraying of Room Freshener
7	First Floor Corridor	Once in every six alternative hour during day	Cleaning, Moping & spraying of Room Freshener
8	Roof of all Rooms	Once in every week	Cleaning by broom
9	Electric Fan	Once in every week	Wiping by using Colin
10	Glass Doors/Windows	Once in every week	Wiping by using Colin
11	Cleaning of Kitchen	After Breakfast, before Lunch ,After Lunch, Before Dinner, After Dinner	Brooming, Moping Floor
12	Roof Top	Once in every week	Brooming
13	All Furniture, Fixture etc	Twice in a week	Vacuum Cleaning
14	All other rest Areas inside Trainees' Hostel Premises	Brooming each day/ Moping as many times required & other cleaning frequency as instructed by Officer-in-Charge	Vacuum Cleaning/ Cleaning by broom/ Cleaning, Moping & Spraying of Room Freshener/ Wiping by using Colin
15	Acqua Guard	Change of candle as and when required	Candle change to be done by Authorised Agency
16	Water Cooler	Cleaning in Every Week	
17	Water Cooler Cum purifier	Change of candle as & when required	Candle change to be done by Authorised Agency

Note: A Modified/Revised Schedule may be introduced by the Officer-in-Charge according to need from time to time.

Trainees Hostel

Appendix-II

Linen Cleaning Frequency & Quality			
Sl	Linen Type	Frequency	Detergent to be used
1	Bed Sheet	Once in every alternative day during occupancy & after leaving.	Surf Excel/Rin
2	Towel	Once in every alternative day during occupancy & after leaving.	Surf Excel/Rin
3	Towel napkin	Once in every alternative day during occupancy & after leaving.	Surf Excel/Rin
4	Pillow Cover	Once in every alternative day during occupancy & after leaving.	Surf Excel/Rin
5	Pillow	Once in every quarter during occupancy & once after each departure.	Surf Excel/Rin
6	Bed Cover	Once in Every Fort Night & after departure of the occupant.	Surf Excel/Rin
7	Door Curtain	Once in Every Month.	Surf Excel/Rin
8	Window Curtain	Once in Every quarter.	Surf Excel/Rin
9	Blanket	Once in Every quarter.	Dry Clean
10	Blanket Cover	Once in Every Fortnight & after each departure of the occupant.	Surf Excel/Rin
11	Table Cloth & other linen items used in ITPS House	As & when required	Surf Excel/Rin
<p>Note: Any addition, deletion or modification may be made by the Officer-in-charge if required of this Schedule at any point of time.</p>			

Trainees Hostel
Appendix-III
Consumables to be Provided by the
Contractor

Sl No	Consumables	Brand/Type
1	Room Freshener	Jasmine/Odonil/Rajnigandha/Any Reputed Brand
2	Mosquito Repeller	All out/Mortin/Good Knight/Any Reputed Brand
3	Phenyl	Scented(Doctors)
4	Liquid Detergent	Dettol/ Life Buoy/Shavlon/Any Reputed Brand
5	Air Freshener	Odonil/Air Wick/Any Reputed Brand
6	Utensil Cleaner	VIM /Any Reputed Brand
7	Paper Napkin	Any Reputed Brand
8	Tissue Paper	Any Reputed Brand
9	Toilet Paper	Any Reputed Brand
10	Naphthalene Ball	

Trainees Hostel
Appendix- IV
People Specifications

Positions	Education	Experience	Other requirement
Caretaker/Supervisor	Degree or Diploma in Hotel Management.	3 Years	Should Speak, read ,write and understand English,Odiya & Hindi.Polite in nature.
Cook	Literate	5 Years	Should prepare all type of dishes like Indian, & Chinese
Service Boy/Waiters	Literate	2 Yrs	Should understand English, Odiya & Hindi, Polite in nature
Cleaning Boy	Literate	2 Yrs	Should understand ,Odiya & Hindi, Polite in nature
Sweeper	Literate	2 Yrs	Should understand ,Odiya & Hindi, Polite in nature

N.B : The Agency is required to produce experience certificate, qualification etc. As mentioned above prior to engagement of any workmen in Trainees' Hostel

BILL OF QUANTITIES

Name of the work:R/M of (A) ITPS House, Porta cabin & C-3 Guest House & (B) Trainees' Hostel at Ib Thermal Power Station, Banharpali

Sl. No.	Description of Items	Unit	Unit Price For 1 st Year in Rs.		Unit Price For 2 nd Year in Rs.	
			In Figure	In Words	In Figure	In Words
Part-A	ITPS House, C-3 Guest House & Porta Cabin:					
A-1	Running maintenance of ITPS House, Porta Cabin & C-3 Guest House including cost of labour charges, statutory dues, staff uniforms (Minimum 2 pairs per year), washing charges, personal protective equipments for workmen, supply of housekeeping materials (scented phenyl, liquid soap, detergent powder, naphthalene ball, odonil, acid, bleaching powder, broomstick etc.), laundry services (cleaning, washing and pressing of mosquito net, screen, bed sheets, towels and napkins etc), maintenance of lawns and gardens inside the campus, transportation of materials etc., minor electrical repairing, stationery materials and overhead charges to run the 'ITPS House, Porta Cabin & C-3 GH' in a smooth and effective manner as per 'Scope of work', 'Special Conditions' annexed along with and as directed by the Officer-in-charge.	Lump sum per month				
A-2	Part-B: Under construction of 30 rooms guest house annexed to ITPS House					
	Running maintenance of Additional Rooms in ITPS House including cost of labour charges, statutory dues, staff uniforms (Minimum 2 pairs per year), washing charges, personal protective equipments for workmen, supply of housekeeping materials (scented phenyl, liquid soap, detergent powder, naphthalene ball, odonil, acid, bleaching powder, broomstick etc.), laundry services (cleaning, washing and pressing of mosquito net, screen, bed	Lump sum per month				

	sheets, towels and napkins etc), minor electrical repairing, stationery materials and overhead charges to run the 'ITPS House and effective manner as per 'Scope of work', 'Special Conditions' annexed along with and as directed by the Officer-in-charge.(Rate Only)					
Part-B	Trainees' Hostel					
B-1	Running maintenance of Trainees Hostel including cost of labour charges, statutory dues, staff uniform (Minimum 2 pairs per year),washing charges, personal protective equipments for workmen, supply of housekeeping materials(scented phenyl, liquid soap, detergent powder, naphthalene ball ,odonil, acid, bleaching powder, broom stick etc.),laundry services(cleaning, washing and pressing of screen, bed sheets, towels and napkins etc.),minor electrical repairing, catering services as per requirement, watch & ward, stationary materials and overhead charges to run the Trainees' Hostel in smooth and effective manner as per 'Scope of Work" 'Special Conditions and as directed by the Officer-in-Charge.	Lump sum per month				

TOTAL ITEM Four Nos.

TOTAL AMOUNT OF 02(Two) ITEM:-

Amount in Figures:-

Amount in Words:-

(During Price Tender opening, only total amount will be read out and not unit rates/amounts of individual items)

N.B.:- 1) The quoted price shall be inclusive of all applicable taxes, duties and levies excluding GST and shall remain firm during entire tenure of contract.

2) GST shall be paid extra as applicable at prevailing rule .

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