



REQUEST FOR PRICE (RFP)

FOR

Name of Work:-R/M of Canteen inside the Main Plant Area at ITPS for two years.

ODISHA POWER GENERATION CORPORATION LTD.

Ib Thermal Power Station, Banaharpali, Jharsuguda-768234

(Odisha)

Email: contract@opgc.co.in

Name of work:” R/M of Canteen Inside Main Plant Area 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 and submit this as price bid. The position of the bidders will be decided considering the quoted price in blank price bid only.**

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.**

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 Canteen inside the Main Plant Area at ITPS.
Reference	NIT No.ITPS/CC-22/2017/11, Dtd.30.11.2017 (Sl. No.10)
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 work 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.	<p>The bidder having minimum experience of 3 years: (i)if produced documentary proof:10 Marks , (ii)if not produced documentary proof: Disqualify</p> <p>The Firms having experience of 3-6 years: 12 Marks</p> <p>The Firms having experience of more than 6 years: 15 Marks</p>	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 December2017either 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:	Provided services for any 3 locations of any	15 Marks

	a. Manufacturing Sector b. Power Sector c. Construction Sector d. Hospital/Pharma Sectors e. IT/BPO Sector	sector – 9 Marks	
		Provided services for 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 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	15 Marks
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.

Name of the work : “ R/M of Canteen at ITPS”

SCOPE OF WORK

- a) The bidder will serve tea, snacks, lunch and dinner to the employees of OPGC, its consultants and other construction employees only as per the rates decided mutually between the Owner and the bidder i.e. on no profit & no loss basis. He will be required to run the canteen as per specified timing and locations subject to required modification) round the clock throughout the contract period. In addition to this, the contractor must extend Canteen facility to Director's office, Service Building(4th Floor)& Resource Centre on regular basis and any other places as per requirement of the company from time to time as per direction of Officer-in-charge (Details of tentative location attached in Appendix-I)
- b) The Lunch, Dinner, Tea and Snacks will be served centrally in the main canteen building as well as in various booths as per timing specified in Appendix-I. Tea and snacks will also be served in Conference rooms and other places as and when required & as per instruction of Officer-in-charge.
- c) The bidder shall adhere to the weekly menu as specified by OPGC from time to time. The details of food to be served along with the specifications are mentioned in Appendix II & III. However, OPGC reserves the right to add or delete any item from the list.
- d) OPGC reserves the right to extend the Canteen service to any other place/area other than mentioned in Appendix-I and to change the menu and service period at no extra cost.
- e) The bidder will have to arrange fuel i.e. LPG refills (Cost of which will be reimbursed to the contractor as per actual consumption) required for day to day cooking of the food stuff at prevailing rate decided by the Canteen Managing Committee.
- f) The bidder will be required to procure and provide adequate quantity of brooms, brushes, detergent, phenyl, marking cloth, Naphthalene Balls, Air Fresheners, Hand Wash, Dish Cleaners and other cleaning materials, which are essentially required for cleaning the utensils, furniture etc as mentioned in Appendix-VI
- g) The cost of minor repair to gas chullah, grinder, refrigerator, tea flask, other equipments etc. & replacement of parts thereof shall also be borne by the contractor.
- h) The bidder will purchase necessary raw materials from reputed departmental store/authorized dealer/distributor of approved quality such as oil, rice, wheat, dal, besan, Maida, suji, refined oil, ghee, groundnut, quality vegetables etc. and non-vegetarian items, as prescribed by OPGC. Raw materials used by the contractor shall be subjected to periodical inspection by OPGC for maintaining the quality

of the materials. The quality and brand of raw materials to be used for preparation of items in the canteen by the contractor is furnished in Appendix-IV. Penalty shall be imposed for any violation in this regard. The contractor will arrange his own transport to bring the raw materials to canteen. Naphthalene Balls, Tissue Papers & Paper Cups of standard size and good quality may only be issued from Canteen.

- i) The bidder shall ensure the maintenance of high standard sanitation and hygienic conditions in the canteen premises and keep the canteen neat and clean as mentioned in Appendix-V. The waste materials in the canteen shall be dumped only at the place specified for this purpose. If the sanitation and hygiene in and around the canteen is not found satisfactory, OPGC reserves the right to effect appropriate penalty on this account. Food Wastes shall be sent to Biogas Plant in the designated location by OPGC for which the responsible manpower from Canteen shall co-ordinate the process with the concerned department in OPGC.
- j) Proper sterilization methods should be adopted for cleaning various vessels, Tea Flasks, crockery and tumblers, etc. If the contractor fails to observe sterilization methods to the satisfaction of the management, the management shall take penal action as well as recover the expenditure incurred in getting the job done by outside agency. Cleaning material to be used by vendor is furnished in Appendix-VI.
- k) The bidder shall make adequate transport arrangement to distribute canteen items at specified timings at different points/booths as per Appendix- I and other areas as directed by OPGC from time to time.
- l) The bidder shall carry out day to day running maintenance, upkeep of building, furniture, fixtures & canteen premises including its surrounding area(within the premises).
- m) The bidder shall maintain all assets of the canteen & hand over the same in good working condition. The record shall be maintained in the prescribed Asset Register which shall be provided by the Contractor on demand as and when required.
- n) The bidder shall maintain all statutory records & other records pertaining to assets and transactions etc. of the canteen as per the direction of Officer-in-charge.
- o) Stock Register for Raw Materials, finished food products, cost of vegetables and other ingredients and relevant Registers prescribed under Contract Labour (R&A) Act, Factories Act etc. shall be maintained by the bidder from time to time on daily basis.
- p) Registers & Records mentioned in aforesaid Sl.No. m, n & o shall be furnished every month along with submission of R/M bills and as and when required and asked by OIC to be furnished. The OIC reserves the rights to take action as deemed proper in case the contractor fails to furnish the updated records.
- q) 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 to confirm use of only Industrial Gas Cylinders.

- r) Cleaning inside and outside pucca and kutchha drains, cutting of wild growth developing inside drain, cleaning leaves, debris's silt another refuses from drain applying disinfectant wherever necessary.
- S) 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.
- t) Stock Register for Raw materials, finished food products, cost of vegetables and other ingredients and relevant Registers prescribed under Contract Labour (R&A) Act. Factories Act. shall be maintained by the bidder from time to time on daily basis.
- u) The Contractor shall provide appropriate Pest Control Services as per frequency requirement of different Pest Control measures.

(A) Special Conditions of Contract of CANTEEN

- 1) The rates and menu of different food items mentioned in Appendix -II shall be decided mutually by the Owner and the bidder on No loss no profit basis.
- 2) The right of inspection is reserved with the OPGC / Canteen Managing Committee who shall accept or reject the quality and quantity of foodstuff prepared in the canteen and no compensation/payment is admissible in case of any rejection. The contractor will have to follow the norms laid down by OPGC from time to time in order to improve the quality of services and other matters. The materials to be used by the contractor for preparation of canteen items will be inspected by Owner at any time during the tenure of contract.
- 3) In the event of stoppage of canteen services on any day by the canteen staff or any other person engaged in the canteen, 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 market rates and to realize the amount from the contractors running bills. In case of stoppage of canteen service for more than one day for any reason attributed to the contractor, the contractor shall continue the canteen services by alternate arrangement failing which OPGC reserves all rights to get the work done by any other means at the risk and cost of the contractor.
- 4) OPGC reserves the right to take appropriate penal action against the contractor, if delayed service resulting in any discontentment among the employees is reported or if the employees are not satisfied with the items of food stuff and allegations in this regard is brought to the notice of OPGC at any time. In such cases the decision of OPGC will be final and binding on the contractor.
- 5) OPGC shall provide the canteen building along with electricity and water in free of cost for the use of the contractor during the period of contract. But, if he fails to vacate the same after expiry of the contract period or on termination of the contract within 24 hours, OPGC shall recover penal charges @ Rs.2000/- (Rupees Two thousand) only for each day of over stay from the pending bills or security deposit of the Contractor.

- 6) The contractor shall strictly follow the quality, quantity and timing of service specified by OPGC. 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.
- 7) The BIDDER shall engage adequate number of canteen staff like Canteen Manager, Supervisor, Cook, Bearer, Cook helper and cleaning boys etc. for smooth & timely running of the canteen services both inside and outside the plant at the specified areas. The canteen staff and other canteen personnel engaged by the contractor should always be neatly dressed, highly disciplined and polite to the employees while rendering their services. The cook shall be highly skilled & experienced and must have necessary skill / experience of cooking all types of dishes like Indian, South Indian, Odia. The contractor shall maintain a team of well trained & experienced staff/workmen for smooth running of canteen services throughout the contract period. Administrative Staff shall have sound knowledge of operating Computers, MS-Office and competent to handle bills, MIS etc. on computers. The officer-in-Charge shall verify the skill level of the persons to be engaged at Canteen before the Agency put them into roll.
- 8) During the entry of new Contractual Workmen, the bidder shall submit a list of workers engaged by him for executing the canteen work along with the detail particulars of each worker such as Village, Police station, Post Office, District, Gate Pass number, ID Proof i.e. Voter ID, Driving License, Bank Details, Mobile, Phone Contact Nos. etc. and shall conduct Character & Antecedent verification at the nearest Police Station and submit a copy of report to the OIC.
- 9) The canteen workers shall be engaged on shift working basis suitable to the contractor for rendering smooth and uninterrupted service of the canteen. The details of Shift Schedule shall be provided by the Contractor at the beginning of each month for the staff working in the Canteen.
- 10) The bidder shall maintain adequate number of manpower in specified area of work in and outside of Canteen Premises during day-to-day running & maintenance of the Canteen in such a way that no work shall be dislocated at any point of time.
- 11) **PENALTY**;-In case of deficiencies in service, penalty shall be imposed on the contractor as per the following: (Per service means service rendered as per the schedule of time mentioned in Appendix-(B-I)).
 - a) Poor quality Tea/Snacks, Lunch, Dinner, Breakfast etc=Rs.1000/-per service.
 - b) Use of inferior quality of ingredients and materials=Rs.1000/- per service.
 - c) Items not properly prepared as per standard or Menu not=Rs.1000/- per service. as per contract or prior permission.
 - d) Service extended to other unauthorized persons.=Rs.1000/- per service.
 - e) Any major deficiency other than above=Rs.2000/-
- 12) **PENALTY**:- In case of failure of any service, penalty shall be imposed on the contractor as per the following:
 - a) Tea and Snacks=Rs.2000/- per service.
 - b) Lunch, Breakfast etc= Rs.2000/- per service.
 - c) Failure in maintaining cleanliness & Hygiene of Workmen=Rs. 1000/- Person

- d) Any deficiency other than above=Rs. 2000/-
- A) In case of irregularity in timing for servicing of Tea, Snacks and Lunch at specified places, a penalty of Rs.500/- per service shall be imposed on the contractor.
- B) In case of deployment of manpower unfit for any work assigned to him/her as per requirement to the work areas, Penalty shall be imposed @5% of Monthly Contract value per occasion per category of Manpower.
- C) Tea & Snacks Bill shall be submitted to the concerned department at ITPS by the contractor latest by 5th of succeeding month failing which no such bills shall be received at our end until & unless satisfactory reason is given by the contractor for any such delay.
- 13) **Penalty:**-Management reserves the right to impose maximum @ 10% of monthly contract value towards penalty for short fall as mentioned in clause No 11 & 12 in aforesaid of " Special conditions of contract of canteen" for smooth running of the canteen.
- 14) 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 complaint.
- 15) The bidder shall directly supervise the canteen all the time and in his absence he shall inform sufficiently in advance to OPGC the names of his representatives to be available in the canteen for supervision work.
- 16) The bidder will use printed canteen coupons at his own cost in different denominations required for the sale of items of food stuff prepared and the sale of printed coupons to the employees/ apprentices and other entitled persons shall be regulated as decided by OPGC from time to time. The bidders will not sale any coupon directly to the contract labour. The coupons should be sold to contractor's labour through respective contractor only. The contractor shall maintain a separate register for sale of coupon to contractors. No cash transaction shall be made in the canteen for sale of foodstuff.

(B) Other SPECIAL CONDITIONS

- 1) All properties of OPGC provided to Canteen like 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 Hygiene of all Kitchen, Dining Hall, Dish washing area, wash Rooms & Rest Rooms adjacent to Canteen building etc. 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.
- 3) 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.
- 4) The cost of minor repair & replacement of parts thereof to Cooing Ranges/Gas Chullahas, Hood, Exhaust Grinder, Refrigerator, Tea Flask, & other equipments shall also be borne by the bidder up to Rs.2000/- per month
- 5) The bidder shall maintain a team of well-trained and experienced staff/workmen for smooth running.
- 6) The persons engaged on duty by the contractor shall have pleasing personality and they must be prompt in delivery of service provided by the Canteen. The Officer-in-Charge shall verify the skill level of the persons to be engaged before the Agency put them into roll.
- 7) The Supervisor/Manager should be smart with pleasing personality. He shall ensure proper care of consumers Employees/visitors/Guests). He shall also attend to telephone calls. Administrative Staff shall have sound knowledge of operating Computers, MS-Office and competent to handle bills, MIS etc. on computers.
- 8) The Service boys / Waiters/Housekeeping staff shall be polite, decent behavior, well mannered and prompt. They shall understand, speak and read Odia, English and Hindi Languages.
- 9) The bidder shall provide 2 pairs (Shirts, Trousers & caps) per year as well as the bidder shall also provide Head Cap/Apron/Coat, Safety helmet, goggles & other PPEs as per requirement to all the staff. The workmen on duty especially Service Boys shall be provided with Rain Coat while proceeding on duty outside Canteen (Booths) once during the tenure of contract. The staff will also be provided with two pairs of safety shoes. One pair will be used while working inside canteen Building & the other pair shall be used while going outside canteen Building.
- 10) 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, Gloves and head cap etc. while on duty. The Service boys shall use disposable gloves during serving of food stuff & beverages.
- 11) 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.

- 12) 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.
- 13) 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.
- 14) The catering contractor must replace any person not found suitable for such services forthwith without affecting the normal running and maintenance of Canteen.
- 15) 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.
- 16) 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.**
- 17) The bidder shall be provided with 2 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.
- 18) 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 annexure. Raw materials/ingredients used by the contractor shall be subject to periodical inspection by the representative of the management/Canteen Managing Committee for review of the standard.
- 19) Proper Sterilization method by using hot water & non-toxic detergent should be adopted for cleaning various utensils, crockery and tumblers.
- 20) 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.

- 21) 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.
- 22) Compliance with all applicable 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.
- 23) 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.
- 24) 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/Digital Mode only.
- 25) The Monthly R/M Bill shall be submitted by the contractor latest by 5th of the succeeding month.

- 26) 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.
- 27) 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.
- 28) 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.
- 29) The bidder shall produce the Food License & any other License required for R/M of Canteen obtained from the appropriate government authority within 07 days from commencement of service.
- 30) The bidder shall abide by the Safety, Health & Environment guidelines for contractor of OPGC.
- 31) The bidder must submit the GST Registration Number and GST details.
- 32) 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.
- 33) 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.
- 34) 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.
- 35) 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.
- 36) 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.

- 37) 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
- 38) 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."
- 39) 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.
- 40) 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.
- 41) 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 Monthly R/M Bill of the respective months.
- 42) The bidder shall procure and maintain the registers, wage slip, attendance cards and such other forms required under the provision of various statutes/laws in respect of the workers and will ensure that the records are made available to the OPGC or concerned statutory authority on demand for verification.
- 43) The contractor and/or his authorized employee / representative shall directly supervise the Canteen 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 Canteen.

- 44) A register is to be kept at Canteen, which is accessible to all for giving their views, complaints and suggestions for improvement of Quality, Quantity, Service, Hygiene etc.. The register will be reviewed by the Officer-in-Charge and Canteen managing Committee from time to time. Any genuine complaint found during the review shall attract penal clause.
- 45) 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 Canteen. 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 -V)
- 46) The food will be served at the Dining Hall except informed otherwise by the Officer-In Charge.
- 47) All the waste products of dining hall, kitchen rooms shall be dumped at a demarcated place 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.
- 48) There should not be any party courtesy by the outside agency unless and until specific instruction from the Officer-in-charge is obtained.
- 49) Regular cleaning of ducts in Kitchen shall be undertaken by the Contractor.
- 50) 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	Canteen Timing
	2)	Appendix -	II	Details of Food items
	3)	Appendix--	III	Weekly Menu
	4)	Appendix-	IV	Name of brand of materials to be used at Canteen
	5)	Appendix -	V	Cleaning frequency & Quality
	6)	Appendix -	VI	Consumables to be provided

Appendix-I

Canteening Timing

(Timings for Tea, Snacks & Lunch at different locations for Canteen)

Sl.No.	Duration	Booth/Deptts.	Description
1	7A.M.-8A.M	Control room	Tea Tiffin & Snacks
2	7A.M.-8 A.M	Canteen Building	Tea Tiffin & Snacks
3	8A.M-8.45A.M	CHP	Tea Tiffin & Snacks
4	9A.M. -10A.M	Morning Meeting	Tea
5	8A.M. -9A.M	Ware House	Tea Tiffin & Snacks
6	9A.M. -10A.M	Garage	Tea Tiffin & Snacks
7	9A.M. -10A.M	Colony Maint	Tea Tiffin & Snacks
8	8A.M. -9A.M	MGR	Tea Tiffin & Snacks
9	9A.M. -10A.M	Resource Centre	Tea Tiffin & Snacks
10	9A.M. -10A.M	Efficiency Cell	Tea
11	9A.M. -10A.M	Mech Maint (SB)	Tea
12	10A.M-10.30 A.M	Service Building	Tea Tiffin & Snacks
13	1.00-2.15P.M	Canteen Building	Lunch
14	1.00-2.15P.M	Resource Centre	Lunch
15	2.30-3.00P.M	Efficiency Cell	Tea
16	2.30-3.00P.M	Mech Main	Tea
17	2.30-3.00P.M	HR	
18	2.30-3.00P.M	Elect	
19	3.30-4.00P.M	Canteen Building	Tea & Snacks
20	2.30-3.00P.M	Support	Tea
21	3.30-4.00P.M	Service Building	Tea & Snacks
22	3.30-4.30P.M	Ware House	Tea & Snacks
23	3.30-4.30P.M	Garage	Tea & Snacks
24	3.30-4.30P.M	Colony Maint	Tea & Snacks
25	3.30-4.30P.M	MGR	Tea & Snacks
26	3.00-4.00P.M	CHP	Tea & Snacks
27	4.30 - 5 P.M	Control room	Tea
28	5.00-6.30PM	Control room	Tea & Snacks
29	5.30-6.30PM	Service Building	Tea
30	6.00-6.30PM	Canteen Building	Tea & Snacks

31	7.00P.M - 7.30P.M	CHP	Tea & Snacks
32	12.00-12.30A.M	Canteen Building	Tea & Snacks
33	7.00A.M - 8.00P.M	Service Building Pantry Room	Tea, Tiffin Snacks
34	8.00 A.M –8.00 P.M.	Resource Centre	Tea, Snacks & Lunch

The above timings are scheduled as per present need. The timing and Menu (i.e. Lunch, Dinner, Snacks, Breakfast, etc.) Location can be changed /modified as and when required.

Appendix- II

Canteen Menu rates (Fixed)

SI No	Type	Name of Items	Specifications	Rate(Rs.)	Total	Remarks
1	Tiffin & Snacks	Idli	Idli : 1 Pc:(40 Gram) with samber 25 MI.& Chutny 30 Gram	3	3	
2		Puri	Puri: 1 Pc: 40 Gram with curry 50 Grams	2.5	2.5	
3		Upma with Curry	Upma : 150 Gram & Curry & 100 MI Curry	8	8	
4		Gulgula	Gulgula1 Pc: 40 grams & 50 Grams Curry	2.5	2.5	
5		Vada	1 Pc. (35 grams)	2	2	
6		Aluchop	1 Pc. (35 grams)	2.5	2.5	
7		Singda	1 Pc (40 grams)	2.5	2.5	
8		Piajee	1 Pc. (35 grams)	2.5	2.5	
9		Pakoda	1 Plate (100 grams)	6.5	6.5	
10		Nimkin	1 Pc. (15 grams)	2	2	
11		Sheo/Ganthia	1 Plate (50 grams)	5	5	
12		Vegetable Chop	1 Pc.(50 Grms)	3	3	
13	Tea	Tea	90 MI.	3	3	
14	Sweet Dishes	Ladu	1 Pc. (35 grams)	2.5	2.5	
15		Jilabee	1 Pc. (30 grams)	1.5	1.5	
16		Khasta Gaja	1 Pc (50 grams)	2	2	
17		Khira Gaja	1 Pc (60 grams)	4	4	
18	Thali Meal(Limited)	Rice	450 grams	6.2	22	
		Dal(Harad/Mung)	40 Grams (240 MI. After preparation)	4		
		Seasonal Vegetable Curry	150 grams	7		
		Seasonal Veg.Fry	75 grams	4		
		Green Chilly/salt/ Pickles		1		
19	Extra items(Meals)	Rice	100 grams	1.5	1.5	
		Veg.Curry	50 grams	3	3	

		Dal(Harad/Mung)	75 ml.	2	2	
		Veg Fry	35 grams.	1.5	1.5	
20	Non-Veg.	Egg Curry	Egg- 1 Pc.Gravy- 50 Grams	8	8	
21		Fish Curry	Fish-1Pc (50 grams), Gravy -50 gram	15	15	
22		Chicken Curry	Chicken- 100 grams, Gravy- 50 gram	28	28	

Appendix-III

Weekly Canteen Menu

Days	Morning Tiffin	Lunch	Afternoon Tiffin	Night Tiffin
Monday	Idli with Samber & Chutny/ Jilabi/ Tea	Veg Meal	Aluchop/ Piajee/ Kakara/ Tea	Nimki/ Mixture/ Tea
Tuesday	Puri with subjee/ Khirgaja/ Tea	Veg/ Non-Veg meal	Singada/ Chana Bara/ Khirgaja or Gulabjamun alternatively/ Tea	Nimki/ Ganthia/ Kirgaja/ Tea
Wednesday	Upma with curry / Jilabi/ Tea	Veg/ Non- Veg Meal	Vegetable Chop/ Piajee/ Jilabi/ Tea	Nimki/ Mixture/ Jilabi/ Tea
Thursday	Puri with Sabjee/ Ladu/ Tea	Veg meal	Singada/ Bara/ Ladu/ Tea	Nimki/ Ganthia/ Ladu/ Tea
Friday	Idli with Samber & Chutny/ Jilabi/ Tea	Veg/ Non-Veg Meal	Aluchop/ Piajee/ Kakara/ Tea	Nimki/ Mixture/ Jilabi/ Tea
Saturday	Puri with subjee Khastagaja/ Tea	Veg Meal	Vegetable Chop/ Chaba bara/ Khastagaja/ Tea	Nimki/ Mixture/ Khastagaja/ Tea
Sunday	Puri with Subjee/ Jilabi/ Tea	Veg/ Non-Veg Meal	Piaji/ Bara/ Jilabi/ Tea	Nimki/ Ganthia/ Jilabi/ Tea

This weekly Menu shall undergo change according to the decision of Canteen Managing Committee from time to time.

Appendix-IV

Brand of Raw Materials to be used in the canteen for preparation of food items

No.	Raw materials to be used for Preparation of Food items	Type & quality/Brand of raw materials.
1	Refined Oil	Naturefresh Act Lite/Fortune/Patanjali
2	Mustard Oil	Double Hareen / Ganesh / Engine / Dhanush/Patanjali
3	Harad Dal / Mug Dal	Grade 'A' (Fine Quality)
4	Boiled Rice / Raw Rice	Grade 'A' (Fine Quality)
5	Atta	Grade 'A' quality like Ganesh Bhog/ Khaitan/Patanjali
6	Maida	Grade 'A' (Fine Quality)
7	Besan	Grade 'A' quality like Grihasthi / Gopal/Khaitan
8	Fish	Rohi / Vakura
9	Chicken	Fresh quality
10	Cold Drinks	Coca cola / Pepsi / Limca / Thums up / Mirinda etc.
11	Tea	Red Label / Tajmahal / Tata / Green Label
12	Bread	Good quality(Fresh)
13	Butter / Milk / Curd	Amul / Omfed
14	Green chilly	Fresh quality
15	Haldi powder / Chilly powder Masala powder / Zeera Powder	MDH / Grihasthi / Ruchi
16		
17	Mixture	Haldiram/Ruchak

Note: Canteen Managing Committee shall ensure brand of other items left out in this list from time to time including Housekeeping materials.

Appendix-V

Cleaning Frequency & Quality

Location	Frequency	Cleaning Quality
Canteen Hall	Morning, After Break Fast, Before Lunch, After Lunch, after Tea at 4.PM & after evening Tea/Snacks & dinner	Cleaning, Moping with floor cleaner, Scented Phenyl
Wash Basin & Urinals	Once in every alternative hour	Washing with Water , Cleaning, Moping with floor cleaner, Scented Phenyl
Pantry Room & Store	Once in every alternative three hour	Cleaning, Moping with floor cleaner, Scented Phenyl
Kitchen Area	Morning, After Breakfast, Before Lunch, After Lunch, after Tea at 4.PM & after evening Tea/Snacks & dinner	Washing with Water , Cleaning, Moping with floor cleaner, Scented Phenyl
Washing Area	As & when Required besides Morning,Afternoon,Evening and Night	Washing with Water, Cleaning, Moping with floor cleaner, Scented Phenyl
Kitchen Area annexed open place inside Boundary	Once in every four hour	Brooming, Sprinkling of Phenyl (Black) & Bleaching spreading
Drains	Morning, Afternoon & Evening	Cleaning, Sprinkling of Phenyl (Black) & Bleaching spreading
Area annexed to Canteen Building	Morning, Afternoon & Evening	Brooming, cleaning of debris

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

Appendix- VI

Consumables to be Provided by the Contractor

SI 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)/ Any Reputed Brand/Patanjali
4	Liquid Detergent/Hand Wash	Dettol/ Life Buoy/Shavlon/ Any Reputed Brand/Patanjali
5	Air Freshener	Odonil/Air Wick
6	Utensil Cleaner	VIM /Any reputed Brand
7	Paper Napkin	Good Quality
8	Naphthalene Ball	Good Quality
9	Detergent	Any reputed brand
10	House Keeping Materials	Standard Quality

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

BILL OF QUANTITIES

Name of the work:R/M of Canteen inside the Main Plant Area at ITPS for two years.

SI	Description of Items	Unit	Rate for First Year		Rate for Second Year	
			Unit Rate in 'Rs.'	Amount for 1 st year (Rs.)	Unit Rate in 'Rs.'	Amount for 2 nd year (Rs.)
1	Canteen					
	Running maintenance of Canteen including cost of Labour charges, all applicable taxes, statutory dues & overheads along with minimum two pairs of uniforms per year including washing charges and safety appliances. Cost of housekeeping materials like scented phenyle, liquid soaps, detergent powder, naphthalene ball, Odonil, acid for cleaning, bleaching powder, Vim powder, duster, broom stick etc. Transportation expenses including cost of diesel & POL etc. Choupadi (leaf plates), printing of coupons, stationeries, time attendance register, payment register, muster roll, daily sales register, stock register, daily consumption register etc. as per 'Scope of work', 'Special Conditions' and as directed by the Officer-in-charge	Lump sum per Month				

TOTAL ITEM One Nos.

TOTAL AMOUNT OF 01(One) 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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