



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,

POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA

PHONE: 0663-2950712, E-Mail : sgmhps_burla@yahoo.co.in

CIN : U40101OR1995SGC003963

TENDER CALL NOTICE NO. HHEP-28/2025

TENDER SPECIFICATION FOR

**“JOB CONTRACT FOR OPERATION OF CANTEEN
SERVICE AND CARETAKING OF ERECTORS’ HOSTEL,
CANTEEN SERVICE OF POWER HOUSE CANTEEN,
CAFETERIA OF ADMINISTRATIVE BUILDING
OF HHEP, BURLA”**

Name of the Firm: _____

Corresponding Address with Contact Telephone No.

Cost of tender paper : **Rs. 6000/- + GST @ 18% = Rs. 7080/-**
(Rupees seven thousand eighty) only



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,

POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA

PHONE: 0663-2950712, E-Mail : srgmhps_burla@yahoo.co.in

CIN : U40101OR1995SGC003963

CONTENTS

PART-I:

TECHNO-COMMERCIAL BID:

1. SECTION-I : INSTRUCTION TO TENDERERS
2. SECTION-II : GENERAL TERMS & CONDITIONS
3. SECTION-III : SPECIAL TERMS & CONDITIONS
4. SECTION-IV : SCOPE & TECHNICAL SPECIFICATION
5. SECTION-V : ANNEXURES

PART-II:

PRICE BID:



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,

POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA

PHONE: 0663-2950712, E-Mail : sgmhps_burla@yahoo.co.in



CIN : U40101OR1995SGC003963

SECTION-I INSTRUCTION TO TENDERER

- 1.1 **SCOPE & TECHNICAL WORK:** The Scope & Technical Work is as per Section IV.
- 1.2 **CORRESPONDENCE:** All correspondences shall be made in English only to the Unit Head, HHEP, Burla
- 1.3 **SCHEDULE OF DATES:** The various crucial dates relating to “Tender for Job contract for operation of canteen service & caretaking of Erectors’ Hostel, canteen service of Power House canteen, cafeteria of Administrative Building of HHEP, Burla” are cited as under:
- a) Period of sale / download of tender document : From 11.00 AM of dt. 20.05.2025 upto 11.30 AM on dtd. 03.06.2025
- b) Last date and time for submission of tender document : Dtd. 03.06.2025 upto 12.00 Noon
- c) Date and time for opening : Dtd. 03.06.2025 at 12.30 PM
- d) Date and time of opening of price bid : This will be intimated to the Techno-commercially qualified bidders only after evaluation of the techno-commercial bid.
- e) If any of the above dates fall on holiday (s), or the office is closed due to any other reason the next working day will be treated as the effective date
- 1.4 **COST OF TENDER PAPER:** The tender specification should be accompanied with the cost of tender paper for Rs. 7080/- (Rs. 6000/- + GST 18%) in shape of Bank draft/ Bankers Cheque from any Nationalised Bank /Scheduled bank drawn in favour of “OHPC Ltd., HHEP, Burla” payable at Burla along with the tender documents for the tenderers those who will download the tender specification from OHPC website or original money receipt of OHPC for the tenderers those who purchase the tender specification from the O/o the Sr. GM, OHPC Ltd., HHEP, Burla, Sambalpur. The cost of tender paper is non-refundable.
- 1.5 **EARNEST MONEY DEPOSIT:** The tenderers are required to deposit an amount of Rs. 16500/- (Rupees Sixteen thousand five hundred) only (refundable) as EMD in the shape of Bank draft/ Bankers Cheque from any Nationalised Bank /Scheduled bank drawn in favour of “OHPC Ltd., HHEP, Burla” payable at Burla along with the tender documents, failing which the tender will be out rightly rejected. The EMD amount will not carry any interest and the EMD of unsuccessful bidders will be returned to the tenderers after finalization of tender. The EMD of successful bidder will be returned / released after submission of security deposit
- 1.6 **ELIGIBILITY CRITERIA:** The bidder should be reputed Contractor / Agency / Firm having valid License under Food Safety & Standards Act / Rule issued by Govt. Authority and executed similar types of Works at least two within the last three years from date of notification. Documentary evidence in support of eligibility criteria shall be submitted.

1.7 **DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNO-COMMERCIAL BID:-**

- i) Cost of Tender paper of **Rs. 7080/-**
- ii) EMD of **Rs. 16500/-**
- iii) Self-attested Copy of License under Food Safety & Standards Act / Rule issued by Govt. Authority.
- iv) Self-attested Copy of IT PAN
- v) Self-attested Copy of GSTIN
- vi) Self-attested Copy of EPF Registration Certificate
- vii) Self-attested Copy of ESI Registration Certificate
- viii) Self-attested Copy of Labour License (It can be submitted at the time of agreement).
- ix) Experience Certificate as per Annexure-2.
- x) Tender documents downloaded must be signed by the tenderer in each page with seal as a token of acceptance of terms & conditions of tender.
- xi) An affidavit by the tenderer, that the tenderer is not black listed. (as per prescribed format in Annexure-5)
- xii) A declaration by the tenderer, that the tenderer has No Relation with any employee serving under OHPC as per Annexure-1
- xiii) No Deviation Statement as per Annexure-3
- xiv) Any other documents as per the check list given in Annexure – 4
- xv) Price Bid in part –II in separate closed envelope


C&P Head, HHEP, Burla




ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,

POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA

PHONE: 0663-2950712, E-Mail : srgmhps_burla@yahoo.co.in

CIN : U40101OR1995SGC003963

SECTION –II

GENERAL TERMS AND CONDITIONS

2.1 **PREPARATION OF BID:** The following Documents to be submitted along with Techno – Commercial Bid in Part-I in one sealed envelope.

- i) Cost of Tender paper of Rs. 7080/-
- ii) EMD of Rs. 16500/-
- iii) **Self-attested Copy of License under Food Safety & Standards Act / Rule issued by Govt. Authority.**
- iv) Self-attested Copy of IT PAN
- v) Self-attested Copy of GSTIN
- vi) Self-attested Copy of EPF Registration Certificate
- vii) Self-attested Copy of ESI Registration Certificate
- viii) Self-attested Copy of Labour License (It can be submitted at the time of agreement).
- ix) Experience Certificate as per Annexure-2.
- x) Tender documents downloaded must be signed by the tenderer in each page with seal as a token of acceptance of terms & conditions of tender.
- xi) Any other documents as per the check list given in Annexure– 4
- xii) An affidavit by the tenderer, that the tenderer is not black listed. (as per prescribed format in Annexure-5)
- xiii) A declaration by the tenderer, that the tenderer has no relation with any employee serving under OHPC as per Annexure-1
- xiv) No Deviation Statement as per Annexure-3
- xv) Price bid in the prescribed form given in Part –II in another sealed cover super scribed as “Price bid”.
- xvi) Both the covers should be placed inside another sealed cover superscribed with **Tender Call Notice No. HHEP-28/2025 & marked as “Tender for Job contract for operation of canteen service & caretaking of Erectors’ Hostel, canteen service of Power House canteen, cafeteria of Administrative Building of HHEP, Burla”.**

2.2 **CLARIFICATION & AMENDMENT**

- I) At any time before submission of bid, the client may, for any reason, modify the tender documents by amendment. The amendment, if any, shall be issued through an addendum which shall be kept on the official website of OHPC for information of the tenderers who intend to submit quotation. Before submitting the bid the tenderers are advised to go through the website www.ohpcltd.com to find out such addendum / errata / corrigendum if any issued by the client. The addendum / errata / corrigendum will be binding on the all the tenderers submitting the quotation. The client also reserves the right without any obligation or liability to accept or reject any or all the quotation at any stage of the process, to cancel or modify the process or any part thereof or to vary terms and conditions at any time without assigning any reason thereof.

- II) Tenderers shall carefully examine the tender documents and the technical specification. Should a tender find any discrepancies or omissions from the specification or other documents, he should at once intimate the authority and obtain clarification in writing. This, however, does not entitle the tenderer to ask time beyond the due date fixed for receipt of tenderers.
- III) In case any bidder who has submitted the Bid before issue of corrigendum / addendum etc., if desired can submit a Bid superscribing as "**Revised Bid against Tender Call Notice No. HHEP-28/2025**" on the envelope containing the tender documents.

2.3 **CORRIGENDUM:** - Modification of specifications and extension of closing date or opening date of Tender, if required, will be made by corrigendum. Copies of such corrigendum will be floated in OHPC website only. This shall be signed and shall form a part of the Tender. Tenderers are required to visit the website for such corrigendum / errata / addendum if any.

2.4 **AVAILABILITY OF TENDER DOCUMENT:** -

The tender documents will be available on the website of OHPC Ltd. www.ohpcltd.com which may be downloaded by intending tenderers. Tenderers who download the tender documents from the website will have to pay the cost of tender documents i.e. **Rs. 7080/- (Rs. 6,000/- + GST @18%)** in shape of D.D./ BC prepared on or before the scheduled date of sale in favour of **OHPC Ltd., HHEP, Burla** payable at Burla and submit in a separate envelope marked "**Cost of tender documents**" along with the technical bid. The authority will not be responsible if any portion of the approved documents available in the office of the Sr. General Manager, HHEP, Burla is excluded or modified on the downloaded documents. The download facility will be available up to the last date & time of sale of tender papers.

2.5 **SUBMISSION OF BIDS:-**

- (i) The tender has been invited under **two-part bidding system** i.e. **Techno-Commercial Bid** and **Price Bid**. The interested tenderers are advised to prepare two separate sealed envelopes for each bid i.e. **Techno-Commercial Bid** and **Price Bid** superscribing "**Techno-Commercial Bid of Job contract for operation of canteen service & caretaking of Erectors' Hostel, canteen service of Power House canteen, cafeteria of Administrative Building of HHEP, Burla**" on the Techno-Commercial Bid and superscribing "**Price Bid of Tender for Job contract for operation of canteen service & caretaking of Erectors' Hostel, canteen service of Power House canteen, cafeteria of Administrative Building of HHEP, Burla**" on the Price Bid. Both sealed envelopes should be kept in a third sealed envelope superscribing "**Tender for Job contract for operation of canteen service & caretaking of Erectors' Hostel, canteen service of Power House canteen, cafeteria of Administrative Building of HHEP, Burla**" and submit to O/o the Sr. General Manager, HHEP, Burla. Bidders shall quote their price as per Price Bid format given in PART –II.

On non-submission of bid as per above procedure, the Tendering Authority may reject the bid.

- (ii) Tender must be submitted in the office of the Sr. General Manager, HHEP, Burla during office working hours up to **12.00 Noon** of **dtd. 03.06.2025** Incomplete / Conditional tenders or tenders submitted telegraphically or through FAX / Email will not be accepted. Tenders may also be submitted through Registered Post / Speed Post. But, the tenders

received by registered Post / Speed Post after due date and time shall be rejected and Authority will not be held responsible for postal delay.

2.6 **OPENING OF Techno-Commercial BID & PRICE BID:-**

The Techno-Commercial bid shall be opened on the scheduled date and time at **12.30 PM on dtd. 03.06.2025** at O/o the Sr. General Manager, HHEP, Burla in the presence of the tenderer or authorized representative of the tenderer if any, who wish to be present on that spot at that time. The price bid of only those tenderers will be opened whose techno – commercial bids are found in order. The date and time of opening of the price bids of technically qualified firms will be intimated later and separately.

2.7 **If the office happens to be closed on the date of receipt of the tender or on the opening date as specified in the tender notice will be received and opened on the next working day at the same time and venue.**

2.8 **EVALUATION:-**

- i) Evaluation shall be based on Techno – Commercial and Price Bids submitted by the bidders.
- ii) Bidders fulfilling the Eligibility Criteria as per the above evaluation shall be called for opening of the price bids.
- iii) Bidders not meeting the Eligibility Criteria shall be excluded for further evaluation.
- iv) The Competent Authority reserves the right to cancel any or all bids without assigning any reason thereof.
- v) In comparing bids and in making awards, OHPC may consider such factors as with specifications and ability of tenderer in services, financial soundness, records of integrity in dealings and performance etc.
- vi) In case of any discrepancy between words and figures of prices, the price in words shall be taken into consideration for evaluation.
- vii) OHPC may negotiate with the firms on the quoted rate if desired.

2.9 **OUTRIGHT REJECTION CRITERIA:-**

- i) Bidders whose bid is not received in time.
- ii) Bidders submitting false evidences that cannot be verified during the process shall be disqualified / terminated on detection.
- iii) The Bidder blacklisted by any Central Government / State Government / PSU / Government Bodies.
- iv) Bidder not submitting the bid in line with the Tender requirements.
- v) Conditional bids shall not be considered and will be outrightly rejected in very first instance.

2.10 **SCOPE & TECHNICAL SPECIFICATION:** The Scope of Work covers is as per Section IV. The Scope of Work covers **Job contract for operation of canteen service & caretaking of Erectors' Hostel, canteen service of Power House canteen, cafeteria of Administrative Building of HHEP, Burla** as mentioned in the Technical Specification.

2.11 **PRICE:** The price is FIRM including minimum daily wages of labour, enhancement of VDA from time to time, cost of T&P, conveyance & statutory dues, if any but exclusive of GST, EPF & ESI, , which will be reimbursed as per actual on production of documentary evidence. GST will be paid extra as per actual at the time of invoicing. No price variation in any shape will be allowed. OHPC

will not be held responsible for rise in the cost of labour / raw material / transportation and any such circumstances. The tenderers are advised to quote single price for the item as mentioned in the Price Bid format both in figures and in words

2.12 **TAXES & DUTIES:-**

- i) GST shall be paid as per rule.
- ii) Applicable TDS (IT Act & GST Act) will be deducted from the payables to the Contractor / Agency / Firm as per prevailing rules.

2.13 **BILLS:** Bills in triplicate will be submitted on monthly basis for the works completed for the previous month within 07 days of the succeeding month to the Engineer-in-charge along with copy of EPF ECR towards proof of payment of EPF & ESI, pay aquittance (bank payment sheet) & GST payments acknowledgement duly signed by the Engineer-in-Charge of the work.

2.14 **CONTRACT PERIOD:** The contract period is initially for a period of **01 (one) Year** from the actual date of commencement of the work after execution of agreement. The actual date of commencement of the work shall be certified by the Engineer-in-Charge. However, the contract can be extended further on mutual agreeeness of both the parties.

2.15 **VALIDITY:** The bids should have a validity period of **120 days** from the date of opening of tenders, failing which the tenders will be rejected.

2.16 **SECURITY DEPOSIT:** The successful tenderer has to deposit 10% of the ordered value towards security deposit within 15 (fifteen) days of placement of order by OHPC in shape of Bank draft/ Bankers Cheque drawn in favour of "OHPC Ltd, HHEP, Burla" payable at Burla. The security amount will be released only after 03(Three) months from the date of completion of the contract and certification by the Engineer-in-charge. The Bank Guarantee shall be valid for a period of 18 (eighteen) months from the date of execution of the contract. The Bank Guarantee shall be extended suitably, in case the work order is extended beyond the normal work order period.

2.17 **OHPC AUTHORITY RESERVES THE RIGHTS:-**

- i) To reject or to accept any or all tenders.
- ii) The Work Order will be liable for cancellation in the event of un-satisfactory work / non-observance of relevant clauses of the Work Order.

2.18 **ENGINEER-IN-CHARGE:** Divisional Head, Utility Division, HHEP, Burla.

2.19 **AWARD OF WORK:** - The Work Order will be awarded on the basis of L-1 price quoted by technically qualified bidder.

2.20 **ENGAGEMENT OF LABOURER:**

- i) A detailed bio-data of personnel deployed indicating the qualification, experience conduct shall have to be submitted to the Engineer-in-charge alongwith three passport size photo and copy of Aadhaar
- ii) The persons supplied by the contractor should not have any police records / criminals cases against them. The contractor has to submit police verification certificate about the characters & antecedents of the engaged personnel to the Engineer-in-charge.
- iii) The contractor will have to ensure that the persons deployed are medically fit and has to submit medical fitness certificate to the Engineer-in-charge

2.21 **WORK & WAGES:**

- i) The contractor shall not employ any person, who is below the age of 14 (fourteen) years and he / she will be wholly / exclusively responsible for payment of wages to the persons

engaged by him / her from time to time including Minimum wages Act in force of the Govt. of Odisha alongwith extension of all statutory provision under Contract Labour (R&A) Act' 1970. This office shall not incur any liability for any expenditure whatsoever on the persons employed by the contractor on account of any obligation. He will comply all statutory provision of law, rules and obligation of Act

- ii) The deployment / arrangement of the personnel should be in such a manner that there shall be no violation of any leave rules & weekly off. The contractor will have to bear cost of providing personnel for this weekly off
- iii) The contractor shall be responsible for any act of indiscipline on the part of persons deployed by him / her. He / she shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental / prejudicial to the interest of the office. The decision of officer-in-charge shall be final & binding on the contractor. The contractor shall withdraw such personnel, who are not found suitable by the authority for any reason immediately on receipt of such a request

2.22 **DOCUMENTS:** The contractor shall maintain all required registers and keep all relevant documents such as register of wages, payment of overtime, deductions, advances, etc for production before the competent authority whenever required. The contractor shall maintain register and documents in pursuance of Contract Labour Regulation and Abolition Act-1970, Factory Act, Minimum Wages Act and any relevant acts and rules and shall produce on demand before authority whenever required

2.23 **INSURANCE:-** The contractor has to provide necessary insurance coverage to the workmen to be engaged by them. The contractor has to submit necessary evidence for the above to the Engineer-in-charge immediately

2.24 **PROTECTION TO WORKMEN:** It shall be the Contractor's responsibility to protect his workmen against accident during the execution of the work. The contractor shall have to furnish an **Indemnity Bond to OHPC in a non-judicial stamp paper worth Rs.100/-** against any claim for damage of property or compensation arising due to injury / death to any person in course of work and also under the provision of workmen's compensation Act. VII of 1923. Further, the contractor has to indemnify regarding payments to workers and all statutory dues to Government. OHPC in no way will be responsible for payment of any compensation and amount if any paid by OHPC due to above, will be recovered from the contractor.

2.25 **LABOUR LICENSE:** Under Section 12 of Contract Labour (Regulation and Abolition) Act 1970, the contractors who undertake execution of work through labour should produce valid license from Licensing Authority of Labour Department before execution of agreement. The contractor shall have to comply with all the related labour Act as applicable to their employees and also the fair wages clause as introduced by the Govt. time to time. OHPC Ltd is no way is responsible to this effect.

2.26 **LIABILITY:** All liabilities as per prevailing labour laws and any other Act such as contribution towards EPF & ESI, Compensation etc. are to be made by the contractor within the stipulated period as per the prevailing Act from time to time.

2.27 **AGREEMENT:** Contractor shall have to execute an Agreement on a non- judicial stamp paper worth as applicable as per Odisha Stamp Duty Act for the contract with the Engineer-in-Charge of Odisha Hydro Power Corporation Ltd., HHEP, Burla within 15 days of issue order, failing which

the order will be liable for cancellation. During the agreement the bidder must produce the following

- i) Copy of valid contractor License from competent authority or registration certificate in case of firm / agency / company
- ii) **Self-attested Copy of License under Food Safety & Standards Act / Rule issued by Govt. Authority**
- iii) Self-attested Copy of IT PAN
- iv) Self-attested Copy of GST
- v) Self-attested Copy of EPF Regd. Certificate
- vi) Self-attested Copy of ESI Regd. Certificate
- vii) Self-attested Copy of Labour License (It can be submitted at the time of agreement).
- viii) Proof of Security deposit-cum-performance BG
- ix) Indemnity Bond
- x) Original affidavit towards authentication of the documents submitted with the tender and not blacklisted / debarred / disqualified
- xi) Other documents as per clause No. 2.20 of General Terms & Conditions of Section-II

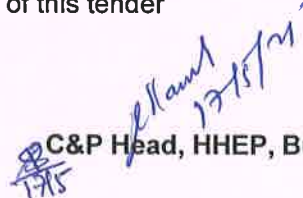
2.28 **TERMINATION:** If the work executed by the contractor is not satisfactory, the OHPC reserves the right to cancel the order and sole discretion to execute the work on his own accord

2.29 **DISPUTE IN CONTRACT:** In the event of any dispute arising out of or in relation to the job contract, the same shall be referred to the Unit Head, HHEP, Burla whose decision shall be final and binding.

2.30 **JURISDICTION:** All disputes shall be under the jurisdiction of the court at the place where the authority of OHPC, who has executed the agreement.

2.31 **SETTLEMENT OF DISPUTE:-**

- i) **Amicable Settlement:** Any dispute(s) or difference(s) arising out of or in connection with the contract shall to the extent possible, be settled amicably between the parties
- ii) **Dispute Resolution:** Decision of competent authority of OHPC shall be final and binding on both parties in respect of all matters of dispute arising out of this tender


C&P Head, HHEP, Burla
17/5



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,
POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA
PHONE: 0663-2910721(O), 2950765(R), E-Mail: srgmhps_burla@yahoo.co.in
CIN : U40101OR1995SGC003963

SECTION III SPECIAL TERMS AND CONDITIONS

3.1 TERMS OF PAYMENT:

100 % payment will be made within 45 days of submission of the bill and copy of EPF ECR towards proof of payment of EPF & ESI, pay acquitance (bank payment sheet) duly received by the employee and duly signed by the Engineer-in-charge for the workman engaged for the work after successful completion of work and verification and certification of Engineer-in-charge, failing which payment will not be released. Necessary TDS shall be deducted at source from the bills. No VDA enhancement benefit will be provided by OHPC.

3.2 ENGINEER-IN-CHARGE:

Divisional Head, Utility Division, HHEP, Burla.

3.3 OFFICER-IN-CHARGE

- i) For Administrative Building & Erectors' Hostel canteen : - SDO, Utility Sub-Division No. II, Burla
- ii) For Power House canteen : - SDO, Generation Sub-Division No. I, Burla

3.4 PAYING OFFICER:

Finance Wing Head, HHEP, Burla

3.5 LIQUIDATED DAMAGE: If services are partially or fully suspended / stopped / not maintained up to the satisfaction of authority by the contractor for a day or part thereof, the contractor shall pay liquidated damage @ Rs.1,000/- per day or part thereof.

3.6 FORCE MAJEURE:

The contractor shall not be liable for any liquidated damage for delay in fulfilling the obligation of the service contract for reasons of force majeure such as Acts of Govt., Act of Public Enemy, Fire, Floods, Epidemic, Quarantine, War restriction imposed by Govt., Strike etc and provided that the firm shall, within 15 days of the beginning of such delay, notify OHPC in writing of the nature and cause of such delay. OHPC shall verify the facts and may grant such time extension (s) as facts justify

Handwritten signature and date
17/8/14
C&P Head, HHEP, Burla



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,
POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA
PHONE: 0663-2950712, E-Mail : sgmhps_burla@yahoo.co.in
CIN : U40101OR1995SGC003963

SECTION IV SCOPE & TECHNICAL SPECIFICATION

4.1 SCOPE OF WORK: Scope of work envisages as mentioned below;

A) CANTEEN OF ERECTORS' HOSTEL

- i) Daily operation of canteen service of Erectors' Hostel of HHEP, Burla for preparation of tea, snacks, breakfast, lunch and dinner as per direction of Engineer-in-charge and specification of the department.
- ii) Daily preparing of bed, caretaking of suite, keeping the rooms in proper manner for guest and attend the guest on call for room service at Erectors' Hostel as per direction of Engineer-in-charge and specification of the department.
- iii) Daily assisting to the cook in preparation of foods and serving of foods at Erectors' Hostel as per direction of Engineer-in-charge and specification of the department.

B) CANTEEN OF POWER HOUSE

- i) Daily operation of canteen service at Power House canteen for preparation of tea, snacks, breakfast, lunch and dinner as per direction of Engineer-in-charge and specification of the department.
- ii) Daily assisting to the cook in preparation of foods and serving of foods at power house canteen as per direction of Engineer-in-charge and specification of the department.

C) CANTEEN OF ADMINISTRATIVE BUILDING

- i) Daily operation of canteen service of canteen at Administrative building of HHEP, Burla for preparation of tea, snacks, breakfast, lunch and dinner as per direction of Engineer-in-charge and specification of the department.
- ii) Daily assisting to the cook in preparation of foods and serving of foods at Administrative building as per direction of Engineer-in-charge and specification of the department.

COMMON FOR ALL CANTEEN

- i) The rates and menu for Breakfast, Lunch, Snacks & Dinner are to be fixed by the successful bidder in consultation with the Tendering Authority / Authorized Committee before placing of Work Order
- ii) All the consumables for preparation of foods like LP Gas, groceries, vegetables etc are the responsibility of the contractor
- iii) All the utensils to be used in canteen will be provided by the department. The inventory of the utensils and other materials will be handed over to the firm. The firm shall look after all these materials and other property attached to the kitchen during contract period
- iv) The contractor shall maintain the kitchen / dinning places and its surroundings area in hygienic conditions. The contractor / firm shall be responsible for up-keeping of kitchen / dinning utensils etc
- v) The Contractors shall provide any other reasonable help and comfort desired by the guests
- vi) The works comes under Sl. No. 4.1 (A-ii) above shall be carried out in two shifts i.e. from 06:00 Hrs to 14:00 Hrs and from 14:00 Hrs to 22:00 Hrs. respectively
- vii) The balance / left over quantity of cooked stale foods are not to be served in canteen
- viii) The contractor / firm / agency should ensure that the staff engaged wears cleaned uniform and their personal hygiene including proper cutting of nails, hair etc.
- ix) The contractor / firm / agency must ensure that the deployed staff is properly trained, well behaved with adequate experience in cooking, serving of foods and care taking of suite & hospitality.
- x) The contractor / firm / agency should ensure that proper medical checkup for communicable diseases of staff deployed by them is done at the time of joining and subsequently as and when required by the Engineer-in-charge and submission of tests report thereof.
- xi) The contractor / firm / agency is required to provide identity cards, proper uniform to all the staff at its own cost. The uniform should include aprons, head gear & gloves

Signature
10/11/15
C&P Head, HHEP, Burla



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,
POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA
PHONE: 0663-2950712, E-Mail : srgmhps_burla@yahoo.co.in
CIN : U40101OR1995SGC003963

SECTION – V

TENDER CALL NOTICE NO. HHEP- 28/2025

Annexure - 1

NO RELATION CERTIFICATE

THIS IS TO CERTIFY THAT, I HAVE NO RELATIONSHIP WITH ANY EMPLOYEE SERVING UNDER OHPC LTD., ODISHA. IN CASE THE ABOVE STATEMENT IS FOUND TO BE FALSE, I MAY BE DEBARRED FROM ANY PAYMENT DUE ON ACCOUNT OF THIS CONTRACT.

SIGNATURE OF TENDERER:

NAME:

DESIGNATION (SEAL):

TENDER CALL NOTICE NO. HHEP-28/2025

EXPERIENCE CERTIFICATE
PAST HISTORY OF EXECUTION OF SIMILAR TYPE OF WORKS / ORDERS
(To be filled by the Bidder)

Sl. No.	Name of the Customer with Address	Order No. / Dt. with certified copies	Month / Year of Completion.

SIGNATURE OF TENDERER:

NAME:

DESIGNATION (SEAL):

TENDER CALL NOTICE NO. HHEP-28/2025

NO DEVIATION STATEMENT

(To be filled in and signed by the tenderer)

We / I have carefully gone through the instruction and conditions specified in the bid document and we / I have satisfied ourselves / myself and hereby confirm that our / my offer strictly confirms to the requirements of above without any / with following deviations.

1.

2.

3.

SIGNATURE OF TENDERER:

NAME:

DESIGNATION (SEAL):

N.B. – In case nothing is mentioned in this Annexure, it will be treated that there is “NO DEVIATION”

TENDER CALL NOTICE NO. HHEP-28/2025CHECK LIST

(This Proforma should be filled in with all information & should be furnished with tender)

1.	Name & Corresponding Address of the Bidder	
2.	Email & Contact No.	
3.	Cost of Tender Paper	Yes / No
4.	Copy of License under Food Safety & Standards Act / Rule issued by Govt. Authority (if any) furnished? License No. _____ valid up to dtd. _____	Yes / No
5.	Earnest Money : DD/ BC No. _____ dtd _____ for Rs. _____	Yes / No
6.	Copy of IT PAN furnished? IT PAN: _____	Yes / No
7.	Copy of GST Registration Certificate furnished? GSTIN: _____	Yes / No
8.	Copy of EPF Registration Certificate furnished? EPF Code No.: _____	
9.	Copy of ESI Registration Certificate furnished? ESI Code No.: _____	
10.	Proof of Eligibility	Yes / No
11.	Validity 120 days:	Yes / No
12.	Nature of Price quoted: "FIRM":	Yes / No
13.	Agreeable to terms of payment as mentioned in tender specification: Agreement– Whether agreeable to execute agreement in OHPC prescribed form	Yes / No
14.	Whether agreeable to furnish Security Deposit	Yes / No
15.	Price bid in closed separate envelope	Yes / No
16.	Whether agreed to all the terms and conditions of the specification:	Yes / No
17.	Whether copy of earlier order attached?	Yes / No
18.	Original/Copy of Money receipt in support of Purchase of Tender	Yes / No
19.	Copy of the tender document signed on each page	Yes / No
20.	An affidavit by the tenderer that the Contractor / Agency / Firm is not blacklisted.	Yes / No

SIGNATURE OF TENDERER:

NAME:

DESIGNATION (SEAL):

TENDER CALL NOTICE NO. HHEP-28/2025

AFFIDAVIT
(To be sworn before the Notary)

I/We, (Name of the bidder) a Company incorporated under the provisions of the Indian Companies Act / Proprietorship/ Firm registered under Indian Partnership Act./Sole Proprietor having its Registered office/ Corporate Office / at _____ and represented through Sri _____ duly authorized person (Designation) hereby solemnly declare & affirm as under:-

- 1) That the documents produced alongwith the tender papers against tender call notice No. HHEP-_____ /2025 are true, genuine and authentic to the best of knowledge of the deponent. If found any falsme information the tender may be liable to be rejected as it deemed proper.
- 2) That we, _____ (Name of the bidder) have not been blacklisted / debarred / disqualified by any Govt. or any of its agencies or PSUs etc. last three years upto the date of submission of the bid.

DEPONENT

Place:

Date:

VERIFICATION

I/We, _____ (Name of the bidder), the above named deponent, do hereby verify that the contents of Paragraph -1 & 2 of this affidavit is true to my personal knowledge and nothing has been concealed and no part of it is false.

Verified at _____ this _____ day of _____.

DEPONENT



ODISHA HYDRO POWER CORPORATION LTD.,

O/o Sr. GENERAL MANAGER, HIRAKUD HYDRO ELECTRIC PROJECT,

POST BOX. NO. 5, BURLA – 768017, DISTRICT: SAMBALPUR (ODISHA), INDIA

PHONE: 0663-2950712, E-Mail : srgmhps_burla@yahoo.co.in

CIN : U40101OR1995SGC003963

PART-II PRICE BID

TENDER CALL NOTICE NO. HHEP-28/2025

Name of work : JOB CONTRACT FOR OPERATION OF
CANTEEN SERVICE AND CARETAKING OF
ERECTOR'S HOSTEL, CANTEEN SERVICE OF
POWER HOUSE CANTEEN, CAFETERIA OF
ADMINISTRATIVE BUILDING OF HHEP, BURLA

Handwritten signature
C&P Head, HHEP, Burla
17/5

PRICE BID
TENDER CALL NOTICE NO. HHEP-28/2025

Sl. No	Details of items	Unit	Qty.	Rate / Unit excluding Employers contribution of EPF, ESI & GST in Rs.	Amount in Rs.
Erectors' Hostel					
1	Daily operation of canteen service of Erectors' Hostel of HHEP, Burla for preparation of tea, snacks, breakfast, lunch and dinner as per direction of Engineer-in-charge and specification of the department	Day	365		
2	Daily preparing of bed, caretaking of suite, keeping the rooms in proper manner for guest and attend the guest on call for room service at Erectors' Hostel as per direction of Engineer-in-charge and specification of the department	Day	730		
3	Daily assisting to the cook in preparation of foods and serving of foods at Erectors' Hostel as per direction of Engineer-in-charge and specification of the department.	Day	365		
Power House					
4	Daily operation of canteen service at Power House canteen for preparation of tea, snacks, breakfast, lunch and dinner as per direction of Engineer-in-charge and specification of the department	Day	365		
5	Daily assisting to the cook in preparation of foods and serving of foods at power house canteen as per direction of Engineer-in-charge and specification of the department	Day	365		
Administrative Building					
6	Daily operation of canteen service of canteen at Administrative building of HHEP, Burla for preparation of tea, snacks, breakfast, lunch and dinner as per direction of Engineer-in-charge and specification of the department	Day	263		
7	Daily assisting to the cook in preparation of foods and serving of foods at Administrative building as per direction of Engineer-in-charge and specification of the department	Day	263		
Total Rs. for one year					

(Rupees _____) only

N.B.: The bidder has to fill the followings;

GST @ _____ % with HSN/SAC Code No. _____.

SIGNATURE WITH SEAL OF THE TENDERER