



ONGC TRIPURA POWER COMPANY LIMITED

NOTICE INVITING BID (NIB)
FOR
HOUSEKEEPING AND CANTEEN CATERING SERVICES

FOR
2 X 363.3 MW
GAS BASED COMBINED CYCLE POWER PLANT,
PALATANA, UDAIPUR, TRIPURA

TENDER No. - OTPC/HK&CANTEEN/PAL/20-21/001

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FOR
HOUSEKEEPING AND CANTEEN CATERING SERVICES
AT
2 X 363.3 MW GAS BASED COMBINED CYCLE POWER PLANT AT PALATANA, TRIPURA**

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NOTICE INVITING BID ("NIB")

1.0 INTRODUCTION

1.1 ONGC Tripura Power Company Limited (hereinafter referred as "**OTPC**" or "**Company**" or "**Owner**"), a joint venture company promoted by Oil and Natural Gas Corporation Limited ("**ONGC**"), Infrastructure Leasing & Financial Services Limited ("**IL&FS**"), India Infrastructure Fund (II) ("**IIF(II)**") and Government of Tripura, is a public limited company incorporated under the Indian Companies Act, 1956 and having its registered office at ONGC Tripura Power Company Limited, Udaipur-Kakraban Road, Palatana P.O., District Gomati, Tripura – 799116 (India), and one of its office at 6th Floor, IFCI Tower, 61, Nehru Place, New Delhi - 110019 (India). OTPC is operating a gas based combined cycle power plant at Palatana, which is located about 60 (sixty) km from the capital city of Agartala in the State of Tripura. The Plant is located about 9 (nine) km from nearest town Udaipur, which is one of the major towns of Tripura.

1.2 OTPC invites bids from reputed Housekeeping and catering service providers to provide Housekeeping and Canteen catering services at Palatana, Udaipur, Tripura. Bidders with requisite technical capability and sound financial position, to bid for "**HOUSEKEEPING AND CANTEEN CATERING SERVICES**" on daily basis at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura for a three-year contract period from the date of award.

1.3 The Bid must be submitted **ONLINE** in accordance with the requirements set out in the Bidding Document, in 2 (two) separate parts:

1.3.1 The **first part** will have **Unpriced Techno-Commercial Bid** without any reference to price; and

1.3.2 The **second part** will have the **Price Bid** for **HOUSEKEEPING AND CANTEEN CATERING SERVICES** at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura. (**Price Bid shall be password protected pdf file**).

1.3.3 Bid documents mentioned at Clause 1.3.1 and Clause 1.3.2 must be submitted in accordance with the procedure prescribed under Article 14.0 and Article 20.0 of Instructions to Bidders ("**ITB**").

1.4 Capitalized terms used herein but not defined in this NIB shall have the meaning assigned to them in ITB.

2.0 DETAILS OF TENDER

a.	Tender No.	OTPC/ HK&CANTEEN /PAL/20-21/001
b.	Cost of one set of Bidding Document; non-refundable (to be remitted to " ONGC Tripura Power Company Limited ", thru NEFT Transaction).	INR 1,000/- (Rupees One Thousand only).

	Bidder to download the bidding documents from OTPC website.	
c.	Bidding Document sale opening date and time for downloading from www.otpcindia.in	27 th November 2020 at 11:00 hours.
d.	Bidding Document sale closing date and time.	04 th December 2020 at 17:00 hours.
e.	Last date and time for submission of ONLINE Pre-Bid queries	06 th December 2020 at 15:00 hours
f.	Date of issue of ONLINE Pre-Bid Clarifications	08 st December 2020
g.	Last date and time for submission of ONLINE Unpriced Techno-Commercial Bid (Signed copy of the bid shall be uploaded on the FTP folder provided to the bidder)	15 th December 2020 at 16:00 hours.
	Last date and time for submission of ONLINE Price Bid in the form of password protected file for which password shall be sent <u>only</u> at the email addressed to MD,OTPC : sanil.namboodiripad@otpcindia.in	15 th December 2020 at 16:00 hours.
	<ul style="list-style-type: none"> • Bidder shall send the request email to OTPC (details mentioned at serial no. "I" below) for creation of unique FTP path/folder along with the details of Bid security amount and NEFT details of payment made by bidder to purchase the bidding document. • Last date for sending request for creation of unique FTP shall be 12:00 Hrs on 15th December 2020 	
h.	Date and time for opening of Unpriced Techno-Commercial Bids	15 th December 2020 at 17:00 hours.
i.	Date and time for opening of Price Bids	To be intimated later (Bidders shall be notified about such date at least 3 (three) days prior to the same).
j.	Validity of Bid Security of Rs. 1,00,000/- (Rupees One Lakh Only).	210 (two hundred and ten) days from the date of opening of Unpriced Techno-Commercial Bid
k.	Bid validity.	180 (one hundred and eighty) days from the date of opening of Unpriced Techno-Commercial Bid.
l.	Address for correspondence: Attn: DGM (Contracts) / Manager (Engg.), ONGC Tripura Power Company Limited, 6 th Floor, IFCI Tower, 61, Nehru Place, New Delhi – 110019.	

Ph: +91-11-26402100 Fax: +91-11-26227532 / 26227533 E-mail: Send e-mails both to samarjeet.thakur@otpcindia.in and karan.bakshi@otpcindia.in

3.0 **BRIEF SCOPE OF WORKS**

3.1 The scope of work under this tender shall include the following services to be provided at 2 x 363.3 MW Combined Cycle Power plant at Palatana, Tripura.

- a. Complete canteen-catering services.
- b. Manpower for Pantry services at New Administrative Building and Main Control Room Building.
- c. Comprehensive Housekeeping services at Non-Plant areas – New Administrative Building, Training Centre, Training Hostel (37 rooms and 4 suite rooms), Canteen Building, Security Building, Medical Centre, Main Gate Security Rooms and its periphery, Security Control Room and surrounding periphery of all the buildings and its respective adjacent areas.

3.2 Scope of work shall also include all associated work required for providing Comprehensive Housekeeping and Canteen Catering services at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura.

3.3 Please refer attached **Technical Specification** for detailed scope of work which is attached as Annexure-3 to the Contract for Housekeeping and Canteen Catering services.

4.0 **TIME FOR COMPLETION**

4.1 The Bidder shall provide the services mentioned at clause 3.0 within 1 week of the date of Letter of Award issued by OTPC or any other time-period as informed by OTPC.

4.2 The Housekeeping and Canteen Catering services at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura shall be provided for a continuous period of Twelve (12) months from the date of award of contract to the successful bidder. Period of Services may be extended by another twenty four (24) months based on performance to be evaluated at the end of the each twelve (12) month period.

5.0 **QUALIFICATION REQUIREMENT OF THE BIDDER**

5.1 Bidder should have average annual turnover of INR 25,00,000 (Rupees Twenty Five Lakh) in last 3 (three) financial years ending 31st March, 2020 (or if the Bidder follows a different financial year (other than April to March) then for the last 3 (three) financial years, as duly adopted by it and acceptable as per the laws applicable to it).

5.2 Bidder shall submit TDS certificate or unconsolidated annual audited accounts for last 3 (three) financial years ending 31st March, 2020 i.e., 2017-18 2018-19 and 2019-20 (or if the Bidder follows a different financial year (other than April to

- March) then for the last 3 (three) financial years, as duly adopted by it and acceptable as per the laws applicable to it).
- 5.3 Bidder shall submit certified copy of valid EPF, ESIC, and GST registration, duly attested/certified by CA or Notarized copies.
- 5.4 The bidder should have minimum 03(three) Years of experience (of total work orders) in providing housekeeping & catering services in the offices/plants/Guest houses/Hostels of Government Organisations/ Semi Government Organisations / PSU/ other reputed Public Limited Companies of the Industrial Sector in the 5(five) Years.
- 5.5 Bidder must also possess valid Food Safety and Standard Authority License (FSSAI).
- 5.6 Bidder (Firm/Company/Proprietor) should have successfully provided Housekeeping and canteen catering Services similar in nature in last 5 (five) years:
- 5.6.1 One work order of value not less than Rs 25 Lakh and
- 5.6.2 Two work orders each of value not less than Rs 13 Lakh each; or
- 5.6.3 Three work orders each of value not less than Rs 9 Lakh each;
- 5.7 Detail work order including covering letter and schedule of rates and completion certificate containing executed value of work shall be required. Completed value of work as mentioned in the completion certificate shall be considered for evaluation against single / multiple work order value required under Qualification Requirement. However, where the executed value of work is not mentioned in the completion certificate, the copy of certified bill shall also be acceptable for determining value if submitted along with completion certificate.
- 5.8 Work complete or under execution on the date of application shall be considered for qualification purpose under Article 5.0.
- 5.7 The bidder must give an undertaking along with the Techno-Commercial bid (as confirmation. That at no stage during the last 5(five) Years his contract was terminated on grounds of satisfactory performance
- 5.8 Bidder shall submit supporting documents like audited balance sheet and profit & loss account for last 3 (three) financial years, clients' certificates, copy of relevant contracts, etc., in support of the qualification requirements mentioned above in this Article 5.0. Bidder should have earned profit in at least one year during last three financial years ending 31.03.2020. Bidder should possess positive net worth as on 31.03.2020.
- 5.9 The bidder must give an undertaking along with the Techno-Commercial bid stating that bidder has sufficient experienced Supervisors/Manpower. Details of manpower available shall providing with experience & tools & tackles available presently.
- 6.0 **GENERAL**
- 6.1 Bidders to confirm compliance to terms, conditions, specifications and requirements mentioned under the Bidding Document, at the time of submission of Bids, failing which the Bids may be liable for rejection.

- 6.2 Bids shall be evaluated based on the information/documents submitted in the Bid. Hence, Bidders are advised to ensure that they submit appropriate and relevant supporting documentation along with their proposal in the first instance itself.
- 6.3 OTPC reserves the right to seek additional information from the Bidders, if found necessary during the course of evaluation of the Bids.
- 6.4 OTPC reserves its right to relax the Qualification Requirements of the bidder at its sole discretion, in the interest of the Company. Any claim, demand, clarification whatsoever in this regard shall not be admissible by OTPC.
- 6.5 Bidder to ensure that after the Letter of Award is issued and during the Term of the Contracts, the Bidder shall not seek to alter any agreed contractual terms, conditions and specifications as mentioned under the Bidding Document.
- 6.6 Two part bidding system (Part-1: Unpriced Techno-Commercial Bid and Part-2: Price Bid) shall be followed for this tender as described in Article 20.0 of the ITB. Bidders should take due care to submit their Bid in accordance with the requirements as specified in Article 17.0 of the ITB.
- 6.7 This NIB, in original, issued along with Bidding Document, shall be submitted by the Bidder along with its Bid duly signed and stamped by the Bidder as a token of acceptance. Bids sent without having the original copy of the Bidding Document duly signed and stamped may be liable for rejection.
- 6.8 Issuance of the Bidding Document or submission of same by the bidder does not mean that the Bidder has been short-listed or qualified. No extension shall be provided in Bid submission date.
- 6.9 Bidders are required to furnish an undertaking on validity of the Bid as per **Form-I** of the Bid Forms at the time of submission of Bids. The Bids shall be rejected if such an undertaking is not furnished.
- 6.10 Bid Security must be submitted as part of the Unpriced Techno-Commercial Bid as per **Form-M** of the Bid Forms failing which Bid shall be rejected.
- 6.11 Any Bid received after the expiry of the date and time prescribed for receiving completed Bid as specified in Article 2.0 above, shall be rejected.
- 6.12 OTPC reserves the right to reject any Bid or all Bids received at its discretion, without assigning any reason whatsoever, and may call for fresh Bids if it so deems fit.
- 6.13 OTPC is not bound to accept the lowest Price Bid.
- 6.14 The Bidding Document has to be purchased in the name of the Bidder.
- 6.15 Prospective Bidders interested to participate in the bidding process are required to submit their Bid in terms of the Bidding Document.
- 6.16 The Bidder must meet the qualification requirements as specified under Article 5.0 of this NIB.

- 6.17 The Owner reserves the right to verify the authenticity of the documents submitted for meeting the qualification requirements and request the Bidder to submit any additional information/documents. The Owner reserves the right, at its sole discretion, to contact the Bidder’s bank, lenders, financing institutions and any other persons as necessary to verify the Bidder’s information/documents for the purpose of qualification.
- 6.18 The Bidders will be required to continue to maintain compliance with the qualification requirements throughout the Bid process and till the signing of the Contracts. If the Bidder fails to comply with the aforesaid provisions then its Bid shall be rejected.
- 6.19 The Bidder shall disclose in the prescribed form (Form-P) if any of its directors have any relatives working with the Owner. For the purposes of this disclosure the word “relative” shall have the meaning prescribed to it under Section 6 of the Indian Companies Act, 1956.
- 6.20 Bidder participating in this Bid process shall not have a conflict of interest. If a Bidder is found to have a conflict of interest then its Bid may be liable for rejection. A Bidder shall be considered to have a conflict of interest in this Bid process if:
 - 6.20.1 If bidder submits more than one Bid, either individually or as a joint venture partner in another bid or any of its Affiliates separately participate directly or indirectly in the Bid process,
 - 6.20.2 If Bidder has relatives working with the Owner as disclosed pursuant to Form-P and such a conflict has not been resolved in a manner acceptable to the Owner.
 - 6.20.3 OTPC can split the scope of work and issue the purchase order on multiple vendor at its sole discretion. Any claim, demand, clarification whatsoever in this regard shall not be admissible by OTPC.
 - 6.20.4 Bidder to submit the duly filled in Vendor registration form, along with the bid, attached as Appendix-1.
 - 6.20.5 OTPC bank account details :

Beneficiary Name	ONGC Tripura Power Company Limited
Beneficiary Bank Name	State Bank of India
Beneficiary Account	33566054516
Beneficiary Branch IFSC Code	SBIN0017313
Branch Code	17313
Beneficiary Branch Address	Corporate Accounts Group Branch-II, Red Fort Capital Parsvanath Towers, Bhai Vir Singh Marg, Gole Market, Near Speed Post Office, New Delhi – 110 001

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