



ONGC TRIPURA POWER COMPANY LIMITED

TECHNICAL SPECIFICATION
FOR
HOUSEKEEPING & CANTEEN CATERING SERVICE

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

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

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1.0 SCOPE OF SERVICES

It is clearly understood by the parties that in respect of Services to be provided by Contractor under the Contract, responsibility of Owner shall be limited to provide gate pass for the staff and Contractor shall be responsible for providing all other Services required for providing vehicles as per this technical specification.

In this Technical Specification, capitalized terms used but not defined shall have the meaning assigned to them under the contract dated [●] (the "Contract").

1.1 Housekeeping Services :

In order to maintain Cleanliness, tidiness and good order in all parts of the Plant and Non-Plant areas good housekeeping is highly essential. Good housekeeping provides clean and pleasant working environment. It also prevents accidents in the work place and facilitates efficient operation. Good housekeeping can usually be achieved by routine cleaning of the premises, proper storage of materials & accessories, periodic disposal of rubbish and regular maintenance of facilities.

The scope of housekeeping and sanitation works in Non-plant areas will be at New Administrative building, Training Centre, Medical centre, Training Hostel (37 rooms and 4 Suite Room) including GYM & its periphery, Security building- 02nd floor, Main gate security rooms and its periphery area, canteen building, security control room, and surrounding periphery, drain, roof, water tanks of all the buildings and its respective adjacent areas including pest control of all building once in a week.

1.2 Canteen Catering Services :

Catering Service plays an important role in maintaining the overall health of the employees. Catering services at Plant canteen includes providing Breakfast, Lunch & Dinner and snacks at CCR building and other offices as per menu fixed by OTPC.

2.0 GENERAL OBLIGATION OF THE CONTRACTOR

2.1 The Contractor shall obtain, at its expense, all Permits required to be obtained by the Contractor, to allow it to carry on its business and provide the Services under the Contract.

2.2 Pursuant to the Contract, the Owner is contracting for the Services of the Contractor, as an independent contractor, to (a) maintain proper housekeeping, hygiene & cleanliness in the Plant, and (b) catering services in accordance with the Contract.

3.0 SERVICES

3.1 In furtherance of and without limiting the obligations and responsibilities of the Contractor specified in the Contract, the Contractor shall, at all times commencing from the Effective Date and continuing through the Term and in accordance with the provisions of the Contract, perform the services specified hereunder (the "**Services**"). For the convenience only, Services have been categorized. However, any Services envisaged under the Contract to be provided by Contractor, irrespective of their categorization, shall be provided as and when required.

3.2 The scope of housekeeping and sanitation works in Non-plant areas will be **New Administrative building, Training Centre, Medical Centre, Training Hostel (37 rooms and 4 Suite Room) including GYM & its periphery, Security building- 02nd floor, Main gate security rooms and its periphery area, canteen building, security control room, and surrounding periphery of all the buildings** and its respective adjacent areas.

3.2.1 Details of area and quantity housekeeping and sanitation work to be executed on daily basis by contractor shall be as per table below:

S.No.	Location and brief description of work	Total area in sqm
1	Canteen building- Providing housekeeping work in and around entire canteen building.	569.1
2	Trainee hostel- 37 nos of rooms and 4 suite rooms along with attached toilets, common area , common toilets entrance space, stair case, GYM areas	1711.08
3	New Administrative building- Common toilets, cabins, common area, stair case, lawn, backwards of building, workstations of each employees, glass, carpet, wooden floors.	1396
4	Trainee Center- Entire building and its periphery.	994.7
5	Security hostel 2nd floor- 11 nos of rooms along with wash room, common toilets, dining space and satir case, common entrance area of buildings(ground floor to 2nd floor)	747.48
6	Security Control room- Entire buildings	92
7	Medical Center and its periphery, Common/cabin toilets, cabins, common areas, Glass, floors.	737.44
8	Adjacent area of all the building assuming- All building's entrance space, stair case, backdrop of all buildings, lawn and its periphery, Main gate security rooms and its surrounding.	2277
	Total	8524.8

3.3 Canteen Catering services at Plant canteen includes providing Breakfast, Lunch & Dinner and snacks at CCR building and other offices as per menu fixed by OTPC. **Sample menu of the meals is attached as Annexure-1(a), 1(b) and 1(c) to this Technical specification.**

3.3.1 Timing for serving various meals is as per below table:

Meal Type	Meal serving Timing
Breakfast	07:30 AM to 09:00 AM
Lunch	01:30 PM to 02:30 PM
Dinner	08:30 PM to 10:30 PM
Snacks at CCR	06:00 PM to 06:30 PM* (or as per plant requirement)

3.3.2 Details of canteen catering service works shall be following :

S.No	Item Particulars	UoM	Qty	Remarks
1	Providing of manpower for Pantry services at New administrative building (supply of tea/coffee, snacks etc).	Lot	1	
2	Providing of manpower for Pantry services at 4.5 meter & main control building (supply of tea/coffee, snacks, high snacks etc) 24*7 hr basis.	Lot	1	
3	Rate Chart of food as per General Menu:			
3 (a)	Rate of food for normal boarders (Breakfast /Lunch/Dinner) Vegetarian as per specification/ sample menu (Annexure-1) including manpower and administrative charges. Food shall be served in buffet style for office employees as well as hostel boarders at our canteen. As per General menu	Meal	As per BoQ	
3 (b)	Rate of food for normal boarders (Breakfast /Lunch/Dinner) Non-Vegetarian as per specification/ sample menu (Annexure-1) including manpower and administrative charges. Food shall be served in buffet style for office employees as well as hostel boarders at our canteen. As per General Menu	Meal	As per BoQ	
3 (c)	Rate of special meal for VIP for one time only will be as below:			
3 (c).i	Vegetarian (As and when)	Meal	As per BoQ	
3 (c).iii	Non- Vegetarian (As and when)	Meal	As per BoQ	
3 (c).iii	Ala Carte menu	List		

4.0 **Manpower**

4.1 The contractor shall deploy requisite number of manpower of different category as per requirement to perform housekeeping and canteen catering job. Minimum manpower prescribed.

4.2 The contractor should maintain the minimum daily labors/manpower as per the following:

- a. Project In charge cum Manager – 01 nos.
- b. High skilled Labours cum field Supervisor- 02 Nos.(01 for Housekeeping and 01 for Canteen)
- c. Local Unskilled type Labours- 13 Nos
- d. Cook- 02 nos

- 4.3 Educational qualification/experience details of the manpower-
 - a. Local labors unskilled type - As per the approved labors list & familiar with housekeeping and canteen catering activities.
 - b. Field supervisor- Graduate in Hotel Management pass with 8-10 years' experience in housekeeping and canteen catering activities. .
 - c. Project in Charge- Graduate in any stream (Graduate with preferable Hotel management degree) with 12 years' experience in housekeeping and canteen catering activities.
- 4.4 The contractor should take prior approval of the CV/Biodata of the manpower before deployment of the worker. If any change in the manpower group happen, the contractor should get those manpowers approved it accordingly on advance basis.
- 4.5 The contractor should submit PF submission challan, master roll copy, wages copy etc. on or before 10th in every month without fail.
- 4.6 The contractor should give contract letter/joining letter/appointment letter to every worker of this project during the time of joining in this site. After acceptance a copy of the letter should be given to the OTPC for record purpose.

5.0 **Tools, tackles & consumables**

- 5.1 Contractor shall arrange and provide all the tools, tackles and instruments required in adequate number for providing Services under the Contract. Price for deploying these items is included in the Contract Price.
- 5.2 List for tools and tackles is listed below which indicative only. This list is not exhaustive and Contractor shall deploy all tools, tackles and instruments required for providing Services under the Contract. If Owner believes that any additional tools and tackles or instruments are required to be mobilized by Contractor, same shall be mobilized by the Contractor without any delay and without any additional cost to Owner.

5.2.1 Item list -

Housekeeping Trolley – 05 nos
Wet Floor caution board – 8 nos
Floor Scrubber Machine (Single disc) – 03 nos
Dry and wet Vacuum Cleaner – 04 nos
Color Coded dustbins –As per read
wall mounted Liquid soap dispenser – as per reqd
Peddle Dustbin – As per reqd
Wrilling Trolley- 05 nos
Carpet Shampooing Machine – 04 nos

5.2.2 Consumables-

Tentative Chemical & Consumable			
Sl No.	Description	Uses	Qty/ month
1	Taski R1 super	Bathroom cleaner - cum Sanitiser Concentrate	4
2	Taski R2	Hygienic hard Surface cleaner Concentrate	4
3	Taski R3	Glass cleaner concentrate	2
4	Taski R4 Shine up	Furniture maintainer	2
5	Taski R 5	Air Freshener	2
6	Taski R 6	Toilet Bowl cleaner	2
7	Taski R 7	Floor cleaner concentrate	2
8	Taski R 9	Bathroom Cleaner Concentrate	2
9	Taski Spiral HD	Floor cleaner concentrate	1
10	M Fold Napkin paper		2080
11	Tissue Paper		150
12	Toilet Roll		100
13	Garbage Bag Big Size		30
14	Garbage Bag Small Size		100
15	Toilet Brush		25
16	Choke Clear pump		5
17	Rubber Gloves		15
18	Mask		15
19	Glass Squeezer		10
20	Bucket (Flora)		10
21	Mug		10
22	Dry Mop		15
23	Floor Wiper		10
24	Dust Pan		10
25	Broom hard		20
26	broom Soft		20
27	Dettol Hand wash		80
28	Taski D 7 Steel Polish	Steel Relling , Bathroom Fitting etc.	2
29	Taski fragrance Urinal Pad		25
30	Odonil		80
31	Odonil Spray for Toilet Freshner		100
32	Naphthalene ball		4
33	Black hit		25
34	Red hit		10
35	Lyzole per litre		70
36	Harpic		100
37	Utensil Bar		30

38	Phynyle		100
39	Mosquito Repellent m/c+ refill		50
40	Toilet Towel		50
41	Comfort		6
42	Colin		10
43	Ezee		5
44	Deterjent Bar		25
45	Room Freshnar		25
46	Deterjent powder		100
47	Carbolic acid		10
48	Hand Sanitizer (100 MI)		10
49	Branded white Towel		5
50	Branded Bed sheet (double/single)		5

Any items/consumables which are not mentioned in the list and if required during the course of contract period, shall have to be provided by the contractor without any extra cost

6.0 Exclusion from scope of services of contractor

Material storage area;

Water, Kitchen utensils and

Electricity.

7.0 Housekeeping & Catering Report

7.1 The contractor should submit daily report on day to day basis with actual work done progress with pictures at the end of the day by e-mail/hard copy.

7.2 The contractor should submit monthly progress report with actual pictures of the site at the end of the month.

8.0 PERFORMANCE & WORK SUPERVISION

8.1 Over all supervision to be done by OTPC representative of Housekeeping & Catering Services and shall look after overall coordination. The Supervisor/project in charge from the contractor's side will report to the representative of OTPC on daily basis and appraise of the man power engagement status and quality of service being rendered. The contractor will have to ensure the activity so as to match the quality of service as expected by OTPC.

8.2 Regular supervision to be carried out by the contractor's representative and monitored by the representative of OTPC on day to day basis. Accordingly, contractor or contractors representative have to be available during general shift hours and accessible on round the clock basis to receive information/instruction from OTPC side. The contractor shall generate schedule and records of each activity / attendance log on daily basis for periodic supervision by OTPC.

9.0 DUTIES AND RESPOSIBILITIES OF THE CONTRACTOR

- 9.1 To provide Sweepers, Cleaners, pantry etc., as may be necessary for the aforesaid work and to deploy necessary manpower accordingly.
- 9.2 To engage responsible Managers/Supervisors for overall supervision of the aforesaid works. The Manager/Supervisor should be provided with one mobile phone set for necessary communication. Accordingly, the supervisor should be readily available for contact through his mobile as and when required.
- 9.3 To supervise the above referred services and to bear the responsibility for proper conduct and behavior of the persons engaged by him for rendering such services.
- 9.4 To ensure proper maintenance of the Company's property inclusive of furniture, fixtures, electrical appliances and fittings, air-conditioners, vacuum cleaner, carpets, flower pots, decorative items, name plates, portraits etc.
- 9.5 To maintain proper inventory of all furniture, fixtures, electrical appliances and fittings, air-conditioners, vacuum cleaner etc. and to update inventory.
- 9.6 To arrange for dusting, washing and cleaning all rooms, entrance, corridors etc. on regular/daily basis in order to keep the premises neat and clean.
- 9.7 To clean all floors and staircases of all buildings regularly throughout the day.
- 9.8 To sweep and clean all toilets and bathrooms including wash basins continuously and regularly.
- 9.9 To sweep and clean the area surrounding the building including parking area daily and regularly.
- 9.10 To clean and dusting all doors, windows, Carpet, glass windows externally and internally including frames daily and regularly with help of vacuum cleaner and glass cleaning apparatus.
- 9.11 To dust and clean the Walls, Ceilings etc. including removal of cobwebs daily and regularly.
- 9.12 To dust/wash/clean all furniture, fixtures, electrical appliances and fittings regularly.
- 9.13 To supervise the job of dry cleaning of carpets etc. as and when required.
- 9.14 The contractor will supervise the works of inspection and maintenance of plumbing jobs and sanitary fittings and fixtures as and when required. In case of any break down, the contractor is to inform the Department immediately.
- 9.15 To supervise the job for pest control-deodorant/termite control, mosquito control and cockroach control etc. as and when done.
- 9.16 Servicing of air-conditioners will be done by Company's engaged agencies. In case of non-functioning of air-conditioners, the contractor is to inform the Department for repair and restoration. In case of breakdown of any electrical appliances or fittings, the contractor is to bring to the immediate notice of the department and follow up repair and restoration works till completion. Same procedure is to be followed for any civil maintenance job.
- 9.17 To maintain complaint book in a conspicuous place.

- 9.18 The Contractor should possess Labour Licence and all other relevant License and will be responsible for detailing of Manager/Supervisor, Sweepers, Cleaners, Mali etc. for proper running, maintenance of housekeeping and sanitation works of all buildings, rooms, toilets, drains and periphery.
- 9.19 The contractor shall engage only adult, trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the maintenance works. Medical fitness report of deployed manpower should be submitted within 10 days of deployments. No workers will be recruited beyond 60 years.
- 9.20 In compliance to THE FACTORIES ACT,TRIPURA ; the contractor need to submit relevant medical tests advised by MO,OHC,OTPC on an interval of 6 months. The details of the Health status of employees will be kept at OHC, OTPC.
- 9.21 Provide protective equipment like safety shoes, gloves, helmet, gumboots, raincoat, umbrella etc as applicable as per the nature of the work to all the Contractor Staff.
- 9.22 The Contractor shall take WCA insurance or equivalent of all of his employees for adequate insurance coverage.
- 9.23 Provide protective equipment like safety shoes, gloves, helmet, gumboots, raincoat, umbrella etc as applicable as per the nature of the work to all the Contractor Staff.
- 9.24 The contractor shall provide distinct uniform's to his employees. The uniform should have logo of the contractor's firm/company and shall be kept neat, tidy and in a wearable condition.
- 9.25 The contractor will supervise the services of personnel engaged by him and will be responsible for proper conduct and behavior of the persons rendering such services.
- 9.26 The contractor will give appointment letter with employment terms and conditions as per model standing orders to their contract staff before engagement and keep acknowledge copy for record.
- 9.27 The contractor shall be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him/her for the purposes for rendering the services as per laws. Written records for having made these payments will be submitted to OTPC, on monthly basis, for its verification. All payments should be done online or as per labour law.
- 9.28 The contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
- 9.29 The agreement will be on the principal to principal basis and the contractor shall not, without the prior written permission of the Company, directly or indirectly enter into partnership or agreement with any other person or organization to run any service thereof.
- 9.30 The contract is subject to the terms as contained herein. Nothing contained herein shall be considered as creating a tenancy, demises or any interest in their favour in respect of any portion of the building/premises. The contractor will be allowed to use the premises in terms of the agreement and shall vacate the premises immediately on termination of the agreement or expiry of contract.
- 9.31 The Contractor shall take WCA insurance or equivalent of all of his employees for adequate insurance coverage.

- 9.32 The Contractor shall provide the following:
- 9.32.1 All consumables like Soap, phenyl, disinfectant & bleaches, broom, moping materials, bucket, Mug, dusters, organic solvent, carpet cleaner, room freshener etc. The other cleaning equipments/ cleaning related equipments such as Vacuum cleaner, wet cleaner, ladder, wet extractor, sprayers, Rotary machines, Trolleys are to be procured and maintained by the Contractor. The contractor shall maintain proper records of purchase and utilization of such materials which will be verified by the management at the end of every week. Detailed sheet enclosed and this is just as indicative. Service provider may add or remove as per service required.
- 9.33 The contractor will be responsible for providing safety shoes, helmet, gloves, uniforms etc. to the persons engaged by him for the aforesaid work.
- 9.34 The contractor shall provide distinct uniform's to his/her employees or agents. The uniform should have logo of the contractor's firm/company and shall be kept neat, tidy and in a wearable condition.
- 9.35 The contractor shall supply identity cards to his/her employees or agents who shall be doing the subject job at the Owner's premises. All the employees and agents should bear the identity card for all the times they are working in Owner's premises.
- 9.36 The contractor shall obtain Police Verification report on character and antecedents of its personnel and other details relating to age , educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Owner's Premises.
- 9.37 The contractor will be responsible for keeping the entire premises including the kitchen in a perfectly clean and hygienic condition.
- 9.38 In case of any loss or damage to the Company's property by any persons engaged by contractor, the contractor shall report in writing such loss/damage to the management immediately and recovery of amount shall be made. The Company may in the event of unsatisfactory performance of the contractor to perform the work, terminate this agreement by giving one month notice in writing for such termination. This will be without prejudice to other rights (i.e. Penalty etc) company may have as specified in the terms & condition.
- 9.39 The persons engaged by the contractor must not be found under influence of alcohol within premises of the plant at any time.
- 9.40 The contractor shall arrange for round the clock services as and when occasion arises.
- 9.41 The Company does not take responsibility for the accommodation of the employees of the contractor.
- 9.42 No transport will be provided for employees of the contractor.
- 9.43 The contractor shall be responsible for deployment of sufficient staff so as to ensure smooth service as required. Contractor to ensure that workforce as per terms is available at the designated time for the required period. Any shortfall in manpower to be replenished; otherwise deduction based on daily wages will be done.

- 9.44 The Tenderers are required to inspect the all the buildings and its premises and to acquaint themselves with the facilities available and to ascertain the extent and nature of the services required.
- 9.45 The Company reserves the right to recover reasonable cost of materials lost or damaged by the contractor or his employees.
- 9.46 Nothing contained herein above will absolve the contractor of his responsibility of serving the Company in the best possible way with high standard of quality services.
- 9.47 The contractor shall purchase all the equipment's like vacuum cleaners at his own cost for cleaning of the appliances, devices which requires air pressure cleaning.
- 9.48 The expenses towards stamp duties for execution of the said contract shall be borne by the contractor.
- 9.49 To provide services of Supervisor, labors, as may be necessary for the aforesaid work and to deploy necessary manpower accordingly.
- 9.50 To engage responsible Project Managers/Supervisors for overall supervision of the aforesaid works. The Project Manager/in charger should be provided with one mobile phone set for necessary communication. Accordingly, the supervisor should be readily available for contact through his mobile as and when required.
- 9.51 To supervise the above referred services and to bear the responsibility for proper conduct and behavior of the persons engaged by him for rendering such services.
- 9.52 The Contractor should possess Labour License and all other relevant License and will be responsible for detailing of project Manager/Supervisor and labors.
- 9.53 The contractor shall engage only adult, trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the maintenance works. Medical fitness report of deployed manpower should be submitted within 10 days of deployments.
- 9.54 The contractor will supervise the services of personnel engaged by him and will be responsible for proper conduct and behavior of the persons rendering such services.
- 9.55 The contractor shall be responsible and liable for payment of salaries, statutory minimum wages and other legal dues to the persons who are employed by him/her for the purposes for rendering the services as per laws. Written records for having made these payments will be submitted to OTPC, on monthly basis, for its verification. All payments should be done online or as per labour law.
- 9.56 The contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
- 9.57 The agreement will be on the principal to principal basis and the contractor shall not, without the prior written permission of the Company, directly or indirectly enter into partnership or agreement with any other person or organization to run any service thereof.
- 9.58 The contract is subject to the terms as contained herein. Nothing contained herein shall be considered as creating a tenancy, demises or any interest in their favor in respect of any portion of the building/premises. The contractor will be allowed to use the premises in terms of the

- agreement and shall vacate the premises immediately on termination of the agreement or expiry of contract.
- 9.59 The Contractor shall take WCA insurance or equivalent of all of his employees for adequate insurance coverage.
- 9.60 Provide protective equipment like safety shoes, gloves, helmet, gumboots, raincoat, umbrella etc as applicable as per the nature of the work to all the Contractor Staff'
- 9.61 The contractor shall provide distinct uniform's to his employees. The uniform should have logo of the contractor's firm/company and shall be kept neat, tidy and in a wearable condition.
- 9.62 The contractor shall supply identity cards to his/her employees or agents who shall be doing the subject job at the Owner's premises. All the employees and agents should bear the identity card for all the times they are working in Owner's premises.
- 9.63 The contractor shall obtain Police Verification report on character and antecedents of its personnel and other details relating to age, educational qualification, name and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in Owner's Premises.
- 9.64 In case of any loss or damage to the Company's property by any persons engaged by contractor, the contractor shall report in writing such loss/damage to the management immediately and recovery of amount shall be made. The Company may in the event of unsatisfactory performance of the contractor to perform the work, terminate this agreement by giving one month notice in writing for such termination. This will be without prejudice to other rights (i.e. Penalty etc) company may have as specified in the terms & condition.
- 9.65 The persons engaged by the contractor must not be found under influence of alcohol/tobacco of any form/cigarette/bidi/drugs/cannabis etc within premises of the plant at any time.
- 9.66 The Company does not take responsibility for the accommodation of the employees of the contractor.
- 9.67 The contractor shall arrange for round the clock services as and when occasion arises.
- 9.68 No transport will be provided for employees of the contractor.
- 9.69 The Company reserves the right to recover reasonable cost of materials lost or damaged by the contractor or his employees.
- 9.70 Nothing contained herein above will absolve the contractor of his responsibility of serving the Company in the best possible way with high standard of quality services.
- 9.71 The contractor shall purchase all the machineries & equipment as mentioned in the clause no- 5 and should maintain those without shortfall.
- 9.72 In unforeseen situation like strike/bandh, the contractor shall make suitable arrangement to undertake Housekeeping activities without any interruption.
- 9.73 Bonus to be paid to the workers once in a year before Durga Puja.
- 10.0 **Penalty Clauses :**

- 10.1 If on inspection, any rooms, buildings, open spaces, dining hall, kitchen, open area in and around the building furniture, fittings & fixtures, wash basins, mirrors, walls, window-panes, buckets & mugs, utensils, tumblers, jugs, and all related items & equipment's etc. are not found properly cleaned in accordance with relevant clause of the T&C (terms conditions) contractor can be penalized up to Rs. 2000/- in each case at the discretion of the management.
- 10.2 Any deficiency in general quality, quantity, services etc. observed affecting the required and adequate standards can be penalized in each case up to Rs. 2500/- at the discretion of the management.
- 10.3 Any advice, instructions etc. as may be communicated from time to time or on daily basis, if not found to be followed to a satisfactory level within the time frame, as the case may be, contractor can be penalized in each case upto Rs. 2500/- depending upon the extent of damages assessed/determined at the discretion of the management.
- 10.4 Penalty will be also be levied for the following, which is not exhaustive.

S.No	Description	Penalty
1	Damage to OTPC assets or equipment's etc., caused by the contractors staff	Cost of assets will be levied as penalty
2	Refusing or non-performance of the assigned work within the time limit set by OTPC Representative	Rs.150/- per occasion.
3	Misbehavior like quarreling, abusing etc., between the staff employed by the agency, causing disturbance in the premises:	Rs.500/- per occasion with removal of staff
4	Your staff not reporting in Uniform and I-card	Rs.100/- per person per occasion
5	Machine/consumables not available for working consequently for 2 days.	Rs. 1000/- per week after first 2 days.
6	Failure to keep polished furniture's throughout the year	Rs. 100/- per day
7	Failure to use Consumables etc. as per technical specifications.	Rs. 100/- per day per plant shall be levied till the period the same are replaced, at no extra cost.
8	Any staff deputed by the contractor found smoking and/or chewing tobacco in the OTPC Campus	Rs.500/- per occasion with removal of staff
9	In case the Agency does not fulfill the contractual obligation to related to availability of items/ consumables as per clause 5.2.1 and 5.2.2 of this Technical Specification.	Rs. 500/- per occasion.
10	Failure to carry out any of the weekly services on time	Rs.500/- per occasion

Annexure-1(a)- Sample Canteen Menu

Attached

Annexure-1(b)

Ala carte Menu

Snacks Item served by Canteen			
Sl No.	Description	Uses	Remarks
1	Tea Prepared	01 cup	
2	Coffee	01 cup	
3	Veg Soap	01 Bowl	
4	Non Veg Soap	01 Bowl	
5	Cold Drink	01 Bottle 300ml	
6	Samosa with chutney	Per piece	
7	Veg chop with chutney	Per piece	
8	Paneer chop with chutney	Per piece	
9	Non-Veg chop with chutney	Per piece	
10	Onion Pokora	100 gm	
11	Bread with omleetee & Butter	2pcs Bread & single Egg & butter	
12	Egg roll	Per piece	
13	Noddles (Veg & Non Veg)	100 gm, half plate	
14	Roti+Sabji+egg (Omleetee or boil)	3pcs Roti & 01 egg	
15	Omleetee or boil	Per egg	
16	Veg Sandwitch	4 toast with butter & vegetable	
17	Idli with sambar	2 pcs	
18	Masala Dosa	Per Pc	
19	Plain Dosa	Per Pc	
20	Utthapaam	Per Pc	
21	Chilly Chiken	300 gm	
22	Chilly Paneer	300 gm	
23	Chiken Pokora	300 gm	
24	French Fry	Per Plate	
25	Veg Pokora	Per Plate	
26	Paneer Pokora	300gm	
27	Peanut Masala	250 gm	
28	Fruit Juice	Per Glass (200 ml)	
29	Chips/Bhujia/Nut/other packet snacks	As per MRP	

Annexure-1(c)**Special Menu****A. Vegetarian Menu**

S.No.	Items for Special Vegetarian Menu
1	Rice (200 Gms)
2	Roti (04 pcs)
3	Dal Fry
4	Bhindi Do Payaja (250 Gms)
5	Special Mix Sabji (300 gms)
6	Paneer butter Masala
7	Mashoom Masala
8	Salad Green full Plate
9	Papad 2 pc
10	Sweet (2 Pcs)
11	Soup
12	Curd 200 gms
13	Chatni- Pineapple/Mango

B. Non-Vegetarian Menu

S.No.	Items for Special Non- Vegetarian Menu
1	Rice (200 Gms)
2	Roti (04 pcs)
3	Dal Makhani
4	Special Mix Sabji (300 gms)
5	Hilsa Vapa(2 Pcs)
6	Mutton Kassa(200 Gms)
7	Chilli Chicken (4 Pcs)
8	Salad Green full Plate
9	Papad 2 pc
10	Sweet (2 Pcs)
11	Soup
12	Curd 200 gms
13	Chatni- Pineapple/Mango