



Tender No.: HOGPL/2021-22/C&P/024



**HPOIL GAS PRIVATE LIMITED**  
(A Joint Venture of HPCL & OIL)

**TENDER FOR  
PROVIDING SUPPORT SERVICES FOR FORECOURT MANAGEMENT AND  
OPERATION & MAINTENANCE OF ALL STATIONS AT KOLHAPUR GA**

**TECHNICAL VOLUME**

**TENDER NO : HOGPL/2021-22/C&P/024**

**Date : 24.01.2022**



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### **SCOPE OF WORK**

The Scope of services of the Contractor shall include but not be limited to the items mentioned below.

The Contractor shall ensure proper upkeep and operational readiness of the CGD installations in peak state at all times. Also, the contractor has to provide basic arrangements on agreeable terms that may be required in situations of emergencies.

HOGPL reserves the right to operate all, or any number of dispensers based on requirement. Payment shall be made for the actual executed quantity of SOR Item only.

Further to above, HOGPL may install/commission additional dispensers, if required, whereby the Contractor has to operate at the same rates quoted in this tender

- a) Overall responsible for all activities related to sales from the CNG dispensers irrespective of type of dispenser (Bus/Car or Single/Double arm).
- b) Dispensing of CNG to vehicles and to collect cash, refund the balance and issue cash receipt to the customers. In case the customer makes the payment through credit/ debit card & e-wallet (like PayTM, Mobikwiketc), the Contractor /HOGPL shall receive the same.
- c) Courteous conduct with the customers.
- d) Handing over cash to the Station Manager after every sale/ shift. Handing over the payment receipt slips/ summary slip of POS machine to Station Manager after end of the shift. Maintain record of the payment received through PayTM and other e-wallet services.
- e) To manage the vehicle queue for smooth refueling of vehicles.
- f) To note opening and closing readings of each arm of the dispensers before and after every shift and reporting the same to the Station Manager
- g) To maintain the Dispenser reading logbook as per the guidelines of HOGPL
- h) To check and attend the minor gas leaks from tubing/fittings around the CNG station and from the dispensers and reporting to the Station Manager promptly.
- i) Small Routine/minor maintenance jobs for Dispensers.
- j) Ensuring safety norms while dispensing of CNG to vehicles.

#### **Scope in Overall station premises:**

- a) Overall Supervision/management of all activities being handled by Agency/ Contractor.
- b) Preparation of bills/invoices for retail sales to customers.
- c) Preparation of report for gas sale and collecting cash for all retail sales.

#### **Depositing the money**

The money collected against issuance / loading of pre-paid card shall be deposited in the designated account (maintained exclusively for this purpose by HOGPL and the same shall be informed to successful bidder(s)), on T + 1 day basis i.e., money collected on day one to be deposited in the HOGPL account latest by next working day. All arrangements for safe handling, transportation and deposition of money shall be in the scope of the contractor, cost of which shall be deemed to have been included in the agency/bidder charges/Agency Management charges and nothing extra on this account shall be payable.



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The insurance of Cash Collected (cash in hand equivalent to 5 days of sale) at the CNG Station and Transit Insurance of Cash shall be in the Scope of Forecourt Management Contractor

Maintaining and recording the meter readings and gas quality data from the gas sourcing company, electrical energy meter readings etc.

Monitoring both the activities of dispenser sales and cascade filling.

Ensuring proper housekeeping and up keeping of the whole premises including public amenities like toilets.

Ensuring safety norms are being followed while dispensing CNG and cascade filling.

Any other activity as directed by HOGPL Officials from time to time for smooth operation of CNG station.

**Associated Jobs:**

a) These jobs are minor in nature, and services for these jobs are not of continuous nature. Hence, the station manager shall be responsible for executing these jobs from time to time, taking help of the Staff working under the station manager.

b) The associated jobs shall include the service for cascade operation, LCV filling point operation, Genset operation, and its related activities. These services will be provided by the Staffs itself, and no dedicated workforce shall be maintained separately. The station manager shall manage the Staff workforce efficiently, so as to deploy them for these associated jobs from time to time.

c) No separate payment shall be made for these associated jobs. The expenses towards these services shall be deemed as part of contract to have been included in the lump sum service charges

The details of the associated jobs as mentioned above are as below:

**A. LCV filling Area:**

- i) In case a CNG station has the facility of LCV (Light Commercial Vehicle) filling point for dispensing to mobile CNG cascades, proper and smooth operation of the same to be ensured.
- ii) Responsible for all activities related to filling of mobile Cascades including connection/removal of hose with LCV.
- iii) Responsible for ensuring filling CNG into mobile cascades - Noting initial and final pressure and quantity of CNG filled in each mobile cascade, maintaining LCV filling log book and reporting the same to the HOGPL.
- iv) Responsible to maintain the Logbooks of Mobile Cascade, Compressor readings, etc. as per the guidelines of HOGPL.
- v) Responsible for preparing excise invoice for LCV dispatch.
- vi) Responsible for getting attended minor maintenance jobs such as gas leaks from tubing/fittings of the LCV filling point.
- vii) Responsible for ensuring proper cleanliness in & around the LCV filling point.
- viii) Responsible for informing HOGPL Maintenance team about any problem/ non-performing of equipment



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immediately.

- ix) Responsible for undertaking any other activity as directed by HOGPL Officials from time to time for smooth operation of the LCV filling point.

**B. Cascade area:**

- i) Noting of pressure from gauges of low, high & medium banks in the cascade.
- ii) Operating of cascade valves.
- iii) Attending minor leaks from the tubing/ fittings of the cascades.
- iv) Responsible for undertaking any other activity as directed by HOGPL Officials from time to time for smooth operation of the CNG cascades.

**C. GENSET area:**

- i) Responsible for operation of the generator set, if installed at the station, including taking its daily operating readings and parameters, notifying HOGPL personnel in case of any failure or abnormality in its operation, and general upkeep of the equipment.

**D. SUPERVISION OF UPS:**

- i) The station manager on the duty has to monitor the parameters of UPS installed at the CNG Station. Any abnormality in UPS operation has to be promptly informed to the concerned HOGPL Officials.

**Station up keeping**

- i) Maintaining cleanliness of the CNG Station and other associated facilities like toilet etc
- ii) Maintaining cleanliness of the area around Dispensers, compressor, Gen sets and other machinery in the station.
- iii) Removal of wild vegetation growth within the Station.
- iv) Maintaining Housekeeping history card as per the HOGPL format and displayed in the station.
- v) Floor care and upkeep of Station and office building, including vertical surface, corners, toilets, urinals, windows including its glasses, doors, venetian blinds, ceiling/false ceiling, ceiling fans, electrical fixtures, paper trays, telephone, computer, filing cabinets, dustbins, almirahs and other office furniture's such as tables, chairs etc.
- vi) Moping of non-carpet floors, perfumed disinfectant spray of station office rooms, removal of garbage, waste material & disposal at the nearest public dustbin/ municipal dumping yard outside the Station complex.

**1.1 Manpower Requirement for Handling and Maintenance of Mother station Kagal, CGS vadgaon & Disha Petrolinks Herle**

**PART -A**

HPOIL GAS KOLHAPUR			
Sr. No.	MANPOWER REQUIREMENT Under Kolhapur GA		
	Manpower	Quantity	Minimum Reliever
1	Shift In charge (Semi Skilled)	4	1
2	CNG DU Filler (Semiskilled)/ LCV filler	8	2



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4	Electrical Technician	4	1
5	Mechanical Technician/Fitter	5	1
6	Safety Supervisor	1	0.5
7	Operational Assistant	1	0.5
8	Housekeeper/Sweeper	1	0.5
9	Office Boys	2	1

## 1.2 **Special work Conditions**

- a) Contractor will be held responsible for any theft or pilferages, loss, other offences and should liaison with police regarding the investigation for any malpractice. The particular employee should be terminated from his services immediately and replacement should be provided within 48 Hours, failing to which attract penalty according to non-availability of manpower clause.
- b) Contractor should ensure his manpower to get trained properly and possess STC card before deploying at site and monthly STC status must be attached with RA Bills.
- c) Violation of disciplinary, safety guidelines and instructions formulated by HPOIL like Filling of vehicles in the queue, filling of vehicles with valid documents etc. is not acceptable, contractor is legally responsible for any mishap happens due to safety guideline violation. The employee involved in any kind of the activity should be terminated from services immediately, replacement should be provided within 48 Hours, failure will tend to penalty according to non-availability clause.
- d) Contractor is responsible to maintain the overall discipline, dignity at the workplace.
- e) Contractor should provide its photo identity card to all the employees deployed at the workplace. These I-card /Batch are to be constantly displayed during the duty hours. The ID card should be reissued immediately in case of lost or damage.
- f) Contractor should submit shift schedule of all the stations for the upcoming month, in the last week of the running month and no deviation is accepted.
- g) The manpower expelled from any contractor worked or working with HPOIL should not be recruited by any other contractor.
- h) Shuffling of manpower from workplace to work place periodically is mandatory and the shuffling pattern and details to be submitted to HPOIL.
- i) Acceptance of Terms and conditions in regional language consisting of defined job responsibilities.

### **B. The scope of work for Handling & Maintenance of Mother Station Kagal in general consists of but not limited to the following scope of services.**

- 1 The Contractor should provide manpower and perform the jobs at the said locations as per Schedule I and meet the requirement and need in the manner directed by the Engineer in Charge and Company from time to time.
  - a) The Contractor should deploy a Station Manager & In charge who would be responsible



for overall handling of all jobs which is mentioned in Job Description Section of shift in charge including taking instructions from the Engineer in Charge, disseminating the same to the other staff, deploying them as per requirement and reporting back to the Engineer in Charge on daily basis.

- b) Technicians should also be provided with required tools and tackles by contractors and he has to carry out the mechanical maintenance and repair at mother station.
  - c) The Contractor should deploy a Data Entry Operator with sufficient knowledge of working on computer e.g. MS Office, Internet.
  - d) Contractor should provide the computer desktop set with printer+xerox machine at Mother Station for data entry operator & shift incharge/Station Manager
  - e) Fillers to be provided for filling of CNG in to the vehicles and should abide to the job responsibilities mentioned in Job Description Section.
  - f) The Contractor should provide Bio metric Punching machine at every site for tracking the punctuality and attendance of the deployed man power. The attendance muster should be maintained at every site and the same will be verified with the data received from Bio metric punching machine during the certification will be provided by the client. Power supply for the machine will be provided by client.
  - g) Stationary required in the day-to-day operations e.g. Papers A4/A3, envelops, calculator, Register, Pen etc. is in the scope of contractor.
  - h) To effect physical delivery of the CNG and other Petroleum products for sale dispensed through the said Mother Station Kagal at the rates fixed by the Company from time to time. This also includes physical delivery of the CNG to mobile cascades.
  - i) The CNG price will be fixed by client for Retail customers and for Mobile cascades to DBS, the same should be followed by the contractor very strictly. The change of price will be done by client and the same will also be communicated to the contractor for his information.
  - j) To maintain proper and correct accounts of the transactions carried out each day including ISO Formats, Gas Sale log sheets, Flow meter reading Register, Station Log book, sales record, DSA, Gas Balance Data, DPR, Gas consumed for operating generator provided at the outlet.
  - k) Printing of logbooks, formats, sale record formats, LCV logbook etc, will be in scope of Scope contractors. Contractor should bear all cost of format printing. As directed by the Engineer in Charge and Company from time to time.
  - l) To check the dispensers to ensure delivery of correct quantity of CNG on daily basis before start of sale and, in addition, if a complaint is received at any time of the day. In case of variation in delivery of product, the sales from such dispensers should be stopped immediately and inform the Engineer in charge and HPOIL Office or Control room.
- 2 The Contractor should provide qualified & trained manpower and perform the jobs at the said locations & time as per the instruction of Engineer In Charge and Company from time to time.
- 3 The Contractor will dispense for sale, products of the Company only and no other products will



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be allowed to be received/ delivered/sold through the Mother Station Kagal except with the prior written permission of the Company.

- 4 The Contractor shall not carry out any business at/from the Premises of the Mother Station Kagal other than that of sale of the Petroleum products supplied by the Company save and except allied products/services like distilled water, polish cloth, lubricants etc. to the customers as may be directed by the Engineer In Charge from time to time.
- 5 The Contractor will maintain all records of sales, on daily basis & also will prepare the Daily stock reconciliation statement and ensure that the same should tally with the sales. Any variation will be reconciled and shortage, if any, will be made good by the Contractor.
- 6 The Contractor will safeguard the Company's property and any damage will have to be reimbursed to the Company. Property details handed over to contractor are listed in schedule -I.
- 7 For any kind of discrepancy or malpractice between Gas sales & Cash collected, contractor will be responsible for the same & will be penalized.
- 8 Safety Equipment (PPEs like shoes, helmet, caps, raincoats etc.) will be in Contractor's scope. For any type of non-adherence penalty will be imposed as per penalty clause. Quality of safety equipment should be good enough as per the safety standards to serve the purpose keeping the durability in view.
- 9 Gas accountancy on daily & monthly basis should be provided by the contractor to HPOIL Kolhapur.
- 10 For purposes of carrying out the above activities at the Mother Station, the Contractor shall provide Station Manager, Shift In-charge, CNG Fillers, LCV Fillers, data entry operator, Safety Supervisor, Electrical Technician & Housekeeper.
- 11 The Contractors personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential nature that can attract legal action. The requirements indicated above are only directional and shall be reviewed on a monthly basis by the Company and communicated to the Contractor for increase / decrease of the same.
- 12 The Contractor shall religiously observe and comply with all laws, rules, regulations and requisitions of the Central/State Government and of all authorities appointed by them or either of them including in particular, the Chief Controller of Expositive, Govt. of India and/or Municipal And/or any other local authority with regard to the storage and sales of petroleum



products.

- 13 The expenses of utilities in connection with the operation of the Mother Station Kagal like electricity, water, telephone etc. will be borne by the Company. Utilization of company provide above facility is to be strictly used for official use of HPOIL Kolhapur.
- 14 The Contractor with a view to improve the effectiveness and efficiency of operation shall implement faithfully all the directions given by the Engineer in Charge of the Company from time to time.
- 15 The Contractor shall have the right only to enter the premises for the purpose of performing the jobs stated in clause 1 at the said premises and shall have no right, title or interest in the said premises or outfit and it is agreed by the Contractor and declared in particular that the Contractor shall not be deemed to be in exclusive possession of the said premises. The Contractor will have no claim on dealership for the Mother Station Kagal on the sole basis of this Agreement.
- 16 The Contractor shall not assign or transfer the jobs to any one nor shall appoint a sub-Contractor for the said purpose. The contractor should provide an overall in charge at his own cost to streamline the operation and for maintaining the same and should always be available at the premises to supervise the jobs being undertaken by your for the Company.
17. Payment shall be made to the contractor on 15th of the each calendar month for the jobs performed in the preceding month, only if the bills are submitted by the 5th of the month and subject to deduction of all applicable taxes including TDS to the Engineer In charge.
- 18 The Contractor shall comply with the provisions of all the applicable labor laws, particularly following Acts and any amendments/medications thereto or any other law relating thereto and rules and there under from time to time and comply with all provisions applicable therein and/or make all the payments specified therein.
  - i) Payment of Wages Act 1936.
  - ii) Workmen's Compensation Act 1923.
  - iii) Industrial Disputes Act, 1947
  - iv) Minimum wages Act 1948
  - v) Employees State Insurance Act 1948
  - vi) Maternity Benefit Act 1961
  - vii) Mines Act 1952
  - viii) Employees provided funds and Misc., Provisions Act 1952.
  - ix) Contract Labor (Regulation and Abolition) Act 1970
  - x) Payment of Bonus Act, 1965
  - xi) Factories Act 1948





xii) Shops and Establishment , Factories Act.

- 19 The Contractor shall be fully responsible for complying with the provisions (including documentation and submission of Reports on the above to the concerned authorities) and shall indemnify the Company from any such lapse for which the Government/statutory authorities hereunder may take action against the Contractor and/or the Company.
- 20 The Contractor shall be liable to pay his contribution and his employee's contribution to the State Insurance Scheme, Provident Fund Authorities, etc. in respect of all his employees for the performance of his obligations under this Agreement in accordance with the provisions of the Employees' State Insurance Act, 1948. Employees Provident Fund and Miscellaneous Provisions Act 1952 as amended from time to time. The PF no. & payment details of each employee to be presented with the monthly bills.
- 21 In case the Contractor fails to submit and/or pay full details of his labor employed and the contributions payable, the Company shall recover from the monthly Bills of the Contractor the amount of the shortfall in contribution assessed by the concerned authorities. The amount so recovered shall be paid to the concerned authorities against the actual contribution payable for Employees State Insurance or Employees Provident Fund, etc.
- 22 The monthly PF, ESIC challans etc. to be presented with the monthly RA bills . Also Individual PF & ESIC Nos. of all contractual employee to be submitted to HPOIL otherwise RA bills will not be process for releasing the salas.
- 23 The contractor will be responsible for making the salary directly to the bank account of the employees by 5th of each month from his own sources and subsequently raise bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc. and the concerned bank statement should be readily available with the contractor and can be asked for verification by client any time.
- 24 The Company shall also have the power to deduct any sum required/ estimated to be deducted from the amount due to the Contractor for the following:-
  - i) Making good the loss suffered by his employees due to non-fulfillment of Contract Labour (R&A) Act, 1970.
  - ii) Nonpayment of wages/minimum wages under the applicable statutes.
  - iii) Deductions from the wages of his employees which cannot be justified under the Contract Labour (R&A) Act 1970.
  - iv) Non observance of any of the provisions of the Contract Labor (R&A) Act, 1970.
- 25 Such deductions mentioned in Clause 17 above will only be made based on a report from the local Labour Commissioner/Inspecting Officer in accordance with Contract Labour (R&A) Act, 1970.



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- 26 The Contractor shall at his own cost employ suitably qualified persons for all the jobs required to be carried out by him under this Contract.
- 27 The persons so appointed shall not be construed under any circumstances to be working under the Company.
- 28 All payments shall be made by the Contractor to his employees in accordance with the Mother Station Kagal Rules and Regulations stated above. The Contractor shall keep the Company indemnified from any claims whatsoever inclusive damages/costs or otherwise arising from injuries or alleged injuries or to death of persons employed by the Contractor.
- 29 The contractor shall provide the manpower as per HPOIL's requirement. If for any reason manpower is absent, it is the duty of Contractor to immediately provide the replacement manpower. If contractor fails to do so, Penalty will be imposed as per the penalty clause.
- 30 The Contractor shall, at his own expense, comply with the Model rules of labor welfare framed by the Govt. /Statutory Authorities under the Mother Station Kagal labor laws from time to time for the protection of their health, etc. In case Contractor fails to make arrangements as aforesaid, the Company shall be entitled to do so and recover the cost thereof from Contractor.
- 31 The Contractor shall provide PPES at his own expenses for the safety provisions as required by the Company in respect of all his labor directly or indirectly employed for performance of his obligations under this Agreement and shall provide all facilities in connection therewith. In case Contractor fails to make arrangements and provide necessary facilities as aforesaid, the Company shall be entitled to do so and cost considering original invoice value plus 15% overhead charges will be recovered from Contractor.
- 32 The insurance for the following will be covered and paid by for Contractor and he shall indemnify the Company and hold the Company harmless in respect of all and any expense arising from any injury and or damage in respect of.
  - i) Workmen's compensation and risk of accidents of Contractor's own employees.
  - ii) Risk of accident to third parties through acts of Contractor's own employees, representatives, subcontractors and agents and the risk of damage to the property of third parties arising out of the acts of Contractor's employees, representatives, subcontractors and agents, and
  - iii) Risk of damage to the property of the Company through the acts of Contractor's employees, representatives, sub-contractors and agents.
- 33 The Company shall always have the right to carry out inspection by their officials for determining the quality of jobs being carried out for efficient operation of the Mother Station Kagal, CGS



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vadgaon & Disha CNG Station without any notice and the Contractor shall render all assistance for the same.

- 34 The Contractor will be fully responsible for complying with all relevant provisions of the Contract Labour (R&A) Act, 1970, including registering himself/themselves under this Act and shall pay rates of wages and observe hours of work and conditions of employment according to rules in force from time to time.
- 35 The Contractor shall observe and implement all the laws of the land and the rules framed there under for the staff employed by him and the Company shall in no event be liable or responsible for any default or non-observance of such laws/rules on the part of the Contractor.
- 36 The Contractor shall indemnify and keep indemnified the Company against any damage and/or injury caused to the premises, or to the properties or to the members of the staff of the Company through the neglect or default or otherwise of the Contractor.
- 37 Contractor shall provide uniform (Both T-Shirt/Shirt + Trouser are mandatory) & PPEs (Good quality safety shoes, helmets, Raincoat, Gloves etc.) to All the Workers as approved by HPOIL & All manpower / attendants shall wear uniform and PPEs. At the time of duty. Workers without proper uniform & PPE penalty will be imposed.
- 38 Contractor shall provide the police verification of all the employees provided by him to carry out the operation & maintenance at Mother Station Kagal of HPOIL, prior to the service. Police verification shall be submitted within 45 days after issue of LOA. Failing of which penalty would be applicable
- 39 Contractor shall carry out all schedule maintenance of all the equipment's like Stationary / Mobile cascades, Tubing and Pipeline trench maintenance, Air compressor / Air fill point etc. (If required Compressors and Dispensers) and provide the copy of schedule maintenance record to Engineer in Charge.
- 40 Contractor shall plan schedule maintenance in consultation and prior permission of Engineer-in-charge.
- 41 The contractor shall ensure that no person in the premises of Mother Station Kagal would smoke or no fire or other ingredients of ignition should be permitted in the vicinity of the Mother Station Kagal, CGS Mouje Vadgaon & Disha Pertolink Herle.
42. Contractor shall not recover or deduct as an advance form the salary of the persons deployed at HPOIL on account of providing them Uniform, shoes, Safety Helmets etc. and other such items.



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### **SCHEDULE - I**

(Being details of building, apparatus and equipment provided by the Company in the premises)

**A) Mother Station at Kagal , City Gate Station Vadgaon & Disha Petrolink Helrle CNG stations in Kolhapur GA.**

List shall be provided after award of work & will be modified as per AIC.

### **PART -A**

#### **1) Details of Manpower required on daily basis and job description:**

<b>HPOIL GAS KOLHAPUR</b>			
<b>Sr. No.</b>	<b>MANPOWER REQUIREMENT Under Kolhapur GA</b>		
	<b>Manpower</b>	<b>Quantity</b>	<b>Minimum Reliever</b>
1	Shift In charge (Semi Skilled)	4	1
2	CNG DU Filler (Semiskilled)/ LCV filler	8	2
4	Electrical Technician	4	1
5	Mechanical Technician/Fitter	5	1
6	Safety Supervisor	1	0.5
7	Operational Assistant	1	0.5
8	Housekeeper/Sweeper	1	0.5
9	Office Boys	2	1

#### **Shift Timings:**

**I Shift** – 0700 Hrs to 1500 Hrs

**II Shift** - 1500 Hrs to 2300 Hrs

**III Shift** - 2300 Hrs to 0700 Hrs

**Gen Shift** – 0900 Hrs to 1800 Hrs

**Shift timings mentioned above are indicative only and same shall be as per the sole discretion of HPOIL.**

**Note:** The manpower shown above is only indicative and actual requirement of manpower (Increase/decrease) would be communicated by Engineer In Charge from time to time as per requirement.

HOGPL (EIC or SIC) shall reserve the right to increase or decrease the number of manpower deployed as per the requirement at site. In such cases, additional payment to the contractor shall be admissible on pro rata basis

Additional Manpower requirement should be met as per following timelines:

Shift In-charges - 1 Month Notice.

LCV filler - 15 days' notice

All other - 7days notice.

Contractor to keep provision for Leave relief / Weekly offs and Holidays as per Labor laws. The above



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mentioned man power should be available in the Shift/General throughout the contractual period irrespective of any Weekly offs/Holidays/Leaves, **Reliever will be under the scope of contractor without any extra cost to owner.**

**QUALIFICATION / EXPERIENCE:**

**PART-A**

Manpower	Qualification	EXPERIENCE
Shift In-charge	BE/Dip in Mechanical / Electrical/ instrumentation with proficiency in computer Working	BE 3 years / Diploma with 5 Yrs. Experience in Handling CNG, Petroleum products /Industry OR Experience in Relevant field
CNG Fillers/ LCV filler.	Diploma/ITI/HSC with CGD and CNG work experience.	Experience in CNG, Petroleum products /industry OR Experience in Relevant field
Mechanical Technician /Fitter	Diploma/ITI in Mechanical Engineering	For Diploma holder-Exp.02 to 04 years . & For ITI holder – Exp. 04 to 06 years in CGD industry, CNG Stations operation & maintenance
Electrical Technician	Diploma/ITI In Electrical/Instrumentation	For Diploma holder-Exp.02 to 04 years . & For ITI holder – Exp. 04 to 06 years in CGD industry, CNG Stations operation & maintenance
Safety Supervisor	Diploma in Fire and Safety	Diploma with 1 Yrs. Experience in Handling CNG, Petroleum products /Industry OR Experience in Relevant field
Operational Assistant	Graduation with Computer knowledge and typing skill	1-3 Years' experience in data entry in oil & gas sector.
House keeper	Upto 10 <sup>th</sup> Pass	
Office Assistant/ Boys (Non-Technical)	HSC/Graduate	1-2 year experience in office work

**Bidder should submit Biodata along with experience for selection of manpower. HOGPL will take interview of candidate before deployment of manpower.**



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### JOB DESCRIPTION: PART-A

#### Duties of Shift In-charge:

- Responsible for Overall Supervision of all activities being handled by contractor as per tender document.
- Loading & Unloading of CNG gas dispatch to DBS.
- LCV logbook filling.
- Monitoring the record of Noting time & LCV cascade pressure at the time of dispatch and receipt of LCV by the technician/LCV filler.
- Efficiently managing LCV fleet movement.
- Excise invoice preparation for LCV movement, KMT, cash sale etc.
- Preparing excise invoice for retail sales.
- Making bills for retail sales.
- Take electrical meter readings
- Oversee both the activities of dispenser sales and cascade filling
- Overall responsible for complete housekeeping and cleanliness of the premises as well as equipment's.
- Coordinate with DBS for their daily closing & opening readings of dispenser. And keeping a permanent record.
- Daily attendance of Fillers, Technician, security etc.
- Shift wise updation of log sheets.
- Nominated Format updation shift wise.
- Update the station logbook shift wise.
- Allocation of manpower shift wise according to the shift schedule.
- Attending and resolving customer issues at Forecourt.
- Responsible for safe dispensing and filling operations & ensure that all the manpower deployed are trained in Fire Fighting and has STC.
- Complaint Reporting of any equipment problem and any problem or any information at MS/DBS to HPOIL Control room.
- Overall control over the manpower of other contractual staff working in the shift.
- Ensure Manpower availability at dispensers all the time in the shift and manage accordingly.
- Maintain the discipline of the manpower in the shift.
- Keen Monitoring of the filling activities of fillers specially to avoid filling of vehicles without valid documents, any kind of malpractice with equipment.
- Filling the vehicles in queue by coordinating with the security guard.
- Ensure the wearing of PPEs in the shift and reporting the non-compliance to station in-charge.



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- Ensure the proper handling of equipment at the station like dispenser etc
- Assigning work to staff under contract & Manpower handling under GA
- Clarify the salary discrepancies of the manpower if any.
- Recruitment of manpower.
- Police verification of the recruited manpower.
- Maintain legal compliances like labor licence, EPF, ESIC, etc
- Preparing the shift schedule and circulating the same to concerned HPOIL station in-charge, make the manpower to adhere to the schedule.
- Issue the Uniform, Company Identity, PPEs to all the manpower and keep the record for the same, sharing the data with concerned HPOIL authorities is mandatory.
- Maintain daily report of attendance at different workplace, verification from station in-charge periodically (period not more than 7 days).
- Maintaining the Assets in the good condition. List of assets at different workplace mentioned in Schedule-I. Any loss & damage to any HPOIL assets would be recovered from contractor.
- Cash Handling and Cash Deposit responsibility. Ensuring the gas sale balancing with the cash/credits/online transaction amount.
- Preparation of gas consumption data through Gail, online compressor, DBS stations, DRS, MRS, SR, Industrial costumer
- Coordination with CGS/ Loading facility at Disha petrolinks team/technician for gas consumption, maintenance of allied accessories, upkeeping of CGS, leakage testing, Valve operation
- Maintaining data of odorizing unit under CGS.
- Any other activity as directed by Engineer in Charge from time to time.

**Duties of LCV Filler:**

- Employee should report 15 minutes prior to the commencement of his shift.
- Directly reporting to the Shift in charge at Mother Station Kagal CGS & Disha Petrolink Herle.
- Daily checkup of all Cascades, Electrical Panels, DG Set, piping/tubing's etc.
- To fill CNG into mobile cascades as per the standard procedure.
- Noting initial and final pressure of each mobile cascades and reporting the same to the Shift in charge.
- Regular auditing & maintenance of Mobile and stationery Cascades.
- Any other activity as directed by Engineer in Charge from time to time.
- Attend Preventive & breakdown maintenance with OEM technicians.
- Rectify the complaints related to equipment breakdowns.
- Maintenance of valves in MDPE, steel line, DRS, MRS, SR under GA
- Visit at site as per instruction of AIC or as an when required.
- Replacement of studs Gasket Bolts, boxup of flanges joints,



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- Leakage testing in pipeline under MS & CGS
- Any other activity as directed by Engineer in Charge from time to time

**Duties of Fillers:**

- Employee should report 15 minutes prior to the commencement of his shift.
- Overall responsible for all activities related to sales from the CNG Dispensers.
- Filling of vehicles with valid documents only.
- Would be directly reporting to Shift in-charge.
- To dispense CNG to vehicles
- Attending and resolving customer issues at Forecourt
- To note opening and closing readings of dispensers after every shift and reporting the same to the Shift in-charge.
- Responsible for safe dispensing and filling operations
- Attending to minor maintenance jobs such as minor gas leaks from tubing / fittings promptly.
- Ensuring all after sales service to vehicles driving into the station such as cleaning, oil and water topping etc.
- Any other activity as directed by Engineer in Charge from time to time.

Non-compliance to any of the above-mentioned job responsibilities cannot be entertained and HPOIL has every right to terminate the particular employee responsible for the same.

**Duties of Safety Supervisor:**

- Ensure and assist in implementation of PNGRB issued Safety standards like T4S, ERDMP and IMS.
- Close monitoring operations and Activities which are going on and ensure the safety first.
- Create, maintaining and communicating safety-related policies and procedures, as well as ensuring that same are followed by everyone at Mother station Kagal, CGS Vadgaon & Disha Petrolinks Herle.
- Audit and inspection conducting drills at Mother station Kagal, CGS Vadgaon & Disha Petrolinks Herle.
- Preparation and implementation of safety training plan and competency building
- STC training to Fillers, Technicians and other workers.
- Addressing and solving issues related to statutory requirements.
- Conducting preventive maintenance of safety & fire protection equipment as per annual schedule
- Assistance in training and awareness generation, Toolbox talk, safety briefing at Mother station fillers, LCV drivers, operators etc.
- New initiative & work permit issuing etc.
- Preparation and publication of safety rules, magazines, awareness material.
- Planning and execution of safety related work as per Daily DPR.





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- Any other activity as directed by Engineer in Charge from time to time.

**Duties of Operational Assistant:**

- Prepare the data related to LCV/HCV filling and Movement.
- Prepares, compiles, and sorts of documents for data entry.
- Prepare the Gas reconciliation record.
- Prepare data related to the Gas sale and keep record of cash collection.
- Maintain Daily DPR and closing stock of Mother Station Kagal & Disha Petrolinks Herle.
- Preparation of Invoice of CNG sale.
- Get the data from all CNG stations, Industrial and Commercial customers and maintain in conciliated format.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Verify reports, Challan, Invoice and Gas quantity dispatched etc. and logs receipt of data.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.
- Keep information confidential
- Any other activity as directed by Engineer in Charge from time to time

**Duties of Housekeeper.**

- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing at Mother station Kagal and City Gate Station Vadgaon.
- Ensure all office rooms are cared for and inspected according to standards
- Notify superiors on any damages, deficits and disturbances.
- Collect and dispose of trash in area of Mother station and City Gate Station.
- Keep facilities, Toilets and common areas clean and maintained.
- Any other activity as directed by Engineer in Charge from time to time

**Duties of Office Boys.**

- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Proper filling the various documents of respective departments
- Assists in menial office tasks required by the office staff; like photocopying documents, delivering files and documents to other staff members, dispatching documents, etc.
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- Monitoring the use of equipment and supplies within the office.
- Coordinating the maintenance and repair of office equipment e.g. Inverter batteries, Printer tonner etc.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- Dealing with the visitors, guest, customers etc.
- Maintaining Covid protocol – Sanitizing office premises, maintaining temperature register. - Temperature checking, Sanitizing all employees, guests, visitors etc.
- Making conference room ready for every meeting. Arranges the seats, organises and prepares the conference room.
- Maintaining supplies such as stationary, mineral water.
- Delivers and serves lunch, tea, water and other snacks to staff and faculty members as per their requirements.
- Collecting and distributing couriers or parcels among employees and opening and sorting mails.
- Make sure the office premise is clean by housekeepers and gardening work.
- Any other activity as directed by Engineer in Charge from time to time.

**Duties of Mechanical Technician: -**

- Ensuring smooth and efficient O& M of all installations/equipment at CGS, MOTHER stations, DRS, DCU, CNG Stations.
- Troubleshoot Natural Gas Engines and Compressors and Dispenser.
- Hands on experience on Operation, preventive & scheduled Maintenance etc. of equipment installed at CNG stations, Mother station, CGS & PNG network i.e Gas compressors, dispensers, gas genets, odorizing units, DRS, MRS, SR etc.
- Physical checking of equipment installed at CNG stations, pipeline network, CS & valves, DRS, MRS and maintaining the logbooks / Check list as per SOPs.
- Assistance to Station in charge CNG/PNG control Room in all maintenance. activities carried out at CNG stations by OEM / third party.
- Monitoring repair works at CNG stations & PNG network.
- Maintaining the records/registers/formats prescribed by HPOIL.
- Reporting of abnormalities/routine activities to concern Officers.
- Working knowledge of MS office i.e MS Word /Excels etc.
- Calibration of instruments of CNG compressor Dispenser /Meters/EVCs etc. and basic knowledge of gas metering.
- Gas loss controlling activities in CNG & PNG segments.
- Attending the emergencies at CNG stations and Pipeline network



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- Attending complaints & Preparation of gas consumption data through Gail, online compressor, DBS stations, DRS, MRS, SR, Industrial customer
- Maintaining & attending activities at CGS/ Loading facility at Disha petrolinks for gas consumption, maintenance of allied accessories, up keeping of CGS, leakage testing, Valve operation,
- Maintaining operation & Maintenance of odorizing unit under CGS.
- Attending works related to projects sites as and when required under GA.
- Any other activity as directed by Engineer in Charge from time to time.

**Duties of Electrical/ Instrumentation Technician:**

- Ensuring smooth and efficient O& M of all installations/equipment at CGS, MOTHER stations, DRS, DCU, CNG Stations.
- Odorizing unit report to be checked and maintained.
- Power factor at all stations need to be monitored and kept within limit,
- Supervision of Newly under construction RO/Stations.
- All calibration and record keeping to be done properly
- Liaison with competent authorities for smooth execution of business plan
- Training of ground workers for safety and technological advancement
- Load test and leak test of all installations at RO
- Timely and accurate JMR at CGS with GAIL authorities
- GAS loss analysis and corrective measure.
- DRS parameter monitoring and record up-keeping.
- Attending the emergencies at CNG stations and Pipeline network.
- Troubleshoot Natural Gas Engines and Compressors and Dispenser.
- Attending complaints & Preparation of gas consumption data through Gail, online compressor, DBS stations, DRS, MRS, SR, Industrial customer
- Maintaining & attending activities at CGS/ Loading facility at Disha petrolinks for gas consumption, maintenance of allied accessories, up keeping of CGS, leakage testing, Valve operation,
- Maintaining operation & Maintenance of odorizing unit under CGS.
- Attending works related to projects sites as and when required under GA.
- Employee should report 15 minutes prior to the commencement of his shift.
- Directly reporting to the Shift in charge at Mother Station Kagal, CGS vadgaon & Disha Petrolinks Herle.
- Execute plans of electrical wiring for well-functioning lighting, intercom and other electrical systems under GA as per AIC instructions.
- Install, maintain and repair electrical control, wiring, and lighting systems.



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- Maintain the routine operation of Electrical Panel, UPS and Transformer, light poles.
- Install & Maintenance electrical apparatus, fixtures and equipment for alarm and other systems.
- Prevent breakdown of systems by routinely inspecting of panel, UPS electrical system and replacing old wiring and insulated cables, cleaning circuits etc.
- Perform effective troubleshooting to identify hazards or malfunctions and repair or substitute damaged units.
- Perform general electrical maintenance.
- Inspect transformers and circuit breakers and other electrical components.
- Any other activity as directed by Engineer in Charge from time to time.