

PROVIDING EXPERIENCED NON-TECHNICAL MISCELLANEOUS MANPOWER SERVICES AT DIFFERENT LOCATION OF HPOIL GAS PVT LTD

TENDER NO. HOGPL/2025-26/C&P/039 DATE: 16.02.2026

Sl. No.	Ref Clause No.	Ref Clause Description	Bidders Query	HOGPL Reply
1	TECHNICAL VOLUME 1. SCOPE OF WORK/SERVICES: -	The AGENCY is required to take at its own cost Group Medical Insurance of maximum Rs.50,000/- (Rupees Fifty Thousand) and Group Personal Accident Insurance of maximum Rs.1,00,000/- (Rupees One Lakh) covering their employee's deployed at Ambala-Kurukshetra GA, Kolhapur GA and Mumbai Head office of HPOIL. AGENCY shall submit copy of the Group Medical Insurance Policy and Group Personal Accident Insurance Policy as a documentary evidence for record purpose (along with list of personnel) at the time of raising 1st invoice and whenever required by HPOIL. The cost of premium incurred by the Agency for purchase of both the above policies shall be reimbursed by HPOIL. The above facility provided by the Agency to their employees shall be over and above the statutory coverage provided to their employees under the provisions of ESIC and Employees Compensation Act.	We also understand that the monthly fixed insurance premium towards the Medical Health Insurance Policy (with a sum insured up to ₹1,00,000) for the deputed candidates will be reimbursed. Kindly confirm.	As mentioned in given clause, cost of premium incurred by the agency will be reimbursed by HPOIL (once for a year) other than the statutory obligation such as ESIC & Employee Compensation Act, which need to be taken care by the agency.
2	TECHNICAL VOLUME 5. INSTRUCTIONS TO CONTRACTOR / AGENCY:-	The contractor is required to comply with all applicable labour laws and regulations including, but not limited to the following: ➤ The Shops & Establishment Act, 1948 / The Factories Act, 1948 (whichever is applicable) ➤ The Inter State Migrant Workmen (RECS) Act 1979 (if applicable) ➤ Contract Labour (Regulation & Abolition) Act-1970 ➤ Employees' Provident Fund & Misc. Provisions Act- 1952 ➤ Employees' State Insurance Act-1948 ➤ Employees' Compensation Act, 1923 ➤ Payment of Gratuity Act, 1972 ➤ Minimum Wages Act, 1948 ➤ The Payment of Wages Act, 1936 ➤ The Payment of Bonus Act, 1965 ➤ The Building and other Construction Workers (Regulation of employment and conditions of services) Act, 1979 & Building and other Construction Workers Welfare Cess Act, 1996 (if applicable) ➤ Employer's Liability Act. ➤ Weekly Holidays Act, 1942 ➤ Workman's Compensation Act. ➤ The Child Labour Prohibition and Regulation Act, 1951 ➤ The provisions of the Income Tax Act, 1961 ➤ The Maternity Benefit Act, 1961 ➤ Industrial Dispute Act. ➤ Environment Protection Act. ➤ Any other Statute, Act, Law as may be applicable. Contractor must comply with the four new labour codes which has come into effect from 21st November 2025. The contractor has to comply but not limited to following: ➤ The Code on Social Security, 2020 ➤ The Code on Wages, 2019 ➤ The Occupational Safety, Health & Working conditions (OSHC) code, 2020 ➤ The Industrial Relations Code, 2020	We understand that the cost of the Workmen Compensation Policy will be reimbursed. Kindly confirm.	The cost of Workmen compensation will not be reimbursed by HPOIL.
3	TECHNICAL VOLUME PENALTY	In case if it is observed through HPOIL's periodical audits on Statutory Compliance that the AGENCY is not complying with the laws applicable to their establishment as per Annexure 1, then HPOIL shall levy a penalty from the AGENCY @ 10,000/- of the monthly invoice or as decided by the HPOIL basing on the severity of non-compliance	What is the periodical audits on Statutory Compliance? Please provide the details.	Periodical audits refers to the statutory documentation submission such PF, ESIC, Wage register, challans, Licenses etc during invoice submission and if any deviation found than penalty will be imposed
4	General Query		What is the pre-joining process of the candidates, and does any cost incurred by selected agency? kindly confirm.	Pre Joining process will be discussed after award of the PO. However, there will not be any cost involved.
5	COMMERCIAL VOLUME SECTION I IFB 9.2 BID SECURITY/EMD	9.2.1 All bids must be accompanied with bid security amount of INR 3.28 Lacs	Kindly confirm MSME exemption applicability	Exemption applicable for MSE bidder as per Public Procurement Policy-2012
6	General Query		Kindly confirm minimum service charge % allowed	There is no specific limit of service charge. Bidder may quote workable service charge

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7	TECHNICAL VOLUME 10. NOTES TO SCHEDULE OF RATES / PRICE BASIS	The rate quoted for month and/or days will be same for all the days of the week (including holidays / Sunday) Rate quoted in SOR shall be valid during the entire contract period and also during the extension period. No escalation on what-so-ever account shall be paid under this contract. In case quantity exceeds the SOR qty., contractor shall execute / supply material as per the requirement on the same rates quoted in SOR The rate should be quoted in the Schedule of Rates as enclosed. Bidder should take into account all liabilities to be borne by it as indicated in the scope of services/work, special conditions of contract and other tender conditions while quoting rates in SOR. Bidders are advised in their own interest to visit office and ascertain the conditions and quantum of work before quoting. Agency should take care of GST (if applicable) while quoting rates and should separately indicate rate of GST to be charged. The rate quoted by the Agency shall be all inclusive for provisions of all incidental expenses necessary for proper execution and completion of work in full in accordance with the Terms & Conditions of Tender document.	Kindly confirm escalation clause for manpower wages	As mentioned in Tender document, wages dependent on Min wages will be changed as per Min wages circular time to time and accordingly PO amendemnt will take place. However, wages which are not dependent on Min wages, percentage increase is mentioned for 2nd year & accordingly SOR is prepared. Refer clause C.1) Annual increase in Basic emoluments of Technical Volume.
8	TECHNICAL VOLUME 1. SCOPE OF WORK/SERVICES: -	The AGENCY is required to take at its own cost Group Medical Insurance of maximum Rs.50,000/- (Rupees Fifty Thousand) and Group Personal Accident Insurance of maximum Rs.1,00,000/- (Rupees One Lakh) covering their employee's deployed at Ambala-Kurukshetra GA, Kolhapur GA and Mumbai Head office of HPOIL. AGENCY shall submit copy of the Group Medical Insurance Policy and Group Personal Accident Insurance Policy as a documentary evidence for record purpose (along with list of personnel) at the time of raising 1st invoice and whenever required by HPOIL. The cost of premium incurred by the Agency for purchase of both the above policies shall be reimbursed by HPOIL. The above facility provided by the Agency to their employees shall be over and above the statutory coverage provided to their employees under the provisions of ESIC and Employees Compensation Act.	Kindly confirm whether insurance premium will be reimbursed separately or included in rates	Insurance premium will be reimbursed separately.
9	COMMERCIAL VOLUME SECTION I IFB 8.0 BIDDER EVALUATION CRITERIA (BEC)	8.1 TECHNICAL: Bidder should have successfully completed at least 02 (two) similar work during last 05 years reckoned from bid submission due date. Definition of Similar Work: Providing Manpower (on the roll of Bidder) to any City Gas Distribution company or Oil and Gas company.	Kindly consider 1 similar ongoing project along with completed others works in Govt./PSU/ Private sectors Etc	Tender Conditions Prevails
10	SCHEDULE OF RATES		Kindly clarify manpower manmonths mentioned in SOR	Total manpower manmonths as mentioned are 555.
11	COMMERCIAL VOLUME SECTION I IFB 4.0 CONTRACT PERIOD & DELIVERY SCHEDULE	Completion Schedule: The contractor shall start the services & deploy the manpower within 15 days from the date of receipt of LOI/WO or as instructed by EIC.	Confirm deployment timeline	refer clause no 4.0 of Section I of Commercial Volume.
12	COMMERCIAL VOLUME SECTION-IV SPECIAL CONDITIONS OF CONTRACT (SCC) 8.0 PAYMENT TERMS AND MODE OF PAYMENT	The Agency shall submit bills on monthly basis enclosing therein the attendance details (duly verified/certified) and summary of the bill, to the Engineer-in-Charge/ Officer-incharge of the Contract.	Monthly or quarterly billing	refer clause no. 8.0 of SCC of Commercial Volume.
13	General Query		Retain existing manpower allowed	Yes, if existing manpower is ready to get shifted
14	TECHNICAL VOLUME 1. SCOPE OF WORK/SERVICES: -	The tentative requirement of services in different categories is indicative only and the actual may vary from time to time.	Confirm variation allowed - Manpower requirement may change during project	Yes, it is indicative figures, which is as on date. It may increase or decrease as per requirement

Signature & seal of Bidder