



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

**TENDER FOR
PROVIDING EXPERIENCED TECHNICAL MANPOWER AT DIFFERENT
LOCATIONS OF HPOIL GAS PVT LTD**

TECHNICAL VOLUME
TENDER NO. HOGPL/2026-27/C&P/001
DATE: 02.04.2026

1. SCOPE OF WORK/SERVICES:

The scope of AGENCY'S SERVICES shall be to provide qualified and experienced personnel on contract basis as per qualification and experience mentioned in tender document as and when requested by HOGPL, to assist HOGPL in its CGD Projects activities in entire Geographical Area of Ambala-Kurukshetra and Kolhapur.

The scope of SERVICES may be increased or decreased by HOGPL at any time in accordance with the provisions of this Contract.

AGENCY understands that HOGPL is not bound or committed to utilize any specific number of the AGENCY'S personnel during the contract period, the requirements being purely on as and when required basis.

Various categories of manpower to be deployed along with requisite qualification & experience and tentative requirement are mentioned in Technical Volume.

The tentative requirement of manpower in different categories is indicative only and the actual manpower to be deployed may vary from time to time. HOGPL can increase or decrease the manpower on same terms and conditions during the contract period based on the requirement.

The services are required to assist HOGPL in its CGD Projects activities in Ambala-Kurukshetra and Kolhapur.

The services will be provided based on the organizational requirement as assessed and identified from time to time.

2. PERFORMANCE OF SERVICES:

AGENCY warrants that the personnel offered by it under the Contract will be qualified, skilled, experienced and capable of doing work/job, mentioned in the contract and as per HOGPL's requirement.

The resources proposed to be deployed by the Agency should possess the requisite qualification and experience to the satisfaction of HOGPL. The contractor shall provide such credentials in proof of the same and obtain necessary permission before deployment.

In case the AGENCY is not in a position to provide resources of suitable expertise from its existing bench / resource-bank, they may augment their talent pool at its own cost to meet the contract obligation. While doing so, the contractor shall select candidates from across the country by posting job advertisements on the Agencies payroll.

If any of the persons deployed is reported to be not up to the mark by HOGPL in respect of his performance/ behaviour/ conduct, the AGENCY shall immediately withdraw him from the office/site of HOGPL where he is deployed and arrange for a suitable replacement immediately so that the work is carried out UN-interrupted. No additional payment shall be made to the AGENCY by HOGPL for such replacement of personnel.

In order to meet the job requirement, the persons deployed by the Agency may be required to relocate to other location within the Geographical Area authorized by PNGRB to HOGPL (Ambala-Kurukshetra and Kolhapur) for carrying out the City Gas Distribution project of HOGPL.

AGENCY shall submit to HOGPL a copy of the appointment letter issued to its personnel for deploying them in HOGPL on contract basis.

The requirement is on need basis and shall be intimated from time to time. The period of deployment shall initially as be required by HOGPL from the date of joining duty. This could be further extended/reduced depending upon the requirement of the job. Provided further that the deployment of personnel shall be co-terminus with the completion of the project for which the personnel is deployed on contract basis or on completion of the contract period whichever is earlier.

Unless otherwise specified in the Contract or agreed between the parties, AGENCY shall be solely responsible for and, where applicable, shall provide at its own cost and expense all facilities as may be required for its personnel to perform the SERVICES. Without prejudice to AGENCY's responsibility to ensure that each of its employees satisfies all statutory and other requirements to perform SERVICES assigned by HOGPL. HOGPL will, upon written request, provide such assistance to AGENCY's personnel deployed in HOGPL as may be reasonably required by them for arranging such facilities.

All medical treatment or hospitalization of AGENCY's personnel including medical examinations, vaccinations and inoculations shall be provided by AGENCY at its own cost and expense. However, in case of emergencies and depending upon the doctor's certification of the nature of illness, HOGPL may facilitate medical assistance, if available, to the AGENCY's personnel at the cost of the AGENCY. The AGENCY is required to take at its own cost Group Medical Insurance of Rs.50,000/- (Rupees Fifty Thousand) and Group Personal Accident Insurance of 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 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.

AGENCY shall have no claim for extra payment nor shall be relieved from its obligation under the Contract as a result of any lack of knowledge as to the nature of the work site, local facilities, labour conditions and practices or similar matters affecting performance of the SERVICES.

If HOGPL so demands in writing, AGENCY shall promptly remove from the performance of SERVICES, at AGENCY's own cost, any of its personnel who are not cooperative, are careless or are not qualified to perform the work assigned to them or for any other reasonable cause. AGENCY shall, at its own cost, provide acceptable substitutes, if so, requested by HOGPL. If AGENCY desires to remove any of its personnel for any reason whatsoever, he shall do so only with prior consent of HOGPL, at its own cost and only after providing suitable substitute acceptable to HOGPL.

If it is desired to discontinue the SERVICES of any of personnel deployed by the AGENCY in HOGPL, it will be so by giving 30 days' notice on either side or by mutual consent.

If, however, discontinuance of any of AGENCY personnel is considered necessary for reasons of unsatisfactory performance/ misconduct, no notice shall be required. HOGPL may require his replacement by a competent person at the cost of the AGENCY. No payment for travel for going back, etc. shall be payable.

AGENCY shall keep full and detailed accounts and records of costs and charges relating to the Contract.

HOGPL shall have the right to examine during business hours at all places where SERVICES are performed or relevant information is maintained, any document, accounts, records, reports etc., which pertain to SERVICES in order to satisfy itself that: -

- i) The charges made by AGENCY are properly computed in accordance with the provisions of Contract.
- ii) AGENCY has complied with all agreed procedures.

Ensuring that appropriate insurance, as required by law exists for workman's compensation, employer's liability, public liability, motor-vehicle, third party and that adequate cover extending to the risk and events referred to in this clause covering all employees of AGENCY for statutory benefits as set out and required by local law in the area of operation or area in which AGENCY may become legally obliged to pay benefits for bodily injury or death.

HOGPL can incorporate any condition, which is not envisaged here at the time of agreement which can be of sole interest/advantages to HOGPL. Interpretation of terms and conditions of the document as confirmed by HOGPL shall be final and binding on the Agency.

3. JOB DESCRIPTION – ROLES & RESPONSIBILITIES:

TECHNICAL MANPOWER:

➤ Site Engineer cum Inspector (Steel Network & PE along with Steel Network)/CNG-Projects:

Domain	Qualification Criteria	Experience
Steel Network & PE along with steel Network, CNG-Projects	<p>Full Time Graduate in Engineering (BE/BTech or equivalent) OR Diploma in Engineering or equivalent from a recognized AICTE approved Indian University/ Institute/Board</p> <p>Engineers shall have valid NDT Level – II.</p> <p>Knowledge of basic computer skills (MS Excel, MS Word, MS PowerPoint, etc) is essential.</p>	<p>Minimum 2 years on-job post qualification experience for Graduate Engineers on similar jobs in medium to large size construction projects. Out of which, at least 1-year work experience should be in underground pipeline (Steel)/Above Ground Steel piping.</p> <p>OR</p> <p>Minimum 3 years on-job post qualification experience for Diploma Engineers on similar jobs in medium to large size construction projects. Out of which, at least 1-year work experience should be in underground pipeline (Steel)/Above Ground Steel piping.</p> <p>However, HOGPL may consider lower experience in exceptional cases based on merit.</p> <p>General: i) Language capabilities in English, Hindi & preferably local language. ii) Willingness to take on sustained Site Work, Ethics & Moral values.</p>

Domain (Steel and MDPE along with steel pipeline):

- **Development of Steel and MDPE along with steel pipeline network which includes Pipeline laying, Valves installation and other associated works is in the ambit of above domain.**

Engineers deployed for the above domain shall be responsible for Inspection, Supervision & Monitoring of Steel and MDPE along with steel pipeline laying and related activities.

Role of Site Engineer cum Inspector (Steel and MDPE along with Steel pipeline):

The Engineers deputed by the agency to HOGPL sites shall be responsible for discharging the following roles on a day-to-day basis:

- a. Site management, Construction Supervision, Documentation, Verification and inspection of Steel and MDPE pipelines network development.
- b. The ENGINEERS' job is continuous supervision & monitoring of the Construction of Pipelines.
- c. Supervising various site activities like Excavation, Safe stacking of debris, Lowering the pipe, Electro-fusion/welding of joints, Installation of isolation, tap-off, and stop-off valves, Installation of pipeline route markers, Backfilling, Flushing, Hydro-testing/pneumatic testing and swabbing, Purging & commissioning, Leak repairs if any, etc.

- d. Ensuring site safety during execution.
- e. Ensuring that the statutory permits i.e., permissions from statutory authorities/RTO clearances/permissions etc., as applicable, are in place prior to the starting of the job. Providing assistance for Liaisoning with local authorities from time to time for smooth flow of work.
- f. ENGINEERS should ensure quality compliance at site in line with Procedures, Standards or industry best practices.
- g. Review and certification of NDT Procedures submitted by the contractor before initiating the job.
- h. Needs to raise various permits (Excavation, Hot Work Etc) with desired safety compliances as per checklist/standards of HOGPL.
- i. Giving clearance for lowering of pipelines in the trench. ENGINEERs shall maintain the record of joint coating clearance.
- j. ENGINEERs shall maintain all the necessary pipeline records (trenching, welding, radiography, joint coating, lowering, backfilling etc.) in HOGPL specified format.
- k. Ensuring erection of barricading.
- l. Ensuring all safety aspects including PPEs, calibration of equipment prior to start of work.
- m. ENGINEER to maintain separate records of HOGPL assets of pipelines / installations done so as to cross check and authorizing during final reports submission by Contractor representatives.
- n. Ensuring and verifying that the test certificates and calibration certificates are in order prior to utilization of the equipment /items. In case of any non-compliance, the same shall be brought to the notice of HOGPL.
- o. Ensuring strict compliance to control measures as per Permits and conducting daily site-specific risk assessment with inclusion of additional control measures as and when required.
- p. Checking and countersigning of as-built drawings/check-prints, checking, signing of pipe book on regular basis.
- q. Engineers need to check and countersign with agency stamps the various reports, records, pipe book, as built drawings, etc prepared by the contractors.
However, as and if required Engineers need to prepare, sign and stamp various reports, records, sketches and fill in data in pipe books etc for the domain activities.
- r. Review NDT Procedures submitted by the contractor before initiating the job.
- s. Inspection of Welder Qualifications, Electrode Qualifications, NDT activities such as UT, MPT & DPT, etc.
- t. Review/ interpretation of RT Films.
- u. Inspection of Welding process, Sand/shot blasting, Joint coating, Hydrostatic/pneumatic testing, Hot tapping works, etc.
- v. Prior to backfilling of the trench, capturing the pipeline alignment and location of pipeline fittings, i.e., elbows, valves etc., as directed by HOGPL OFFICIAL.
- w. At any time during site activities Engineers must be present at site or site should not be unattended.
- x. ENGINEERs shall immediately inform the concerned official of HOGPL in case of any third-party activity at HOGPL site.
- y. Inspection and Signing/Authorization by Engineers with agency stamp on all related reports/documents.

Quality & Documentation to be maintained by ENGINEERs for the above domain (viz Steel and MDPE along with steel pipeline)

Roles of Engineers for Steel and MDPE along with steel pipeline domain as listed above is indicative one. Engineers may have to perform supervision, inspection and related report generations beyond what is listed above.

➤ **Site Engineer cum Inspector (MDPE, GI-LMC Project Work)/O&M (CNG, PNG)/HSE:**

Domain	Qualification Criteria	Experience
MDPE, GI-LMC Network, O&M (PNG, CNG), HSE	<p>Full Time Graduate in Engineering (BE/BTech or equivalent) OR Diploma in Engineering or equivalent from a recognized AICTE approved Indian University/ Institute/Board</p> <p>Knowledge of basic computer skills (MS Excel, MS Word, MS PowerPoint, etc) is essential.</p>	<p>Minimum 1 year on-job post qualification experience for Graduate Engineers on similar jobs in medium to large size construction projects. Experience in CGD Industry would be preferable.</p> <p>OR</p> <p>Minimum 3 years on-job post qualification experience for Diploma Engineers on similar jobs in medium to large size construction projects. Experience in CGD Industry would be preferable.</p> <p>However, HOGPL may consider lower experience in exceptional cases based on merit.</p> <p>General: i) Language capabilities in English, Hindi & preferably local language. ii) Willingness to take on sustained Site Work, Ethics & Moral values.</p>

Domain (MDPE, GI-LMC Project Work):

- **Development of MDPE, GI-LMC Project Work which includes Pipeline laying, Valves installation and other associated works is in the ambit of above domain.**

Engineers deployed for the above domain shall be responsible for Inspection, Supervision & Monitoring of MDPE, GI-LMC Project Work and related activities.

Role of Site Engineer cum Inspector (MDPE, GI-LMC Project Work):

- a. Site management, Construction Supervision, Documentation, Verification and inspection of MDPE, GI, Meter Cu installations, pipelines network development.
- b. Ensuring site safety during execution.
- c. ENGINEER should ensure quality compliance at site in line with Procedures, Standards or industry best practices.
- d. Ensuring that the statutory permits i.e., permissions from statutory authorities/RTO clearances/society permissions etc., as applicable, are in place prior to the starting of the job. Providing assistance for Liaisoning with local authorities from time to time for smooth flow of work.
- e. Needs to raise various permits (WAH, Excavation, etc) with desired safety compliances as per checklist/standards of HOGPL.

- f. Conduct site survey for various activities like, MP/LP route/SR Location/GI/Cu Erection /Meter Location/LMC feasibility.
- g. Ensuring erection of barricading.
- h. Ensuring all safety aspects including PPEs, calibration of equipment prior to start of work.
- i. The ENGINEERs job is continuous supervision & monitoring of the Construction of Pipelines.
- j. Giving clearance for laying/installation (above ground/underground/kitchen pipelines) and also generate & maintain all relevant construction records/formats immediately.
- k. ENGINEER to maintain separate records of HOGPL assets of pipelines / installations done so as to cross check and authorize during final reports submission by Contractor representatives.
- l. Ensuring correctness of required trench depth, Electro fusion/welding of joints, Installation of PE valves, providing warning tape & additional protection as applicable, providing protection with respect to other utilities in the same trench, etc.
- m. Witnessing and inspecting duly backfilling, testing, flushing, purging & commissioning of HOGPL installations (MP/LP/GI/LMC).
- n. Ensuring and verifying the calibration certificates prior to utilization of the equipment's (For Ex. Pressure Gauge/Pneumatic breaker/Hydra/Excavator/Any Mechanical Equipment's) In case of any non-compliance the same shall be brought to the notice of HOGPL.
- o. Prior to backfilling of the trench, capturing the pipeline alignment, depth, other utility details, and location of pipeline fittings, i.e., elbows, valves etc., relevant details.
- p. Quantity certification after physically checking quantity immediately upon completion of job and joint signature by Agency representatives along with Contractors' Supervisor
- q. Material/Site Equipment quality aspect inspection at contractors' store & site.
- r. Recommendation of deviation from prescribed technical specification due to any site constraint.
- s. Coordination with societies/Builders for various projects activities like (LP route clearance/Service regulator module installation space /GI clearance etc) as and when required.
- t. Engineers need to check and countersign with agency stamp the various reports, records, as built drawings, etc prepared by the contractors.
- u. However, as and if required Engineers need to prepare, sign and stamp various reports, records, sketches, etc for the domain activities.
- v. Inspection of welding process/monitoring for the Welded Risers. Ensuring Welder qualification/Type of electrode as per HOGPL procedure/criteria etc.
- w. Appraise customer about Gas Meter location/safety precautions etc. before Installation.
- x. Authorizing meter installation and data validation of Meter Job card.
- y. At any time during site activities Engineers must be present at site or site should not be unattended.
- z. ENGINEERs deputed by the Agency to HOGPL sites shall be responsible for discharging the above roles on a day-to-day basis and ensure that all jobs are carried out.

Quality & Documentation to be maintained by ENGINEERs for the above domain (viz MDPE, GI-LMC Project Work)

Roles of Engineers for MDPE, GI-LMC Project Work domain as listed above is indicative one. Engineers may have to perform supervision, inspection and related report generations beyond what is listed above.

Domain (CNG Projects):

- **Development/Construction of CNG outlet/installations includes Pipeline laying, Civil foundation work, Equipment erection, Electrical, instrumentation work, and other associated works which are in the ambit of above domain.**

Engineers deployed for above domain shall be responsible for Inspection, Supervision & Monitoring of CNG Projects and related activities.

Roles of Site Engineer cum Inspector (CNG Projects):

- a. Carrying out Techno-Commercial Feasibility Survey of Retail Outlets for setting up CNG Infrastructure.
- b. Coordination with OMCs for timely commencement & completion of Civil, Mechanical, Equipment erection, Electrical & associated works at CNG ROs.
- c. Supervising, monitoring of activities and carrying out inspection during construction of CNG outlets.
- d. Preliminary Plot layout preparation for finalization of drawings in coordination with OMC & Consultant.
- e. Coordination with OMCs for receipt of Initial & Final PESO approvals including visit of PESO officials at CNG stations.
- f. Carrying out procedure for Weights & Measures Stamping of Dispensing units at CNG ROs.
- g. Inventory management of Compressor, cascade, dispensers & auxiliary CNG equipment at GA to ensure timely installation.
- h. Preparation of Purchase Requisition & technical specifications for procurement of CNG equipment at GA.
- i. Carrying out Technical Bid Analysis, reviewing Quality Assurance plan, drawings & technical documents of CNG equipment being procured at the GA.
- j. Coordination with HSE to prepare HAZOP, QRA, Onsite Emergency Plan of the CNG Stations.
- k. Engineers need to check and countersign with agency stamp the various reports, records, as built drawings, etc. prepared by the contractors.
- l. However, as and if required Engineers need to prepare, sign and stamp various reports, records, sketches, etc. for the domain activities.

Quality & Documentation to be maintained by ENGINEERs for the above domain (viz CNG Projects)

Roles of Engineers for CNG Projects domain as listed above is indicative one. Engineers may have to perform supervision, inspection and related report generations beyond what is listed above.

Roles of O&M Site Engineer cum Inspector:

Supervising and inspection of activities carried out by O&M Contractors and CNG Dealers

CNG (O&M):

- a. Noting down the parameter readings sent by the Operator from the outlet and analyse any abnormalities.
- b. Supervision & co-ordination with vendor during maintenance of CNG Compressor, Dispenser and other equipment.
- c. Arrangement of spare parts from HOGPL/Contractors Stores to attend to breakdown complaints.
- d. Verify Monthly Dispenser Reading and Electrical Sub-Meter at all CNG Daughter Booster Stations.
- e. Take the sales readings of all CNG stations and log them in the sales register on daily basis.
- f. Preparation of Gas Sale Analysis Reports.
- g. Daily site audits of Mother Station.
- h. Coordination with LCV movement supervisor to avoid dry outs at Daughter Booster Stations.
- i. Coordination with Technicians to attend to the breakdown complaints.
- j. Coordination with Contractors, Dealers and their representatives for smooth operations.
- k. Coordinate with the concerned for switching/changing over to relevant compressors depending on CNG demand and to control CNG flow within limits in mobile cascades.
- l. Maintaining track record for healthiness of safety critical equipments (SCEs) and ensure on-time calibration of the same with NABL certified agency.

- m. Logging of breakdown complaints lodged by the Operator/Dealer from the outlets.
- n. Preparation of daily Gas Sale Analysis Reports.

PNG (O&M):

Supervision, monitoring, inspection & checking of following jobs:

- a. Gas pipeline diversion / relaying works.
- b. Rerouting/ dismantling and additional kitchen conversion.
- c. Due action for addressing the customer complaint within given Turn Around Time.
- d. Inventory management for owner supplied materials.
- e. PE Stop Off Valve installations.
- f. SR Maintenance as per defined schedule/requirement.
- g. Valve chamber (PE, Steel) cleaning work.
- h. Steel & PE valves maintenance as per defined schedule/requirement.
- i. Schedule and preventive maintenance of DRS, MRS, SR, DCU
- j. Ensure calibration and recordkeeping of all measuring and safety equipment's of DRS, MRS etc.
- k. Updating new laid network in GIS.
- l. Commissioning of network as and when required.
- m. New Commercial downstream commissioning.
- n. As laid drawings/ RFC CARD/JMR sheet of MDPE and GI installations, rerouting, modifications work
- o. Charged SR Loops.
- p. Material consumption/issue and reconciliation.
- q. Timely billing of all customers and collection monitoring of billed customers.
- r. Leak test and lock pressure test of MDPE and GI installations
- s. Periodic Commercial customer MRS / Wall mounted installation technical audit.
- t. Assist in SR settings during major breakdowns in our pipeline network.
- u. Daily Gas Balancing.
- v. Billing activities of I&C customers.
- w. Calibration of all PG, CRV,SSV, EVC all other safety equipment as per guideline.
- x. Proper Documentation for all O&M activities.
- y. Updating records and drawings.
- z. DRS and MRS maintenance.
- aa. Hook up and commissioning activities.
- bb. Monitoring and record upkeeping of TLP reading on scheduled basis.
- cc. Monitoring of daily patrolling activities of steel and PE network.
- dd. Engineers need to check and countersign with agency stamp the various reports, records, as built drawings, etc prepared by the contractors. However, as and if required Engineers need to prepare, sign and stamp various reports, records,sketches, etc for the domain activities.

Quality & Documentation to be maintained by ENGINEERS for the above domain (viz CNG – O&M, PNG – O&M)

Roles of Engineers for CNG – O&M, PNG – O&M domain as listed above is indicative one. Engineers may have to perform supervision, inspection and related report generations beyond what is listed above.

Roles of Site Engineer cum Inspector (HSE):

- a. Need to ensure that PPE compliance, Safety Compliance at site by Projects and O&M Crew.
- b. Reporting of HSE Non-compliances, Near Miss incidents, Major/Minor incidents to HPOIL Engineer/Manager. Also needs to ensure preventive measures/corrective action by Projects, O&M Crew/Vendors.
- c. Maintaining records related to HSE.
- d. Needs to ensure that HIRA, Site specific Risk Assessments with inclusion of additional control measures if required are conducted by Site Team
- e. Conducting Safety Briefing (duly sharing relevant observations, incidents if any) to Target audience on fortnightly basis
- f. Encouraging Site Team to carry out Site Safety audits and report Near miss/ Incidents (Major, Minor)

Quality & Documentation to be maintained by ENGINEERs for the above domain (viz HSE)

Roles of Engineers for HSE domain as listed above is indicative one. Engineers may have to perform supervision, inspection and related report generations beyond what is listed above.

➤ **Site Engineer cum Inspector (Marketing):**

Domain	Qualification Criteria	Experience
Marketing	Full Time Graduate in Engineering (BE/BTech or equivalent) OR Diploma in Engineering or equivalent from a recognized AICTE approved Indian University/ Institute/Board Knowledge of basic computer skills (MS Excel, MS Word, MS PowerPoint, etc) is essential.	Minimum 01 year on job post qualification experience for Graduate Engineers in hydrocarbon sector. Experience in projects of CGD company is preferable. OR Minimum 3 years on-job post qualification experience for Diploma Engineers in Hydrocarbon sector. Experience in projects of CGD Company would be preferable. However, HOGPL may consider lower experience in exceptional cases based on merit. General: i) Language capabilities in English, Hindi & preferably local language. ii) Willingness to take on sustained Site Work, Ethics & Moral values.

Roles of Site Engineer cum Inspector in Marketing Domain:

- a. Take new initiatives by way of identifying and recognizing potential areas of business as a part of Business development plan.
- b. Carry out feasibility study for growth of business in new areas where the company has targeted to expand CGD business.

- c. To assist Marketing personnel of HPOIL to develop bulk PNG registration scheme.
- d. Drive marketing strategy to achieve overall customer acquisition target.
- e. Conduct meeting with builders, Chairman/Secretary of Society/Apartments, and inward introduction letter for NOC with respect to engineering and marketing activity for supply of PNG.
- f. Prepare marketing plan, PNG road map and proposal for hiring DMA vendors for registration of PNG domestic connections.
- g. Addressing the residents of various societies/apartments about the benefits of PNG and clarify their doubts/queries.
- h. Attend to customer's grievances about regulator piece/transition fitting installation, re-shifting of regulator as per satisfaction of the customers.
- i. Coordinate with direct marketing agent for briefing of schemes and structure for maximum domestic PNG registrations.
- j. Continuously follow-up with contractor and concerned authorities to get the demand note for DRS/DCU land.
- k. Conduct meeting with major industries in Industrial Areas to check feasibility of supply of PNG.
- l. Coordination and monitoring the Commercial and Industrial potential survey in existing and new areas.
- m. To improvise the processes for marketing activities such as customer enrolment, agreements & product marketing of PNG customer, customer focus, feedback, monitoring of customer perception & satisfaction.
- n. Liaise with RTO and Retrofitters for increasing number of quality retrofitters.
- o. Develop proposals for conversion of Industrial customers, basis their existing fuel use, technology, conversion methodology and associated issues.
- p. Authorization and signing with Agency Stamp of all the marketing related reports.
- q. Engineers need to check and countersign with agency stamp the various reports, records, as built drawings, etc prepared by the contractors and also need to prepare as required and sign, stamp such reports, records etc for the domain activities.

Quality & Documentation to be maintained by ENGINEERS for the above domain (viz Marketing)

Roles of Engineers for Marketing domain as listed above is indicative one. Engineers may have to perform supervision, inspection and related report generations beyond what is listed above.

➤ **Lead Engineer cum Inspector:**

Domain	Qualification Criteria	Experience
Lead Engineer cum Inspector	<p>Full Time Graduate in Engineering (BE/BTech or equivalent) from a recognized AICTE approved Indian University/ Institute/Board</p> <p>Knowledge of basic computer skills (MS Excel, MS Word, MS PowerPoint, etc) is essential.</p>	<p>Minimum 6 years on-job post qualification experience for Graduate Engineers on similar jobs in medium to large size construction projects. Out of which, at least 2-year work experience should be as Site In charge. Candidate must possess Leadership skills.</p> <p>Experience in CGD sector would be preferable.</p> <p>General: i) Language capabilities in English, Hindi & preferably local language.</p>

		ii) Willingness to take on sustained Site Work, Ethics & Moral values.
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Roles of Lead Engineer cum Inspector:

The Engineers deputed by the agency to HOGPL as sites as Site In Charges shall be responsible for discharging the following roles on a day-to-day basis:

- a. The Site In Charges to play a critical role in the successful execution of a project by providing leadership, direction, and oversight to the Execution team (Projects and O&M), while ensuring compliance with regulations, Quality standards, and HOGPL requirements.
- b. Keeping detailed records of project activities, including daily progress reports, site inspections, and any incidents or accidents that occur. They would also be responsible for preparing/updating regular reports on project management.
- c. Site in Charges would be responsible for managing the Outsourced Team of Engineers. This involves delegating tasks, providing guidance, and ensuring that everyone works together effectively to meet project goals.
- d. The Site In Charges would be responsible for the overall supervision of the Engineers at the designated sites/work locations. This includes overseeing the planning, execution, and completion of all activities related to the various domains.
- e. Monitoring the quality of workmanship and materials used to ensure that the required standards and specifications are met.
- f. Ensuring compliance with health and safety regulations and implementing safety protocols to prevent accidents and ensure a safe working environment for all personnel involved in the project.

N.B. All deployed ENGINEERs have to conduct Site Safety Audits at defined interval (to be defined by HSE dept of GA) and report near misses and incidents. This would ensure inculcation of safety culture at workplaces.

- **Common points of action for Engineers of different domain as applicable:**
 - Ensuring usage of applicable personal protective equipment by all site personnels, Calibration of equipment prior to start of work.
 - Ensuring strict compliance to control measures as per procedures and conducting daily site-specific risk assessment with inclusion of additional control measures as and when required.
 - Conducting daily toolbox talk and apprising the site team about the possible hazards that may be encountered during the job.
 - Ensure that daily site work to start only after complete compliance to HOGPL HSE and Quality requirements. Violation of HOGPL safety norms may lead to serious action on ENGINEER.
 - Keeping concerned HOGPL Official constantly apprised of the site situation, difficulties / constraints emerging at site. Daily reporting of site plan activities and progress on starting & closing of the day.
 - Take the site photographs with Android version phone camera on daily basis and submit the same to HOGPL.
 - The Engineers shall also attend the monthly mentoring sessions conducted by concerned HOGPL department.
 - ENGINEERs shall immediately inform the concerned official of HOGPL in case of any third-party activity at HOGPL site.
 - HOGPL may entrust any other Inspection related activity as per the circumstances besides the activities listed in respective domains.

➤ **Engineer (Project Co-ordination, Operation & Maintenance, Safety Services):**

Domain	Qualification Criteria	Experience
Project Co-ordination, Operation & Maintenance, Safety Services	<p>Full Time Graduate in Engineering (BE/BTech or equivalent) OR Diploma in Engineering or equivalent from a recognized AICTE approved Indian University/ Institute/Board</p> <p>Knowledge of basic computer skills (MS Excel, MS Word, MS PowerPoint, etc) is essential.</p>	<p>Minimum 01 year on job post qualification experience in hydrocarbon sector in handling project management, contracts and construction works of Oil & Gas pipeline. Experience in CGD sector would be preferable.</p> <p>OR</p> <p>Minimum 3 years on-job post qualification experience for Diploma Engineers in hydrocarbon sector in handling project management, contracts and construction works of Oil & Gas pipeline. Experience in CGD sector would be preferable.</p> <p>However, HOGPL may consider lower experience in exceptional cases based on merit.</p> <p>Basic knowledge of National/International Codes and PNGRB Standards. Exposure in Project Management, Contracts & Construction Management.</p> <p>Adequate Understanding of Gas Pipeline Projects (Steel/PE). Knowledge of Primavera and Microsoft Projects. Should be conversant with Project Scheduling, Project Controls and Budget.</p> <p>General: i) Language capabilities in English, Hindi & preferably local language. ii) Willingness to take on sustained Work, Ethics & Moral values.</p>

Roles of Engineer (Project Co-ordination, Operation & Maintenance, Safety Services):

- a. Collating Data from GAs and other departments at HO and generating MIS reports.
- b. Summarizing Progress Reports on Projects, Sales, Marketing and O &M activities and preparing thereof a Monthly Comprehensive Report.
- c. To issue dashboard alerts on daily and weekly basis to the Management.
- d. To coordinate with various departments of GAs as an interface between GA and HO.
- e. Monitoring of Progress vs MWP and Budget Target and coordinate with GAs for due alert.
- f. Collating Data for onward reporting to PNGRB, PPAC and Promoters as per schedule requirement.
- g. Review of various proposals received from GAs and ensure due clarification of queries/gaps if any duly interacting with concerned of GAs and concerned of related departments (viz C&P, Finance and HR).
- h. Assistance in Budget preparation with necessary inputs (duly collated).
- i. Due assistance for Contract Closure.

- j. Work on Primavera, Microsoft Project and Excel to generate the reports.
- k. To visit sites periodically to monitor physical progress and carry out surveillance audit.
- l. Tracking of adherence to safety measures, compliance level of work procedures at GAs. Monthly status report generation as a part of MIS duly interacting and collating data from GAs.
- m. Keep a track on schedule of T4S, IMS and ERDMP audits and ensure needful.
- n. Collating compliance data from GAs in respect of T4S, IMS and ERDMP Audits on Quarterly basis for onward reporting to PNGRB.
- o. Quarterly Incident and Near Miss reporting to PNGRB duly collating data from GAs.
- p. Nodal point at HO (interface between GA and HO Management) in the event of any untoward incident at GAs.

Quality & Documentation to be maintained by ENGINEERS for the above domain (viz **Engineer Project Co-ordination, Operation & Maintenance, Safety Services**)

Roles of Engineer for **Engineer- Project Co-ordination, Operation & Maintenance, Safety Services** domain as listed above is indicative one. Engineers may have to perform activities and related report generations, record keeping beyond what is listed above.

N.B:

1. All the personnel deployed should be having android mobile phone for easy communication.

2. Mobility of Personnel:

i. Arrangement for Movement/Mobility of Personnel at site (within GA) will be the responsibility of the agency.

ii. For Outstation travel if any, the deployed personnel would be reimbursed expenses as per HOGPL Policy for outsourced employee.

4. ACCOUNTABILITY OF AGENCY:

- a) Provide sufficient and appropriate manpower, with clear responsibility and reporting structure to ensure that HSE performance is not compromised at any cost.
- b) Complying with and shall be able to demonstrate such compliance with
 - Relevant, Health, Safety, Security and Environmental Legislation
 - Company Policies, Procedures and Standards
- c) Agency shall have valid approval of PNGRB as per their (Third Party Conformity Assessment) Regulations for carrying out inspections / audits related to City or Local Natural Gas Distribution (CGD) Networks and Natural Gas Pipelines under relevant PNGRB T4S Regulations – during the entire validity of the contract of HOGPL. Agency should ensure PNGRB accreditation certification is valid till the end of the contract period.
- d) In case of suspension/ cancellation/ withdrawal of approval of PNGRB, the agency shall immediately inform HOGPL.
- e) Ensure that all their personnel abide by all Health, Safety, Security and Environmental rules of the Company at the site.
- f) Provide all inputs and support as company deems necessary to ensure all HSE activities that company initiates are successfully carried out and the actions arising are closed out to company satisfaction.
- g) If any agency employee is found indulging in malpractices in carrying out with jobs assigned to him, the agency will be fined/penalised.
- h) Non-compliance may lead to stoppage of work / cancellation of contract / forfeiture of security deposit at HOGPL's sole discretion.
- i) Agency shall submit Qualification records for all the category personnel including NDT level-II certification records as required, for Steel and CNG Engineers before deploying on site and same shall be as per criteria.

- j) The agency shall be liable for all statutory compliances as required under various laws /enactment / rules / provisions etc.
- k) One Contract coordinator shall be deployed by the agency for each GA, whose role will be to resolve issues arising during contract execution. Coordinator shall visit Site twice in a month to ensure a seamless service.
- l) In case of any shortcomings of work performance of Engineers is observed same shall be reported by HOGPL Official to agency co-ordinator.
- m) Agency to ensure providing Safety Accessories to the deployed personnel:
 - Safety shoes – 1 pair
 - Safety helmet – 1 no.
 - Safety goggles – 1 no.
 - Safety gloves – 1 pair
 - Earmuff – 1 no.
 - Fluorescent jackets – 1 no.
- n) Prior approval to be obtained from reporting HOGPL Officer if any deployed personnel avails leave (agency to ensure).
- o) In case any deployed personnel discontinues with the service agency need to provide replacement within 07 days.
- p) The Agency shall discharge obligations as provided under various statutory encasements including the employee provident fund and Miscellaneous Provisions Act, Contract Labour (R&A) Act, Minimum Wages Act and other relevant acts, rules and regulations enforced from time to time.
- q) The Agency shall be solely responsible and indemnify the HOGPL against all the charges, claims etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him.
- r) The Agency shall without limiting its or its employee's obligations and responsibilities, procure and maintain an insurance required by applicable laws, rules and obligations at the Agency's costs.
- s) The Agency shall provide evidence that the insurance required under the Contract have been affected and shall transmit a copy of the insurance policy or a certificate of insurance to HOGPL.
- t) If the Agency fails to comply with conditions imposed by the Insurance policies affected pursuant to the contract, the Agency shall indemnify HOGPL against all losses and claim arising from such failure.
- u) The Agency shall obtain comprehensive insurance policy (including Workmen's Compensation Policy indemnifying HOGPL from the liabilities arising out of Employee's Compensation (Amendment) act, 2017, Fatal Accidents Act, 1855 and Common Law) for covering all risks such as accidents, injuries, Covid-19 and death likely to be caused to his workers or to a third person including loss to the properties of HOGPL or to some other agencies. The premium amount should be deposited with the insurance agency by the agency regularly and without any delay, same shall not be deducted from fixed salary of ENGINEERs. The validity period of policy shall be from start of contract till end of contract and shall be extended if contract period is extended. The copy of same shall be provided within two weeks of start of contract.
- v) In case of any accident resulting in injury or death in respect of the personnel deployed by the agency during the execution of the work, the agency shall be solely responsible for payment of adequate compensation, insurance amount, etc. to the person injured/next kith and kin of the deceased. Agency shall indemnify HOGPL from such liabilities.
- w) The agency shall not employ any person suffering from any contagious, loathsome or infectious disease. The agency shall get examined his employees / workers through a Registered Doctor before deployment. Medical fitness certificate of ENGINEERs deployed in HOGPL services must be provided at the time of joining.
- x) No personnel of agency and agency himself shall be allowed to consume alcoholic drinks or any narcotics within the site locations / plant premises. If any deployed personnel found under the influence of above, the agency shall have to permanently change/replace him, failing which, HOGPL

may initiate strict action.

- y) The agency shall indemnify HOGPL against all claims, demands, actions, cost and charges etc. brought by any Court, Competent Authority / Statutory Authorities against any act or acts of the agency or his workers.
- z) The agency shall deploy the personnel after verification of their character and antecedents. In case any personnel is found having criminal record, he shall have to be immediately replaced without any delay. Records shall be submitted prior to deployment.
- aa) The persons to be deployed should be on rolls of the agency.
- bb) The agency shall issue proper identity cards to all personnel who are to be engaged for the job. The identity cards shall be signed by the agency or his authorized representative.
- cc) The agency shall deploy the ENGINEERS within 07 days of the date of intimation from HOGPL.
- dd) The agency shall be solely responsible for disciplining the personnel deployed by him.
- ee) Further, he shall ensure that none of his workers create any nuisance or indulge in antisocial and criminal activities during the entire period of contract. In case anybody is found indulging in such activities, then he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
- ff) The agency shall pay the salary to the deployed personnel latest by 7th of the subsequent month.
- gg) The Personnel to be deployed progressively as per requirement and as per direction of HOGPL representative.
- hh) Before Induction into the team, personnel would be evaluated by HOGPL personnel through a personal interview.

5. TERMS AND CONDITIONS FOR SALARY:

- a) **SOR Rate = Service charges + Salary paid to ENGINEER**
- b) Salary of ENGINEER = All allowances like Basic, HRA, allowances, ESIC including the PF contribution (if applicable), no other components shall be added in the salary structure of ENGINEER and shall remain fixed for the Contract period.
- c) Service charges shall be inclusive of all costs such as administrative cost, insurance premiums, overhead, training cost, safety accessories, conveyance charges, profit, recruitment cost, and any other incidental expenses incurred in providing smooth services to HOGPL.
- d) Offer letters adhering to above clauses shall be provided at the start of the contract.
- e) The payment to these personnel shall be made by cheque/RTGS/NEFT only. No Cash payment shall be acceptable.

6. ENGAGEMENT OF COORDINATOR FOR MONITORING ACTIVITIES OF ENGINEERS:

- a) The agency shall engage a coordinator who shall remain in constant touch with HOGPL on daily basis to understand the problems and to take corrective action.
- b) Coordination with Respective HOGPL GA Head for Deployment of ENGINEERS.
- c) Ensure ENGINEERS punctual attendance at site. He should ensure that ENGINEERS, do obtain signatures of HOGPL Engineers/Managers on regular basis on attendance sheet such that onward process of billing remain smooth,
- d) In instances of night working at site the coordinator shall ensure a proper duty Roster of the available ENGINEERS.
- e) Coordinate for the submission of ISO documents / formats duly filled in by ENGINEERS.

- f) Ensure that all personnel deployed at GA have the required necessary equipment like Android Phone, Desired PPEs, Measuring Tape etc.
- g) Coordinate for GA safety meetings/Variou (HSE/Project) trainings.
- h) Coordinator shall visit Site on twice in a calendar month to ensure a seamless service.
- i) No separate payment shall be made by HOGPL for engaging the Coordinator by the Agency

Based on the project plan and business forecast for block years 2026-2027 and 2027-2028 HOGPL would need the following manpower. This is only an indicative figure, and the same may vary as per actual business requirement.

Ambala-Kurukshetra GA:

Sr. No	Grade / Category	No of Staff requirement – 1 st Year	No of Staff requirement – 2 nd Year
1	Site Engineer cum Inspector	8	8
2	Lead Engineer cum Inspector	1	1
	Total	9	9

Kolhapur GA:

Sr. No	Grade / Category	No of Staff requirement – 1 st Year	No of Staff requirement – 2 nd Year
1	Site Engineer cum Inspector	5	13
2	Lead Engineer cum Inspector	1	1
	Total	6	14

HOGPL HO:

Sr. No	Grade / Category	No of Staff requirement – 1 st Year	No of Staff requirement – 2 nd Year
1	Engineer	2	2
	Total	2	2

Age Limit: Not More than 40 years of Age at the time of Joining HOGPL

7. HOLIDAYS AND WORKING HOURS:

The AGENCY shall deploy the required personnel to provide the requisitioned SERVICES on monthly basis, unless requisitioned for a shorter duration. These personnel shall be entitled to one weekly off; to be scheduled by the AGENCY in consultation with the respective EIC of HOGPL, as well as Closed Office days as per the HOGPL Holiday List prescribed for the respective year. They shall observe 8 hours of working per day excluding half hour of lunch break, to be scheduled by the AGENCY in consultation with the EIC of HOGPL, including working in shifts of 08 defined working hours. Generally, the working hours would be in accordance with those applicable to employees of HOGPL at places where SERVICES of such persons would be utilized and nature of duty required. However, in case of exigencies of work, the personnel shall have to work beyond normal working time. HPOIL shall not pay any additional compensation for such extended hours of work. Personnel shall always be available on phone and ready to attend to official work at any time round the clock, in case of work exigencies.

8. FIXED EMOLUMENTS:

Agency shall pay fixed monthly emoluments to manpower to be deployed through Third Party contract in HOGPL sites/offices as per the rates in SORs. No direct payment, whatsoever, shall be made to deployed personnel by HOGPL.

PAYMENT FOR LEAVE PERIOD:

- 1) The Contract shall be responsible for maintaining Leave Wages Register. Based on the leave wages record of the contractor's employee, the contract shall be liable to pay leave wages which will be computed at the rate of 1.50 days per calendar month.
- 2) The leaves wages shall be paid on Basic wage rate only. Leaves are to be availed before completion of contract tenure.
- 3) One day leave can be taken in two half day leaves.
- 4) The leave will be granted by the agency after obtaining the consent of EIC.

AGENCY shall provide following services to manpower inducted for deployment/deployed:

1. Issue Appointment letters
2. Joining kit
3. Induction
4. Associate Handbook (Benefits booklet, Claim forms, etc.)
5. Worksite rules and process documents
6. HR contact and escalation process.
7. Create and maintain Employee Master Database.
8. Payroll processing and Benefits administration.
9. Salary slip
10. Reimbursement and claims processing.
11. Record management.
12. Comprehensive Statutory & Regulatory compliance (TDS, LWF, PF, PT, ESI, Bonus etc.)
13. Exit interview and & final settlements.
14. Medical, Accident insurance benefits monitoring.

9. INSTRUCTIONS TO AGENCY:

Upon coming into force of this CONTRACT, AGENCY shall designate a competent authorized representative acceptable to HOGPL to represent and act for and on behalf of AGENCY in all matters concerning performance of SERVICES and shall inform HOGPL in writing of the name and address of such representative. All notices, determinations, directions, instructions and other communications given to AGENCY'S authorized representative by HOGPL shall be deemed to be given to AGENCY. AGENCY may change its authorized representative by so advising HOGPL in writing.

AGENCY shall maintain a record of the SERVICES performed, as well as of the personnel assigned to carry out the relevant SERVICES.

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 (OSHWC) code, 2020
- The Industrial Relations Code, 2020

Wages must comply with the new definition of wages where allowances do not exceed 50% of total remuneration.

The Agency must warrant compliance with all four labour codes, including timely payment of wages, statutory deductions (PF, ESI), and gratuity.

The Agency should obtain necessary licenses (including interstate, if applicable) and comply with the [Occupational Safety, Health & Working Conditions Code \(OSHWC\)](#)

The Agency shall not be absolved from any of its obligations under Applicable Laws or the Contract or claim any additional amount from HOGPL due to its ignorance of any Applicable Law.

The Agency should have a valid license issued in its favour by the Competent Authority as provided under the Contract Labour (R&A) Act, 1970 in case the Agency employs / is required to employ more than 20 personnel.

The Agency shall have its own PF code no. with the RPFCA as required under Employee PF & Miscellaneous Provisions Act, 1952 and extend benefits of Provident Fund Scheme, 1952, Employee Deposit Linked Insurance Scheme, 1976 and Employee Pension Scheme, 1995.

The Agency shall have to obtain Insurance policy in lieu of Employees Compensation Act, 1923 for the personnel engaged by it and submit a copy of the same to EIC.

Without prejudice to the foregoing, the Agency shall be responsible for bearing all registration and statutory inspection fees payable under any Applicable Laws in respect of the services performed pursuant to the Contract. If the Agency defaults in complying with the Applicable Laws, the Agency shall, at its own risk and cost, bear any and all additional fees, fines, penalties or charges.

The Agency shall at its own cost and initiative take and maintain at all times until the closure of the Contract, insurance policies in respect of manpower engaged by it for providing services under this Contract, in order to keep itself as well HOGPL fully indemnified from and against all claims whatsoever including but not limited to those arising out of the provisions contained in the Workmen Compensation Act, 1923.

While confirming to any of these conditions, the Agency should ensure that no law of State regarding labour, their welfare, conduct etc., is violated. The Agency shall indemnify HOGPL for any action brought against it for violation, noncompliance of any act, rules & regulation of centre / state / local statutory authorities.

Agency shall be solely responsible for payment of wages/ remuneration including allowances to its personnel that might become applicable under any new act or order of Government. HOGPL shall have no liability whatsoever in this regard. Only variation in the statutory payments shall be borne by HOGPL.

No additional charges, other than the quoted rates and applicable taxes, shall be paid to the Agency during the contract period except statutory variation in service tax during the contract period.

The Agency / contractor shall not engage or employ any person with a criminal record/ background. The Contractor shall submit police verification of their employees within 15 days of his/her deployment.

The attendance and leave record of the personnel deployed by the Agency shall be maintained by the Agency. The AGENCY should coordinate with EIC regularly to attend to the contractual obligations and interact with the personnel deployed by the Agency. It is the sole responsibility of the AGENCY to manage the work force of Agency deployed in the contract e.g. the monthly attendance, leave details, Identity cards, the issues of contract personnel, police verification, etc.

HOGPL shall have the authority to direct the Agency to terminate the services of any of its personnel without any prior notice, if the candidate is found unfit on medical grounds and is likely to continue to be unfit for reasons of ill-health for the discharge of his/her duties.

HOGPL will have the authority to direct the Agency to terminate the services, without any prior notice to the candidate found to be guilty of misconduct, participation in strikes/ agitations/ Union/ Association or of any breach or non- performance of any of the provisions of these conditions or if otherwise found unsuitable for the efficient performance of his/her duties.

During the period of engagement, performance of the contract personnel shall be observed and HOGPL can direct the Agency to short terminate the contract engagement based on the performance.

Agency shall be directly responsible for any/ all disputes arising between it and its personnel and keep HOGPL indemnified against all loses, damages and claims arising thereof.

HOGPL can increase or decrease the manpower on same terms and conditions during the contract period based on the requirement.

No contract personnel below the age of 18 years shall be deployed on the work.

The Agency shall not be absolved from any of its obligations under Applicable Laws or the Contract or claim any additional amount from HOGPL due to its ignorance of any Applicable Law.

The Agency shall be solely responsible and indemnify HOGPL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by it.

All personnel deployed by the Agency should be on the rolls of the Agency.

The personnel to be deputed by the Agency shall observe all security, fire and safety rules of HOGPL while at the site/ work. Agency has to strictly adhere to the guidelines/ instructions issued from time to time.

The Agency hereby agrees to indemnify HOGPL from all claims, demands, actions, cost and charges, etc. brought by any court, competent authority/ statutory authorities against HOGPL.

Agency is required to cover all resources deployed by him with the following insurances / schemes:

Sl. No.	Scheme	Applicability	Premium/ Contribution	Sum Assured/ Benefits	Remarks
1	The Employees' State Insurance Act, 1948	Applicable to all resources of the Contractor (within ESI wage limit) working in notified area.	3.25% of wages by employer 0.75% of wages by employees	Benefits under the Employees' State Insurance Act, 1948.	
2	The Employees' Compensation Act, 1923 (in lieu of ESI – mentioned at Sl.1)	Applicable to Excluded employees under ESI and those who are working in non-notified area to extend similar benefits as available under ESI Act, 1948	Premium to be calculated considering wage limit under EC Act, 1923 (i.e. Rs.15,000/- p.m currently)	Maximum Compensation Liability under Employee's Compensation Act, 1923 along with a Medi-claim Floater policy with a coverage of Rs. 3 Lakhs per Resource covering His/her spouse and two children	Provides compensation and medical facility to resources.

10. COMPLIANCES UNDER VARIOUS LABOUR LAWS:

The Agency has to fully comply with all applicable Labour Laws and Regulations passed, modified and notified from time to time by the Central, State and Local Government agencies/authorities. Specific attention of the Agency is drawn to the following obligations amongst others:

- ❖ The Minimum Wages Act, 1948, Payment of Wages Act, 1936 and Payment of Bonus Act 1965 or The Code on Wages, 2019 (after it comes into force)

Minimum Wages:

a. During the tenure of the contract, the Agency must ensure the payment of minimum wages, as notified by the Central Government or State Government whichever is higher, as per the provisions of the Minimum Wages Act, 1948 / Code on Wages, 2019 (after it comes into force).

b. Wage period and monthly wages: Wage period shall be monthly and wages for a month shall be calculated by multiplying daily rate of Minimum Wages by 26. The monthly wages include the wages of the weekly days of rest as applicable to the office/establishment.

Deduction in case of any days of absence other than weekly days of rest shall be calculated using the following formula:

Deduction for absence = days of absence x applicable wage rate

Payment of Wages:

The Agency shall disburse monthly wages through e-banking/digital mode through cashless transaction only and avoid illegitimate deductions and maintain records /returns as prescribed. The Contractor shall be solely responsible for the payment of wages and other dues to the resources, if any, deployed by him latest by 7th day of the subsequent month as per the provisions of the Payment of Wages Act, 1936 / as applicable under Code on Wages, 2019 (after it comes into force) in the presence of Engineer In-charge (EIC) or authorized representative of HOGPL. After disbursement of wages, the representative of the Agency and EIC/ authorized representative of HOGPL have to certify the payment of wages to the resources and sign the Wage Register - Form B (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017) / FORM-I of Code on Wages, 2019 (after it comes into force) with specific seal detailing name/designation/Company.

Payment of Bonus:

Agency shall ensure payment of bonus as per the provisions of the Payment of Bonus Act, 1965 / Code on Wages, 2019 (after it comes into force). Present minimum rate of payment of Bonus as per the Payment of Bonus Act, 1965 is 8.33% of minimum wages per month or 8.33% of Rs.7000/- per month whichever is higher.

The rate shall be subject to amendments made from time to time to the legislation. Payment of Bonus / ex-gratia (if Bonus is not applicable) shall be made preferably before Deepawali festival falling after the

end of relevant financial year(s) and the balance payment at the time of closure of contract. For service contracts, the payment towards the bonus / ex-gratia (made on yearly basis) shall be released / reimbursed to the Agency, after submission of proof of payment. No reimbursement shall however be applicable in works contracts.

❖ **Leaves/ Leave with wages/ Holiday:**

The Agency shall comply with all the applicable leave Rules including leave with wages in terms of applicable Labour legislations i.e. Factories Act, 1948 / Shops & Establishment Act/ Industrial Establishment (national & festival holidays, casual & sick leave) Act, 1965.

The Agency shall extend the leave with wages and maintain the Register of Leave pertaining to the resource deployed. The payment towards un-availed leave, as per the Factories Act, 1948 / Shops & Establishment Act, shall be settled with the resource at the time of closure of the contract or separation of resource from the contract by the Agency.

❖ **The Employees' Provident Fund & Miscellaneous Provisions Act 1952:**

The Agency shall have independent PF code no. with the RPFC as required under the Employees' PF & Misc. Provisions Act, 1952.

The Agency has to ensure compliance (as per prevailing rates) and extend benefits under the Employees' Provident Fund Scheme 1952, the Employees' Pension Scheme 1995 & the Employees' Deposit Linked Insurance Scheme, 1976 to the resources deployed by him.

The Agency is required to submit copies of separate e-Challans / ECR along with proof of payment/receipt in respect of resources engaged through this contract only, on monthly basis.

Common challans would not be acceptable in HOGPL. The Contractor should submit copies of previous months EPF e-Challans / ECR along with current month's bill.

The TRRN. No. of the ECR would be verified online from EPFO portal by the Engineer-in-charge to confirm the status of payment and names of the resources deployed.

PF is mandatory irrespective of the number of resources deployed by the Agency under this contract. PF membership and deposit of PF contribution is also mandatory even if the wage payment to the resource is exceeding the prescribed monthly wage ceiling (i.e. Rs. 15,000/-) under the Employees' PF & Misc. Provisions Act, 1952 and in such case the liability of the Agency towards PF contribution shall be limited to the prescribed monthly wage ceiling notified from time to time (i.e. Rs.15,000/- currently).

In case, the Contractor deploys any "International Worker", the Contractor should also make compliance under para 83 of EPF Scheme, 1952 i.r.o the "International Workers" and must register on the International Worker Portal of EPFO.

❖ **The Employees' State Insurance Act, 1948 (If applicable and as per prevailing rates):**

The Agency shall have his own ESI code No. allotted by Employees' State Insurance Corporation (ESIC) as required under the Employees' State Insurance Act, 1948.

The Agency has to arrange Smart Cards (i.e. ESI Identity Card) /e-Pehchan Card for the resource(s) engaged by him from the Corporation.

❖ **The Employees' Compensation Act 1923 (wherever applicable):**

In case, the workplace is out of the notified coverage area under ESIC i.e. ESIC is not implemented in the area or in case of excluded employees under ESIC, the Agency is required to take Employee Compensation / Workmen Compensation Policy from IRDAI approved Insurance Company taking into consideration the maximum compensation liability as per the provisions of Employees' Compensation Act, 1923. It must be ensured that the contractor/contracting firm should extend coverage to the contract workers through Employee Compensation Policy, to meet the Compensation Liability under Employee's

Compensation Act, 1923 along with Medi-claim Floater Policy with coverage of Rs.50,000/- per resources.

❖ **Group Personal Accident Insurance Policy:**

The Agency is required to take a Group Personal Accident Insurance Policy with coverage of Rs. 1 Lakh s (covering death, permanent disability + partial disability) per resource for the entire period of contract covering all resources deployed under the contract.

❖ **The Payment of Gratuity Act, 1972:**

In case of Death or permanent disablement of a resource during execution of work under the contract, the Contractor has to pay the Gratuity as per the provision under the Payment of Gratuity Act, 1972 to the nominee(s) of the resource as per the details maintained in the duly signed Nomination Form maintained by the Agency. The proof of disbursement may be submitted to the EIC for claiming reimbursement of amount paid towards death Gratuity from HOGPL.

❖ **The Contract Labour (R&A) Act, 1970:**

The Agency is required to obtain Labour license under the provisions of the Contract Labour (R&A) Act, 1970 from the office of Licensing Officer, Central Labour Authority, Ministry of Labour and Employment, Govt. of India having jurisdiction of the Region.

The Agency shall discharge obligations as provided under the Contract Labour (R&A) Act, 1970 rules and regulations framed under the same and enforced from time to time.

The Agency shall ensure regular and effective supervision and control over the resources deployed for which a supervisor / representative of the Agency should be available at all the times for giving suitable direction for undertaking the Contractual Obligations.

The Agency is solely responsible for payment of wages to each resource deployed by him and such wages shall be paid before the expiry of such period as may be prescribed.

It shall be the duty of the Agency to ensure the disbursement of wages to resource(s) through e-banking/digital mode. In case the resource does not have a bank account, the disbursement of wages may be made in cash in the presence of the Engineer-in-charge / authorized representative of HOGPL initially and Agency shall simultaneously arrange for opening the bank account of each contract labour deployed by the Agency

In case, the Agency fails to make payment of wages and deposit of PF contribution within the prescribed period or makes short payment of wages / short deposit of PF contribution, it shall be treated as FAILURE and actions as per the provisions of the Contract shall be taken. Further, HOGPL as Principal Employer will make payment of wages in full or the unpaid balance due, as the case may be, to the resource(s) deployed by the Agency and deposit the PF contribution with PF authorities. Such amounts will be recovered from the Agency either by deduction from any amount payable to the Agency under any contract or as a debt payable by the Contractor.

11. RESPONSIBILITIES OF THE AGENCY:

- a) The Agency shall be solely responsible and indemnify HOGPL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of resources, if any, deployed by him.
- b) The Agency shall indemnify HOGPL against all losses or damages, if any, caused to it on account of acts of the resource(s) deployed by him.

- c) The Agency shall indemnify HOGPL from all claims, demands, actions, cost and charges etc. brought by any court, competent authority / statutory authorities against HOGPL
- d) The Agency shall also indemnify HOGPL for any action brought against him for violation, non-compliance of any act, rules & regulation of center / state / local statutory authorities.
- e) All resources deployed by the Contractor are deemed to be on the rolls of the Agency.
- f) **Age:** No resource below the age of 18 years shall be deployed by the Agency for the execution of the contract. However, the maximum age of the resources deployed under the contract would be 60 years subject to medical fitness.
- g) The resources to be deputed/ deployed by the Agency shall observe all security, fire and safety rules of HOGPL while at the site/work. All existing and amended safety / fire rules of HOGPL are to be followed at the work site by the Agency and its deployed resource(s).
- h) **Personal Protective Equipment / Safety Kit etc:** Agency shall ensure adequate supply of personal protective equipment / Safety Kit etc as mentioned in the Scope of Work to all such resources deployed.
- i) In case of accident, injury or death caused to the resource(s) while executing the Work under the contract, the Agency shall be solely responsible for payment of adequate compensation, insurance money etc. to the next kith & kin of injured / deceased. Agency shall indemnify HOGPL from such liabilities.
- j) Agency shall provide proper **Employment cards (FORM XII)** for the resource to be deployed by him, duly signed by the authorized person on behalf of Agency.
- k) The Agency shall issue **Identity cards** in his firm's name to the resource deployed.
- l) Discipline of the resource(s) during discharge of duties must be regulated by the Agency.
- m) While confirming to any of these conditions, the Agency must ensure that all applicable Laws of State regarding labour, their welfare, conduct etc. are complied.
- n) The Agency shall always ensure the KYC of the contract workers in EPFO portal during the period of the contract and submit a proof of the same to the Engineer- in- charge periodically.
- o) The Agency shall ensure that the nomination of contract worker deployed by him under the said contract is duly updated in EPFO portal periodically. –

p) **Police Verification:**

The Agency (including his sub-Agencies/Petty Contractors etc, if allowed) will undertake police verification in respect of the resource(s) engaged by the Agency in HOGPL premises. Such verification will have to be carried out from concerned police station of their permanent place of residence/present place of residence.

b) Further, the Agency is advised not to deploy any resource having past criminal record in the establishment/premises of HOGPL under this contract awarded to him.

c) In the event of violation of above clauses at (a) and (b), the Agency will be solely responsible for the same.

d) If any such resource(s) having criminal record is deployed by the Agency in the premises of HOGPL and has come to the notice of HOGPL at any point of time, the Agency shall immediately replace that resource(s), failing which that particular resource(s) of the Contractor will not be allowed to enter into the premises of HOGPL.

q) **Records and Registers:**

Maintenance of records and registers

1. The Agency is required to maintain statutory records and registers for applicable labour laws as prescribed under the following rules:
 - a) Ease of Compliance to Maintain Registers under the various Labour Laws, 2017
 - b) Rationalization of Forms and Reports under Certain Labour Laws Rules, 2017
 - c) Labour Codes (after they are made effective by Government of India)

2. The Agency has to maintain the following (but not limited to) Registers/ Forms/Reports/ Returns at all times:
 - a) Employee Register in FORM A (to be replaced by FORM – IV of Code on Wages- 2019 after it comes into force)
 - b) Wage Register in FORM B (to be replaced by Register of Wages, Overtime, Fine, Deduction for damage and Loss in FORM – I of Code on Wages-2019 after it comes into force)
 - c) Register of Loan / Recoveries in FORM C
 - d) Attendance Register in FORM D
 - e) Register of rest/leave/leave wages in FORM E
 - f) Copies of Wage Slips in FORM XIX (to be replaced by FORM – V of Code on Wages-2019, after it comes into force)
 - g) Copies of Employment Card in FORM XII

3. Documents to be submitted by the Agency to HOGPL Official at various stages during the contract tenure.
 - a) Immediately after issuance/receiving of Letter of Intent (LOI) /Work Order:**
 - i. Details as required for issuance of FORM - VII (Notice of Commencement of Work)
 - ii. Application for issuance of FORM –III (Form of Certificate by Principal Employer) for obtaining Labour License from Licensing Authority for engaging 20 or more resources.
 - iii. Copy of FORM - VI (License) before commencement of work if 20 or more resources are engaged.
 - iv. Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
 - v. Copies Insurance Policy(ies) as mentioned at Annexure-iv
 - vi. Copy of Labour Identification Number (i.e. LIN) Registration done in Shram Suvidha Portal of Govt. of India.
 - vii. Copy of registration under the building and other construction workers (RE&CS) Act, 1996 in case the contractors deploy ten or more building workers in any building or other construction works.
 - viii. Copy of registration under the building and other construction workers (RE&CS) Act, 1996 in case the contractors deploy ten or more building workers in any building or other construction works.

 - b) At the time of submission of monthly bills**
 - i. Copy of Employee Register in FORM – A under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017 (to be replaced by FORM – IV (of Code on Wages-2019, after it comes into force).
 - ii. Copy of Wage Register in FORM – B under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017 (to be replaced by Register of Wages, Overtime, Fine, Deduction for damage and Loss in FORM – I of Code on Wages-2019, after it comes into force) duly certified by authorized representative of the Contractor and authorized person in HOGPL certifying as “Certified that the amount shown in the column No. ---- has been paid to the workman concerned in my presence (date)at (place)” along with copy of bank statement duly certified by bank and copy of online transaction statement against each resources with details of name, account number amount paid & date of payment as proof of Cashless Transaction / Payment of wages through e-banking/digital mode.
 - iii. As a part of compliance and proof of depositing Provident Fund, EDLI and ESI contributions

the Agency shall submit copies of the Separate e-Challans / ECR, bank receipts/bank statement in respect of resources deployed in HOGPL in the previous month in this contract. The documents should also contain details of resources, PF account No., ESI No., contributions of resources and employer etc.

- v. Copy of Wage Slips in FORM XIX
- vi. Proof of deposit of Cess under the building and other construction workers welfare Cess Act, 1996 (if applicable)

c) At the time of closure of contract

- i. Indemnity Bond of Rs. 100/- duly notarized from Notary indemnifying HOGPL from all liabilities w.r.t. the resource engaged by the Agency regarding payment of wages, Provident Fund/ESI contributions, Insurance and other statutory payments. Format for Indemnity Bond is as per Form F-19
- ii. Copy of the Wage Register in FORM – B (to be replaced by FORM-I of Code on Wages-2019 after it comes into force) for the last month.
- iii. Copies of Service Certificates issued to resources in Form VIII
- iv. Copy of the ECR related to EPF and ESIC Compliance in respect of Resource.
- v. Details as required for issuance of FORM - VII (Notice of Completion of Work)
- vi. Copies of FORM-C & FORM –D under the Payment of Bonus Act 1965 as proof of payment towards Bonus.
- vii. Copy of proof towards release of Leave Encashment
- viii. Copies of No Dues Certificate from contract workers stating they have received all statutory payments and social benefits.
- ix. Proof towards KYC compliance on contract workers.
- ix. Proof of deposit of total Cess under The Building and other Construction Workers' Welfare Cess Act, 1996, (if applicable) with final assessment from respective Cess collector (s).

d) Verifications of bills and documents submitted by the Agency:

Before certifying/verifying the running/ final bill/invoice of the Agency, the designated HOGPL Official of the respective contract of HOGPL, shall verify from the ECRs of PF/ESI, through respective web portals, the detail/status of the payment made by the Agency. In case the information furnished by the Contractor is found to be incorrect, HOGPL shall take appropriate action against the Agency under relevant conditions as available in the tender document.

12. PENALTIES:

- a) All deployed personnels shall be provided with PPEs by agency and such personnel shall wear PPEs at the site. In the event of non-compliance, penalty of Rs.500/- per instance /per personnel shall be levied.
- b) Penalty of Rs. 500/-per instance/per personnel will be imposed if the personnel doesn't attend the mentoring session/trainings unless and until proper and valid justification is furnished.
- c) Failing to provide the replacement personnel within 7 days in case of discontinuity of service of deployed personnel, Penalty of Rs. 1000/- per day per personnel shall be levied.
- d) **Non-Compliance with Safety Rules and Regulations:** If the contractor fails to adhere to the safety rules and regulations stipulated by HPOIL and does not comply with various clauses outlined in the order, contract, or tender, the contractor will be subject to appropriate penalties Rs. 500/- per person per day. The contractor shall be also responsible for initiating strict disciplinary action against the concerned employee.

If any deployed employee is found under influence of alcohol, drug or any psychotropic substance during the duty hours, it will attract penalty of Rs. 2,000/- per incident per manpower & immediate termination of the delinquent employee/s shall be carried out by the contractor.

The Maximum Limit of the penalty is 50% of total invoice value of that part of Month.

Statutory Non-compliance Penalty Provisions:

- e) **Failure to Submit Provident Fund, ESI, PT, LWF remittance Challans:** If the AGENCY fails to submit the PF, ESI challans for the previous month along with the bills within the contract's validity period, then HPOIL will deduct 5% (Five percent) from the payable amount in the contractor's running bill and hold it as a deposit. The retained amount will be refunded to the contractor upon the presentation of PF challan/receipt in the subsequent month. Additionally, for any month where PF, ESI challans are not submitted, a penalty of Rs. 5000/- will be imposed on top of the amount reasonably equivalent to PF contribution. Similarly, the AGENCY shall submit proof of payment made by them towards PT & LWF as and when it is remitted to the concerned authorities in accordance with the law.
- f) **Coverage of Employees under ESI & EC Acts:** AGENCY shall ensure that all the employees deployed by them to HPOIL must be covered under the provisions of Employees State Insurance Act and Employee Compensation Act from the first day of their joining at designated HPOIL location. In case if it is observed that the employees are not covered under ESI from the first day of their deployment, the non-compliance shall be viewed seriously and accordingly a penalty of Rs. 5000/- per employee per week shall be recovered apart from the AGENCY being solely responsible for any legal consequences including penal actions arising out of such non-compliance from statutory authorities. Any delay exceeding 21 days from the date of the work order in obtaining or submitting ESIC/WC/required insurance cover, or taking insurance for a shorter duration, will result in a penalty of Rs. 5000/- per week or any part thereof, in addition to the amount reasonably equivalent to insurance contributions, for that particular month- penalty clause of no use if no ESIC
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.