HPOIL GAS PRIVATE LIMITED

(A Joint Venture of HPCL & OIL)

TENDER FOR HIRING OF SECURITY SERVICES AT KOLHAPUR GA

TENDER NO. HOGPL/2026-27/C&P/033
DATE: 02.11.2026

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1.0 SCOPE OF WORK

On consideration of the remuneration payable by the Company to the Security Agency, under the contract agreement, the Security agency undertake to carry out Security Work of adequately safeguarding and maintaining vigilance of the Company's plant, facilities, sites, products, stores, equipment etc., within the location premises on 24 X 7 hr. basis.

The Security agency shall provide Security Guards to carry out the security work satisfactorily **ROUND THE CLOCK ON 8:00 HRS PER SHIFT BASIS** without any holidays, leave, etc.

The Security Agency shall ensure the availability of replacement Security Guards in the event of annual leave, prolonged illness, absenteeism, casual leave, sick leave, weekly off or any other absence of deployed personnel, so as to maintain the full prescribed manpower strength at all times without any disruption in security services. The Agency shall provide such replacements with prior intimation to HOGPL. No additional charges shall be payable by HOGPL for providing such replacements, and the cost of such replacements shall be deemed to be included in the agreed contract rates.

Any replacement Security Guard deployed by the Agency shall fulfil the same minimum eligibility criteria and requirements as prescribed for the regular deployed Security Guards, including minimum educational qualification, satisfactory police verification/background verification and medical fitness certification. The Agency shall submit the relevant supporting documents to HOGPL for verification and approval before deployment of the replacement personnel.

Depending on the business requirements of HOGPL, the Security Guards may be deployed or transferred to any other location within the respective Geographical Area (GA), as directed by HOGPL from time to time. The Security Agency shall ensure such deployment without any additional financial implication to HOGPL, subject to the agreed contractual terms and conditions.

The Agency shall ensure regular and effective supervision and control over all personnel deployed for execution of the contractual obligations. For this purpose, the Agency shall nominate a Supervisor/Authorised Representative who shall be readily available at all times to provide necessary instructions, guidance and directions to the deployed personnel and to ensure the smooth and uninterrupted delivery of security services.
The Agency shall maintain all statutory registers, records, documents and returns as prescribed under the applicable Labour Laws and Labour Codes in force in India, along with the relevant rules, regulations and notifications issued by the Central and respective State Governments from time to time. Such registers and records shall be made available to HOGPL or its authorised representatives for inspection and verification whenever required.

The personnel proposed to be deployed by the Agency shall possess a minimum educational qualification of 10th Standard pass from a recognized Board of Education in India, duly recognized by the Government of India or the respective State Government. Prior experience in relevant security services shall be considered an added advantage for Security Guards.

If any of the persons deployed is reported to be not up to the mark by HOGPL in respect of his performance/behavior/ 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 uninterrupted. No additional payment shall be made to the AGENCY by HOGPL for such replacement of personnel.

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 satisfsies all statutory and other requirements to perform SERVICES assigned by HOGPL.
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 shall, at its own cost and expense, obtain and maintain the following insurance policies for all personnel deployed for execution of the contract who are not covered under the Employees' State

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Insurance (ESI) Scheme, i.e., employees excluded from or not eligible for coverage under ESI, in accordance with applicable statutory provisions:1. Employee Compensation Policy: A valid Employee Compensation Insurance Policy covering all deployed personnel against employment-related injuries, accidents, disability and death, in accordance with applicable statutory provisions.
2. Group Medical Insurance Policy: An additional Group Medical Insurance Policy with a minimum Sum Insured of ₹3,00,000/- (Rupees Three Lakhs only) per person for each personnel deployed at HOGPL. 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 wages of Guards. 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.
No resource below the age of 18 years shall be deployed by the contractor for the execution of the contract.
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.
Indemnity 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
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.
Employee Register in Form XIII [Rule 72(1)(i)], as applicable under the relevant provisions of the Occupational Safety, Health and Working Conditions Code, 2020.
Verified Attendance Register-cum-Muster Roll in Form XVI [Rule 72(1)(ii)] for all manpower deployed at the site, as applicable.
Verified copy of Form XX (See Rule 76) – Register of Leave with Wages, as applicable.
Proof of deposit/payment, ECR details of Provident Fund (PF), including ECR, challan and other supporting documents.
Proof of deposit/payment of ESIC, including contribution challan and supporting documents, wherever applicable.
Wage slips in Form XVI [Rule 72(2)] for all deployed contract manpower, as applicable.
Letter of Appointment with specified wage rate
Bank transaction details of salary process.
A duly signed self-declaration on the Agency's letterhead confirming the authenticity of the submitted documents, compliance with applicable labour laws and indemnification of HPOIL against liabilities arising from the Agency's non-compliance.
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. All above documents should be submit along with RA bill.

TERMS AND CONDITIONS FOR SALARY:

a) SOR Rate = Service charges + Salary paid to Guards

b) Salary of Guards per quantity as per SOR = the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable employees employed in WATCH AND WARD (without arms) by notification of Ministry of Labour & Employment Government of India notified/ amended by time to time, applicable ESIC including the PF contribution Leave with Wages (4.81% on Basic+VDA), 8 paid public holidays per annum, 8 paid Casual Leave per annum, Employer LWF. No other components shall be added in the salary structure of Guards.

	Unit	**Qty**	**Unit Rate**
Basic	Days	1	579
VDA	Days	1	354
Gross Wage-(1)			**933**
PF Employer (@13% of basic) (Rs. 25000 ceiling)	Days	1	121
Bonus (@8.33% of Gross Wage) applicable if wage for eligibility is less to ₹21,000	Days	1	0.00

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Leave with Wages (4.81% on Basic + VDA)	Leave	1	45
8 paid public holidays per annum	Leave	1	24
8 paid Casual Leave per annum	Leave	1	24
Employer LWF	Rs. /Unit	1	0.480769231
Retrials-(2)			**214.48**
Total (1+2) i.e., Per Day Salary of Security Guard			**1148.00**

*Latest VDA Circular dated 01.10.2026 has been considered to calculate the salary of Security Guard. Any revision in the VDA component thereafter shall be applicable strictly in accordance with the revised Minimum Wages Notification issued by the Ministry of Labour & Employment, Government of India, from time to time. HOGPL shall reimburse the corresponding additional financial liability arising solely on account of such VDA revision, subject to submission of the revised Government notification, supporting wage calculations and documentary proof of actual disbursement of the wages to Guard by the AGENCY, and verification of the same by HOGPL.

c) Service charges shall be inclusive of all costs such as administrative cost, insurance premiums, overhead, training cost, safety accessories, Uniforms, conveyance charges, profit, recruitment cost, and any other incidental expenses incurred in providing smooth services to HOGPL.

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d) The payment to these personnel shall be made by cheque/RTGS/NEFT only. No Cash payment shall be acceptable.

D) PAYMENT FOR LEAVE PERIOD: -

For each contract personnel, HOGPL shall admit payment of absence @ 1.25 days per calendar month on account of Leave sanctioned by the AGENCY (on a cumulative basis, maximum 15 days over a period of 12 months. These Leaves shall be accumulated till the tenure of the contract.
One day leave can be taken in two half-day leaves.
Leaves shall be accumulated till the tenure of the contract.
8 paid public holidays per annum, 8 paid Casual Leave per annum which can't be accumulated in year end
The leave will be granted by the agency with proper replacement manpower & communicate to HOGPL authority
Leave wages can be encashed and are to be availed before the completion of the contract tenure.

Compliances under various Labour Laws: -

The contractor has to fully comply with all applicable laws and regulations passed, modified and notified from time-to-time by the central, state and local government agencies/authorities. Specific attention of the contractor is drawn to the following obligations amongst other:

1. Under the Code on Wages 2019
2. Under the Code on Occupational Safety Health and Working Conditions Code 2020
3. Under the Code on Social Security 2020
4. Under the Code on Industrial Relations 2020

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.

The Security agency will be responsible for providing Security Surveillance and Vigilance including jobs of Firefighting, frisking, mob control, joint meter reading, housekeeping, gardening etc., at all locations. Besides the Security agency will also maintain Visitors books, issue of Visitor passes and maintain various records required by the Company as well as statutory requirements.

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In the event of theft to the HOGPL's properties, the security agency will submit a report basis its own investigation. Security agency will actively assist the HOGPL to report any such incidents to the police on advice from the Engineer in Charge and do the necessary follow-up on the same. The Security agency shall lodge FIR with police and carryout necessary follow-up. In investigation if it emerges that the Security Guards of this security agency are prima facie involved in such theft, then the security agency will immediately remove those Security Guards from HOGPL duty and shall take proper disciplinary and legal action against them.

No additional charges will be entertained for the Security Head visiting site location.

HOGPL shall have the right to terminate the contract ex-parte if Security agency work is found to be unsatisfactory and there are no efforts from the Security agency side to make up for the delays / deficiencies. In case of unsatisfactory services, HOGPL shall have the right to carry out the security job, either by themselves or by other security agency at the risk & cost of the existing security agency and all additional cost incurred on the same shall be debited to the defaulting security agency and the decision of HOGPL shall be final in this regard. When the contract is terminated by the HOGPL for all or any of the reasons mentioned above the security agency shall not have any right to claim compensation on account of such termination.

Private Security Agencies have to pay wages decided by the Maharashtra Security Guard Board Minimum Wages w.e.f. January 01,2021 or As ter the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable employees employed in WATCH AND WARD (without arms) by notification of Ministry of Labour & Employment Government of India notified/ amended by time to time, whichever is higher will be applicable.

The Security agency shall issue each Security Guards individually with uniforms, socks, shoes & rain protective equipment, torch lights for night patrolling including replacement of torch cells and other PPE as under:

Items Description	**Qty (Pairs/Nos.) Per Annum**
Terricot Uniforms (2 Summer & 1 Winter)	3 sets/pairs (Note- 2 sets of uniform should be distributed within 10 days from date of commencement of contract and third set should be distributed during first week of seventh month of contract)
Safety Shoes-Leather with Metallic Toe	2 pairs of Liberty or Bata make only (Note- 1st pair of shoes should be distributed within 10 days from date of commencement of contract and second pair should be distributed during first week of seventh month of contract)
Socks	3 sets/pairs (Note- 2 pairs of socks should be distributed within 10 days from date of commencement of contract and third pair should be distributed during first week of seventh month of contract)
Rain coat	1 each (Note- Rain coat should be distributed before 01 June of every year)
Umbrella	1 each (Note- Umbrella should be distributed within 10 days from date of commencement of contract
Woolen Overcoat (for winter)	1 each (Note- Woolen Overcoat should be distributed before 01 November of every year)
Torch Light (ISI mark, mini. 4 cells rechargeable)	2 ((Note- 1st Torch Light should be distributed within 10 days from date of commencement of contract and second Torch Light should be distributed during first week of seventh month of contract)

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Torch Cells	As and when required
Lathi (Iron) or Baton	1 (Note- Within 10 days from date of commencement of contract)
Steel Whistle	1 (Note- Within 10 days from date of commencement of contract)
Belt	1 (Note- Within 10 days from date of commencement of contract)
Cap	1 (Note- Within 10 days from date of commencement of contract)
Register, Diary, Pen, and other stationery items	As and when required (Note- Within 10 days from date of commencement of contract)
Rechargeable LED Flashing Baton Light for traffic control, with high-visibility red/green light modes	As and when required (Note- Within 10 days from date of commencement of contract)

NOTE: - The Security agency shall submit samples of uniform cloth and all PPE items to HOGPL in the beginning of the contractual period and obtain the approval from HOGPL before distribution of the same to the security staff. HOGPL reserves right to reject samples of inferior quality or brand. Contractor has to provide Quality Material & PPE to security staff as advised by HOGPL. If contractor fails to provide Quality Material & PPE to security staff as advised by HOGPL, HOGPL will provide required Quality Material & PPE to deploy security staff at the cost of Party. The decision of HOGPL is final in this regard. The date of distribution of various items as listed in above table will be decided by the Engineer in Charge with one-week prior notice to security agency.

Any of Security Guards provided by the party; whose work or conduct is found unsatisfactory necessary action including replacement as deemed fit shall be taken by the Security agency immediately at no cost to the corporation.

Security agency should produce character verification & antecedents of security staff positioned through local police at the time of induction of the security staff in HOGPL site, at the time of commencement of the Security & Surveillance contract or any time / thereafter whenever a new person is included. Copy of Police verification record and health certificate for each and every security staff shall be submitted to HOGPL. After every six months fresh Police Verification & After every one year Health Check Up certificate needs to be submitted by Security Agency.

The Security agency shall indemnify the Corporation for loss / damage / deterioration or loss of product or materials or property arising from any act or negligence on the part of the Security Agency and their employees and suffered by the Corporation. The Corporation's decision with regard to the amount of loss/damage suffered shall be final and binding to the party. The Corporation shall be entitled to deduct the amount of loss/damage suffered by the Corporation from the amount payable to the party. Any amount still remaining payable will be recovered through other appropriate measures as deemed fit by the Corporation

The Security agency should ensure that none of Security Guards will be member of the Trade Union of the Corporation Employees or take any interest in Trade Union activities of the Corporation Employees

The Security agency hereby agrees that the security and safety of the Corporation's property which the party is to safeguard shall be at risk in case the employees of the party give wrong report, report late or without uniform or with improper uniform/reporting etc. The associated risk while being substantial cannot be measured in terms of money.

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 resources engaged by the Agency regarding payment of wages, Provident Fund/ESI contributions, Insurance and other statutory payments.

ii. Copies of Service Certificates issued to resources in Form VIII

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iii. Copy of the ECR related to EPF and ESIC Compliance in respect of Resource as per applicability

iv. 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.

v. Proof towards KYC compliance on contract workers.

vi. Prof of submission payment reciept of PT & LWF & other statutory deduction as per law.

As such the party hereby agree to the following penalties:

Penalty for improper reporting will be as under:

ABSENTEEISM/IMPROPER REPORTING/IMPROPER DUTY	
Security Personnel / Agency	**(Rs per day/incident)**
Security Guard	1500/-

If the security agency does not provide proper uniform to any of the security personnel then a penalty of Rs. 1000/- would be imposed on the security agency for each instance of improper uniform.
If the timely payment is not made to the personnel by 7th of each month, Rs.10000/- per day delayed period shall be deducted from the service charges of the Agency.
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.
In case if it is observed through HPOIL's periodical audits on Statutory Compliance that the AGENCY is not complying with the laws applicable as per contact, 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.
In case the Agency is not able to mobilize the manpower within the specified time, a penalty @ Rs.2500/- per person per day shall be recovered from the service provider.

The above will be recovered from the bills of/money payable to the party.

Security Agency shall submit daily as well as weekly consolidated reports in the prescribed format to concerned HOGPL officers through e-mail/hard copy.

The security agency will be responsible for providing security surveillance and vigilance including firefighting, frisking, mob control etc., at pipeline location & stations. Besides, the security agency will also maintain visitors book, issue of visitor passes and maintain various records required by the corporation as well as statutory requirements. Security agency will also undertake locking and unlocking of premised / other facilities as directed by the HOGPL.

Supervision and control of Security Guards to be carried out by Service Provider as a part of their internal administration process and system. Day and night patrolling by service provider at all the 3 locations.

Records of attendance, material, and events to be maintained by Service Provider in manual and electronic form.

Indemnify HOGPL against any non- compliance on part of the service provider with respect to applicable statutory laws.

Basis of Security Guard Requirement & deployment plan is tabulated below:

Sl. No.	**Location**	**Area in Sq. m.**	**No. of Security Guard Req. per day**	**No. of Security Supervisor**
01	Mother Station, Kagal	11741	06	01
02	City Gate Station, Mouje Vadgaon	4020	03	

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04	Emergency Security Deployment as per site requirement	NA	As per requirement	

Sufficient Number of relivers/ alternate arrangements of security guards should be arranged by the bidder as per requirement without any additional financial implementation to HOGPL.

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