



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

TENDER FOR
HIRING OF MANPOWER SERVICES AT HPOIL GAS PVT LTD AMBALA-
KURUKSHETRA, HARYANA

TECHNICAL VOLUME

TENDER NO. HOGPL/2025-26/C&P/002
DATE: 31.05.2025

A. SCOPE OF WORK

1. The services for SOR item no. 1 & 2 (Watch and Services & Warehouse Caretaker) shall have to be provided 24*7 round-the-clock in 3 shifts of 8 hours duration each and deployment of the same shall be as follows: -

CGS Jalbera: Morning, Evening, and Night Shift: 1 Watch and ward per shift with 1 day each off after 6 days of working with reliever at each site on week off/Sunday/holiday.

Adhoya CGS converted to store: Morning, Evening, and Night Shift: 1 warehouse caretaker per shift with 1 day each off after 6 days of working with reliever at each site on week off/Sunday/holiday.

2. The company may ask contractor to submit verified documentary evidence of personals engaged in providing services to HPOIL.
3. All personnels covered in SOR item no. 1, 2 & 4 must be trained in fire-fighting and Basic First aid procedures.
4. The contract and the contract labor engaged by the contractor shall be governed by: -
 - i. The GST Act.
 - ii. The Factories Act.
 - iii. The Minimum Wages Act, 1948.
 - iv. The Workman's Compensation Act, 1923.
 - v. The Payment of Wages Act, 1963.
 - vi. The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed thereunder.
 - vii. Employees' pension scheme, 1995.
 - viii. Inter-State Migrant (Regulation of Employment and Condition of Service) Act, 1979.
 - ix. Private Security Agency Regulation Act, 2005 (PSARA).
 - x. The Employees Provident Fund & Miscellaneous Provisions Act, 1952.

Any other act or statute not here in above specially mentioned having bearing over engagement of workers directly or indirectly for execution of work.

5. **The contractor shall not make the company liable to reimburse the contractor for the statutory increase in the wage rates of the contract labor appointed by the contractor. Such statutory increase in the wage rates of contract labour shall be borne by the contractor. The bidder needs to quote considering the possible escalation in the wage rate during the tenure of the contract. It is being clarified that no change in the rates quoted will be accepted after the award of the work order.**
6. Prior to commencement of work the contractor shall submit the following: -
 - i. List of personnels to be deployed and their discharge books.
 - ii. Medical fitness certificate of all the personnels to be deployed.
 - iii. Police verification of character and antecedents of the personnels to be deployed under the contract as per the system and procedure of the Govt. Regulations.

B. RESPONSIBILITIES OF THE CONTRACTOR

1. The Contractor shall maintain liaison with Local Police Stations in connection with the filing of FIR and helping Police for investigation (wherever required), to bring improvement in services wherever contractor persons deployed.

2. Contractor shall have to watch and safeguard Company's property round the clock generally within and around assigned duty areas/sites. At times Contractor may have to deploy the Watch and ward in other areas as decided by the Installation In-Charge if required for operational exigencies. Any loss/damage/theft of the Company's property from any assigned areas/sites shall have to be made good at the Contractor's cost in case of occurrence during the period of the area/site being guarded by the Contractor. Also, at times the Contractor may be required to deploy the Watch and ward for particular time e.g., 1st shift, or 2nd shift, or 3rd shift or general shift in any post(s) depending on operational requirement.
3. In case any item(s) is lost from the place where contractor Watch and ward is deployed entire amount will be recovered from the Contractor's Bill. If the Contractor recovers the materials, he shall submit the necessary certificate from the concerned department duly received by the concerned department who raised the theft reports within 15 days from the date of occurrence of theft and the recovered money will be returned.
4. The Contractor shall be solely responsible for any damage, loss or act of subversion or unlawful activities, which may be caused or committed, by any one of his/her/their workers within Company's establishment during the contractual period.
5. The Contractor must provide full uniform to the Watch and ward and warehouse caretaker. The name of the Contractor shall be prominently visible on the shirt and the name of each Watch and ward and warehouse caretaker and displayed on a nameplate pinned to the shirt worn by the Watch and ward and warehouse caretaker. The Contractor must ensure that the Watch and ward and warehouse caretaker turn up on duty with a suitable and proper uniform. Any Watch and ward and warehouse caretaker, without afforested dress, shall not be allowed to attend duty.
6. PPEs for each person to be provided as under:

SOR Item No.	Description of item	Total No of Personnel Engaged	PPE to be provided per person per year
1	Watch and ward Services for 03 Nos without Arm + 01 Reliever at the premises of CGS Jalbera.	4	Safety Shoes - 1 pair Khaki Uniform - 1 set (1 Khaki shirt + 1 Khaki trouser + 1 Cardigan + 1 Belt) Rain Suit - 1 set (1 rain suit + 1 rain trouser) Whistle - 1 no. Umbrella – 1no.
2	Warehouse Caretaker Services for 03 Nos + 01 Reliever at the premises of Adhoya CGS, converted to Store.	4	Safety Shoes - 1 pair Khaki Uniform - 1 set (1 Khaki shirt + 1 Khaki trouser + 1 Cardigan + 1 Belt) Rain Suit - 1 set (1 rain suit + 1 rain trouser) Whistle - 1 no. Umbrella – 1no.
3	Receptionist Services at Ambala office and Kurukshetra office in General shift, 1 person at each location.	2	Rain Suit - 1 set (1 rain suit + 1 rain trouser) Whistle - 1 no. Umbrella – 1no.
4	Services of Storekeeper for 01No person at Ambala Kurukshetra GA	1	Safety Shoes - 1 pair Rain Suit - 1 set (1 rain suit + 1 rain trouser) Umbrella – 1no.
5	Services of Office Assistant for 1 (one) each at Ambala office & Kurukshetra office.	2	Rain Suit - 1 set (1 rain suit + 1 rain trouser) Umbrella – 1no.
6	Services of Office Attendant for 1 (one) each at Ambala office & Kurukshetra office.	2	Rain Suit - 1 set (1 rain suit + 1 rain trouser) Umbrella – 1no.

In addition to above contractor to provide High Power Torch Light- 02 no's each at total 4 locations as per below specification.

Super Lite 10

LED :10W

Battery :4V 4.5Ah Lead Acid

3X18650 Li

Body /Colour: ABS/Black

Charging: A/C Mains 220V 50Hz

Operation Modes Strong-Super Strong-Flasher

Charging Time Approx: 12 hrs

Operation Time: Up to 10 hrs

Battery Charger: External

Weight (Approx) :975 gms in Lead Acid 570 gms in Li

Dimensions (Approx): 215X130X135 mm

7. Providing PPEs and all others as mentioned above shall be under the contractor's scope including the cost of batteries/ power source for the Torch Lights throughout the entire contract period and no bill shall be claimed against these at any time.
8. The contractor must ensure that his personnel turn up on duty with suitable and proper uniform, failing which penalty of **Rs. 200.00** (Two hundred) per day per person shall be deducted from Contractor's bill till the same is provided.
9. The Contractor shall issue Identity Card/Photo Pass to each Employee/personnel engaged by them as per Companies and Govt. service Regulatory norms & the employee must carry/display the same during working hours. The contractor shall get a sample of the uniform approved by the Engineer-In-Charge before providing the same to his employee/personnel.
10. Contractor shall deploy only male person against SOR item no. 1 & 2 per shift per post who must be physically/medically/mentally fit and do not exceed the overage (above superannuation). Moreover, no under-aged personnel (as per Govt. Rules) should be deployed by the contractor. Deployment should be in straight shift with no break for 8 hours.
11. The Contractor at his own cost shall arrange transport services wherever required for self and the deployed personals to execute contractual responsibilities.
12. The Contractor shall not engage any personal whose Police verification report is found adverse.
13. All posts are transferable and may be split/re-deployed depending on operational requirements without any prior notice.
14. The Contractor shall comply with any other instruction which may be issued by the Company from time to time. The number of persons at any of the Watch and ward posts may be changed from time to time due to operational exigencies to which the contractor shall not object.
15. The Contractor shall be responsible for ensuring the disciplined duty of the Watch and ward. The Contractor shall be solely held responsible for the misconduct of any Watch and ward whatsoever. If the lawful authority in connection with any crime convicts any of the contractor's Watch and ward, the Contractor shall immediately remove such person from services.
16. In case of death of any employee/personnel of the Contractor, the Contractor shall be responsible for settling down his/her claim, and under no circumstances his/her next of kin can claim for deployment in the company (HOGPL).
17. The Contractor shall ensure that Watch and ward & warehouse caretaker do not leave their place of duty under any circumstance till the next reliever reports for duty. The contractor shall be fully responsible for the deployment of the reliever.

18. The Contractor shall ensure that Watch and ward, warehouse caretaker personnel deployed on duty are properly explained the nature of job and hazards associated with the assigned job in consultation with Engineer-In-Charge or his/her authorized representative. The Contractor shall follow all the HSE guidelines.
19. The Contractor shall have a registered office with a telephone number and Mobile Phone. The Contractor shall make available the Office address, telephone number, and mobile number to the Engineer-In-Charge. The Office address, telephone number, and mobile number shall also be available with the employees/personnels engaged by contractor.
20. The Contractor shall maintain the following registers in every post: -
 - i. Monthly Duty roster and shift-wise daily attendance of the employees/personnels deployed (one copy should be submitted every month to the Engineer-In-Charge).
 - ii. Day to day record of incoming/outgoing materials and vehicles wherever applicable.
 - iii. Visitor's register wherever applicable.
 - iv. Beat book/duty book/diary book on daily basis with details of duty/shift/off, etc. The Beat book/Duty book should be carried by the employee/personnel while on duty for showing to the Contractor's supervisor and/or the Engineer-In-Charge or his/her Representative while checking Duty Post.
21. The Contractor in their posts, if required, shall arrange for permanent/temporary accommodation for the Watch and ward.
22. The contractor should have no claim against the company in respect of service which may be withdrawn at any stage and the contractor should be paid only for the duration of the service rendered shift-wise strictly as per service charges.
23. Contractor will take action against the engaged person who is found under influence of liquor while on duty.
24. The contractor must follow the guidelines issued by CLC(C), New Delhi regarding payment of wages.
25. The quoted rates should be inclusive of all including Contractor's commission/ Handling charges, service charge, GST, and all others as applicable.
26. The wages should be paid on or before the 7th day of each month. Wage slips will also have to be issued to the personnel deployed. Received copy of wage slips by the persons deployed shall be submitted along with the bill.
27. The total expenditure incurred to maintain the high-power torch lights throughout the contract period should be paid by the contractor and no claims should be made for the reimbursement of the same.

C. QUALIFICATION & EXPERIENCE FOR DEPLOYED RESOURCES

Sl. No.	Description of item	Qualification	Experience
1	Watch and Ward	12th Std Pass	1-2 years exp in security
2	Warehouse Caretaker	12th Std Pass	1-2 years exp in similar field
3	Receptionist	10/12 Pass, Graduation would be preferable	--
4	Store Keeper	B. Com, Diploma in Material Management preferred	1-2 years exp in similar field
5	Office Assistance	Any Graduate (BA/B. Com/ BSc/ BBA). Post Graduate qualification in Management would be desired	Minimum 02 years post qualification experience
6	Office Attendant	10/12 Std Pass	--