

**Instructions for filling up Price Schedule (Form 1-A, 1-B, 1-C, 1-D & 1-E)**

1. The total price as quoted in Form 1-A of the Bidding Document shall include the cost of services, taxes and duties respectively as included in the scope of Contract as stipulated in the Bidding Document and to complete the scope of services contemplated by the Bidding Document irrespective of whether all the items for services are categorically listed out/brought out elsewhere or not.
2. The bidder to note that this is an item rate contract. All the services which are deemed to be performed by the contractor as stipulated in the Bidding document and its cost thereof must be covered suitably and appropriately assigned to various available heads and categories.
3. Unless the basic parameter changes or additional/extra requirements are made, total payments to be made to the contractor shall be limited to Quoted price.
4. Quoted price including unit prices shall remain fixed and firm and shall not be subject to any change whatsoever including those on account of change in currency exchange rate.
5. Prices quoted by the Bidder shall also include cost of any other services/supplies/work(s) not specifically mentioned in the Bidding Document but necessary for the safe, efficient and trouble free performance of the Works.
6. The Contract Price quoted as above shall be inclusive of insurance charges and Overtime charges.
7. The quoted prices in Form 1-A, Form 1-B & Form 1-D shall be inclusive of all taxes. All indirect taxes, duties and levies (such as goods and service tax, local taxes etc.) as applicable (in India) on a direct transaction between the Owner and the Contractor (both present and future) shall be borne by the Contractor. Further, the Bidder shall indicate the amount of each component of tax, duty, levy, etc. separately in Form 1-C.
8. Price shall be quoted both in figures as well as in words in clear legible writing. In case of a discrepancy between the amount stated in figures and words, the amount quoted in words shall prevail.
9. The total prices shall be fixed till the expiry of term of the Contracts and are not subject to price variations except the rate of fuel.
10. Capitalised terms used in this Form but not defined shall have the meaning prescribed to them under the Bidding Document.
11. Bidder shall specify name of the company and sign and affix common seal on all pages of Price Bid. The common seal is to be affixed in accordance with the procedure prescribed under its articles of association/board resolution and in accordance with the Companies Act, 1956.
12. The Contractor shall furnish prices based on the details provided in the bidding documents. It must be clearly understood that the Contractor have to strictly furnish the prices based upon bill of quantities (BoQ mentioned in Form 1-D) and technical specifications.

**ON-LINE BID SUBMISSION PROCESS**

13. Due to COVID 19 pandemic, **ON-LINE BID SUBMISSION** shall be done by the bidders. The existing OTPC's online cloud-based storage solution shall be utilized to facilitate online bidding as per the following process:

- a. Bidder shall send the request email to OTPC for creation of FTP path for the bid submission. The request email shall have the details of Bid security amount and NEFT details of payment made by bidder to purchase the bidding document inline with clause no: 2.0 of NIB. Please note that any request email for FTP creation without Bid security and bid document purchase details shall not be considered.
- b. OTPC shall create the unique FTP path for the bidder upon confirming the details provided by the bidder for Bid Security and Bid Purchase amount. Bidder to note that the last date for submission of request for creation of unique FTP shall be 12:00 Hrs on 15<sup>th</sup> December 2020.
- c. Bidder shall upload their (signed & scanned) technical and commercial bids separately on secured FTP folder provided by OTPC.
- d. The FTP folders shall be password-protected, and only respective bidders shall be informed about the credentials to access the on-line folder securely.
- e. The bidders shall be authorized to upload the bids on the portal only, and the bidder shall not be able to delete any bid once, the bid is uploaded.
- f. The on-line upload portal shall be available for a specific duration as per the approved bid submission date. After completion of the bidding date, the link will be auto expired.
- g. **Technical bids** shall **NOT** be password protected. However, **COMMERCIAL BIDS SHALL BE PROTECTED WITH A PASSWORD** which shall be shared **only with Managing Director of OTPC** at his email ID i.e., sanil.namboodiripad@otpcindia.in .The password shall be shared before the closing time/date of the bid as indicated in Clause no. 2.0 g(2) of the Notice Inviting Bid (NIB).
- h. Commercial bids of only technically qualified bids shall be opened after obtaining approval from the procurement committee and MD,OTPC.



**FORM 1-A**

**PROFORMA FOR PRICE PROPOSAL**

We, \_\_\_\_\_ the Bidder, propose to the ONGC Tripura Power Company Limited, New Delhi, India that we shall carry out the whole of Services involved in connection with execution of Housekeeping and Canteen Catering Services, at 2 x 363.3 MW gas based combined cycle power plant at Palatana, Tripura in India as indicated in the Bidding Document (Proposal No. \_\_\_\_\_).

The total price for providing services in connection with execution of Housekeeping and Canteen Catering Services, at 2 x 363.3 MW gas based combined cycle power plant at Palatana, Tripura for 36 months as defined in the Bidding Document, as also indicated in Form 1-B & Form 1-D, shall be INR \_\_\_\_\_ (Indian Rupees \_\_\_\_\_).

Dated this \_\_\_\_\_ day of \_\_\_\_\_ [2020].

For and on behalf of \_\_\_\_\_ (Name of Bidder)

Address of head Office:  
\_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position held \_\_\_\_\_

**Witnesses**

1) Signature \_\_\_\_\_

Name \_\_\_\_\_

Position held \_\_\_\_\_

2) Signature \_\_\_\_\_

Name \_\_\_\_\_

Position held \_\_\_\_\_

[Affix Common seal here]

Note:

- 1) The lump sum price shown in Form 1-A and Form 1-B should be same and should match with the total amount calculated in Form 1-D ( BoQ & Unit Prices)
- 2) The Bidder shall ensure that its Unpriced Techno-Commercial Bid does not indicate any prices.
- 3) In case of any mismatch in price specified in Form 1-A and price specified in Form1-B or Form - 1D, then the price specified in Form 1-A in words shall be considered for evaluation, and the Bidder will submit the price in Form 1-B and Form -1D again.

**FORM 1-B**

**PROFORMA FOR PRICE BREAK-UP**

<b>Sl. No.</b>	<b>Description</b>	<b>PRICE IN FIGURES (INR)</b>
<b>I</b>	<b>HOUSEKEEPING AND CANTEEN CATERING SERVICES PRICE 1<sup>st</sup> Year (12 Months from Effective Date)</b>	
IA	Price for Housekeeping and Canteen Catering Services for a period of 12 Months from Effective Date at 2 x 363.3 MW gas based combined cycle power plant at Palatana, Tripura as defined in Bidding Document	
IB	All applicable taxes, duties and levies on IA above.	
IC	<b>Total Price for 1<sup>st</sup> Year</b> : Housekeeping and Canteen Catering Services Price including Taxes, Duties and Levies (IA + IB) (in Figures & Words) INR	
<b>II</b>	<b>HOUSEKEEPING AND CANTEEN CATERING SERVICES PRICE 2<sup>nd</sup> Year (13<sup>th</sup> Month to 24<sup>th</sup> Month)</b>	
IIA	Housekeeping and Canteen Catering Services ( <b>13<sup>th</sup> Month to 24<sup>th</sup> Month</b> ) at 2 x 363.3 MW gas based combined cycle power plant at Palatana, Tripura as defined in Bidding Document	
IIB	All applicable taxes, duties and levies on IIA above.	
IIC	<b>Total Price for 2<sup>nd</sup> Year:</b> Housekeeping and Canteen Catering Services Price including Taxes, Duties and Levies (IIA + IIB) (in Figures & Words) INR	
<b>III</b>	<b>HOUSEKEEPING AND CANTEEN CATERING SERVICES PRICE 3<sup>rd</sup> Year (25<sup>th</sup> Month to 36<sup>th</sup> Month)</b>	
IIIA	Price for Housekeeping and Canteen Catering Services for <b>25<sup>th</sup> Month to 36<sup>th</sup> Month</b> at 2 x 363.3 MW gas based combined cycle power plant at Palatana, Tripura as defined in Bidding Document	
IIIB	All applicable taxes, duties and levies on IIIA above.	
IIIC	<b>Total Price for 3<sup>rd</sup> Year</b> : Housekeeping and Canteen Catering Services Price including Taxes, Duties and Levies (IIIA + IIIB) (in Figures & Words) INR	
<b>IC + IIC+ IIIC</b>	<b>TOTAL PRICE FOR PROVIDING</b> Housekeeping and Canteen Catering Services <b>FOR 36 MONTHS ( In figures and Words) ( IC+IIC+IIIC)</b>	

**Notes**



1. The total price includes cost of all items included in the scope of services as stipulated in the Bidding Document.
2. In case of any mismatch in price specified in Form 1-A and price specified in Form 1-B, then the price specified in Form 1-A in words shall be considered for evaluation.
3. In case of mismatch in prices , following shall be the order of precedence for evaluation of price : Form 1A > Form 1B > Form 1D

**Place:** (Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

**Date:** (Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_



FORM 1-C

PROFORMA FOR TAXES, DUTIES & LEVIES

Sl.	Description	Housekeeping and Canteen Catering Services at Sl. IA ( 1 <sup>st</sup> Year)	Housekeeping and Canteen Catering Services at Sl. IIA ( 2 <sup>nd</sup> Year)	Housekeeping and Canteen Catering Services at Sl. IIIA ( 3 <sup>rd</sup> Year)
<b>A</b>	<b>Goods &amp; Services Tax (GST)</b>			
A.1	Amount on which applicable (INR)			
A.2	Rate (%)			
<b>B</b>	<b>Total – taxes, duties &amp; levies (INR)</b>	<i>Should match with figures in IB</i>	<i>Should match with figures in IIB</i>	<i>Should match with figures in IIIB</i>
	<i>Note</i>			

Place:

(Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_

# **FORM 1-D**

BILL OF QUANTITY (BoQ) & UNIT PRICES



HOUSEKEEPING AND CANTEEN CATERING SERVICES AT									
2 X 363.3 MW GAS BASED COMBINED CYCLE POWER PLANT AT PALATANA, TRIPURA									
FORM 1-D (BILL OF QUANTITIES)									
Sl. No.	Services	UoM	Qty	Price for 1 <sup>st</sup> Year of Service		Price for 2 <sup>nd</sup> Year Service		Price for 3 <sup>rd</sup> Year of Service	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
<b>A</b>	<b>Housekeeping Services:</b>								
A.1	Providing housekeeping work at OTPC entire Canteen Building around 569.1 SQM.	Per Month	12						
A.2	Providing housekeeping work at OTPC Trainee Hostel 37 Nos of Rooms and 4Nos of Suite Rooms along with attached toilets, common area, common toilets entrance space, stair case, dinning space, kitchen area etc will come under vendor scope around 1711.08 SQM.	Per Month	12						
A.3	Providing housekeeping work at OTPC New Administrative Building , Common toilets, cabins, common area, stair case, lawns, backwards of building , workstations of each employees, glass, carpet, wooden floors around 1396 SQM.	Per Month	12						
A.4	Providing housekeeping work at OTPC Training Centre entire building and its periphery around 994.7SQM.	Per Month	12						
A.5	Providing housekeeping work at OTPC Security Hostel 2nd Floor 11Nos of Rooms along with wash room, common toilets, dinning space and stair case, common entrance area of buildings( Ground floor to 2nd floor) around 747.48SQM.	Per Month	12						



HOUSEKEEPING AND CANTEEN CATERING SERVICES AT									
2 X 363.3 MW GAS BASED COMBINED CYCLE POWER PLANT AT PALATANA, TRIPURA									
FORM 1-D (BILL OF QUANTITIES)									
Sl. No.	Services	UoM	Qty	Price for 1 <sup>st</sup> Year of Service		Price for 2 <sup>nd</sup> Year Service		Price for 3 <sup>rd</sup> Year of Service	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
A.6	Providing housekeeping work at OTPC Security Control Room entire buildings around 92SQM.	Per Month	12						
A.7	Providing housekeeping work at OTPC Adjacent area of all the Security Control building assuming all building's entrance space, stair case, backdrop of all buildings, lawn and its periphery, Main Gate Security Rooms and its surrounding around 2277SQM.	Per Month	12						
A.8	Medical Centre and Its periphery , Common/Cabin Toilets, Cabins, Common Area, Glass Floors. 737.44 SQM	Per Month	12						
<b>B</b>	<b>Canteen Catering Services:</b>								
B.1	Rate of food as per Canteen sample Menu provided in Annexure-1(a) of Technical Specifications. (Rate of food for normal boarders (Breakfast /Lunch/Dinner) Vegetarian as per specification/sample menu including manpower and administrative charges. Food shall be served in buffet style for office employees as well as hostel boarders at our canteen. (As per General Menu)								



HOUSEKEEPING AND CANTEEN CATERING SERVICES AT									
2 X 363.3 MW GAS BASED COMBINED CYCLE POWER PLANT AT PALATANA, TRIPURA									
FORM 1-D (BILL OF QUANTITIES)									
Sl. No.	Services	UoM	Qty	Price for 1 <sup>st</sup> Year of Service		Price for 2 <sup>nd</sup> Year Service		Price for 3 <sup>rd</sup> Year of Service	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
B1.1	Breakfast	Per Meal	7200						
B1.2	Lunch (Veg)	Per Meal	3600						
B1.3	Dinner (veg.)	Per Meal	2520						
B.2	Rate of food for normal boarders per Canteen sample Menu provided in Annexure-1(a) (Breakfast /Lunch/Dinner) Non-Vegetarian as per specification/ sample menu including manpower and administrative charges. Food shall be served in buffet style for office employees as well as hostel boarders at our canteen. (As per General menu)								
B.2.1	Lunch (Non-Veg)	Per Meal	9000						



HOUSEKEEPING AND CANTEEN CATERING SERVICES AT									
2 X 363.3 MW GAS BASED COMBINED CYCLE POWER PLANT AT PALATANA, TRIPURA									
FORM 1-D (BILL OF QUANTITIES)									
Sl. No.	Services	UoM	Qty	Price for 1 <sup>st</sup> Year of Service		Price for 2 <sup>nd</sup> Year of Service		Price for 3 <sup>rd</sup> Year of Service	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
B.2.2	Dinner (Non-veg.)	Per Meal	4600						
TOTAL (A+B)									

**Notes**

1. The total price includes cost of all items included in the scope of services as stipulated in the Bidding Document.
2. Above mentioned quantity of meals are purely tentative and may vary any extent depending on actual requirements during the contract period.
3. In case of any mismatch in price specified in Form 1-A and price specified in Form 1-B or Form-1D, then the price specified in Form 1-A in words shall be considered for evaluation.

**Place:**

**(Signature)** \_\_\_\_\_

**(Printed Name)** \_\_\_\_\_

**(Designation)** \_\_\_\_\_

**Date:**

**(Common Seal)** \_\_\_\_\_



<b>PRICES FOR HOUSEKEEPING AND CANTEEN CATERING SERVICES – VIP / SNACKS MENU ON NEED BASIS (As and When required)</b>							
<b>2 X 363.3 MW GAS BASED COMBINED CYCLE POWER PLANT AT PALATANA, TRIPURA</b>							
<b>FORM 1-E (A)</b>							
<b>Sl. No.</b>	<b>Services</b>	<b>No. of Meals</b>	<b>PRICE VIP/ SNACKS MENU ON NEED BASIS (As and When required)</b>				
			<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	<b>GST</b>	<b>Total Amount Inc. GST</b>	<b>Remarks</b>
1	Special Lunch/ Dinner <b>Vegetarian</b> ( As and when)- As per Special menu Annexure-1(c) of Technical Specifications)	120					
2	Special Lunch/ Dinner <b>Non-Vegetarian</b> ( As and when)- As per Special menu Annexure-1(c) of Technical Specifications)	240					
3	Snacks for CCR ( As per Ala carta Menu (Annexure-1 of Technical Specifications and Form 1-E(B))	2880					

Note :

1. Rates shall be valid for 36 months.
2. Nos. of meals are tentative and may vary as per actual requirement.

Place:

Date:

(Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_



**FORM 1-E (B)**  
**PRICES FOR HOUSEKEEPING AND CANTEEN CATERING SERVICES – PRICE FOR ALA CARTA MENU ON NEED BASIS (As and When required)**

<b>S.No</b>	<b>ALA CARTA MENU</b>	<b>SERVING SIZE</b>	<b>RATE</b>
1	Tea Prepared	01 cup	
2	Coffee	01 cup	
3	Veg Soap	01 Bowl	
4	Non Veg Soap	01 Bowl	
5	Cold Drink	01 Bottle 300ml	
6	Samosa with chutney	Per piece	
7	Veg chop with chutney	Per piece	
8	Paneer chop with chutney	Per piece	
9	Non-Veg chop with chutney	Per piece	
10	Onion Pokora	100 gm	
11	Bread with omleetee & Butter	2pcs Bread & single Egg & butter	
12	Egg roll	Per piece	
13	Noddles (Veg & Non Veg)	100 gm, half plate	
14	Roti+Sabji+egg (Omleetee or boil)	3pcs Roti & 01 egg	
15	Omleetee or boil	Per egg	
16	Veg Sandwich	4 toast with butter & vegetable	
17	Idli with sambar	2 pcs	
18	Masala Dosa	Per Pc	
19	Plain Dosa	Per Pc	
20	Utthapaam	Per Pc	
21	Chilly Chiken	300 gm	
22	Chilly Paneer	300 gm	
23	Chiken Pokora	300 gm	



**FORM 1-E (B)**  
**PRICES FOR HOUSEKEEPING AND CANTEEN CATERING SERVICES – PRICE FOR ALA CARTA MENU ON NEED BASIS (As and When required)**

S.No	ALA CARTA MENU	SERVING SIZE	RATE
24	French Fry	Per Plate	
25	Veg Pokora	Per Plate	
26	Paneer Pokora	300gm	
27	Peanut Masala	250 gm	
28	Fruit Juice	Per Glass (200 ml)	
29	Chips/Bhujia/Nut/other packet snacks	As per MRP	-

Note : Rates shall be valid for 36 months.

**Place:**

**(Signature)** \_\_\_\_\_

**(Printed Name)** \_\_\_\_\_

**(Designation)** \_\_\_\_\_

**Date:**

**(Common Seal)** \_\_\_\_\_