



**OWNER:  
THE TATA POWER COMPANY LIMITED**

**TITLE OF WORK TO BE AWARDED:  
Technical and Admin Services at TPTD for 3 years.**

**ENQUIRY REFERENCE NO.: CC26SR131**

## NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR-

### Technical and Admin Services at TPTD.

<b>Enquiry reference no.:</b> CC26SR131
<b>Title of Work:</b> Technical and Admin Services at TPTD for 3 years
<b>Type of Bidding:</b> E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
<b>Contact Details:</b> <b>Contact Details:</b> All communication including EOI submission shall be addressed to following officer/s: Ms. Sudeep Roy Email: <a href="mailto:sudeep.roy@tatapower.com">sudeep.roy@tatapower.com</a> Copy of all communications shall be marked to (Cc): Mr. Kailas Surve Email: <a href="mailto:ksurve@tatapower.com">ksurve@tatapower.com</a>

The Tata Power Company Limited (“Project Manager”) on behalf of M/s Tata Power Company Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

<b>Plant Details</b>	<b>Tender Fee</b>	<b>Bid Security</b>	<b>Estimated package value for three years.</b>
<b>The Tata Power Company Limited, Trombay Thermal Power plant Chembur</b>	INR 2000/- (INR Two Thousand Only)  To be submitted along with EOI.	INR 80,000/- (INR Eighty Thousand only).  Bid Security to be submitted as a Bank Guarantee at the BID stage (and not with EOI)	Approx. 0.8 Crores

Table 1

### 1. INTRODUCTION:

The Tata Power Company Limited (TPC) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

The tendering/ procurement activities for this Project are being managed from Tata Power’s following Office:

The Tata Power Company Limited,  
Trombay Thermal Power Station,  
Corporate Contracts,  
5<sup>th</sup> Floor, Station B, Chembur-Mahul,  
Mumbai 400074, Maharashtra, India.

## 2. BRIEF SCOPE OF WORK:

This Notice is for inviting Expression of Interest for planning and execution Service PR created for providing support service to Trombay Operation department Daily Operation work. The Technical and Admin Services at TPTD for 3 years AMC.

Detailed Scope of Work for this Contract shall be provided in the Tender / RFQ document to all potential buyers submitting the valid EOI with due tender fees.

## 3. TENDER FEE & TIMELINES:

a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for extension of EOI submission date will not be entertained.

**b) Interested bidders should submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:**

- Mails shall be addressed to (To): [Sudeep.roy@tatapower.com](mailto:Sudeep.roy@tatapower.com)
- Must Mark a copy to (Cc): [ksurve@tatapower.com](mailto:ksurve@tatapower.com)

EOI / requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

c) Tender Fee, as indicated in the Table1 above may be paid through **NEFT** as per details for payment of Tender Fee given in Table2 below:

Table 2

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: The Tata Power Company Limited Bank Name: HDFC Bank A/c no: 00600110000763 IFS Code: HDFC0000060 A/c type: CC Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023
Deadline for tender fee payment and submission of EOI:	<b>31<sup>st</sup> March 2026</b>

**d) Expression of Interest letter to be submitted along with tender fee payment details should include the following details:**

- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
- Tender fee payment details / reference no (ensure that tender fee is received by us within specified deadline)
- Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.

e) Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties submitting a valid EOI as per terms mentioned in this document.

**4. BIDDER PRE-QUALIFICATION REQUIREMENTS:**

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria in order to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

**4.1 TECHNICAL REQUIREMENT:**

**BIDDER PRE-QUALIFICATION REQUIREMENTS:**

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria in order to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

**Technical requirement:**

1. Bidder should have minimum 5 years of experience in the field of Industrial Technical and Admin support services work related to provide designated skilled manpower for the said job. (Attach Certificates / related supporting documents)
2. Bidder should provide minimum two references of having contract value Rs. 50 Lakhs (Indian Rupees Twenty Lakhs) for successfully rendered such type of services in last five years. (Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies)
3. Bidder should furnish List of Clients for whom they have done Industrial Technical support services work related to assisting in operation support services during the last

three financial years i.e., FY 2022-23, FY 2023-24, and FY 2024-25 as per nature of contract. (Attach Certificates from concerned)

#### **4.2 Safety Requirement:**

1. Bidder / Tenderer should preferably have ISO 9001 / ISO 14001 / ISO 45001 certification or must give an undertaking for its willingness to obtain the same within 2 months of qualification for the work. **(Attach Certificates from concerned).**

#### **4.3 FINANCIAL REQUIREMENT:**

The Bidder should have average annual financial turnover not less than **50.0 Lakhs (Indian Rupees Fifty Lakhs)** (best three out of the last five financial years audited results).

Bidder shall furnish Annual reports containing Audited Balance sheets with Profit and Loss Accounts statements of the (Three) financial years.  
along with the bid to establish Bidder's conformance to Experience and Financial Criteria mentioned above.

d) All documents furnished by the bidder in support of meeting the financial criteria of PQR shall be duly certified by a practicing Chartered Accountant (not being an employee or Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law

#### **5. BID SECURITY / EMD:**

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of EMD**, for an amount as defined in the covering page of this notice document. Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

**Interested parties to note that Bid Security is not required with the EOI, and it is required to be submitted with the Bid only during Bid Submission stage**, once RFQ is released to the interested parties that have submitted a valid EOI.

#### **6. BIDDING PROCESS:**

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender document.

## **Scope of work for Technical Support Services at Tata Power Tankage Division**

Scope of work will be as follows:

1. Managing & monitoring daily delivery schedule with safe loading - unloading of tankers.
  2. Ensuring of safe discharge of barge & vessel into designated tanks of customers along with document preparation. Further ensure compliance with ISGOTT & OSD at jetty. Jetty - tank farm coordination with loading master, surveyors.
  3. To plan and carry out the day to day and periodic maintenance of all equipment and terminal asset
  4. Daily, weekly & monthly Stock accounting. Monthly tank gauging report.
  5. Making of daily MIS of all customers
  6. Out - Turn reports as per the requirement of organization
  7. Custom department reports as per requirement of organization
  8. Run WMS system.
  9. Handling of customers' complaint about receipt and delivery of cargo.
  10. Internal Logistics Management.
  11. Handling of non-management staff, internal customer, vendors, and business associates
  12. Documenting of various files of customers for record purpose.
  13. Making and checking of work permit, HIRA & JSA compliance.
  14. Ensure proper documentation to comply customs requirement and monthly report submission
  15. Printing of invoice and e-way bills and sharing the same with the transport representatives / drivers
  16. Sharing dispatch report and tank details report on daily basis.
  17. Inventory management follow ups.
  18. Admin work as per the requirement of organization.
  19. Working hours - Monday to Saturday - From 0800 to 1700 hrs. As per operation requirement , needs to work in all shifts on holidays and weekly offs.
- Vendor is responsible for all statutory compliances applicable as per government rule.
  - Vendor should comply all safety requirement to execute the job.
  - All PPE, uniform and other equipment will be in vendor's scope

#### TECHNICAL REQUIREMENTS OF MANPOWER:

The service provider shall ensure that trained resources as per the matrix below is available at all instance to ensure completion of all jobs mentioned in the scope.

<b>Sr. No.</b>	<b>Manpower Category</b>	<b>No. of people</b>	<b>Resource Allocation in Shift</b>	<b>Capability &amp; Qualification</b>
1	Crew of Operation Support	3	3 Nos. person. Should work in shift timings as per requirement of organization	Shall have qualification of Diploma in Engineering from any Govt. Approved reputed institution. (Mechanical Diploma Graduate will have preference). Shall have minimum TWO years' industry / factory experience.

- ✓ The service provider shall ensure enough manpower count to ensure compliance to the entire scope of work. He may discuss the same with Head / Group Head / Section in Charge of TPTD to understand the requirements in detail.
- ✓ All the manpower shall be interviewed by the panel from Tata Power before been cleared for gate pass formalities.
- ✓ All the manpower (irrespective of designation) shall undergo the necessary trainings been imparted by TPSDI from time to time. Compliance to the same needs to be ensured by the service provider. Details of fees and other requirement will be communicated.
- ✓ Any change in the manpower list needs to be communicated to the concerned Engineer at Tata Power at least 15 days prior to the change. Alternate arrangement shall be communicated, and the concerned new entrant shall be interviewed for the suitability, if required.

### **Scope for office related work for Admin officer**

1. Monitoring TPTD Attendance for Management and Non-Management staff
2. Updating of non-management staff record and submit to HR dept.
3. Non-management medical forms submission
4. Maintaining LTA register and Encashment register
5. Maintaining LTS update in yearly salary sheet as per clause
6. Making of monthly OT sheet along with salary sheet and send to HR according to Payroll format.
7. Making of daily MIS report, all customer despatch daily reports, weighbridge reports and Reconciliation reports,
8. Making of OTR reports,
9. Store inventory Management.(Material receipt, storage and issue with stock tracking)
10. Documentation of all documents in proper files.
11. Preparation of space certificate, Excess quantity letter and NOC letter etc.
12. Inward and outward register maintain.
13. Maintaining data related to customs and monthly report submission
14. Stationery inventory management.(Material receipt, storage and issue with stock tracking)
15. Distribution of various items to Management permanent workers time to time like Uniforms, safety shoes, helmet reflector jacket etc.
16. Vessel and barge sheet maintain. Making of various report as per organisation demand.
17. Work directed by as per the requirement of organization.

Above services to be delivered at TPTD, Trombay Terminal between 0800 to 1700 hrs.  
From Monday to Saturday.

Vendor should extended services beyond regular working hrs on Sunday & Holidays as per requirement of the organization

Vendor is responsible for all statutory compliance as per law.

Vendor should comply all safety requirement to execute the job.

All PPE, uniform and other equipment will be in vendor's scope.

#### TECHNICAL REQUIREMENTS OF MANPOWER:

The service provider shall ensure that trained resources as per the matrix below is available at all instance to ensure completion of all jobs mentioned in the scope.

Sr. No.	Manpower Category	No. of people	Resource Allocation in Shift	Capability & Qualification
1	Crew for Office Admin Work	1	1 No. person. Should work in shift timings as per requirement of organization	Shall have qualification of B com from any Govt. Approved reputed institution and shall have ONE year of experience in Admin job

- ✓ The service provider shall ensure enough manpower count to ensure compliance to the entire scope of work. He may discuss the same with Head / Group Head / Section in Charge of TPTD to understand the requirements in detail.
- ✓ The manpower shall be interviewed by the panel from Tata Power before been cleared for gate pass formalities.
- ✓ All the manpower (irrespective of designation) shall undergo the necessary trainings been imparted by TPSDI from time to time. Compliance to the same needs to be ensured by the service provider. Details of fees and other requirement will be communicated.
- ✓ Any change in the manpower list needs to be communicated to the concerned Engineer at Tata Power at least 15 days prior to the change. Alternate arrangement shall be communicated, and the concerned new entrant shall be interviewed for the suitability, if required.

## SLA for Technical & Admin Support Services

### A) Performance Indicators:

- Working Hours will be in general shift and should adhere strictly.
- Sourced employee should be available for shift operations as per organization requirement.
- Night shift allowance will be paid for Manpower working in night shift.
- Manpower should be available for flexible shift operations on Sundays and holidays. Overtime will be paid for working on Sundays and all 4 national holidays.
- Vendor should ensure the availability of manpower as per requirement of organization and should always stay connected with his employees. Sourced employees should be available on phone 24X7 for communication.
- Sourced employees should avail leave with prior approval. Any unscheduled leave will not be accepted.
- In case of emergency leave, sourced employee should inform terminal authorities.
- 100% timely compliance to all statutory requirements

### B) Consequence management & Deductions:

- If there deployment of Crew is 100%, NO penalty will be imposed.
- If deployment of crew is 75%, the penalty of Rs. 1,000/- per incidence will be imposed.
- If deployment of crew is 50%, the penalty of Rs. 2,000/- per incidence will be imposed.
- If deployment of crew is 75%, the penalty of Rs. 3,000/- per incidence will be imposed.
- If deployment of crew is 0%, the penalty of Rs. 4,000/- per incidence will be imposed.
- If there is a zero deployment of crew, a warning letter will be issued.
- If there is a non-compliance (statutory or any other nature), a warning letter will be issued.
- Repetitive violation & non-compliance (zero deployment of crew, statutory non-compliance) will lead to termination of contract.

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	<b>SPECIAL CONDITIONS OF CONTRACT</b>	OF 4

**Package: Technical and Admin Services at TPTD**

Sr. No.	TOPIC	PRINCIPLES OF TERMS & CONDITIONS
<p>The following <b>Special Conditions of Contract (SCC)</b> shall supplement the General Conditions of Contract (GCC). Wherever there is a conflict, the provisions herein shall prevail over GCC to the extent of the conflict only with the rest of the GCC provisions remaining valid and applicable.</p> <p>It may be noted that the words "Employer" and "Purchaser" whether used separately or in conjunction with "Owner" shall have the same meaning as "Owner" and these words are intended to be used interchangeably.</p> <p>Where Contractor is used, Bidder to note that the Contractor means the successful Bidder whose Bid is accepted by Owner.</p>		
1	Contract Price & Contract Structure	<p>This is a Unit Rate Contract with rates firm and fixed till work completion. Payment will be done based on the actual executed quantities duly certified by Order Manager. The prices shall be quoted strictly as per the price bid format given in the Ariba Price Bid Section and with reference to Job scope enclosed.</p> <p>Bidder to quote price for 1<sup>st</sup> year only and fixed 5% escalation for 2<sup>nd</sup> and 3<sup>rd</sup> year.</p>
2	Contract Price Validity	The quoted Price shall remain valid, firm, and binding on the Contractor for a period of 120 days from the date prescribed as Due date for submission of the quotation and the Contract Price shall thereafter remain FIXED during the tenancy of the Contract.
3	Taxes & Duties:	All indirect taxes, duties, levies and cess in relation to the execution of this Contract, whether payable by Contractor or by Owner (in which case the same shall be paid by Contractor on behalf of Owner) shall be included by the Contractor in the lumpsum Contract Price e.g. import duties, GST, VAT (still applicable on certain categories), entry/local municipal taxes if any etc. shall all be included by Contractor in the Contract Price.
4	Payment Terms	<p>Payment for Services:</p> <p>A) 100% payment shall be payable against successful completion of works duly certified by the Order Manager and based on actual quantities executed.</p> <p>B) All payments shall be made with 60 days (Non MSME) credit and 45 days in case of bidder is MSME against receipt of error-free and commercially clear invoice. All payments shall be subject to deduction of LD charges, TDS if applicable.</p> <p>C) If such payment release day falls on a holiday of Owner, payment will be released on the next working day. Against deduction of statutory taxes, tax deduction certificates wherever applicable shall be issued as per the applicable provisions of the statute. The Order Manager may recover any amount wrongly paid in excess in any previous bills certified by him.</p> <p>D) Mode of Payment: All payments shall be made direct to the Contractor or his authorized representative in the shape of RTGS or Electronics Transfer method, on certification of the Order Manager/Engineer-in-Charge and on compliance of contractual terms &amp; conditions.</p> <p>E) In case of award, the Purchase Order shall be issued digitally through Ariba Commerce Automation portal. In all such cases, further transaction such as Order Acceptance, SES/GRN preparation, Invoicing etc. needs to be conducted in the Ariba Commerce Automation system.</p>
5	Work/Delivery Completion Period:	<p>The Effective Date (ED) of Contract shall be the date of issue of Letter of Award (LOA) or PO whichever is earlier.</p> <p>Job timeline to be finalized in technical meeting and same will be mentioned in MOM.</p>

Tender Reference: CC26SR131	<b>THE TATA POWER COMPANY LIMITED</b>	SHEET 2 OF 2
	<b>SPECIAL CONDITIONS OF CONTRACT</b>	OF 4

6	Liquidated Damages for Delays, Non-performance & Overall Cap	In case of delay beyond agreed Work/Delivery Completion Schedule, LD shall be applicable at the rate of 1% of contract value per week or part thereof delay beyond the completion schedule subject to maximum cap of 10% of contract value.
7	Contract Performance Bank Guarantee	Contractor shall submit within 15 days of Effective Date an unconditional irrevocable bank guarantee (CPBG) payable on demand duly stamped strictly as per the prescribed format of Owner for a sum equivalent to 10% of the Basic Contract Price valid till the end of Defect Liability Period (DLP) and with a claim period of not less than 6 months beyond the expiry date.
8	Warrant/Defect Liability Period	Not Applicable
9	Lodging, Boarding, Travel and Local Conveyances	Prices are inclusive of boarding & lodging, travel costs, local conveyances of any nature and no separate payment on any of these accounts admissible. Contractor shall arrange for accommodation of his personnel outside the plant premises only (accommodation inside the plant premises shall not be permitted).
10	Acceptance on PF & ESI & other Statutory Compliances:	Contractor warrants that it shall has the PF & ESI registration and shall comply with all statutory requirements and submit documentary evidence towards the same. This will include monthly wages register, PF & ESI challans for demonstrating compliance for minimum wages, PF & ESI for each individual employee in accordance with the wage register. The compliance statement with supporting challans will be submitted every month as per the timelines prescribed by Owner. PF, ESI & other statutory compliance of the previous month must be attached with the Invoice of any given month for release of service payments. Contractor to also provide police verification and medical report for all his employee at the time of joining without any cost to Owner.
11	Insurance	Contractor shall take all necessary insurances of adequate sums to cover all its manpower / material / resources including 3rd party general liability insurance / workmen compensation policy as applicable. In the event of any loss or damages or any accident etc., the Contractor shall make all claims directly with his insurer. Any difference between the claims settled and the actual value of loss shall be borne by the Contractor. The Contractor will bear the additional costs for replacements if any and ensure timely delivery as mutually agreed. Owner shall not be responsible for any loss or damage whether by accident or otherwise to equipment or material or to any personnel of the Contractor or its sub-contractors.
12	Compliance to Safety T&Cs:	Contractor shall comply with all Safety Terms and Conditions annexed to tender documents and revised time to time at all times inside the Site / Owner's premises.  All workers shall undergo TPSDI L1, L2 and L3 training as per Safety terms and condition as per Tata Power terms and condition and cost towards this training shall be included in the quoted prices.