



**OWNER:
THE TATA POWER COMPANY LIMITED**

TITLE OF WORK TO BE AWARDED:

NOTICE INVITING EOI FOR 3 YEARS OLA FOR SERVICES FOR HOUSEKEEPING AND GARDEN MAINTENANCE AT DONGARWADI AT BHIRA HEADWORKS. BHIRA GENERATION STATION, THE TATA POWER COMPANY LIMITED, TALUKA MANGAON, DIST RAIGAD, MAHARASTRA-402308

ENQUIRY REFERENCE NO.: CC26SPS068

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR

NOTICE INVITING EOI FOR 3 years OLA for Services for Housekeeping and garden maintenance at Dongarvadi

Enquiry reference no.: CC26SPS068
3 years OLA for Services for Housekeeping and garden maintenance at Dongarvadi
Type of Bidding: E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
Contact Details: All communication including EOI submission shall be addressed to following officer/s: Mr. Sat Singh Email: sat.singh@tatapower.com Copy of all communications shall be marked to (Cc): Mr. Kailash B Surve Email: ksurve@tatapower.com

The 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:

Table 1

Package Description	Tender Fee	Bid Security	Estimated package value
3 years OLA for Services for Housekeeping and garden maintenance at Dongarvadi	INR 2000/- (INR One Thousand Only) <i>To be submitted along with EOI.</i>	INR 50,000/- (INR One Lakh Only). <i>Bid Security to be submitted as a Guarantee/ DD/ NEFT at the BID stage (and not with EOI)</i>	Approx. INR 60 lakhs for 3 years

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 Package are being managed from Tata Power’s following office:

Tata Power Trombay Thermal Power Station,
Corporate Contracts, 5t Floor, Station B,
The Tata Power Company Limited,
Chembur-Mahul Mumbai 400074 13,
Maharashtra, India.

2. Brief SCOPE OF WORK:

This Notice is for inviting Expression of Interest:

Scope of work includes Manpower required for Garden and Housekeeping at Dongarvadi & Davdi 6 person per day in general shift for six day in week. Manpower required for Dongarvadi IB Garden and Housekeeping 2 person per day in general shift for six day in week etc.

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 be not 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): sat.singh@tatapower.com
- Must mark copy to (cc): 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/RTGS** 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:	20th Aug 2025, CoB

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 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:

1. Bidder should have minimum 1 years of experience in the field of Provide Services Contract. (Attach Certificates / related supporting documents).
2. Bidder should have skilled manpower for housekeeping and gardening works.
3. 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.

4.2 FINANCIAL REQUIREMENT:

Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 50 Lakhs (Indian Rupees Fifty Lakhs) during the last three financial years. (Attach Profit & Loss Certificate with UDIN from Chartered Accountant in this regard)

It may be noted that the above requirements are minimum qualification criteria. However, Tata Power reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason. The tender may be split in more than one parties at the discretion of Owner.

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 Bank Guarantee or through RTGS or Demand Draft**, 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.

BOQ for 3 years OLA for Services for Housekeeping and garden main at Dongarwadi						
Sr No.	Service No	Item description	Qty	UOM	Bidder Name	
					Rate	Amount
	1st Year OLA					
1	4052775	Services for Housekeeping & garden maintenance @Dongarwadi	12	MON		0
2	4052775	Dongarwadi IB garden maintenance &Housekeeping	12	MON		0
		1st Year Total Base Value				0
		2nd Year Total Base Value with 5% YOY Escalation				0
		3rd Year Total Base Value with 5% YOY Escalation				0
		Total Base Value for 3 Years				0
		Add GST @ 18%				0
		Gross Value for 3 Years				0

Note: YOY escalation shall not be more than 5%.

SLA:

Camp B-Upkeeping works			
Sr No	Area	Service level agreement (SLA)	% Weitage for penalty on failure/Poor performance

1	Gardening	Providing all material and monthly maintenance of Lawns , including providing Electric Lawn moovers/diesel operated brush cutter machines including required fuel for maintaining lawn areas in power house, Pick axe, Phawad, gamellas, pipes, watering as required for Approximately 2000 Sq Mtrs of lawn per month	23
		Providing all material like cowdunk Manure, fertilizers,red soil and rolling for top dressing of Lawn of 2000 Sq Mtrs two times in a year Frequency- Twice a year	5
		Diging of Pits for planting of trees in and around company area approx 500 pits per year	2
		Providing & replacing damaged flower pots with new earthen pots approx 150 in a year	5
		Providing all materials, plants and Propagation and repoting of plants including removal of existing plants from pots, pruning of extra roots and branches, dividing of plants, filling of pots and repoting average 150 Nos per month	5
		Providing all material excavating, supplying required fertilizers, manure for Upkeep of Nursery Pots. perennials and Seasonal plantsshrubs, bushes, hedges, climbers by pruning them to perfect size and shape, removal of wild growth under it, watering, fertilizer application, spraying of insecticide. for 500 Sq Mtr area per month Frequency- Monthly Once	5

2	Road cleaning	Providing all tool and tackles for Upkeep of surrounding area – Cleaning of roads & pathways slope by sweeping, removal of dry leaves, twigs, wild growth and disposing it in compost pit and maintaining.for approximately 4500 sq Mtr per month Frequency- Daily	3
		Providing tools and tacles for Cleaning of Slipery area by applying necessary cleaning agents/bleaching powder (bleaching powder will be supplied by the Tata Power from stores contractor to supply safety PPE's mainly Mask, goggle & rubber gloves). Scope also includes brushing the area after spreading cleaning agebts. Frequency- Monthly in Monsoon season (Four times a year) Approx area - 2000 Sqm in a month	4
3	Cleaning of outside areas of Bungalows/Buildings/Canteen/Chawls	Providing all necessary tools, tackles & services for cleaning of surrounding areas of every bungalow/building/canteen etc including cutting of internal lown using diesel operated brush cutter machine etc. including collecting & shifting all cut grass/dry leaves to the specified area. Rate shall include monthly fuel cost required for this monthly cleaning. Frequency- Monthly Once	13

4	Wahroom cleaning	Providing all necessary tools, tackles and cleaning material (Toilet papers, Napthelene ball, phenyl, acid brooms, toilet cleaning brush and cleaning agents) for cleaning of all toilets/washrooms in clubhouse/behind canteen & other common wash room Frequency-Deep Cleaning- Weekly Only washing- Daily	7
		Providing necessary tools and tackles and removing choke ups in inspection chambers including disposing the choke up materials as instructed. Aprox. Frequency- As and When Required.	3
5	Function arrangements	Making seating arrangements (arrangeing chairs) in Clubhouse/Helipad arae for functions. Frequency- As and When Required.	5
		Making flower boques, flower arrangements. Frequency- As and When Required.	5
		Additional Cleaning Services for making arrangement for functions organised by company/ club comitee Approx 10 times in a year	5
6	Floor mopping	Providing all tools and tackles for deep cleaning of club house once in a month, sweeping, brooming, moping of floor area to be done Frequency- Monthly Once	10
		Total	100