



OWNER:
THE TATA POWER COMPANY LIMITED

TITLE OF WORK TO BE AWARDED:
RATE CONTRACT OF HOUSE KEEPING INSIDE PLANT PREMISES FOR HALDIA POWER
PLANT
HALDIA, WEST BENGAL

ENQUIRY REFERENCE NO.: CC26SDHLD-08

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR-
RATE CONTRACT OF HOUSE KEEPING INSIDE PLANT PREMISES FOR INSIDE PLANT
PREMISES
HALDIA POWER PLANT, HALDIA, WEST BENGAL

Enquiry reference no.: CC26SDHLD-08
Title of Work: RATE CONTRACT FOR HOUSE KEEPING INSIDE PLANT PREMISES
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. Somnath Das, Email: somnath.das@tatapower.com Copy of all communications shall be marked to (Cc): Mr. Satpal Singh, Email: sunilbatta@tatapower.com Mr. Prabhakar Rao, Email: urprabhakarrao@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 Name	Plant Details	Tender Fee	Bid Security
RATE CONTRACT FOR HOUSE KEEPING INSIDE PLANT PREMISES	1X30 MW; 2X45 MW - The Tata Power Company Limited PATIKHALI HALDIA	INR 2000/- (INR Two Thousand Only) To be submitted along with EOI.	INR 1,00,000/- (INR One Lakh Only). Bid Security to be submitted as a Bank Guarantee or through RTGS or Demand Draft at the BID stage and not with EOI.

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.

HALDIA Power Plant is a division of The Tata Power Company limited & Industrial Energy Limited (JV of Tata Power & Tata Steel owns and operates 1X30 MW; 2X45 MW capacity units respectively, Indian WHRB based thermal power generation plant based on Waste heat boiler technology. The generating plant is in Haldia near the city of Kolkata in the state of West Bengal in India.

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

Head Purchase,
The Tata Power Company Limited,
Haldia Power Plant, Patikhali - 721606 WB, India

2. SCOPE OF WORK:

The brief scope of work shall comprise of following:

- Rate Contract for Day-to-Day House Keeping and Pantry Service of HR&ADM Department.

Detailed Technical details & BOO 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:

- 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.
- 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): somnath.das@tatapower.com
 - Must Mark a copy to (Cc): urprabhakarao@tatapower.com & sunilbatta@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.
- 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 CO LTD Name of the Bank: STATE BANK OF INDIA Branch : BISTUPUR, JAMSHEDPUR Account No: 11008730607 IFSC: SBIN0000096
Deadline for tender fee payment and submission of EOI:	30th Apr 2026, CoB

- 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.
- 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 must have the criteria mentioned in technical PQR which is shown below as Annexure-1.

4.2 FINANCIAL REQUIREMENT:

- a) Bidder must have an Average Annual Turn Over of not less than **Rs. 1 Crore** during the last three financial years.
- b) Single Order of **Rs. 0.75 Crore** should have been executed in last five years. Pls provide Order copy.

4.3 SUPPORTING DOCUMENTS (to be submitted with Technical Bid):

- a) PO Copy and Completion Certificate from the concerned client in support of successful execution of jobs against each of the three reference projects to be submitted.

Sr No	Name & Address of the Client	Client Station Details	Area of Operation	PO no and date	Contract Duration	Contract value Rs. Crores

- b) Audited Balance Sheet and Profit & Loss Statement for last the previous three completed financial years reckoned from the date of application. In case the audited documents are not ready / available, then certified copy by a registered practicing Chartered Accountant may be submitted.

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.

FORMATC.1

Annexure-1

Technical Pre-Qualification Requirement and Submission Format

Tender No

Package Name- Rate Contract for Day-to-Day House Keeping and Pantry Service inside plant premises

Bidder:

Note: Vendor Submission/ claim without suitable backup document will not be accepted and Bid is Liable for Rejection

This format duly filled has to be uploaded as Bid Submission with all relevant Backup Document

To be filled by Tata Power			To be filled up be Vendor		
Sr No	Parameter	Tata Power Requirement	Documents to be submitted by vendor to ascertain meeting of Pre- Qualification Requirement	Vendor Submission against Tata Power PQR Requirement	Documents submitted by Vendor to ascertain meeting of Pre- Qualification Requirement
	2	3	4	5	6

1	Technical Experience	<p>a. The Tenderer should have proven experience of not less than 3 years in House Keeping maintenance service inside the plant.</p> <p>b. The scope of work includes Day to House Keeping, Pantry Service which comes under the responsibility of HR&ADM Dept, Haldia.</p> <p>c. The tendered service by the Tenderer should be satisfactory in respect of delivery of quality services, job completion within in time, efficient handling of technical issues, efficient management of resources for past 3 years.</p>	<p>1. Documentary evidence (viz. copy of P.O ,Details of Tools with evidence and/or other documents of last 3 years) to establish that, the service provider has required past experience of not less than Three years in Operation & Maintenance of House Keeping Service related job.</p> <p>2. Documentary evidence (viz. Performance Certificate from reputed power utilities/Tool Room etc.) to establish that the Tenderer is competent.</p>		
2	Resources management	<p>a. The Tenderer should have enough capability to manage skilled human resources as well as material resources (tools, spares for machine tools, Jigs & fixtures as required, all necessary consumables, all required PPEs.</p>	<p>Documentary evidence to establish the fact that the bidder has adequate capability to manage human & material resources (viz. Performance certificate, Rewards & Recognitions on subject matter)</p>		

3	Deployment & mobilization of resources	<p>a. The Tenderer must be capable enough to deploy skilled human resources as mention in skill-set requirement in Shifts, (Morning-General-Evening shift), 24x7 on round the clock basis. If any inconvenience happens with deployment, same to be sorted out within 2 hours and same to be applied for material resources also.</p> <p>b. Skilled & certified resource allocation and mobilization should be flexible in nature. It will be job as well as situation specific for day-to-day maintenance activities subjected to the approval of HR&ESA engineers.</p>	Documentary evidence to establish the fact that the bidder has adequate capability to manage human & material resources (viz. Performance certificate, Rewards & Recognitions on subject matter)		
4	Financial solvency	<p>Average Annual turnover of the bidder for last three years shall not be less than Rs 1 Crores.</p> <p>Single Order of Rs 0.75 Crores should have been executed in last five years</p>	Profit and Loss Statements, Balance Sheet, Cash Flow Statements for the Five (5) proceeding financial years duly audited and approved by Authorized Audit Firm / CA. Order copy with details of Customer for whom work is done		
5	Employee welfare	The Tenderer must pay ESI/PF contributions to applicable government authority for & on behalf of employee as well as Employer's contribution without defaulting for a single time.	Employee Master Roll, ESI/PF statement for last 5 years to be submitted.		
6	Statutory requirement	The Tenderer must fulfil all Statutory Requirements (labour license etc) and must possess all required Statutory Clearances from appropriate authority.	All documents to be submitted with bid.		
7	Support	The bidder should have well established, prompt service-support facility required during any unforeseen events/emergency/exigency/total power failure/grid failure/local black-out/pandemic etc.	Documentary evidence for well established, prompt service-support facility.		
8	Vendor Registration Requirement	In case bidder's factory/office from which the Purchase Order/ Outline Agreement will be executed is registered then Vendor Code to be mentioned. In case not then duly filled Vendor Registration Form along with Backup Documents to be submitted as part of Commercial Bid	Vendor Code if Vendor is registered with Tata Power. Duly filled Vendor Registration Form along with Backup Documents for Vendor not registered with Tata Power. (Please note that for bidder not registered with Tata		

			Power, registration will be taken up in Tata Power ERP system only if the bidder is successful)		
9	Vendor to not have commercial liability including litigation liability and litigation history	Bidder to confirm that they (bidding company, their parent company or subsidiary company) were not involved in any litigation in last three years and also there are no pending or open litigations. In case there were litigations in last 3 years or any present litigation is going on then details of the same have to be submitted.	Affidavit indicating no litigation/ blacklisting etc. In case of litigation/ blacklisting the same to be annexed		