

(I) SCOPE OF WORK FOR OFFSHORE PLATFORMS (GROUP-A).

Oil & Natural Gas Corporation Ltd is in the core business of exploration and production of crude oil, natural gas and petroleum products and has emerged as a national and international leader in the field. ONGC has its operations on land as well as on offshore areas. ONGC desires to engage specialised agency to provide specialized Services unconnected with its aforesaid core activities. Fixed infrastructure, namely offshore platforms have been created for extraction, processing and transportation of crude oil, natural gas from oil fields located at Arabian Sea. Non-Core Services of the company as listed here under at the offshore platforms are required to be availed through specialised agencies:

1.0 CATERING SERVICES :

1.1 Contractor shall provide qualitative, nutritive meals as follows every day. The meals shall be of high standard, hygienic and the provisions used shall be of reputed brands and certified by BIS/AGMARK/FPO/MPFO/MMPO. The indicative list of brands is as attached at Appendix-I.

- a) Breakfast
- b) Day Tea
- c) Lunch
- d) Evening Tea
- e) Dinner
- f) Supper (Midnight Meal)
- g) Round the Clock Tea, Coffee, juice.
- h) All meals to be prepared as per Menu decided by Food Committee.
- i) Round the clock Mineral water for drinking in 20 ltrs with dispensers (Bisleri, Kinley, Balley, Aquafina).
- j) Minimum 4 litres water per person per day is to be provisioned.

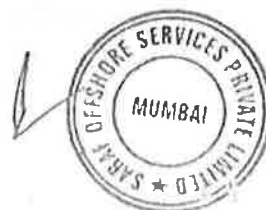
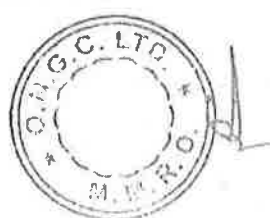
1.1.1 Breakfast

The breakfast shall consist of the following:

- a) Basket of assorted seasonal fruits of high quality (Minimum three varieties)
- b) Eggs items as per order.
- c) Cornflakes/Oats/porridge with milk.
- d) Bread (Brown & White)/Buns(eggless)/Branded sliced bread with butter/Jam/Honey.
- e) Puri/Plain and stuffed paratha/ Bhatara with Cereals/ Vegetables/ Chole or Masala Dosa/Upma /Rava Dosa/Vada/Idli (as per order)with Sambhar, chutney, Sauces & Upma, Pasta, Noodles, Sandwiches.
- f) Sweets – Jalebi/Sheera/Mithai with Sprouted Moong/Grams/Udad/Methi .
- g) Fresh seasonal fruit juice.
- h) Tea/Coffee/Milk (with Bournvita or Horlicks or Boost or Complan).
- i) Drinking Mineral water.

1.1.2 Day Tea

- a) Tea / Coffee/Milk (as per requirements). Sugar free tablets
- b) Namkeen / Bhujia/ Biscuits / cookies (branded) of Standard makes.
- c) Sliced fruit Cake.



1.1.3 Lunch/Dinner

- a) Green salad comprising of cucumber, radish, Onion, Tomato, Beat, carrot and sprouted lentil etc.
- b) Soup: Vegetarian and Non-vegetarian.
- c) Two Non vegetarian dishes- one dry and one gravy (sea food or chicken or mutton) any two as decided by food committee.
- d) Three types of vegetables (1) One Paneer Subji (2) one Green vegetable (3) One cereals.
- e) Curd/Raita/Butter Milk.
- f) Chapati/Puris/Paratha/Nan (as per order).
- g) Plain Rice/fried rice/pulao/biryani with Dal. (Toor, Moong, Grams, Udad, Methi).
- h) Pickles at least three varieties.
- i) Papad
- j) Desert: Indian sweet/continental sweet & Ice cream (any one).
- k) Fruit: Basket of assorted seasonal fruits of high quality (Minimum three varieties)
- l) Chinese/continental items twice/thrice in a week in consultation with Food Committee.
- m) Drinking Mineral water.

1.1.4 Evening Tea

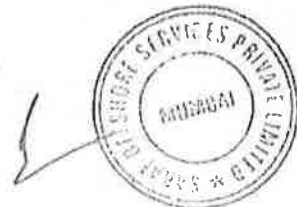
- a) Tea / Coffee Sugar free tablets /Milk (with Bournvita/Horlicks/Boost/Complan)- (any one).
- b) Sandwiches/Samosa/ Cutlet/Potato wada/Pizza/Bhelpuri/Vegetable (any one).
- c) Pakoda/Spring roll/Kachori/Petis/Poha/ Cake / Pastry etc.
- d) Varieties of Namkins / Bhujia/ Biscuits etc. of Standard makes
- e) Four types of high quality dry fruits-100 grams/day/resident (25 grams each of Almonds, Cashew Nut, Pistachio (with shell) & Walnuts (without shell)).

1.1.5 Supper (Midnight Meal)

- a) Puri/Chappati / Paratha/ Nan with two Vegetarian and two Non Vegetarian item.
- b) Bread & Eggs as per order.
- c) Tea/Coffee/Milk (with Bournvita/Horlicks/Boost/Complan). Sugar/Sugar free tablets.
- d) Drinking Mineral water.
- e) Plain Rice/ Fried Rice/Pulao with Dal.

1.1.6 Round the Clock Services.

- a) Canned Tetra juice packs of Real/Tropicana brands.
- b) Tea/ Coffee with Sugar and Sugar free tablets- Hot water boiler to be arranged and maintained by the Service provider.
- c) Cold drinks/ Soft Drinks minimum of four brands (list of preferred brands attached at Appendix-1.
- d) Assorted Biscuits/ Namkins.
- e) Packaged drinking Water - Bisleri/Aquafina/Bailey/Kinley for drinking purpose in 20 ltrs alongwith required number of dispensers.
- f) the contractor shall provide Tea/Coffee maker in control room, Radio room with TG Control Room and Canteen of reputed brands for making instant tea/coffee and shall manage including providing of the raw materials.



1.1.7 Crockery

- a. Good quality of kitchen utensils, glass tumblers (Yera, Borosil), daily use crockery (Corelle, la-opala) to be provided and maintained by the contractor. Crockery for minimum 150% of ONGC strength should be available at a time.
- b. All crockery and Cutlery alongwith serving utensils for VIP shall be provided by ONGC.
- c. All kitchen equipments shall be provided by ONGC.
- d. All crockery & Cutlery (other than VIPs) and serving utensils shall be provided by the bidder.

1.1.8 VIP/Corporate Meals.

The contractor shall make arrangement for providing befitting Welcome, hospitality and meals to VIPs/Corporate officials during their visit to offshore platforms as directed by OIM. The menu for such meals shall be as per appendix –II. The contractor shall be paid 25% extra over the meal rates for such arrangements. Contractor shall also keep all the time 25 large bath towels for the visit of VIPs at the platform for their use. The Contractor shall also make arrangements for providing 25 hot/cold hand towels for VIP visits. (The towels must be Turkish/ Bombay dyeing). VIPs will also be provided packaged mineral water in 500 ml. bottles.

1.1.9 Meals for Personnel at Unmanned Platforms:

The personnel going to unmanned Platforms for work shall be provided meals in hot case. The personnel going to unmanned platforms for work shall be provided with the meals suitably packed for consumption at unmanned platforms. The contractor shall at its own cost provide and pack the meals in hot cases in proper eco-friendly packing materials such as aluminum foil, paper plate, paper glasses, wood based spoon etc. at its own cost.

1.1.10 The contractor shall provide to the ONGC personnel on regularly on/off duty a kit as follows every three months in a suitable, good quality pouch consisting of:

Sr. No.	Item	Size /Quantity	Brand Name
1	Napkins	24"x12"(100% cotton)	Bombay Dying
2	Tooth Brush	Super (soft)	Aquafresh/Colgate/Oral-B
3	Tooth Paste	150 gms	Colgate/Close-Up/Pepsodent/Vicco
4	Hair oil	Coconut oil-200ml	Parachute/Shalimar/Hair & Care/All Clear
5	Talcum powder	200 gms (2 Nos.)	Ponds/Park Avenue/Axe/Yardley
6	Shaving cream and Face Wash	70 gms each	Godrej/Palmolive/Axe/Gillete/Old spice/ lakme/Ponds
7	After Shave Lotion	100 ml	Old spice/ Denim/FA /Yardley Dove/Garnier/Tresemme/Ponds
8	Body spray/ Deodorant	150 ml	Axe/ Brute/FA/KS/Fogg
9	Shaving Razor	Six	Gillete/Lazer/Supermax
10	Body lotion/cream	100 gms.	Ponds/ Vaseline/Nivea



The list of such employees including employees not on regular 14 days on/off pattern but performing duty on need basis and done minimum 20 days of offshore duty in a quarter shall be provided by OIM/ Vessel Incharge/ Tool pusher and accordingly the contractor shall supply the kit to the employees against proper receipt. The contractor shall obtain certificate from OIM/VI/TP every quarter and submit the same to the office of Incharge FMG, Regional Office.

The lady officials/ officers may be given items commensurate with their requirements and within the same budget.

- 1.1.11 Two bathing soaps of 100 - 150gms of Pears / Moti / Lux international / Medimix / Lifebuoy Gold / Mysore Sandal / Dove / Park Avenu / Cinthol to be provided every week.

2.0 HOUSE KEEPING SERVICES:

House Keeping services forms an essential part of the Contract, as it is necessary for safe work site and health and hygiene of the employees working there. Contractor shall ensure that all working areas of the work site are to be kept clean and tidy. Total area of housekeeping for Offshore Platforms Group-A is about 20,704.50 sq. mtrs consists of living quarters, offices, control room, operational area, open area etc. on different decks. The approximate area and number of occupants on average basis are as per Appendix III. The installations/area/number of occupants may vary. However the payment shall be made for the services actually availed. The contractor shall ensure Periodic housekeeping as under:

2.1 DAILY CLEANING:

The entire area under housekeeping including ceilings, wall panels, misc accessories in the room and open area shall be cleaned daily. All cleaning jobs of occupied rooms shall be taken up after the occupant is out or with his permission. Standard cleaning fluid like Ezee, Collin etc. shall be used.

2.1.1 SWEEP CLEAN

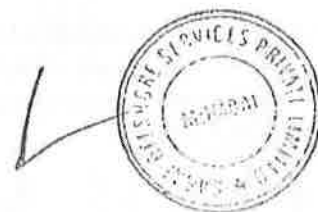
- Damp Mopping of Tiles, Vitrified floors, staircases, sidewalls and podium entrance areas.
- Floors shall be free of dirt, mud, sand footprints, liquid spills, unwanted material and other debris.
- Chairs, trash receptacles and easily movable items shall be moved to clean underneath with special attention.
- During harsh weather, the frequency may be higher than once per day. When completed the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue or any evidence of remaining dirt or standing water.
- After sweeping all vitrified floors, areas shall be machine scrub cleaned.
- Sweep cleaning of debris from walkways and hose clean them.
- Special attention shall be paid to the cleaning of water filters and water purifiers. All furniture wall panels, partitions etc. shall be cleaned every day.
- The cleaning should be done separately by the designated housekeeping & catering staff in their respective areas.



APPENDIX-I

ONGC APPROVED BRANDS

Rice	Basmati– Lal Quila, Kohinoor, Daawat (Select Premium) sealed in packed of 20 -25 kgs (minimum Tibar quality)
Pulse /Cereal	Best Quality.
Tea	Brooke Bond /TajMahal / Twining/Society.
Coffee	Nestle , Nescafe , Bru.
Soft Drink	Limca , Coca Cola , Maza , Pepsi , 7 up , Sprint , Mirinda, Soda.
Mineral Water	Balley /,Bisleri/ Aquafina/ Kinley.
Milk Powder	Milk Made , Everyday Milk in tetra packs .
Milk In Tetra Packing:	Vijaya , Amul , Nestle, Mahanand.
Butter	Vijaya , Amul, Nestle, Vadilal, Nutralite.
Pickles	Maggi , Priya , Kissan, Mothers, Pravin, Bedekar.
Sauces	Ketch up Soya (Maggi / Priya / Kissan /Heins)
Flour	Captain Cook , Kissan , Annapurna , Shakti Bhog, Ashirwad.
Cooking Oil	Double refined mustard/ groundnut / sunflower oil, postman/ Dhara ,Suffola Gold Brand , Sundrop, Flora, Sweekar, Godrej.
Salt	Tata, Captain Cook, Annapurna
Jams	Kissan /Noga / Amul/ Mala.
Honey	Dabur , Mahableshwar, Pondaghat
Papad	Lijjat /Ganesh
Spices	Ashoka , Everest , Agmark, Badshah, MDH.
Slice Bread (White & Brown)	Britannia / Modern / Quality / Wibs
Biscuits	All varieties of Britannia, Parle-, and Sun feast.
Namkin	All varieties of Haldiram, Bikaji, Lays, Leher, Garden.
Ice cream	Amul, Vadilal, Kwality
Cheese	Amul, Britannia, Nestle, Mahanand.
Paneer/	Paneer to be made at the galley
Curd	Curd to be prepared onboard.
Butter milk (chaas)	Amul, Nestle, Britannia, Mahanand, Vishakha
Frozen Chicken, Lolyop	Venky's, Godrej, Suguna, Shanti, Hybro.
Mutton, Keema, Paya	Only BMC approved Mutton/ Kheema /Paya shall be supplied.
Soyabean	Nutrela
Juices	Tropicana, Real
Sliced Cakes	Britannia, Monginis.



APPENDIX- II

VIP /CORPORATE MEALS

Soups Two types with soup sticks /garlic bread and starters.
Roti/Nan/Chapati/Fulka(Wheat atta of standard brand only to be used)
Chicken or Meat Preparation.
Fish preparation.
4 types of vegetables- 2 dry & 2 with Gravy (1 Paneer preparation)
Veg. Rice/ Pulav/Jeera Rice/ Steam Rice.
Biryani / Kichadi
Dal Fry
Curd, Raita, Salad, Pickles.
Sweet dish.
Fresh fruits
Chinese items 2 nos (Noodles Manchurian etc)
Dahi Wada
South Indian Item (Tomato Omlet, Medu wada, Paper, dosa, Idli etc
Aloo Chokha



Handwritten signature or mark.



APPENDIX IV

A	VEGETABLES	CABBAGE , CAULIFLOWER, FRENCH BEANS, BRINJAL, LADY-FINGER POTATO, PUMPKIN , DRUMSTICK , TINDA, PADWAL, GOURD (DUDHI), CAPSICUM, ONION SPINACH(PALAK), BITTER GAUD, RAW BANANA, RADISH, TOMATO, CUCUMBER, FENU GREEK(METHI), CARROT, GAWAR, MINT LEAVES, TENDLI, TURAI, SPRING ONION, DUDHI,SURAN, ARVI, BEETROOT,COCONUT.
B	FISHES	POMFRETS (150 to 200 gms per piece), HALWA (200 to 300gms per piece), PRAWNS (Tiger), SNAPER, SURMAI FISH , GHOL, ROIU, III.SA, BANGDA (MACKERAL).
C	FRUITS	APPLE, BANANA (RIPE), GRAPES, SWEET LIME , WATERMELON, PAPAYA, MANGO (Alphonso in April & May and June onwards Langda, Dashari, Keashari). ORANGE, PINEAPPLE, PEECH, PLUMS.
D	SPICES	GINGER, GARLIC, GREEN CHILLI, BLACK PEPPER, CINNAMON, CARDAMOM, CORIANDER, CORIANDER LEAVES, SOUR LIME, 'CURRY LEAVES.
E	MUTTON/CHICKEN	MUTTON, MUTTON PAYA, CHICKEN, EGGS.



PROFORMA - II

OIL & NATURAL GAS CORPORATION LTD
Daily Performance certificate on Catering & Housekeeping Services

UNIT: (Name of Installation)

DATE:

- (1) Sufficient number of staff and Manager including plumber and electrician provided.
- (2) The Staff was working in proper and clean uniform with safety items.
- (3) Dish washing was hygienic.
- (4) House-keeping was satisfactory.
- (5) Pest Control carried out as per the Contract and its efficacy was satisfactory.
- (6) Stock position of the material was satisfactory.
- (7) The quality of preparation was satisfactory.
- (8) Food was served as per approved menu.
- (9) Other terms of the Contract were met in all respect.
- (10) Supply of branded items were provided as per scope of work
- (11) Corporation inventory was kept in working condition.
- (12) No. of C&HK staff overstayed without authorisation: NIL / ____ Nos.
- (13) No. of C&HK staff under stayed without authorisation: NIL / ____ Nos.

Name & Signature of Food Committee Member:

1.

Signature of OIM/Location Manager
Name and Designation /Seal

Note:

Marking should be done against each point

√ = for satisfaction

X = for not satisfactory

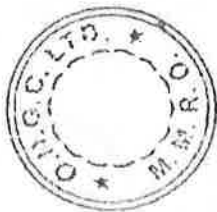
Against point no.12 and 13, specific no. of persons with no. of days shall be indicated.



APPENDIX 2 TO ANNEXURE A

SCHEDULE OF RATES

Sl. No	Item description	Rate (in Rupees and Full Paisa) exclusive of Services Tax and inclusive of all other taxes, leveies, duties, insurance, transportation etc.	Service Tax@14.5% on 60% (for Breakfast, Lunch& Dinner) & 100% (for Housekeeping).	Rate (in Rupees and Full Paisa) inclusive of Services Tax and all other taxes, leveies, duties, insurance, transportation etc.
		a	b	c = a + b
1	Per Breakfast	140.26	12.20	152.46
2	Per Lunch	207.56	18.06	225.62
3	Per Dinner	207.56	18.06	225.62
4	Per Square Meter per Day rate for Housekeeping.	3.18	0.46	3.64



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