



TENDER DOCUMENT FOR
“HOUSE-KEEPING, MAINTENANCE AND CATERING
SERVICES OF OPTCL, TRAINING CENTRES

TENDER CALL NOTICE NO.TD-PTC-09/2011

DATED/

SALE OF TENDER PAPER FROM DATE : 05/05/2013
LAST DATE OF SALE OF TENDER PAPER : 22/05/2013 (up to 01:00 PM)
LAST DATE OF RECEIPT OF EARNEST MONEY : 22/05/2013 (up to 01:00 PM)
LAST DATE OF RECEIPT OF TENDER DOCUMENT: 22/05/2013 (up to 01:30 PM)
DATE OF OPENING OF TENDER : 22/05/2013 (at 03:00 PM)
(TECHNO COMMERCIAL BID)

NAME & ADDRESS OF THE FIRM / AGENCY :

COST OF THE TENDER PAPER : Rs. 6,300/- (Rs. 6,000/- + VAT @ 5%)



ODISHA POWER TRANSMISSION CORPORATION LTD

(A Govt. of Odisha Undertaking)

REGD. OFFICE: JANPATH: BHUBANESWAR-751022

Tel: (0674) 2541633 (EPABX) Fax: (0674)-2540871

NOTICE INVITING TENDER

No. TD-PTC-09/2011

D a t e d :30/04/2013

Sealed tenders are invited from financially sound parties having similar experience at least for a period of 2 years in managing Guest House/Executive Hostel/Hotel etc. for House Keeping and Maintenance of the OPTCL Training Centres, Chandaka / Mendhasala Bhubaneswar, comprising rooms/beds and catering services as per terms and conditions laid down in the tender document. The details of the tender with terms and conditions are available in OPTCL Website: www.optcl.co.in.

The last date of receipt of Tender: dt.22/05/2013 (up to 01.30 PM), Date & time of opening of Techno Commercial Bid: dt.22/05/2013 (3.00 PM).

Cost of Tender Paper : Rs. 6,300/- and EMD: Rs. 28,030/-.

ASST. GENERAL MANAGER (HRD)-I

TENDER DOCUMENT

HOUSE-KEEPING AND MAINTENANCE OF OPTCL, TRAINING CENTRES WITH CATERING ARRANGEMENT.

Sealed tenders are invited from financially sound parties in two parts “TECHNO COMMERCIAL BID” & “PRICE BID” having similar experience at least for a period of 2 years in managing Guest House/Executive Hostel/Hotel etc. for House Keeping and Maintenance of the Hostel attached to the OPTCL Power Training Centre, Chandaka / Mendhasala Training Hostel, Bhubaneswar, comprising rooms/beds and catering services as per terms and conditions laid down in the tender document. The salient features of contract are as under.

I DEFINITION OF TERMS

The company shall mean “ODISHA POWER TRANSMISSION CORPORATION LIMITED (A Government of Odisha Undertaking)” having its registered office at Janpath, Bhubaneswar-751022.

The Officer- in- charge means the Officer designated by the Company and shall include those persons who are expressly authorized by the Company to work for and on its behalf.

II. SCOPE OF WORK

Housekeeping of following OPTCL Training Centre:

- (A) **OLD HOSTEL(PTC):**
Housekeeping of the OPTCL Power Training Centre(PTC) Old, Hostel which includes sweeping, cleaning and sanitation of the Training Centre Hostel located in the 220/132KV Grid Substation at Chandaka. Hostel consisting of 6 Bed Rooms having twenty beds, one Common Room, one Dinning Hall and a kitchen. The total carpet area of this establishment is 2800 Sq.ft.
- (B) **NEW HOSTEL(PTC):**
Housekeeping of the OPTCL Power Training Centre(PTC) New (upcoming), Hostel which includes sweeping, cleaning and sanitation of the Training Centre Hostel located in the 220/132KV Grid Substation at Chandaka. Hostel consisting of 16 Bed Rooms having thirty two beds, one Conference hall, one Dining hall. The total carpet area of this establishment is 11530 Sq.ft.
- (C) **MENDHASAL HOSTEL:**
Housekeeping of the OPTCL Mendhasal Training Hostel, training hall on the 1st floor of Control room and the dining room/kitchen, which includes sweeping, cleaning and sanitation of the Training Centre Hostel located in the 220/400KV Grid Substation at Mendhasal. Hostel consisting of 12 Bed Rooms having forty eights beds. The total carpet area of this establishment is 4700 Sq.ft.

(D) CATERING SERVICE

Providing of 24 hours of catering services during training (must report 2 days prior to the training and continue for a day after training) which includes serving of bed tea, breakfast, lunch, dinner and snacks.

The Contractor has to engaged a separate set of service personnel for housekeeping & kitchen service for the hostel at Chandaka & Mendhasal.

(A) HOUSE KEEPING AND MAINTENANCE

1. Taking total charge of the Hostels complex along with all fixtures/furniture and other assets and ensure proper layout of furniture and fixtures in the Hostel premises.
2. The contractor shall also be responsible for maintenance of account of all the furniture's and fixtures provided and account for the replacement, issues and receipt of the same.
3. Supply of washed and ironed bed sheets, pillow covers, towel, mosquito repellent, soap, shampoo etc. as and when occupant comes and on alternate day if he/she continues to stay for more than two days at a stretch, Bed cover, Bed sheets, Pillow cover, Blanket etc are to be properly maintained Naphthalene ball, Odonil, liquid soap must be kept in every toilet. The curtains and blankets shall be dry cleaned minimum once in a quarter and four times in a year respectively. Room fresheners of good quality must be sprayed in rooms and toilets regularly.

(B) CATERING

1. The Dinning Hall shall remain open on all 7 days in a week.
2. The contractor shall serve the requirements of bed tea / Breakfast / Lunch / Dinner, Tea /Coffee / Cold drink, Snacks etc.as required during the day.However; there is no commitment for minimum or maximum number of meals /tea / snacks etc.required to be served. It depends upon programme and occupancy.
3. Lunch / dinner to be served in the dinning hall or the place specified by OPTCL. It shall be as per menu out of list in Part II, fixed before hand from time to time and from programme to programme. Timing for bed tea, breakfast, lunch and dinner would be as mutually agreed upon.
4. The contractor shall be required to serve water in jugs at the different locations and will also keep the jug / thermos and glasses in hygienic conditions. Contractor is required to provide drinking water as and when required.
5. Bed tea will be served in the morning, in rooms at Hostel as per convenience of visitors Tea will be served at the location of different programme and evening tea will be served at rooms /dinning Hall except otherwise instructed by Officer-in-charge.
6. The contractor shall prepare meals, snacks, and tea at the kitchen attached to the dinning hall as per menu fixed beforehand.

7. The contractor shall arrange out-door catering for training, meeting and conference etc. if required and also provide food and beverage services for such purposes at venues such as MTC, Hqrs. Office within OPTCL as directed by Officer-in-charge. He will have to make his own arrangement for transport and supply. In addition, if required by the company the contractor shall arrange to provide the same on holidays also for which intimation shall be given in advance by Officer-in-charge of Training Centres.

III. GENERAL TERM & CONDITIONS

1. The Company shall supply all fixtures, crockery, furniture and linen required for the use of the occupants. The contractor shall be responsible for proper maintenance and up-keep of the furniture, fixtures, linens, crockery, cutleries and all other property issued to them at the time of handing over or from time to time and shall be returned on proper account at the end of the contract. As and when required periodical inspection of material stock will be made by Officer-in-charge of the Training Centre. In case of shortage of materials, the contractor shall have to bear the value of items equivalent to actual market price plus 10% extra and the contractor shall not be at liberty to dispute or question it. The contractor must ensure safety in using all fixtures, furniture's, equipment, crockeries etc. If due to callousness of the staff deployed by the contractor, damage is caused to any items, necessary recovery shall be made from the contractor bills forthwith.
2. The contractor shall ensure safety, security over materials of the Hostel and prohibit unauthorized persons entering the area and to provide any other reasonable help and comfort desired by Guests.
3. The Contractor shall allow only those persons who are authorized by the Officer-in-charge of OPTCL to stay in the premises and intimation to this effect shall be communicated to the Officer-in-charge from time to time.
4. The Contractor shall send daily occupancy list regularly to the Officer-in-charge and shall maintain such records as prescribed by the management.
5. The Pumps, Air Conditioners, Air Coolers, Refrigerators, Water Coolers and other assets etc. shall be at his custody for use and safe keep. Any loss or damage to such property shall be brought to the notice of the authority forthwith for assessment of the extent of loss and damage and cause / remedial measure and recovery if necessary. Contractor shall furnish an acknowledgement for all equipment provided to him by the management at the commencement of performance. Contractor shall be fully responsible for proper upkeep and maintenance of all utensils, furniture, fixtures, building and all other equipments including cooking appliances to him. Any minor repair within Rs.100/- shall be made by the Contractor.
6. He is required to provide adequate quantity of brooms, brushes, detergents, scented phenyl and other cleaning materials, which are required for cleaning of floor, utensils, furniture, urinals etc.
7. He shall have to follow the norms laid down by the management from time to time in order improve the quality of service and other matters connected with running and maintenance of Training Centre Hostels.
8. It shall be the sole responsibility of the contractor to procure all consumable, fuel (cooking gas), ingredients and raw materials for foodstuff at his own cost. Electricity will be supplied to the contractor by the company with a condition that no electric heat shall be used for the purpose of cooking. The contractor

shall always use raw materials of good quality preferably ISI / Agmark, standard wherever applicable. Items / ingredients can contain permitted class II preservatives. ONLY IODISED SALT SHALL BE USED.

9. The quality of foodstuff, snacks, tea etc. to be served by the contractor shall be of good standard/brand. For this purpose, he will purchase the approved quality of material in sufficient quantity, seasonal green vegetable and milk shall be procured afresh everyday. Ice cream to be supplied should be of reputed brand as approved by Officer-in-charge. The contractor shall also keep powder milk to meet urgent requirements. Officer-in-charge or his authorized representative will inspect at his convenience the quality of food, snacks and also raw materials like grains, oil, atta (flour), fruits, vegetables and provisions for cooking arrangements. If any of these items are found unfit for human consumption, at the sole discretion or authorized officer of OPTCL, the same will be prohibited for use/serving and removed from OPTCL premises. The contractor shall not in any way restrict, restrain or resist such inspection/rejection and shall not claim its cost. In case contractor procures material which is sub standard not approved by the authorized officer or Officer-in-charge of the OPTCL, OPTCL will levy penalty as deemed fit, besides other legal actions as per the law of land.
10. Preparation will be made as per approved menu fixed by the authorized OPTCL officer. Complaints about the quality and quantity of the food, snacks tea etc. served by the contractor shall be investigated by the authorized OPTCL's officer in the presence of the contractor, if available, on hand. If on investigation, it found that any preparation is substandard in quality/quantity, a penalty per event or per item may be imposed on the contractor for particular shortcoming.
11. Management reserves the right to reject the quality and quantity of foodstuff prepared at Training Centre Hostels if the same does not commensurate to the schedule of standard under the work order and no compensation payment is admissible in case of such rejection.
12. The case of dispute regarding the services, quality or the quantity the foodstuff, snacks, tea etc. the decision of the Officer-in-charge of OPTCL will be final and binding.
13. The boarders of Training Centre Hostels, Guests and Employees of OPTCL are allowed to take food in Training Centre Hostels. **No outsiders are allowed to Training Centre Hostels either for food or shelter.**
14. There should not be any party courtesy by the outside agency in the Training Centre Hostels unless and until specific instruction from the authority is obtained.
15. The contractor is not allowed to run this premises as restaurant for outside agencies or clients or guest etc. without written authority of OPTCL. In case of default, the contractor will be liable to be penalized and repeated defaults may lead to termination of the contract.
16. The contractor shall use only permissible food colours and edible oils approved by OPTCL / Law enforcing authority.
17. The room service and table service would have to be arranged by the contractor as per the requirements of OPTCL, as per applicable best practices.
18. Proper Sterilization method should be adopted for cleaning various utensils, crockery and tumblers. Cleaning / washing arrangement for utensils, crockery will have to be very hygienic preferably with hot water.

19. The food will be served at the Dining Hall except informed otherwise by the Officer-in-charge.
20. Food as per the Menu corresponding to Part – II shall be served to the Guests within a reasonable time.
21. All the waste products of dining hall, kitchen, and rooms, out side area of Training Centre Hostels shall be dumped at a demarcated place within the premises of Training Centre Hostels.
22. No alcoholic drinks should be stocked / served in the premises.
23. Contractor shall submit statement regarding official catering, which is to be verified by Officer-in-charge (OIC).
24. The contractor shall collect the cost of foodstuffs served by him to the occupants directly from them unless advised otherwise by the company.
25. Movable and immovable property of the company from hostel kitchen, cooked food should not be moved out of Training Centre Hostels without the permission of Officer-in-charge of Training Centres.
26. The contractor shall maintain a complaint book in a prominent place in the premises and in such a way that it is easily accessible to any person who wishes to record any complaint and the said book shall be open for inspection by the competent authority or his authorized representative & it should be signed preferably once a month, by the Officer- in- Charge of Training Centres.

IV. STAFF REQUIREMENT.

- (1) The Contractor shall be responsible for engagement of required number of employee's for Operation and Maintenance of the Hostel Centres. The contractor shall be responsible for payments made to the worker. OPTCL shall not be responsible for any labour unrest caused by the workers on account of the engagement by the contractor. Number of employee to be deployed by the contractor with a brief description of nature of work to be dealt with by each employee shall be furnished along with the bid.
- (2) The contractor shall maintain a team of well-trained, professional and experienced employee's for effective and smooth running of the Hostels.
- (3) The persons engaged on duty at Training Centre Hostels by the catering contractor shall be polite, have pleasing personality and must be prompt in delivery of service to the visitors. They must understand Oriya language.
- (4) The contractor shall be responsible for the proper behavior of all the staff, employee's and others, shall exercise proper degree of control over them and in particular without prejudice to the said generality the contractor shall be bound to prohibit / prevent any employees from trespassing or acting in any way detrimental or prejudicial to the interest of the community or the properties or occupiers of land or properties in the neighborhood. In the event of such trespassing, the contractor shall be responsible for all consequent claims or actions for damages or injury or any other grounds whatsoever. The decision of the Officer-in-charge upon any matter arising under this clause shall be final.
- (5) Any person not found suitable for such services must be replaced by the catering contractor forthwith without affecting the normal running and maintenance of Training Centre Hostels.
- (6) The colour of the uniform of your staff at Training Centre Hostels shall be decided by the Management and shall be intimated to the contractor.

- (7) If and when required by the Officer-in-charge, the contractor's personnel entering upon the Centre's premises shall be properly identified by badges of a type acceptable to the Officer-in-charge which must be worn at all times in Centre's premises. It is responsibility of the contractor to issue Identity Cards to the employee's engaged.
- (8) The contractor has to provide an experienced cook having culinary skills of preparing all types of dishes on prior approval of the Officer-in-charge.
- (9) The workers engaged by the contractor should be free from all communicable disease and any health hazards. It is responsibility of contractor to ensure that the workers should not be under influence of liquor or other addictions while on duty. The contractor shall be responsible for and pay the expenses for providing medical treatment to their employees who may suffer and bodily injury / loss of life during the course of business while carrying out the contractual obligations as a result of any accident within the company's premises.
- (10) All the contractor's employees shall be subject to medical examination by the OPTCL's medical officer from time to time. On such examination, if the OPTCL feels that any employees are not suitable for deployment in the Training Centre Hostels, Contractor shall have to remove such employees forthwith. The contractor shall be responsible for any compensation to such employee.
- (11) Arrangement of accommodation for the operating and maintenance staff, cleaners, helpers etc. shall have to be made by the Contractor at his own cost.

V. LEGAL OBLIGATIONS.

1. Contractor shall obtain a labour license from the concerned authorities under the Contract Labour (Regulation and Abolition) Act 1970 and furnish copy of the same to the Officer-in-charge within 30 days of award of contract.
2. The Contractor shall comply with the provisions of The Employees' Provident Fund and miscellaneous Provisions Act 1952 and The Employees' State Insurance Act 1948. The contractor shall deposit Employees and Employer's contribution with the appropriate authority every month regularly in respect of the Manpower deployed by him in his own PF/ESI number.
3. The Contractor shall also comply with the provisions of The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Employers Liability Act 1938, The Employee's Compensation Act 1923, The Industrial Dispute Act 1947, The Maternity Benefit Act 1961, The Employees Provident Fund miscellaneous Provisions Act 1952 and The Contract Labour (regulation and abolition) Act 1970, The child labour (Prohibition & regulation) Act 1986, or any modifications thereof or any other law relating thereto and rules made there-under from time to time.
4. No person below 18 years will be employed.
5. The contractor will take insurance policies for sufficient amounts to cover him self against third part risks, employee's compensation Act, contractors all risk policy, and keep OPTCL indemnified and continuously keep indemnified till the currency of contract.

6. The contractor shall recruit his own staff for the contract work. The contractor's staff will not be treated as OPTCL staff for any purpose whatsoever and facilities/benefits applicable to OPTCL staff will not be applicable to contractor's employees. The contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time and particularly for carrying out of the above job. If due to any reason whatsoever OPTCL is made liable to meet any obligation under any of the said laws and enactment's etc. for any reason whatsoever the same shall be recovered from the Security Deposit of the contractor with OPTCL or from the bills payable to him or failing which it shall be recovered as per law. It is made clear that the contractor shall have PF Account No allotted by RPFC and extend PF benefits as provided under EPF Scheme,1952 to his entire employee. He shall also allow ESI provisions to his employees.

The contractor shall not pay less than minimum wages to the employee's notified by Govt. of Odisha from time to time under the minimum wages Act and Rules.

Payment to the employee's deployed by the contractor shall be disbursed before 7th day of every month in presence of Officer-in-charge or his duly authorized representative irrespective of whether the bill for the service rendered has been paid by OPTCL or not. The Officer-in-Charge shall certify on the payment sheet/register for fulfillment of provision of Law.

7. Besides wages PF & ESI contribution, Annual Leave, Holiday wages etc. shall be paid to the employees engaged by the contractor as per statutory provisions.
8. The contractor shall allow the food Inspector to inspect the food items as per the provision of food Adulteration Act. The contractor shall abide by all laws applicable.
9. Any failure by the OPTCL at any time or from time to time to enforce or require strict keeping and performance of any of the terms and conditions of agreement, or to exercise a right hereunder shall not constitute a waiver of such terms and conditions or rights and shall not affect or impair the same or the right of the Company at any time to avail itself of the same.

PENALTY

Management reserves the right to impose Penalty for failure to render service or violation of the contract as under

- | | | |
|--------|---|-------------------|
| (i) | For failure to provide catering/ room service | Rs.200/-per day |
| (ii) | If any of the cooking utensils, crockery, Cutleries are found in dirty condition. | Rs.100/- per day. |
| (iii) | If any portion of the Training Centre Hostels is kept | Rs.50/- per day |
| (iv) | For non-provision of clean linen including towels | Rs.20/-each |
| (v) | For non-provision of soap in the Occupied room as stipulated. | Rs.2/- ,, |
| (vi) | Negligence to provide Odonil,use of Phenyl spraying the room With insecticide etc at each location. | Rs.50/- ,, |
| (vii) | Delayed Service resulting in any discontentment among the Borders of Training Centre Hostels | Rs 100/- ,, |
| (viii) | Non-dumping of wastes in proper place. | Rs 200/- ,, |

VII SUBLETTING

The work shall not in any manner or degree be sublet except dry-cleaning/laundry service/cloth ironing.

VIII PAYMENT OF BILL

1. The Contractor shall submit the monthly House Keeping and Maintenance charge and catering bills in respect of company Guest & In-house Training programmes within 7th day of the following month to the Officer-in-charge for payment alongwith the labour payment sheet, muster roll and other documents related to statutory dues.
2. All the statutory dues shall be deducted from your running bills at the rate ruling at the time of payment of the bills. you are required to submit PF deposit Challan & ESI deposit Challan for previous month along with monthly bills. If the same is not submitted the bill shall not be released.
3. Payment after statutory deductions and other deductions like taxes as applicable, duties, penalties, security deposit etc. shall be released after due certification of the running bills by the officer-in-charge. Payment shall be made in shape of crossed A/c Payee cheque/ Demand Draft (less bank charges) only to the contractor or his authorized representative.
4. In case of any complaint of non-fulfillment of any obligation under the contract, the officer-in-charge reserves the right to withhold payments due to the contractor and out of such amounts or amount of security held, if any or the amounts likely to fall due to the contractor (but without obligation to do so) to make such payments as it may be considered necessary.

IX. OFFICER-IN-CHARGE

AGM (HRD) I/c Training Centres or his authorized representative is the office-in-charge for this work.

X PAYING OFFICER

DDO (Hqrs) OPTCL is the Paying Officer.

XI PERIOD OF CONTRACT

The period of contract is for duration of 2 years to be reckoned from the actual date of execution of the contract. The contract period may be extendable by one more years on mutual acceptance on the same rates terms & contracts.

XII. TERMINATION OF CONTRACT.

- (I) Management reserves the right to terminate the contract without assigning any reason thereof at any time during currency of contract by giving 30 days notice of intention to do so. In the event of any such termination of the contract, the Contractor shall be paid for all the work executed.
- (II) In case of failure by the Contractor to fulfill his contractual obligations, the Officer-in-charge reserves the right to decline the contract in which case the security deposit shall stand forfeited and be absolutely at the disposal of Officer-in-charge.
- (III) If you, either by yourself or by your servants commit or suspect to be committed any act which in this opinion of the company whose decision in that behalf, shall be final is pre-judicial to the interest or good name of the company, then company reserves its right to cancel the contract and the decision so conveyed by the said authority need not cite or give reasons for such decision.

VI. SAFETY CODE

- (i) The contractor shall provide first-aid and emergency medical facilities for his employees. The contractor has to ensure all precautionary measures and exercise utmost care in handling the inflammable gas cylinders/inflammable liquid etc. as required under the law and/or as advised by the Officer-in-charge of the Training Centre.
- (ii) The contractor shall take requisite precautions and use his best endeavors to prevent any riot and unlawful behavior by or amongst his employees and others employed by him for the preservation of peace and protection of properties of Mendhasal & PTC Hostels.

XIV. SECURITY DEPOSIT

The Contractor is required to pay an amount of Rs.2,80,000/- (Rupees Two Lakh Eighty Thousand) only toward Security Deposit within 15 days on receipt of the work order. The security deposit will be released after satisfactory execution of order and amount of security deposit will not carry any interest.

Whenever any claim against the contractor for the payment of a sum of money arises out of or under the contract, the Company shall be entitled to recover such sum of appropriating in part or whole the security deposit of the Contractor. In the event of the security deposit being insufficient the balance or the total sum recoverable as the case may be shall be deducted from any sum then due or which at any time there after may be full due. The Contractor shall pay to the Company on demand any balance remaining due.

In the event of any breach of the terms of the contract by the Contractor or any loss or damage occurred to the Company which in the option of the Company has arise, the decision where of shall be final and binding on the Contractor or in the event of the termination of the contract or for any such breach, the security deposit is liable to be forfeited. The decision of forfeiture by the Company shall be final and binding on the Contractor. This is without prejudice to any other rights of OPTCL under contract law.

XV. OTHER TAX LIABILITY.

Tax on works contract, as applicable shall be deducted at source from the monthly running bills of Contractor.

XVI. FORCE MAJEURE

In case OPTCL does not require contractors services due to unforeseen and unavoidable events beyond the control of the OPTCL, contractor will not be paid any remuneration for such period.

XVII. DISPUTE SETTLEMENT.

Any dispute or difference arising out of this contract shall be mutually settled, but if you disagree to such settlement, the decision of CMD, OPTCL or his authorized representative shall be final & binding.

XVIII. JURISDICTION

For all disputes arising out of this contract, the jurisdiction shall lie under the jurisdiction of Courts at Bhubaneswar only.

XIX. SUBMISSION OF TENDER FORM

The Tender documents can be obtained from the office of **AGM (HRD) - I** on payment of non-refundable cost in the shape of DD/ Pay Order drawn in favour of **“Drawing & Disbursing Officer OPTCL, Hqrs. Office”, Janapath, Bhubaneswar-751022.** from 11:00 AM to 1:00 PM during dt. 05.05.2013 to dt. 22.05.2013. No tender documents will be sold on any other day except as indicated.

Alternatively the Tenderer can download the tender paper from OPTCL website and submit the same along with the DD as above. No other mode of payment is acceptable.

1. Production of copy of permanent PF and ESI account No.
2. Latest Sales Tax/VAT clearance certificate in Form VAT – 612.
3. Similar work experience certificate for a period of two years,.
4. All the Annexure duly filled in & signed in.

The bidders may note that, the tender paper is comprising of two parts “TECHNO COMMERCIAL BID” & “PRICE BID” rates shall be quoted for both the parts otherwise the bid will be rejected. The rates may be quoted for one year (365 days) of operation, as well as per day basis with a minimum maintenance and catering.

Part – I House keeping and maintenance of Hostel Complex

Part- II Rate Chart for food items.

The rates quoted shall include the wages for supply of all type of manpower with uniform, cost of consumables, hygienic material, House keeping items and the like. The prices/rates quoted by the Contractor shall remain firm during currency of contract and shall not be subject to escalation. Quoted rates shall be deemed to include and cover all costs expenses and liabilities of every description and all risks of every kind to be taken in executing and completion of work but subject to minimum wages notified by Govt. of Odisha from time to time under The minimum Wages Act & Rules.

The tender papers along with the Earnest Money Deposit (EMD) of Rs. 28,030/- (Rupees Twenty Eight Thousand Thirty) only by DD/Pay Order drawn in favour of DDO(Hqrs), OPTCL, Bhubaneswar, should be submitted along with the Tender.

Date and time of opening of price bids in respect of two part tenders shall be intimated to the techno-commercially bidders only.

Complete bid for the works will be received up dt. 22/05/2013 (01.30PM), only and the same will be opened at 3.00 PM on the same date (dt. 22/05/2013).

Tenders should be sent to The AGM (HRD) – I, OPTCL, Hqrs. Office, Janapath, Bhubaneswar – 751022 by speed post / Reg. post with AD or by person. Bidding through e-mail / telephone / fax will not be accepted. OPTCL shall not be responsible for any delay in delivering the bid documents.

The techno commercial bid shall be opened on dt. 22/05/2013 at 3.00PM.

Offers received late and / or without earnest money or any deviation from the prescribed way are liable to be rejected. The tender shall be submitted in sealed cover super scribing “Tender for House Keeping & Maintenance of Hostels of OPTCL Power Training Centre with Catering Arrangement”

ODISHA POWER TRANSMISSION CORPORATION LIMITED RESERVES THE RIGHT TO REJECT OR ACCEPT THE CONTRACT IN FULL OR PART THEREOF

Part – I (Techno Commercial Bid)

ANNEXURE - I

DECLARATION FORM

To

Sir,

1. Having examined the above specification together with tender conditions referred to therein. I/ We the undersigned hereby declare the prices / rates quoted by us shall remain firm during currency of contract & shall not be subject to any escalation and the quoted rates shall be deemed to include and cover all costs, expenses & liabilities of every description and all risks of every kind to be taken in executing and completion of work.
2. I/ We undertake to abide by all the terms & conditions of the tender / job contract scrupulously.
3. I/ We hereby guarantee the particulars given in the tender supported with necessary documents from concerned authorities.

Signed this

Day

Year 2013

Signature of the Tenderer with seal of the firm

(This form should be duly filled up by the tenderer and submitted along with the original copy of the tender)

DETAILS OF TENDERER

1. Name of the Tenderer / Firm :
 2. Permanent Address
 3. Mailing Address (with Telephone No. / Mobile No. / Fax No.)
 4. Copy of service tax registration No. :
 5. Copy of labour license No. :
 6. Copy of Audited Accounts for last 3 years
 7. Permanent Provident Fund Account No. :
 8. Permanent ESI Account No. :
 9. Experience in similar type of works :
 10. Name of the person authorized to sign the tender and Bills in case of successful tenderer. :
 11. Whether the tenderer / firm executed the previous similar order awarded In their favour by OPTCL / GRIDCO fully and satisfactorily. YES / No
- (a) If No, then give details

Signature of the tenderer with seal

ABSTRACT OF TERMS AND CONDITIONS

(This proforma should be filled up with all information and should be furnished alongwith the tender)

1. Earnest Money Deposit :-
(Deposited in shape of Bank Draft / Bankers cheque)
 - a) Name of the Bank :-
 - b) Amount deposited :-
 - c) Bank Draft / Bankers cheque No. & Date :-
2. Nature of Price :-Firm / Variable
3. Security deposit (whether agreeable to OPTCL terms) :- Yes / No
4. Penalty (Whether agreeable to OPTCL terms) :- Yes / No
5. List of similar type of order executed :-
(Attach separate sheet & photocopy of orders)
6. Terms of payment (Whether agreeable to OPTCL terms) :- Yes / No

Signature of the Tenderer with seal

Place:

Date:

CHECK LIST WHILE SUBMITTING TENDER

1. Should submit photo copy of Clearance Certificate in form No. VAT-612 along with the Tender Documents. Keep the original one for verification at the time of opening of Tender.
2. Should submit photo-copy of registration under the Contract Labour (Regulation & Abolition) Act. 1970. Keep the original ones for verification at the time of opening of Tender.
3. Should submit photo-copy of registration of Service Tax. Keep the original ones for verification at the time of opening of Tender.
4. Should submit photocopy of permanent PF, ESI account & credentials. Keep the original ones for verification at the time of opening of Tender.
5. Should submit EMD of **Rs. 28,030/-**. (Rupees Twenty Eight Thousand Thirty) only by DD / Pay Order drawn in favour of DDO (Hqrs.), OPTCL, Bhubaneswar.
6. Should ensure that, they should quote for all items of both the parts.
7. Should ensure that, both the parts duly filled in and signed by the bidder with seal in all pages.

ANNEXURE – I

PART – II(Price Bid)

SL No.	FOOD ITEMS	QUANTITY	IN RUPEES
STANDARD BREAKFAST			
1	Poori-6 pc. (30 gms. Per pc.) or Parata – 4 nos. (50 gms per pc.) with 200 gms. Curry/ curd and Tea/ coffee 1 cup (100ml) for	1 person	
2	6 slice bread with butter and jam, 2 nos egg cook to order/ cornflakes 50 gms. With 100 ml. Of milk & sugar and Tea/ Coffee 1 cup (100 ml.) for	1 person	
3	Idli-6 pc (50 gms per pc.) with 150 gms Samber & 50 gm Chutney (dry) or Masala Dosa-1 pc (250 gms.) with 150 gms Samber & 50 gm Chutney (dry) or Upma (250 gms.) with 150 gms Samber & 50 gm Chutney (dry) or Chhole Bhature – 2 pc. (each 100 gms) with Chhole 100 gms. With Tea / coffee 1 Cup (100 ml.) for	1 person	
SOUP			
4	Vegetable Soup (120 ml.)	1 bowl	
5	Non-Vegetable (120 ml.)	1 bowl	
VEGETABLE			
6	Paneer Butter Masala with 100 gms. Paneer	1 plate	
7	Matar Paneer with 10 gms. Of paneer	1 plate	
8	Chili paneer wtih 100 gms paneer	1 plate	
9	Sagwala Paneer with 100 gms Paneer	1 plate	
10	Mushroom (chili/ masala/Do piyazi/ curry) with 100 gms. Mushroom	1 plate	
11	Mixed vegetable curry	200 gms.	
12	Green peas masala	150 gms.	
13	Stuffed Brinjal	200 gms.	
14	Navaratna Kurma	200 gms.	
15	Chana Masala/ cholle	150 gms.	
16	Mix vegetable Do piyazi	200 gms.	
17	Chili Gobi	200 gms.	

18	Vegetable Manchurian	200 gms.	
19	Veg chow chow	200 gms.	
20	Any other seasonal vegetable curry or fry	200 gms.	
21	Green salad	100 gms.	
22	Dal Fry	150 gms.	
EGG			
23	Egg Do Piyazi / masala / curry of 2 nos.	1 plate	
24	Poached / Boiled Eggs	2 nos.	
25	Omelet / Bhujia of Eggs	2 nos.	
FISH			
26	Fish Curry / Fry (2 pieces)	150 gms.	
27	Chili Fish	150 gms.	
28	Curd Fish (2 pieces)	150 gms.	
29	Golden Prawn	100 gms.	
30	Pamphlet Fish / Ilsha Fish	100 gms.	
MUTTON			
31	Mutton curry / fry	150 gms.	
32	Mutton Masala	150 gms.	
33	Mutton Kurma	150 gms.	
CHICKEN			
34	Chicken Butter Masala	150 gms.	
35	Chicken Do piyazi	150 gms.	
36	Chili Chicken (Bone less)	150 gms.	
37	Chili Chicken with bone	150 gms.	
38	Chicken Manchurian	150 gms.	
39	Garlic Chicken	150 gms.	
RICE / MISC. ITEMS			
40	Plain Rice	200 gms.	
41	Plain Rice (Basumati)	150 gms.	
42	Zeera Rice	200 gms.	
43	Vegetable Palao	200 gms.	
44	Vegetable Biryani	200 gms.	
45	Mutton Biryani	200 gms.	
46	Chicken Biryani	200 gms.	
47	Vegetable Fried Rice (Basumati)	200 gms.	
48	Non-Veg. Fried Rice (Basumati)	200 gms.	

49	Mixed Fried Rice	200 gms.	
50	Vegetable Chowmin 100 gms. / 200 gms.	1 plate 1 plate	
51	Egg Chowmin 100 gms. / 200 gms.	1 plate 1 plate	
52	Chiken Chowmin 100 gms. / 200 gms.	1 plate 1 plate	
53	Mix Chowmin 100 gms. / 200 gms.	1 plate 1 plate	
54	Pickle	2 piece	
55	Roti (40 gms)	1 piece	
56	Nan (75 gms)	1 piece	
57	Paratha (50 gms)	1 Piece	
SNACKS			
58	Chease Sandwich	2 Piece (4 slice)	
59	Vegetable sandwich	2 Piece (4 slice)	
60	Bread Toast with Butter jam	4 piece	
61	Vegetable Cutlet with sauce each of 75 gms.	1 plate	
62	Spring roll 150 gms per piece	1 piece	
63	Finger chips	100 gms.	
64	Fish Finger	100 gms.	
65	Vegetable Pakora	100 gms	
66	Chicken pakora	100 gms.	
67	Paneer Pakora	100 gms.	
68	Samosa/ Piazi/ Aluchop with sauce	100 gms	
69	Vada 75 gms per piece with chutny of 50 gms.	2 pcs	
70	Dahi Bada	150 gms.	
71	Cholle batura (bhatura 100 gms. Per piece) with chhole 50 gms.	1 plate	
72	Idli (50 gms. Per piece) with 150 gms. Samber and 50 gms. Of Chutney (dry)	4 piece	
73	Masala dosa (250 gms.) with 150 gms. Samber and 50 gms. Of Chutney (dry)	1 piece	
74	Alu paratha (each of 150 gms. With sauce / curd)	1 piece	
75	Paratha each of 50 gms. With sabji 50 gms.	1 plate	
76	Biscuits (sweet / salty)	100 gms.	

77	Pettis / pastry	100 gms.	
78	Cashew Fry	75 gms.	
79	Papad (large) (roasted/ fried)	2 nos.	
BEVERAGE			
80	Tea (100 ml.)	1 Cup	
81	Pot tea (200 ml.)	1 Pot	
82	Coffee (100 ml.)	1 Cup	
83	Fresh Fruit Juice	200 ml.	
84	Cold Drinks	2000 ml.	
		1500 ml.	
		600 ml.	
		300 ml.	
		200 ml.	
85	Jal Jeera	200 ml.	
86	Lassi	200 ml.	
87	Butter Milk	200 ml.	
88	Milk	200 ml.	
89	Mineral water	1 ltr.	
90	Fresh Mixed fruit basket (Apple, Orange, Grapes, Banana and any seasonal fruits)	500 gms.	
SWEETS			
91	Fruits salad with cream	100 gms.	
92	Caramel custard	100 gms	
93	Ice-cream	100 ml.	
94	Tutti Fruity	100 ml.	
95	Indian sweet (Rosagola, Golapjam, etc.)	100 gms.	
STANDARD LUNCH / DINNER (THALI)			
96	Vegetarian Rice / Roti, Dal, Dry veg, Veg curry, pickle, papad & salad	1 person	
97	Non- vegetarian Rice / Roti, Dal, Dry veg, Veg curry, pickle, papad & salad and Fish 50 gms. / Egg 2 nos.	1 person	
LUNCH OR DINNER (BUFFET)			
98	Soup, Salad, Vegetable fry / Curd item, Vegetable curry, Paneer or Mushroom item, Dal fry, Fried Rice / Palau and 1 non-veg. (fish / chicken / mutton with sweets (chena poda or Khirasagar or Rasgola or Golapjam or Ice-Cream or fruit salad or pudding or gajar halwa etc. 100 gms. Per head)	1 person	

VIP LUNCH DINNER (BUFFET PARTY)

99	Fruit juice / Soup, salad, Papad, 2 nos. Special veg., 1 Curd item, paneer / mushroom, Rice, Roti / Puri & 2 nos. sweet dishes wtih		
	1. Chicken + Fish	1 person	
	2. Mutton + Fish	1 person	
	3. Chicken + Prawn	1 person	