



ଓଡ଼ିଶା ପାଞ୍ଚାର ଟ୍ରାନ୍ସମିଶନ କର୍ପୋରେସନ୍ ଲିଡ
ODISHA POWER TRANSMISSION CORPORATION LTD.
(A Govt. of Odisha Undertaking)
REGD. OFFICE: JANPATH: BHUBANESWAR-751022, Odisha.

TENDER DOCUMENT FOR
CLEANING & SANITATION OF OPTCL HQRS OFFICE,
BHUBANESWAR.

Sealed tenders under two part bidding system are invited for the above mentioned work to be executed in Bhubaneswar under HRD Department of OPTCL.

ELIGIBILITY FOR SUBMISSION OF BIDS:-

Bidders who have purchased the tender papers from the office (Contact Address: SO (CT) OPTCL, Head Qrs. Office, Janpath, Bhubaneswar-22)/downloaded the tender papers from OPTCL web site and submitted the same alongwith cost of tender paper i.e Rs.6300.00 (Rs.6000.00 + 5% VAT) in shape of DD from any nationalized bank drawn in favour of DDO,(Hqrs.) OPTCL, Bhubaneswar and payable at Bhubaneswar.& not have any legal suit against OPTCL / GRIDCO Ltd are only eligible for submission of Bids. Firms banned/ blacklisted for business dealings by any organization are not eligible to participate in the tender. Participation in the tender by suppression of the fact shall invite penal action, whenever detected.

The bidders must have in possession of following qualifications for participation in tender:-

- a) Experience of having successfully executed work pertaining to cleaning & sanitation / housekeeping under Govt. organisations / PSUs/ Govt. Autonomous bodies during last 5 years.(Bidder should have experience of executing housekeeping and sanitation work of a single contract of at least one lakh square feet per day) .
- b) Annual turnover should be more than Rupees twenty five lakhs for last three years(. Balance Sheet and Profit & Loss Account for last three Financial Years duly audited by a Chartered Accountant shall be submitted towards claim of the turnover).
- c) Service Tax registration Certificate.
- d) ESI Registration Certificate.
- e) EPF Registration Certificate.
- f) Permanent Account Number (PAN) issued by Income Tax Department.
- g) Sales Tax Registration Certificate.

GENERAL TERMS AND CONDITIONS OF CONTRACT (G.T.C.C.)

1) SCOPE OF THE CONTRACT:-

The specification covers up-keep, cleaning, sanitation of rooms, corridors, toilets, urinals, wash basins, floor areas, furniture, office equipment, doors, windows, walls, roofs, staircases, parking areas, dining areas (if any) and premises of office buildings of OPTCL/GRIDCO LTD., Hqrs.Office and other buildings at Bhubaneswar as per the floor spaces shown in the schedule appended (Annexure-V).

JOB TO BE UNDERTAKEN ARE:-

A) Room / Floor Area Cleaning.

- (i) Sweeping of entire flooring of OPTCL Office and other Buildings once per day throughout the month.
- (ii) Cleaning of entire flooring of OPTCL / GRIDCO Hqrs. Office and other building twice per day with surf water and phenyl of Doctor/ Nimyle brand throughout the month & spraying of room fresher (Premium/ Airwick make) as per requirement.
- (iii) Sweeping and Cleaning of entire flooring of Power Hospital in every hour during OPD hour and dumping of medical waste in the designated place as per direction of Medical Officer.
- (iv) Cleaning of door, windows (Glass /Wooden), window railings, all furniture including Tea Table, TV Stands and Chairs with colin&markin cloth once per day throughout the month and spraying of room freshner (premium/ Airwick) brand as per requirement.
- (v) Cleaning of Telephone sets, computers, fax machines, outer cover of photocopiers, A/c machine covers, fixtures, fitting Light, fans & any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.).
- (vi) De-Dusting of the walls, ceilings. Rooms to be made free from spider nets.
- (vii) Cleaning of water-cooler tray with vim powder/liquid once in a day throughout the month.

B) Bath Room / Toilet Cleaning:-

- (i) Cleaning, washing and De-stainingof the floors of bath rooms, toilets, urinals, wash basins, mirrors, shelves, hangers, soap stands, water taps with application of harpic / scented phenyl of doctor/ nimyle make / sanitol and disinfectant

- (ii) Deodorant cakes of Odonil make & Naphthalene balls of reputed brand are to be placed in wash basins, urinals & available all the time.
- (iii) Bath rooms, toilets and wash areas to be made free from cobwebs.

C) Adjacent and other Areas:-

- (i) Staircases and surrounding Areas including roads, paths and parking areas to be cleaned every day.
- (ii) Overgrowth of grass and shrubs to be cut and cleared daily at the open space and surrounding areas of AW, TW, FW, New Corporate Building, CP Building, Recreation Club, Library, Dispensary and other building as per the schedule.
- (iii) Daily collection of all dry leaves, garbage and disposal as per instruction of Officer-in Charge.

D) Any other work not mentioned above but required to be done, to keep the entire premises clean, as per the instruction of Officer-In-Charge.

2) TIMING AND MANNER OF EXECUTION OF ABOVE WORK:-

- I) The regular up-keep, cleaning and sanitation work should start at 7.00 A.M. and shall be completed positively by 9.30 A.M. every day. Unless emergency arises no such work should be taken up during office hour on all working days to avoid any disturbance in office work. Sweeping & Cleaning Personnel shall be available for each building during 7.00 A.M. to 12.30 P.M. & 2.00 P.M. to 5.00 P.M. for attending any emergency work and to maintain the toilet, wash basin and urinals clean and odour free throughout the day. Besides, the Cleaning & Sanitation service should be available on all holidays.
- II) One complaint register is to be maintained by the contractor for each location for taking individual feedback.
- III) The work should be executed to the full satisfaction of the OPTCL Authorities strictly as per the direction laid down in the work order / the instruction of the officer In-charge. Any substandard work noticed / negligence in discharging the entrusted works should be rectified immediately on receipt of such complaint from AGM (HRD)-I/ Manager (HRD) General/ SO (CT). Non response to the above complaint may lead to termination of work order with forfeiture of security deposit.

3) DEPLOYMENT OF PERSONNEL:-

- (i) The Contractor shall be responsible for engagement of required number of trained persons having uniforms and ID Cards for above work.
- (ii) Minimum 1 person per 5000 sq. ft. of floor areas shall be deployed by the contractor for above purpose.

NUMBER OF PERSONS TO BE DEPLOYED BY THE CONTRACTOR WITH A BRIEF DESCRIPTION OF NATURE OF WORK TO BE DEALT WITH BY EACH SHALL BE FURNISHED IN ANNEXURE-VI ALONGWITH THE PRICE BID (ANNEXURE-I).

- (iii) The Contractor shall be responsible for all payments of above persons engaged by him for the above work. OPTCL shall not be held responsible for any unrest caused by the above persons on account of their engagement by the Contractor. During any unrest if any equipment or offset of OPTCL/GRIDCO is damaged by irate workmen, the same shall be recovered from the contractor / his pending bills, if any.
- (iv) The Contractor shall be responsible for the proper behavior of all the persons engaged by him and shall exercise proper degree of control over them.
- (v) Any person not found suitable for above work must be replaced by the Contractor forthwith without affecting the normal work.
- (vi) The persons engaged by the Contractor should be free from all communicable disease and any health hazards. It is responsibility of Contractor to ensure that the persons deployed for above work should not be under influence of liquor or other addictions while at work.
- (vii) The contractor shall maintain the attendance registers for the deployed persons & deploy the persons in such a manner so that there shall be no violation of any leave rules and weekly off-days. The attendance register will be periodically checked by the Officer-in-Charge.
- (viii) Neatly typed address with recent stamp size photos of the persons to be deployed for above work are to be submitted with the AGM (HRD) – I for record and permitting the persons with a valid entry gate pass into the premises of the Head Qrs. Office.

- (ix) In case of replacement/ substitute of the deployed person, the contractor is required to intimate the same to the authority and obtain permission with an entry (gate) pass in favour of the new person duly surrendering the earlier pass.
- (x) The Contractor is fully responsible for any accident (General\Electrical)/ met by the deployed persons during execution of the contract. It is the responsibility of the contractor for any compensation arising out of aforementioned accident and to be disposed off by the contractor only.

4) SUPERVISION:-

The supervision of the above work shall be done by the contractor themselves. The Officer-In-Charge will cross check the services on sample basis and may impose penalty for any negligence.

5) STATUTORY COMPLIANCE:-

- (i) On award of contract in favour of the Contractor, the Contractor is required to obtain license from concerned authority under the contract labour (R&A) Act.1970 & Rules made there under.
- (ii) The Contractor shall comply with the provisions of the Employees' Provident Fund and miscellaneous Provisions Act 1952 and the Employees' State Insurance Act 1948 and any other Act as applicable for this contract.. The Contractor shall deposit Employees and Employer's share of contribution with the appropriate authority every month regularly in respect of the persons deployed by him in his own PF&ESI number. The same shall be made available to the officer-in-charge for checking.
- (iii) 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 Industrial Dispute Act 1947, the Maternity Benefit Act 1961, the child labour (Prohibition & regulation) Act 1986, the contract Labour (Regulation & Abolition) Act.1970 or any modifications thereof or any other law relating thereto and rules made there-under from time to time.
- (iv) No person below 18 years will be engaged.

- (v) The Contractor will take insurance policies for sufficient amount to cover himself against third party risks and keep OPTCL indemnified and continuously keep indemnified during subsistence of contract.
- (vi) 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 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. 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.
- (vii) It is made clear that the Contractor shall have PF Account No allotted by RPFC and extend PF benefits as provided under the EPF and MP Act 1952 to all his employees. He shall also allow ESI provisions to all his employees deployed for execution of above work.
- (viii) The Contractor shall not pay less than minimum wages to the workmen notified by Govt. of ODISHA from time to time under the minimum wages Act 1948 and Rules made there under.
- (ix) Payment to the workmen deployed by the Contractor shall be disbursed before 7th day of succeeding month in presence of Officer-in-charge or his duly authorized representative only then the bills in triplicate may be submitted to the Officer-in-Charge for release of payment.
- (x) Any Failure by the OPTCL at any time to enforce or require strict keeping and performance of any of the terms and conditions of contract, 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 OPTCL at any time to avail itself of the same.

6) PENALTY:-

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

- | | | |
|-------|--|---|
| (i) | If any portion of the Hqrs. Office is kept dirty and not as per the Standard stipulated. | Rs.500/-each area detected
On each occasion. |
| (ii) | Negligence to provide Odonil, Napthallene Balls, spraying the room fresheners, use of phenyl/ harpic/ sanitol& disinfectant. | Rs.500/- for each occasion of detection. |
| (iii) | Non-dumping of wastes in proper place. | Rs 500/- for each occasion of detection. |
| (iv) | Delayed Service affecting normal office work | Rs.2,000/- for each occasion of detection. |

Which will be recovered from monthly bills. If the same is repeated for days together, authority reserves rights to cancel the order with forfeiture of Security Deposit.

7) SUBCONTRACTING:-

The work shall not in any manner or degree be subcontracted.

8) PAYMENT OF BILL:-

- (i) The Contractor shall submit the monthly Cleaning and sanitation bills along with satisfactory performance certificates (which will be certified by the designated officer of OPTCL) within 10th day of the following month to the Officer-in-charge for payment alongwith the labour payment sheet, deployment chart and other documents related to statutory dues.
- (ii) All the statutory dues shall be deducted from running bills at the rate ruling at the time of payment of the bills. The Contractor is required to submit PF deposit slips with

ECR&ESI deposit slips with ECR of preceding month along with monthly bills. If the same is not submitted, the bill shall not be released.

- (iii) Payment after statutory deductions and other deductions like taxes i.e. Works Contract Tax, Income Tax as applicable, duties, penalties, security deposit etc. shall be released after due certification of the bills by the Officer-in-Charge. Payment shall be made in shape of crossed A/c Payee cheque in favour of the Contractor.
- (iv) 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.

9) OFFICER-IN-CHARGE

AGM (HRD)-I or any other Officer as may be declared by the management from time to time will be the Officer-in-Charge.

10) PAYING OFFICER

DDO(Hqrs) OPTCL is the Paying Officer.

11) VALIDITY & PERIOD OF CONTRACT

The prices and conditions contained in the offer should be kept valid for a period of 180 days from the date of opening of the tender. The successful bidder will be awarded with contract for a period of 2 years to be reckoned from the actual date of execution of agreement with same price and conditions, which may be extendable for a further period as may be mutually agreed upon with the same terms and conditions based on the performance of the Contractor and requirement of the corporation.

12) TERMINATION OF CONTRACT.

- (i) Management reserves the right to terminate the contract without assigning any reason thereof at any time during subsistence of contract by giving 30 days notice of his

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 cancel the contract in which case the Security Deposit shall stand forfeited.

13) SAFETY REQUIREMENT:-

- (i) The Contractor shall provide First-Aid and emergency medical facilities for his employees.
- (ii) The Contractor shall take requisite precautions and use his best endeavors to prevent any riot and unlawful behavior by or amongst his persons for the preservation of peace and protection of OPTCL property.

14) SECURITY DEPOSIT:-

(i) The Contractor is required to deposit an amount of Rs.1,00,000.00 (Rupees One lakh) only towards Security Deposit in shape of DD/ Pay Order from a Nationalised Bank drawn in favour of DDO Hqrs. OPTCL, Bhubaneswar payable at Bhubaneswar within 15 days on receipt of the letter of intent / order. The Security Deposit will be released after satisfactory execution of order and the amount of Security Deposit will not carry any interest.

(ii) Whenever any claim against the Contractor for the payment of a sum of money arises out of or under the contract, the OPTCL shall be entitled to recover such sum of appropriating in part or whole from 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 fall due. The Contractor shall pay to the OPTCL on demand any balance remaining due.

(iii) In the event of any breach of the terms of the contract by the Contractor or any loss or damage occurred to the OPTCL which in the opinion of the OPTCL has arisen, 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 shall be final and binding on the Contractor.

15) OTHER TAX LIABILITY:-

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

16) FORCE MAJEURE:-

The contractor shall not be liable for any penalty for delay or failure to perform the contract for reasons of force majeure such as acts of God, acts of public enemy, acts of Govt., fires, floods, Epidemics, Quarantine restriction, Strikes, Freight Embargo, provided that the contractor shall within 10 (ten) days from the beginning of such delay notify the OPTCL in writing of the cause of delay, upon which the management shall verify the facts and grant such extension as facts justify.

17) DISPUTE SETTLEMENT:-

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

18) MODE OF SUBMISSION OF TENDERS:-

(A) Tenders complete in all respect shall be submitted in person or by registered post with AD. In following address:

**Asst. General Manager (HRD) – I
Odisha Power Transmission Corporation Ltd.
(A Govt. of Odisha Undertaking)
Janpath, Bhubaneswar – 751022.**

The due date and time of receipt of tenders is up to **4.00 P.M.** of dated **10.12.2013**. Any other mode shall not be accepted. When submitted in person, the tenders shall be received by AGM (HRD)-I or his authorized representative, who shall officially acknowledge the receipt of the same. Tenders received after due date and time shall be returned un-opened.

(B) Telegraphic, Telephonic or Fax Tenders shall not be accepted under any circumstances.

19) SUBMISSION OF TENDER:-

The tenders shall be submitted in two parts i.e. "Part-I" for "**EMD & Techno-Commercial Bid**" & "Part-II" for "**Price bid**" in sealed cover. All the sealed covers for Part-I and Part-II should be enclosed in a single cover which should be clearly superscribed with the name of the work i.e. "TENDER FOR CLEANING & SANITATION WORK OF OPTCL HQRS. OFFICE" & the Tender Notice No". The tenders which are incomplete, conditional, without necessary EMD or containing inadequate information shall be rejected.

Part-I EMD & Techno-Commercial Bid:-

To be submitted in a sealed cover marked as "EMD & Techno-Commercial Bid" should contain the following:-

- a) Documents in support of purchase of tender paper from the office / requisite demand draft towards cost of tender paper.
- b) Attested legible copy of experience of having successfully executed work pertaining to sanitation / Cleaning / House Keeping under Govt. Organisations / PSUs / Govt. Autonomous bodies during last 5 years (Bidder should have experience of executing housekeeping and sanitation work of a single contract of at least one lakh sq.ft. per day)
- c) Attested copy of Service Tax registration certificate.
- d) Attested copy of ESI registration certificate.
- e) Attested copy of EPF registration certificate.
- f) Copy of the IT return filed for the last two financial years.
- g) Audited Accounts for last three (3) years, duly audited by a Chartered Accountant towards proof of annual turnover.
- h) If organized as a company, resolution for signing and applying to this tender and copies of Memorandum and Articles of Association must also be enclosed.
- i) Annexure II, III & IV duly filled, signed and stamped in by the authorized signatory of the tenderer.
- j) All the terms and conditions of the tender (except the price schedule) duly signed in and stamped in(on all pages) by the authorized signatory of the tender

In absence of the above required documents, the tender shall be liable for disqualification; OPTCL reserves the right to disqualify any bidder on the basis of past poor performance.

If required, bidder shall submit original certificates on demand which will be returned after due verification. If any of the above document(s) submitted by the bidder is (are) found incorrect during the process of tendering / or / afterwards, then their Tender / Job contract order shall be cancelled, Earnest Money Deposit / Security Deposit shall be forfeited and action deemed fit shall be taken against the defaulter.

20) EARNEST MONEY DEPOSIT:-

The bidder is required to submit EMD amount of Rs. 25,000.00 (Rupees Twenty five thousand) only by DD/ Pay Order from any Nationalised Bank drawn in favour of DDO (Hqrs), OPTCL, Bhubaneswar payable at Bhubaneswar alongwith techno-commercial bid. The submitted EMD may be adjusted against Security Deposit in case of successful bidder and refunded to unsuccessful bidders after finalisation of tender. No adjustment towards Earnest Money Deposit shall be permitted against any outstanding amount with the Odisha Power Transmission Corporation Limited. Earnest Money will be forfeited if the bidder fails to accept the letter of intent / Job contract order issued in his favour and such bidder shall not be allowed to participate in any future tender for a period of five years. Tenders not accompanied by Earnest Money shall be summarily rejected.

Part-II:- Price bid.

- (a) The bidder should go through the full tender documents consisting of Notice Inviting Tender, Scope of the contract, General Terms and Conditions of the contract including statutory compliance. By submitting a tender for the above contract, the bidder will be deemed to have satisfied himself by actual inspection of the site & Locality of the work and that the rates quoted by him in the tender will be adequate to execute such contract according to scope of the contract, statutory compliance and conditions attached there to. Based on all the above the bidder should quote for the items given in the price bid i.e. Annexure-I. The rates quoted shall include labour, cost of consumables, cost of sanitation materials, equipment, tools and tackles, all taxes, all statutory dues, cess as applicable, duties and liabilities of every description and risks of every kind for execution of the work but excluding Service Tax. The rates quoted shall remain firm during the contract period.
- (b) Bidders are required to quote their rates in English both in figures and words.
- (c) In case of mismatch of quoted rates indicated in words and figures, the amount quoted in words shall be considered for evaluation of the tender. In case of mismatch between gross

total amount and amount arrived on the basis of unit rates; the later shall be taken into consideration.

- (d) Over writing shall be avoided.
- (e) Erasures and other changes shall bear the dated initial of the person signing the tender.
- (f) **Annexure - VI** duly filled in & Signed in.

21) PROCEDURE & OPENING TIME OF TENDERS:-

Tenders (Part-I containing Techno-Commercial offer and EMD) will be opened in the office of the A.G.M. (HRD)-I, OPTCL on dated **11.12.2013** at **4.00 PM** in presence of Bidders or their authorized representatives limited to one person only. The Techno Commercial bid shall be evaluated first. The date of opening of price bid shall be intimated at a later date to Techno-Commercially qualified bidders.

22) EVALUATION OF PRICE BIDS:-

- (i) Order on the firm will be placed on the basis of L1 evaluated price of qualified bidders and, if required negotiations will be held with L1 bidder. However OPTCL reserves the right to split up the orders among bidders on individual merits of the bidders, if the situation so warrants, in the interest of OPTCL. All the bidders may be required to explain / justify the basis of their quoted rates as and when asked for. In case, any bidder fails to justify his quoted rates or refuses to co-operate in this regard, they will not be considered for participating in the tendering with forfeiture of EMD and will not be allowed to participate in any future tender for a period of (5) five years.
- (ii) If a Bidder quotes unworkable rates and is considered for placement of job contract order, the bidder will be asked to justify the rate quoted and will have to give performance. Guarantee Bond (in addition to the Security Deposits) in the form of Bank Draft / Pay Order. The amount of performance Guarantee bond will be decided by OPTCL at the time of placement of order. Earnest Money of the bidders who refuse to give performance Guarantee Bond will be forfeited and they will not be allowed to participate in any future tender for a period of (5) five years.

23)RIGHT TO REJECT/ ACCEPT ANY TENDER:-

The OPTCL reserves the right, either to reject or accept any or all the tenders without assigning any reasons thereof.

24) ADDITION & ALTERATION:-

OPTCL reserves the right to add or to reduce the schedule area of operation as mentioned in Annexure-‘V’.

25) JURISDICTION:-

Suit, if any, arising out of this tender/ or contract shall be filed by either party in a Court of Law at Bhubaneswar to which the jurisdiction of High Court of Odisha extends.

26) (i) Any notice to the Bidder/Contractor under the terms of the Tender/ contract shall be served by Regd. Post or by hand at Bidder/Contractor’s principal place of Business.

(ii) Any notice to the OPTCL shall be served at Hqrs.Office in the same manner.

(iii) The mailing address with Mobile No., Landline Telephone No, Fax No. should be furnished for immediate contact in case of any problems and negligence or emergency duties.

27) DOCUMENTS TO BE TREATED AS CONFIDENTIAL:-

The Bidder shall treat the details of Tender documents as Private & Confidential & they shall not be reproduced without written authorization from the OPTCL.

Notice Inviting tender, scope of work, General Terms and conditions of contract including statutory compliances and rates quoted in the price bid together with letter of intent / Job contract order awarding the contract shall form the contract.

ANNEXURE-I**PRICE BID**
FOR CLEANING & SANITATION WORK AT OPTCL HQRS. OFFICE LOCATED AT
JANPATH, BHUBANESWAR-751022

Sl. No.	Name of the Offices/Area	Unit of Measurement	Quantity (A)	Rate per square foot per month including all taxes and duties, statutory dues but excluding Service Tax. (Rs in figures) (B)	Total Amount in Rsi.e. A x B x 24 (i.e. 2 years)
1	2	3	4	5	6
A	First Floor & Ground Floor of Administrative Wing	Square feet	19550		
B	Power supply control room building at Administrative Wing campus				
	First floor	--do--	503		
C	Ground floor of Finance Wing including General Branch	--do--	14000		
D	First floor of Finance Wing	--do--	14000		
E	2 nd floor of Finance Wing	--do--	14000		
F	First floor & Ground floor of Technical Wing	--do--	22844		
G	Multistoried building	--do--	7434		
	1 st floor	--do--	6994		
	2 nd floor	--do--	6934		
	3 rd floor	--do--	7025		
	4 th floor	--do--	1400		
	Ground floor	--do--	800		
	Fire escape	--do--	1160		
	Staircase portion	--do--	4800		
H	Office of Corporate Planning Building 1 st floor and 2 nd floor excluding Ground floor	--do--	4800		
I	Issue Section	--do--	1566		
J	Library	--do--	787		
K	Training Branch, OPTCL Hqrs. Office	--do--	787		
L	Power Club	--do--	2429		
M	Power Hospital	--do--	3041		
N	Electrical maintenance Cell	--do--	787		

O	OPTCL Power Training Centre complex, Chandaka (excluding Hostel complex)				
	i) Ground Floor	--do--	2742		
	ii) 1 st Floor	--do--	2513		
P	Staircase of AW, FW,TW,CP building & PTC Chandaka	--do--	3800		
Q	Adjacent Area of AW, FW,TW,CP building, Multistoried building, Library, Training Branch, Power Club, Power Hospital, Electrical Maintenance Cell& PTC Chandaka	--do--	As per scope of the contract		

Total amount in words(Rupees.....) only/-

I/we undertake that the above quoted rates include all cost of labourcharges , materials of reputed brand & good quality, statutory dues, Taxes & Duties but exclude Service Tax. Any complaint for use of substandard materials for execution of the work will be liable for deduction of proportionate cost arrived taking local market rate for such materials.

**Signature of Bidder
With seal**

DECLARATION FORM

To

THE ASST. GENERAL MANAGER (HRD)-I,
ODISHA POWER TRANSMISSION CORPORATION LTD.,
(A GOVT. OF ODISHA UNDERTAKING)
REG. OFFICE: JANPATH, BHUBANESWAR-751022

Sir,

1. Having examined the above specification together with tender conditions referred to therein. I/We the undersigned hereby declare that the prices / rates quoted by us shall remain firm during subsistence 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 up for execution 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.
4. In the event of Job contract order being decided in my/ our favour, I/ We agree to furnish the Security Deposit and performance guarantee bond in the manner acceptable to OPTCL and for the sum as applicable to me/us as per Clause-14 (i) and 21 (ii) of G.T.C.C.

Signed this

day

2013

Yours faithfully,

(Signature of the Bidder with seal)

(This form should be duly filled up by the bidder and submitted alongwith the techno-commercial bid)

DETAILS OF BIDDER

1. Name of the Bidder / Firm
2. Permanent Address
3. Mailing Address (with Telephone No. Mobile No. Fax No.)
4. PAN CARD No./ TAN No
5. Provident Fund Account No.
6. ESI account No.
7. Experience in similar type of works
8. Name of the person authorized to sign the tender and bills in case of successful bidder:-
(Documents to be furnished)
9. Earnest Money Deposit (Deposited in shape of Bank Draft / Pay Order)
 - (a) DD No./Pay Order No. with date:-
 - (b) Amount deposited
 - (c) Name of the Issuing Bank:-
11. Whether the bidder / firm executed the previous similar order awarded by OPTCL/ GRIDCO fully and satisfactorily. YES / NO
 - (a) If No, then give details

Place:

Date:

Signature of the bidder with seal

ANNEXURE-IV

ABSTRACT OF TERMS AND CONDITIONS

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

1. Cost of Tender Paper: Money Receipt No/ Demand Draft No:
2. Earnest Money Deposit:-
(Deposited in shape of Bank Draft / pay order)
 - a) Name of the Bank:-
 - b) Amount deposited:-
 - c) Bank Draft / pay order No. & Date:
3. Nature of Price Firm / Variable
4. Security deposit& performance guarantee bond (whether agreeable to OPTCL terms). :- Yes/ No.
5. Penalty (Whether agreeable to OPTCL terms) :- Yes / No.
6. List of similar type of order executed fully and satisfactorily
(Attach separate sheet & photocopy of orders & performance certificates) :-
7. Terms of payment (Whether agreeable to OPTCL terms) Yes / No.

Signature of the Bidder with seal.

Place:

Date.

ANNEXURE-V**SCHEDULE**

Name of the Building		Floor Area (in sqft.)	No of Toilets
Adm.wing	1 st floor	19550	17
	Ground floor		
Power supply control room building at Administration Wing campus	1 st floor	503	
Finance wing	1 st floor	14000	5
	2 nd floor	14000	12
	Ground floor including General branch	14000	7
Technical wing	1 st floor	22844	9
	Ground floor		9
Multistoried Building	1 st floor	7434	7
	2 nd floor	6994	6
	3 rd floor	6934	4
	4 th floor	7025	7+1(annex)
	Ground floor	1400	0
	Fire escape	800	0
	Staircase	1160	0
Corporate planning building (excluding ground floor)	1 st floor	4800	2
	2 nd floor		0
Issue Section		1566	1
Library		787	2
T&D Branch		787	2
Power Club		2429	1
Power Hospital		3041	4
Electrical Maintenance Cell		787	2
PTC Chandaka	Ground floor	2742	2
	1 st floor	2513	3
Stair case of AW, FW, TW, CP building & PTC Chandaka		3800	0
Adjacent Area of AW, FW, TW, CP building, Multistoried building, Library, Training Branch, Power Club, Power Hospital, Electrical Maintenance Cell & PTC Chandaka		As per scope of the contract	
Total :			100

ANNEXURE-VI**Abstract of manpower deployment**

Sl No	Name of the Office	Area in sft.	Nature of job to be dealt with category	No of persons to be deployed	Rate of minimum wages per day (In ₹.)	Total wages per month (In ₹.)	Employer share of EPF contribution @ 13.61% (In ₹.)	Employer share of ESI contribution @ 4.75 % (In ₹.)	Total per month (In ₹.)
1	2	3	4	5	6	7	8	9	10
A	First Floor & Ground Floor of Administrative Wing	19550	Sweeper-cum-cleaner/ Supervisor						
B	Power supply control room building at Administrative Wing campus								
	First floor	503							
C	Ground floor of Finance Wing including General Branch	14000							
D	First floor of Finance Wing	14000							
E	2 nd floor of Finance Wing	14000							
F	First floor & Ground floor of Technical Wing	22844							
G	Multistoried building 1 st floor	7434							
	2 nd floor	6994							
	3 rd floor	6934							
	4 th floor	7025							
	Ground floor	1400							
	Fire escape	800							
G	Staircase portion	1160							
	Office of Corporate Planning Building 1 st floor and 2 nd floor excluding Ground floor	4800							
I	Issue Section	1566							
J	Library	787							

K	Training Branch, OPTCL Hqrs. Office	787							
L	Power Club	2429							
M	Power Hospital	3041							
N	Electrical maintenance Cell	787							
O	OPTCL Power Training Centre complex, Chandaka (excluding Hostel complex)								
	i) Ground Floor	2742							
	ii) 1 st Floor	2513							
P	Staircase of AW, FW,TW,CP building & PTC Chandaka	3800							
Q	Adjacent Area of AW, FW,TW,CP building, Multistoried building, Library, Training Branch, Power Club, Power Hospital, Electrical Maintenance Cell & PTC Chandaka	As per scope of the contract							

Place:

Date:

Signature of the Bidder with seal.