

ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A GOVERNMENT OF ODISHA UNDERTAKING)
OFFICE OF THE GENERAL MANAGER,
EHT (O&M) CIRCLE, JEYPORE
PHONE NO. 06854-240088, FAX NO. 06854-241470

TENDER SPECIFICATION

FOR

**ANNUAL MAINTENANCE CONTRACT FOR CLEANING, UP-KEEPING &
SANITATION WORK OF VARIOUS OFFICE BUILDING AND CONTROL
ROOMS, UNDER E.H.T. (O&M) CIRCLE, JEYPORE.**

TENDER CALL NOTICE NO. 12 /2013-14



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

OFFICE OF THE GENERAL MANAGER (ELECT)

EHT (O & M) CIRCLE, JEYPORE

P.O.-JEYPORE, DIST-KORAPUT (ODISHA) PIN- 764001

PHONE NO- 06854 – 240088

FAX- 06854 – 241470

Ref No. *WKS-17(B) Vol-III/1346(3)*

Dated. *08.10.2013*

To,

- 1) The Advertising Manager,
"The Samaj", Gopapandhu Bhaban,
Cuttack.
- 2) The Advertising Manager,
"The Sambad",
Jeypore.
- 3) The Advertising Manager,
"Orissa Post",
Bhubaneswar..

Sub: - Publication of Tender Call Notice No.12/2013-14

Sir,

Please find enclosed herewith Tender Call Notice No.12/2013-14 which may please be published in one issue having minimum possible size i.e. (5 cm Height x 8 cm width) in your daily esteemed news paper, in all Odisha editions. The bill in triplicate may be submitted to the undersigned as per the Govt. approved rate, along with the copy of publication for pass & payment. A latest copy of the Govt. approved rate chart of publication charges may be sent to this office for record and reference.

This is for your information and necessary action.

Yours faithfully,

Encl: As above

[Signature]
Deputy General Manager (Elect.)

CC to:

- 1) The CGM (O&M) OPTCL, Bhubaneswar for favor of kind information and necessary action.
Encl: As above
- 2) The CGM (F), OPTCL, Bhubaneswar for favor of kind information.
Encl: As above
- 3) AGM (F), Central Internal Audit Zone, OPTCL, Bhubaneswar for favor of kind information.
Encl: As above

Continued in next page

- 4) The Director (Engg), OPTCL, Bhubaneswar for favor of kind information.
Encl: As above
- 5) The GM, EHT (O&M) Circle, Berhampur/Cuttack/Jaipur Road/Chainpal/Burla, OPTCL, for favor of kind information.
Encl: As above
- 6) The GM, EHT Construction Circle, Bhubaneswar/Anugul, for favor of kind information.
Encl: As above
- 7) AGM, EHT (O&M) Division, Kesinga/Jayanagar/Therubali/E & MR Division, Rayagada, for information and wide circulation.
Encl: As above
- 8) This Office Cash Section/Office Notice Board.
Encl: As above
- 9) The DGM (IT), OPTCL, Bhubaneswar for information and necessary action to publish in OPTCL website with reference to circular no. 10336, dated 06.06.2013 of The Director (HRD).
Encl: As above



Odisha Power Transmission Corporation Limited
(a Govt Of Odisha Undertaking)
EHT (O&M) Circle, Jeypore-764001
NOTICE INVITING TENDER

Advt No.12/2013-14

Date.

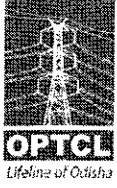
Sealed tenders are invited from the experienced bidders for the work of "ANNUAL MAINTENANCE CONTRACT FOR CLEANING, UP-KEEPING & SANITATION WORK OF VARIOUS OFFICE BUILDING AND CONTROL ROOMS, UNDER E.H.T. (O&M) CIRCLE, JEYPORE."

Cost of tender paper. Rs.6300/-, EMD @ 1 % on the Estimated Cost. i.e. Rs. 31,022/-.

Sale of tender documents from 10.10.2013 to 23.10.2013. Last date of submission of tender on or before 24.10.2013. Date of opening of Tender 25.10.2013.

For details please visit our website www.optcl.co.in
Corrigendum if any will be published in the web site only.

Sd/-
DGM (Ele)

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

(A Government of Odisha Undertaking)

OFFICE OF THE GENERAL MANAGER (ELECT)**EHT (O & M) CIRCLE, JEYPORE****P.O.-JEYPORE, DIST-KORAPUT (ODISHA) PIN- 764001****PHONE NO- 06854 – 240088****FAX- 06854 – 241470****TENDER CALL NOTICE NO. 12 /2013-14**

Sealed tenders are invited by the undersigned duly super scribed as tender call Notice No. 12 /2013-14 as per tender specification from the Registered Service Providers duly registered in the Central Excise department & must possess valid IT PAN, EPF & ESI registration certificate, service tax registration certificate & experience in executing similar type of Work for execution of the following works under EHT(O&M) Circle Jeypore.

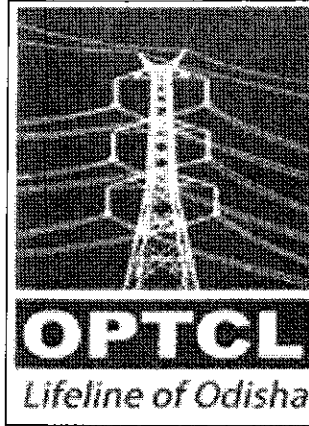
SL NO	NAME OF WORK	ESTIMATED COST Rs.	EMD Rs.	COST OF TENDER PAPER Rs.
1	ANNUAL MAINTENANCE CONTRACT FOR CLEANING, UP-KEEPING & SANITATION WORK OF VARIOUS OFFICE BUILDING AND CONTROL ROOMS, UNDER E.H.T. (O&M) CIRCLE, JEYPORE.	Rs. 31,02,216.00	1% of Estimated Cost <i>Rs 31,022/-</i>	Rs.6000.00 + 5% VAT = Rs. 6300.00

- Date of sale of tender paper - From 10.10.2013 to 23.10.2013 during office hours at **EHT (O&M) Circle, Jeypore.**
- Last date of Receipt of Tender paper - On or before 24.10.2013 up to 5 P.M. at **EHT (O&M) Circle, Jeypore.**
- Date of opening of Tender paper - 25.10.2013 at 4 P.M. at **EHT (O&M) Circle, Jeypore.**

The tender documents can be made available in the office of the AGM, EHT (O&M) Circle, Jeypore, on written request on payment of Rs. Mentioned at **SI No.1** towards cost of tender documents by cash/pay order/DD in favour of "EHT (O&M) Circle. OPTCL, Jeypore" payable at Jeypore. The tender documents will be opened in the office of the undersigned in presence of the tenderer of their authorised representatives if any. The tender must be accompanied with requisite EMD in shape of DD/Pay order in favor of "EHT (O&M) Circle, OPTCL, Jeypore" payable at Jeypore. The undersigned shall not be responsible for any postal delay or delay at any stage. **Contractors/Firms having experience in executing similar type of works may be given preference.** Incomplete tender, tender without EMD and the tender received after the due date and time shall be liable for rejection.

The undersigned reserves the right to vary any quantity/accept or reject any or all the tenders without assigning any reason thereof.


Deputy General Manager (Elect)

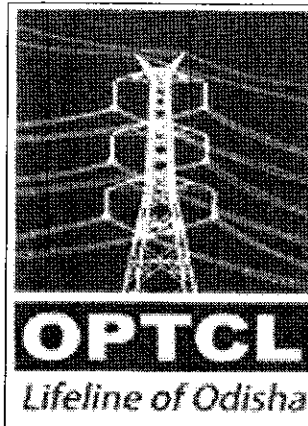


ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A GOVERNMENT OF ODISHA UNDERTAKING)
OFFICE OF THE GENERAL MANAGER,
EHT (O&M) CIRCLE, JEYPORE

TENDER SPECIFICATION FOR TENDER CALL NOTICE NO. 12/2013-14

**ANNUAL MAINTENANCE CONTRACT FOR CLEANING, UP-KEEPING &
SANITATION WORK OF VARIOUS OFFICE BUILDING AND CONTROL
ROOMS, UNDER E.H.T. (O&M) CIRCLE, JEYPORE.**

- | | |
|--|--|
| 1. PRICE OF TENDER DOCUMENT | Rs. 6000 /- + 5 % VAT = 6300 /-
(Rupees Six thousand three hundred) only. |
| 2. COMMENCEMENT OF SALE OF TENDER PAPER. | From 10.10.2013 to 23.10.2013
AT EHT (O&M) Circle, Jeypore.
(During office hours) |
| 3. LAST DATE & TIME OF RECEIPT OF TENDER PAPER. | on or before 24.10.2013 (Up to 5 P.M.)
AT EHT (O&M) Circle, Jeypore. |
| 4. DATE & TIME OF OPENING OF TENDER | on 25.10.2013 at 4 P.M.
AT EHT (O&M) Circle, Jeypore. |



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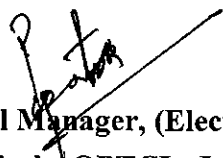
1.	SECTION-I	Instruction to tenderer.
2.	SECTION-II	General Terms & Conditions of contract.
3.	SECTION-III	Details of Area of Operation.
4.	SECTION-IV	Price Schedule.
5.	SECTION -V	Abstract of Terms and conditions.
6.	SECTION -VI	Details of Bidder.
7.	SECTION -VII	Proforma for Composite Bank Guarantee.

SECTION-I

INSTRUCTION TO TENDERER

1. Sealed tenders in duplicate duly superscribed as "TENDER AGAINST TENDER CALL NOTICE No.12/2013-14 is invited from registered service providers for the work of Annual Maintenance Contract for cleaning, up - keeping & sanitation works at different Office building & Control Rooms, under this circle as per the technical specification . Tenders are to be received in this office on or before 5.00 P.M dated. 24.10.2013 & the same shall be opened on dated. 25.10.2013 at 4.00 P.M in presence of the tenderers or their authorized agents. Tenders received after 5.00 P.M. on dated. 24.10.2013 will not be accepted since the tender box will be closed at 5.00 P.M. Bidders having previous experience may be given preference. The bidders must be registered in the central excise department & must possess valid service tax registration certificate, EPF registration certificate, & ESI registration certificate. The bidders must read in detail the "Instruction to Bidder", "General terms and conditions" and all other sections carefully before filling the Tender documents. There are seven sections in this Tender Specification.
2. Tender shall be submitted in duplicate signed in each page by the authorized signatory in a sealed cover envelope addressed to the General Manager, EHT (O&M) Circle, OPTCL, Old Power House colony. Jeypore-764001. All documents submitted along with the tender must be signed & certified by the authorized signatory of the bidder.
3. No telegraphic tenders/forwarding by FAX will be accepted.
4. This office will not be responsible for non receipt/late receipt of the tender documents due to postal delay or delay at any stage.
5. The tenders shall be furnished strictly as per the terms & conditions of the tender specification. Incomplete tenders will be rejected.
6. The authority may alter the quantum of work at the time of placing orders.
7. Only those, who have purchased the tender specification from this office by their name/Firm's name, can submit their tender. Tenders submitted by others will be rejected.
8. Tenders will be submitted in person / by registered post with A.D. Tender submitted by any other means shall not be accepted. Postal delay shall not be considered. Tenders received after due date & time shall be returned unopened.
3. **INFORMATION OF COMPETITORS:** Bidders have right to know information on competitors only at the time of opening of the bids. No further information on competitors shall be provided at any other point/stage of the tender without prejudice to Right to Information Act. 2005.
9. (I) The tender shall be accompanied with earnest money of @ 1% of their Total Estimated cost, in shape of bank Draft drawn in favor of the, EHT (O&M) Circle, OPTCL L, Jeypore, payable at Jeypore, without which their tender shall be rejected. Cheques will not be accepted.
(ii) No interest shall be paid on E.M.D.
10. The authority reserves the right to reject the lowest or any tender or all tender with out assigning any reason what-so-ever.

11. Offers should be neatly typed/written without any overwriting and corrections. In case of any correction, the same should be authenticated with signature of the authorized person.
12. In event of discrepancy or arithmetical error in the bid, the decision of the purchaser shall be final and binding on the tenderer.
13. For evaluation, the price mentioned in words shall be taken, If there is any difference in figure and words In the price bid.
14. Conditional tender shall not be accepted and no discount other than the quoted price will be allowed as mentioned In the original offer.
15. The tenderers are advised to visit the site and make them selves acquainted with the site conditions before submission of tender.


Dy. General Manager, (Elect)
EHT (O&M) Circle, OPTCL, Jeypore.

SECTION-II

GENERAL TERMS & CONDITIONS OF CONTRACT

- 1. SCOPE OF CONTRACT:** The job covers up keeping, cleaning, sanitation & rooms corridors, toilet, urinals, wash basins, floor areas, furniture, office equipments, doors, windows, walls, roofs, staircases, control room surrounding and premises of the sub-station, offices and rest houses/guest houses under annual contract. The contractor has to arrange all required material at his own cost to complete the above mentioned job. The scope of work is variable from time to time within the contract period. Such variations, i.e. any addition/deletion of areas, units of cleaning will be intimated to the contractor from time to time. For such variations the contractor shall immediately arrange to take up the work as per price at which order is placed.
- 2. DETAILS OF THE JOBS TO BE TAKEN UP WITH SUPPLY OF ALL REQUIRED MATERIAL:**

SL NO.	AREA OF WORK	DESCRIPTION OF WORK
1	Control Room building/Office Building.	<p>The contractor will attend the following works:</p> <ol style="list-style-type: none">1. Sweeping of entire office, control room floor, corridor, varandah, and stair case twice per day throughout the month.2. Cleaning of entire office, control room flooring, varandah, corridor etc. once per day with surf water and phenyl throughout the month with cleaning of spider nets from all corners and ceilings.3. Cleaning of telephone, computer, printer, fax machines etc daily with application of scented perfumes.4. Cleaning of doors & windows (glass/wooden & window railings) everyday.5. Spraying of perfumes in control room office building daily.6. Cleaning of fixtures, fittings, light and fans. A/C machines covers and any other wall mounted fitting (such as single line diagram, keyboard, notice board etc) by applying Cohn and marking cloths as per instruction or Engineer-in-charge of

		<p>the sub-station once daily.</p> <p>7. Application of room freshener in all rooms twice daily.</p>
2	Outside control room building.	<p>1. Cleaning and sweeping once per day of the Outside office/Control room area up to a distance of 10 meters surrounding the room along with uprooting grasses, weeds wherever necessary.</p> <p>2. Cutting of small bushes and trees up to 10mtr surrounding of the control room as per instruction of engineer-in-charge.</p> <p>3. Cleaning of approach road as per Instruction of Engineer-In-charge.</p>
3	Bath rooms, wash basins, sinks, water coolers etc.	<p>1. Cleaning of bath rooms twice per day, toilet tiles, floors. Along with adjacent area wherever required, wash basins, toilet pans, urinal pans, mirrors, soap stand, hangers etc. with apply of HARPIC and scented phenyl and other detergents. Naphthalene balls and Odonyl should regularly be supplied in the bathroom sinks and wash basins once In a fortnight.</p> <p>2. All wash basins and sinks should be cleaned stains removed, the water cooler waste tray should be cleaned With Vim etc.</p>

For pricing purpose,

1. Each W/C shall be counted as one unit,
2. Urinals, 2 nos. as one unit,
3. Wash basins: 4 numbers as one unit.

3. NATURE OF PRICE: The price is firm inclusive of all taxes and duties for the period of contract.

4. CONTRACT PERIOD: The Contract period of the above work will be for One year from the date of commencement of the work.

5. PAYING AUTHORITY: D.D.O.s of concerned Divisions.

6. CONSIGNEE AND SUPERVISING OFFICER:

- a. Concerned SDOs of the Grid sub-station for areas under their Jurisdiction.
- b. Head Clerk for (O&M) Circle office, Jeypore.
- c. Head Clerk for respective Division office.

7. TERMS OF PAYMENT: 100% payment shall be released on monthly basis by the paying officer after deduction of statutory taxes and duties upon presentation of bills in triplicate and due certification by the consignee about satisfactory performance & furnishing of supporting documents by the firm towards payment of salary & other dues to their workmen up to the previous month, engaged for cleaning.

8. REGISTRATION CERTIFICATE: The contractor has to furnish the copy & the service tax registration of the firm along with the tender. All applicable taxes will be deducted as per statutory/OPTCL's rules. The contractor has to undertake to obtain labour contractor license in respect of engagement of labourers for cleaning purpose which must be submitted within one month from the issue of the work order failing which payment against monthly bill will not be released by the Paying Officer.

9. DEPLOYMENT OF PERSONAL: Minimum person to be deployed in the Grid sub-station and offices as per the following yardsticks based on the inside area to be cleaned.

- a. Up to 500 sq. mtr -02 persons
- b. Up to 1000 sq.mtr—03 persons
- c. Above 1000 sq. mtr—04 persons

In addition to the above minimum of personnel to be deployed, the contractor shall also deploy a supervisor to supervise maximum up to four units (each Grid sub-station, office, IB/rest shed shall be considered as one unit). The allocation of supervisor shall be done depending on geographical consideration.

10. RESPONSIBILITY OF THE CONTRACTOR FOR THE DEPLOYED PERSONNEL:

- a. It is prime responsibility of the contractor to ensure that the labours engaged at various grid sub-stations, & offices get their wages In time as per the minimum wages rules of Govt. of Odisha, i.e. at the end of each Month/within a week of the succeeding month without waiting for the release of Payment from OPTCL.
- b. It is the contractor's prime responsibility to ensure deposit of monthly EPF and ESI contribution in respect of all deployed personnel for the total period of engagement. in each month and furnish a copy of such deposit, quarterly to the paying officer for scrutiny and record

- c. All statutory Liabilities as per prevailing Govt rules, workman compensation, if any shall be borne by the contractor and OPTCL shall not have any liability what so ever In this regard and also contractor cannot have right for any claim In this regard.
- d. A good looking uniform with photo identity card should be provided to all engaged labours/supervisors for easy identification. A neatly typed address with a recent photo of the deployed personnel to be submitted with paying officer/SDO of each Grid sub-station for record and permitting deployed personnel with a valid entry pass in the Grid sub-station.
- e. The contractor should ensure that for any replacement/substitute of the deployed personnel, authority is being intimated with full details for getting issued a gate pass in favour of the new personnel duly surrendering the earlier pass.
- f. The deployed labours should be made well aware and trained regarding the working surrounding, which is a HIGH VOLTAGE premises and slightest negligence might give rise to a critical situation in grid sub-station. They should strictly work as per the instruction of grid personnel only. The contractor is fully responsible for any accident (General/Electrical Accident) Hazards met by the deployed personnel during execution of the contract. Also it is the responsibility of the contractor for any compensation arising out of above mentioned accidents and to be disposed off by the contractor only, as per the prevailing labour ACT, Odisha having no financial burden on OPTCL.
- g. On receipt of complaint against any deployed personnel for not discharging his duty properly or regularly, contractor should act upon the complaint immediately and should replace with suitable substitute at the earliest and during such time it should also be seen that the routine work is not hampered in any way.
- h. Not withstanding anything mentioned in the Tender specification or the subsequent approval of acceptance by the owner, the ultimate responsibility for satisfactory performance In keeping the allotted portioned shall rest with the contractor.

11. MANNER OF EXECUTION:

- a. The regular up keep, cleaning and sanitation works should be completed in all respect strictly by 9.00 AM. in the morning daily. Unless emergency arises no such work should be taken during office hours i.e. from 10.00 A.M. to 5:00 P.M. Besides the cleaning and the sanitation service should also be available on all holidays.
- b. A supervisor to be engaged for supervision of the work. Adequate and proper personnel as required should be arranged during any emergency apart from the regular personnel available at specified sites. It should also be ensured that at least

one personnel is available during the entire working hours i.e. from 9.00A.M to 5.00 P.M for attending emergency cleaning.

- c. A complain register is to be maintained at each Grid sub-station with the shift Engineer. It is the responsibility of the contractor to maintain the attendance register of the personnel deployed which shall be checked by the shift Engineer/Officer of the Grid sub-station/Office of OPTCL. A deployment chart of personnel with their detailed address is to be furnished by you to the concerned consignee every month.
- d. The work should be executed to the full satisfaction of the OPTCL authorities and strictly as per the direction laid out in the tender specification/work order/instruction of supervising officer. Any substandard work noticed/negligence in discharging the entrusted work by the field officer and receipt of such complaint immediate action should be taken up by you. In case of non responsiveness to the correspondences of paying officer/consignee In this regard, the agreement may be liable for cancellation and forfeiture of security deposit thereof.

12. SUPPLY OF MATERIAL: All required materials to be used for cleaning and up keeping of sub-station control room/offices sanitation and day to day maintenance shall be supplied by you which should be of good quality and reputed brand. In no case, extra cost will be paid towards transportation handing over, storage and overhead expenses against each supply. The quality and brand must be got approved from the concerned consignee. Any complaint for utilization of substandard materials/non providing for execution of the work will be liable for deduction of proportionate cost arrived by taking the local market rates for such materials.

13. LANGUAGE AND MEASURES: All correspondence shall be written in English language. The metric system of measurement shall be used exclusively in this contract.

14. RIGHT TO REJECT/TERMINATE THE CONTRACT:

- a. The information furnished by the contractor in their bid if found to be misleading to get the order illegally, the contract will be terminated forthwith, along with forfeiture of security deposit, BG and the contractor shall be black listed.
- b. In case of performance being found unsatisfactory continuously for TWO months and the contractor does not respond to the complaint of OPTCL authorities from any Division/Circle, the contract for the entire work shall be terminated on serving one month notice from OPTCL's side.

15. CONTRACTOR'S DEFAULT LIABILITY: The owner may, upon written notice of default to the contractor, terminate the contract in circumstances detailed hereunder.

If in the judgment of the owner, the contractor fails to execute the entrusted work satisfactory within the time specified in the contract or within the period for which extension has been granted by the owner in writing In response to written request of the contractor.

If in the judgment of the owner the contractor fails to comply with the provisions of this contract.

16. FORCE MEASURE: The contractor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force measure such as acts of Gods, acts of public, acts of Govt Fires, Epidemics, Quarantine restrictions, strikes, Freight, Embargo, provided that the contractor shall within 10 days from the beginning of such delay notify the owner in writing for cause of delay, upon which shall verify the facts and grant such extension as facts justify.

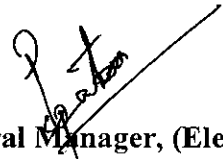
17. AGREEMENT: The contractor shall have to execute one agreement with the concerned paying officer for which he has been allotted the works. The concerned Consignee shall be responsible for supervision of works.

18. SECURITY DEPOSIT FOR CONTRACT PERFORMANCE:

- a. You are requested to submit a composite Guarantee @ 10% of the yearly contact value, in shape of demand draft/BG. Drawn in favour of the concerned paying officer. The B.G. Format shall be supplied by OPTCL.
- b. No interest is payable on any kind of security deposit.
- c. The security deposit shall be refunded only after successful execution of contract and after adjustment of any dues.

19. PENALTY FOR DELAY IN COMPLETION OF CONTRACT: If the contractor fails to provide service as per the contract, an amount twice the calculated daily billed amount for the period of non providing services, will be deducted from the monthly bills or by encashment of security deposit (If required) of the contractor. The unsatisfactory performance for a period of continuous two months will be liable for termination of contract with forfeiture of security deposit/B.G. relating to that Grid sub-station/office and the agreement of other sub-stations/offices will also be terminated with one month notice.

- 20. RECOVERY FROM THE CONTRACTOR:** The contractor is fully responsible and liable for any loss or damage of equipment/materials of OPTCL. Full cost of damages caused to equipments/materials of OPTCL during execution of work will be recovered from the monthly bills by encashment of security deposit (if required).
- 21. JURISDICTION OF COURT:** It is hereby agreed that suits arising out of this contract, if any, by either party, shall be filed in a court of law to which the Jurisdiction of High Court of Odisha extends. If awarded the contract, please acknowledge acceptance of the work order within 07 days (seven) from the date of issue as a token of acceptance and consent to carry out the work as per the terms and conditions laid as in work order/tender specification with a understanding of the literally meaning of all the terms of conditions in the LOI & Tender specification and submit the required bank Guarantee within 07 (seven) days from the date of issue of the work order.
- 22. OUTRIGHT REJECTION OF TENDERS:** The tenders shall be liable for outright rejection if the following have not been complied.
- a. Tenderers should have purchased the tender specification from the office of the G.M., EHT (O&M) Circle, Jeypore In his own or Firm's name.
 - b. Tenders shall be submitted In person or by registered post with AD. and received before the time fixed for receipt of tender.
 - c. Tenders shall not be submitted telegraphically or by FAX.
 - d. Tenders shall be accompanied with the prescribed earnest money deposit.
 - e. Tenders shall be kept valid for a minimum of 120 days from the date of opening of the tender.
 - f. Tenders shall be accompanied with clear valid Xerox copy of PAN card, Service tax registration (if applicable). EPF registration & ESI registration certificates which must be valid on the date of opening of the tender. All copies of documents and each page of the tender must be signed by the tenderer or authorized representative of the bidders.
 - g. The contractor agrees to obtain labour Contract License on event of work order from the competent authority.
 - h. The tender shall not be conditional.
 - i. Tenders shall be submitted in duplicate.
 - j. The tenderers shall have filled the information of this tender Section-V specification.



Dy. General Manager, (Elect)
EHT (O&M) Circle, OPTCL, Jeypore.

SECTION-III
DETAILS OF AREA OF OPERATION

1. EHT (O&M) DIVISION, JAYANAGAR.

Sl. No	Name of the Substation/office	Area of Operation					
		Cleaning Area of control room building/ office in sq. mtr	Cleaning Area of outside control room area & Road in sq. mtr	Cleaning of Toilets in Nos.			
		A	B	W/C in Nos.	Wash basins in Nos.	Urinal in Nos.	Total no of Units. *C*
1	Division Office	312	580	1			1
2	Grid S/S JAYANAGAR	1116	2063	1	1	1	3
3	Grid S/S SUNASEDA	560	1628	1		1	2
4	Grid S/S TENTULIKHUNTI	310	777	1		1	2
5	Grid S/S BALIMELA	444	860	1		2	3
6	EHT (O&M) Circle, Jeypore.	187	581	2	2	2	3
	TOTAL	2929	6489				14

N.B: Each W/C shall taken as 1 unit, 2 urinals as 1 unit, & 4 wash basins as 1 unit.

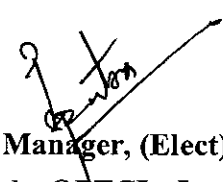

 Dy. General Manager, (Elect)
 EHT (O&M) Circle, OPTCL, Jeypore.

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2. EHT (O&M) DIVISION, THERUBALI.

Sl. No	Name of the Substation/office	Area of Operation					
		Cleaning Area of control room building/ office in sq. mtr	Cleaning Area of outside control room area & Road in sq. mtr	Cleaning of Toilets in Nos.			
		A	B	W/C in Nos.	Wash basins in Nos.	Urinal in Nos.	Total no of Units. *C*
1	Division Office	463	940	1	1	2	3
2	Grid S/S THERUBALI	1120	3560	2	1	2	4
3	Grid S/S RAYAGADA	500	2500	1	1	2	3
4	Grid S/S AKHUSINGH	506	2000	2	2	2	4
5	Grid S/S PARLAKHEMUNDI	720	2000	2	2	2	4
	TOTAL	3309	11000				18

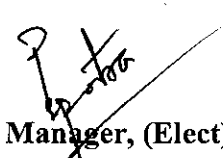
N.B: Each W/C shall taken as 1 unit, 2 urinals as 1 unit, & 4 wash basins as 1 unit.


Dy. General Manager, (Elect)
EHT (O&M) Circle, OPTCL, Jeypore.

3. EHT (O&M) DIVISION, KESINGA.

Sl. No	Name of the Substation/office	Area of Operation					
		Cleaning Area of control room building/ office in sq. mtr	Cleaning Area of outside control room area & Road in sq. mtr	Cleaning of Toilets in Nos.			
		A	B	W/C in Nos.	Wash basins in Nos.	Urinal in Nos.	Total no of Units. *C*
1	Division Office	152	512	1	1	1	2
2	Grid S/S KESINGA	510	1851.	2	2	2	4
3	Grid S/S JUNAGARH	580	1640	1		1	2
4	Grid S/S KHAR1AR	320	1115	1	2	2	3
5	Grid S/S SAINTALA	275	1168	1	1	1	2
	TOTAL	1837	6286				13

N.B: Each W/C shall taken as 1 unit, 2 urinals as 1 unit, & 4 wash basins as 1 unit.

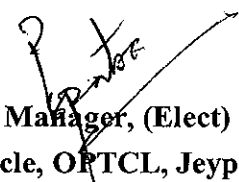

Dy. General Manager, (Elect)
EHT (O&M) Circle, OPTCL, Jeypore.

b

4. E&MR DIVISION, RAYAGADA

SI. No	Name of the Substation/office	Area of Operation					
		Cleaning Area of control room building/ office in sq. mtr	Cleaning Area of outside control room area & Road in sq. mtr	Cleaning of Toilets in Nos.			
		A	B	W/C in Nos.	Wash basins in Nos.	Urinal in Nos.	Total no of Units. *C*
1	Division Office	385.12	665.12	1	1	2	3
	TOTAL	385.12	665.12				3

N.B: Each W/C shall taken as 1 unit, 2 urinals as 1 unit, & 4 wash basins as 1 unit.


Dy. General Manager, (Elect)
EHT (O&M) Circle, OPTCL, Jeypore.

SECTION-V

PRICE SCHEDULE

Sl no	Description of work	Unit	Quantity	Unit/Rate Per Month in Rs.	Total amount per month in Rs.
1	Cleaning of control room building/office as per scope of work in Section-III(A)	Sq. mtrs	8460.12		
2	Cleaning of outside control room area & roads as per scope of work in Section-III(B)	Sq. mtrs	24440.12		
3	Cleaning of toilet & basins as per scope of work In section-III(C)	No of unit-C	48		
4	Sub-Total of item 1 to 3	Rs.			
5	Taxes if any	Rs.			
6	GRAND TOTAL OF SL No. 4+5 (IN FIGURE)	Rs.			
7	GRAND TOTAL OF SL No. 4+5 (IN WORDS)				

Date

Signature of the Tenderer
Seal

SECTION-VI

ABSTRACT OF TERMS AND CONDITIONS

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

- | | |
|--|-------------------------|
| 1. Earnest money deposit (deposited in shape of Bank Draft | Yes/No |
| (a) Name of the Bank: | |
| (b) Amount deposited: | |
| (c) Bank Draft No. & Date: | |
| 2. Validity of the bid in days from the date of opening of tender | |
| For 120 days. | : YES/NO |
| 3. Nature of Price: | Firm/Variable: |
| 4. Terms of payment (Whether agreeable to OPTCL terms) | YES/NO |
| 5. Security deposit cum performance guarantee | |
| (Whether agreeable to OPTCL terms) | YES/NO |
| 6. Penalty (Whether agreeable to OPTCL terms) | YES/NO |
| 7. List of orders executed/in hand for similar work during recent | |
| three years: | Furnished/Not furnished |
| 8. Copy of PAN Card with self attestation furnished | YES/NO |
| 9. Copy of Service Tax Registration Certificate | |
| With self attestation furnished | YES/NO |
| 10. Copy of EPF Certificate with self attestation | YES/ NO |
| 11. Copy of ESI Registration Certificate with self | |
| attestation | YES/ NO |
| 12. Agreed to obtain labour contract license on | |
| event of work order from the competent authority | YES/NO |
| 13. Agreeable to all other terms and conditions of the tender document | YES/ NO |

(Strike off whichever is not applicable

Signature of the Tenderer with Seal

SECTION-VII

**PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY
DEPOSIT AND PERFORMANCE GUARANTEE.**

This Guarantee Bond is executed this _____ Day of _____ 20____ by us, the _____ Bank at _____ P.O. _____ P.S. _____ Dist _____ State _____.

1. WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD a body corporate constitute under the Electricity (Supply) Act.1948 (hereinafter called "the OPTCL") has placed orders No. _____ date _____ (hereinafter called "The Agreement ") on M/S _____ (hereinafter called "The Contractor") for supply of materials .AND WHEREAS the OPTCL has agreed (1) to exempt the Contractor from making payment of Security, and (2) to exempt from performance guarantee on furnishing by the Contractor to the OPTCL, a Composite Bank Guarantee of the value of Rupees..... Only.

NOW THEREFORE in consideration of the OPTCL having agreed (1) to exempt the Contractor from making payment of Security and (2) to exempt from furnishing performance guarantee in terms of the said agreement as aforesaid, we the _____ (Bank) (hereinafter referred to as 'the Bank') do hereby undertake to pay the OPTCL an amount not exceeding Rs. _____ (Rupees _____) against any loss/ damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement.

2. We (the _____ Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the Contractor's failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due any payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____).

3. We the _____ (Bank) also undertake to pay to the OPTCL any money so demanded not withstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding institute/pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us this under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, (_____ Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Chairman Cum Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this Guarantee.

Unless a demand or claim under this guarantee is made on us in writing on or before the (Date _____) we shall be discharged from all liability under this guarantee thereafter.

5. We, (_____ Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner or obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Contractor(s) or for any such variations or the OPTCL or any indulgence by the OPTCL to the Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but this provisions have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and Contractor(s).

7. We, (_____ Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.

Date at _____ the _____ Day of _____ Two thousand _____.

8. This Bank Guarantee shall remain in force up todated theday of.....2011.

For _____

(Indicate the name of the Bank)

Witness: (with signature, names and address)

1.

2.