



ODISHA POWER TRANSMISSION CORPORATION LTD.

**(A Government of ODISHA Under Taking)**

**Regd. Office: Janpath, Bhubaneswar-751022, Odisha**

OFFICE OF THE GENERAL MANAGER: ELECT.

EHT (O&M) CIRCLE: CHAINPAL

AT/PO: CHAINPAL COLONY, PIN-759104, and DIST: ANGUL (ODISHA)

[CIN:U40102OR2004SGC007553](#)

Email: ehtm.cle.chp@optcl.co.in

TENDER SPECIFICATION NO. CHP-05/2014-2015

FOR

AMC OF CLEANING, UP KEEPING & SANITATION WORK OF VARIOUS  
GRID S/S, DIFFERENT OFFICE BUILDING, COURTYARD AND APPROACH  
ROADS, ETC UNDER EHT (O&M) CIRCLE, CHAINPAL

Request for online tender documents:-

**From dt-11.09.2014 (10.00 Hrs)  
to dt-13.10.2014(12.30 Hrs)**

Last date of submission of online tender: -

**up to dt-13.10.2014(17.00 Hrs)**

Date of opening of Tender: -

**14.10.2014(11.30 Hrs)**

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# [SECTION-1]

## TENDER CALL NOTICE



**ODISHA POWER TRANSMISSION CORPORATION LTD.**  
(A Government of ODISHA Under Taking)  
Regd. Office: Janpath, Bhubaneswar-751022, Odisha  
**OFFICE OF THE GENERAL MANAGER: ELECT.**  
**EHT (O&M) CIRCLE: CHAINPAL, AT/PO: CHAINPAL COLONY,**  
DIST: ANGUL (ODISHA), Pin-759104, [Email-ehm.cle.chp@optcl.co.in](mailto:Email-ehm.cle.chp@optcl.co.in)  
**CIN:U40102OR2004SGC007553**

### e-TENDER NOTICE NO. CHP-05 / 2014-15

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD General Manager, EHT (O&M) Circle, Chainpal, invites Tenders from reputed Bidders in **One part** bidding system for AMC of Cleaning, Up keeping & sanitation work of various Grid S/S, different office building, courtyard and approach roads, etc under EHT (O&M) Circle, Chainpal. The interested bidders would be required to enroll themselves on the tender portal [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL). Complete set of bidding documents are available at [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) from **11.09.2014 (10.00 Hrs) up to 13.10.2014 (12.30 Hrs)**. Interested Bidder may visit OPTCL's official web site <http://www.optcl.co.in> and [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) for detail specification.

N.B:- All subsequent addendums/corrigendum to the tender shall be hosted in the OPTCL's official web site <http://www.optcl.co.in> and [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) only.

### **NOTICE INVITING TENDER**

For and on behalf of the ODISHA POWER TRANSMISSION CORPORATION LTD., the undersigned invites bids under two-part bidding system in e- tendering mode only as per the following details.

The bidders can view the tender documents from website free of cost.

The bidders who want to submit bid shall have to pay a nonrefundable amount of **Rs.6,300/- (Rupees Six thousand Three hundred only non refundable including VAT @ 5%)** towards the tender cost, in the form of e-payment only, drawn in favour of EHT (O&M) Circle Chainpal (**NEFT in favour of EHT (O&M) Circle, Chainpal, UCO Bank, Talcher Thermal Branch, IFSC code-UCBA0000785, MICR-759028502, branch code-07850, ACCOUNT NO.07850200052576**) at the office of the undersigned on or before the last date & time of submission of tender.

The bidders shall have to e-payment the EMD amount as above account no. & submit the copy of proof/payment documents at the office of the undersigned on or before the last date & time of submission of tender.

*(The bidders shall scan the NEFT transaction copy (e-payment) towards EMD and Tender paper Cost and upload the same in the prescribed form in .gif or .jpg format in addition to sending the original as stated above.)*

The bidders shall have to pay a nonrefundable amount of Rs. **1,597.00/- (Rupees One thousand Five Hundred Ninety Seven only)** to K.S.E.D.C.Ltd, towards the tender processing fee through e-payment gateway.

Sl. No	Tender Specification No.	Location Details.	Qty. In Nos.	INDIAN RUPEES			Last date of submission & Date of opening of Tender.
				Earnest Money Deposit.	Cost of Tender Spec.Document	Tender Processing Fee.	
	CHP-05/2014-2015	<p><b>Scope of the contract:</b></p> <p><b>A. The contractor will attend the following work:</b></p> <p>1.Sweeping of entire control room and office building flooring once per day throughout the month</p> <p>2.Cleaning of entire control room and office building flooring once per day with surf water and phenyl throughout the month</p> <p>3.Cleaning of door &amp; windows (Glass/wooden &amp; window railings) every day</p> <p>4.Cleaning of telephones and apply of scented perfume as well as computer, fax machines etc. should be properly cleaned.</p> <p>5.Spraying of perfumes in the control room</p> <p>6.Cleaning of fixtures, fitting light &amp; fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.)</p> <p><b>B. The contractor will attend the following work:</b></p> <p>Cleaning &amp; sweeping once per day of outside control room and office building area up to a distance of 10 mtrs. Surrounding the control room along with uprooting grasses, weeds wherever required.</p> <p>Cutting of small bushes &amp; trees.</p> <p>Cleaning of approach road.</p> <p><b>C. The Contractor will attend the following work:</b></p> <p>1.Cleaning once per day of Bath rooms, Toilets along with adjacent area where-ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl &amp; other detergents.</p> <p>Napthalin balls and odonyl should regularly be supplied in the urinals once in a fortnight</p> <p>All washbasins and sinks should be cleaned with VIM</p> <p>The water cooler tray should be cleaned with Vim etc.</p>					up to dt-13.10.2014 (17.00 Hrs) and 14.10.2014 at 11.30 hr
1		At Different S/D, Division & Circle under Chainpal Circle	13-Sub Divisions, 2-Divisions 1-Circle	Rs.14,215/-	Rs.6,300/-	1597.19/- Or say 1597.00/-	

The prospective bidders are advised to register their user ID, Password, company ID from website [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) by clicking on hyper link "Register Me".

Any clarifications regarding the scope of work and technical features of the tender can be had from the undersigned during office hours.

**Minimum qualification criteria of bidders: AS STIPULATED IN SECTION-II, OF THE TENDER SPECIFICATION.**

**The Quantum of Work as in Table below.**

AMC of Cleaning, Up keeping & sanitation work of various Grid S/S, different office building, courtyard and approach roads, etc under EHT (O&M) Circle including office of SGM, O&M-II, Chainpal.

SN	Name of office		Control Room/ Office room area (Sqm.)	Court yard/ rest shed area (Sqm.)	Different unit in nos.				Remarks
					W/C (Toilet)	Wash Basin	Urinal	Total	
<b>A</b>	<b>EHT (O&amp;M) Circle, Chainpal</b>		<b>304</b>	<b>1216</b>	<b>2</b>	<b>2=1</b>	<b>1</b>	<b>4</b>	Each W/C shall be taken as 01 unit, 02 Urinals as 01 unit & 04 Wash basins as 01 unit
1	EHT (O&M) Division, Chainpal		183.3	100	1	-	-	1	
2	a)	132KV Grid S/S Angul	656.2	226	4	-	-	4	
3	b)	132KV Grid S/S Boinda	400.6	600	2	2=1	2=1	4	
4	c)	132KV Grid S/S Chainpl & Guest House chainpal	492.9+ 109.6 = 602.5	592+ 108 = 700	3+2	3=1	1	7	
5	d)	132KV Grid S/S Dhenkanal	353.2	949	4	-	-	04	
6	e)	132KV Grid S/S K.Nagar	538.2	525	4	-	-	04	
7	f)	Switching Station K.Prasad	426.6	470	2	-	-	02	
8	g)	400KV Grid S/S Meramundali & Guest House Meramundali	1528.5+ 221.9 = 1750.4	1807+ 160 = 1967	5+3	7+3=3	6=3	14	
9	h)	Line S/D Chainpal	65.6	288	2	2=1	2=1	4	
10	i)	DMK Line S/D Chainpal	59.3	188	1	1	-	2	
<b>B</b>	<b>Sub Total for Chainpal Division</b>		<b>5035.9</b>	<b>6013</b>				<b>46</b>	
11	EHT (O&M) Division Rengali		202	333	1	-	-	01	
12	a)	Manager TLS Rengali Office	202	333	1	-	-	01	
13	b)	Manager TLS Keonjhar Office	119	100	1	-	-	01	
14	c)	Manager TLS Baripada Office	186	120	1	-	-	01	
15	d)	Grid S/S Rengali	282	350	1	-	-	01	
<b>C</b>	<b>Sub Total for Rengali Division</b>		<b>991</b>	<b>1236</b>				<b>05</b>	
	<b>Grand Total = A+B+C</b>		<b>3330.9</b>	<b>8465</b>				<b>55</b>	

GENERAL MANAGER  
EHT (O&M) CIRCLE, CHAINPAL

**Energy is precious. Save it.**

## [SECTION-II]

### INSTRUCTION TO BIDDER

#### 1. Submission of Bids: -

The bidder shall submit the bid in Electronic Mode only i.e

[www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL). The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request to collect the Bids in physical form will be entertained by the OPTCL.

The OPTCL reserves the right to reject any bid, which is not submitted according to the instruction, stipulated above. The participants to the tender should be registered under IT Act / Service tax Act.

1. For all the users it is mandatory to procure the Digital Signatures.
2. Contractors / Vendors / Bidders / Bidders are requested to follow the below steps for **Registration**:
  - a. Click "Register", fill the online registration form.
  - b. Pay the amount of Rs. **2247/-** through DD in Favour of **KSEDC Ltd.** Payable at Bangalore. This registration is valid for one year.
  - c. Send the acknowledgment copy for verification.
  - d. As soon as the verification is being done the e-tender user id will be enabled.
3. After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.
4. If any Bidder wants to participate in the tender he will have to follow the instructions given below:
  - a. Insert the PKI (which consist of your Digital Signature Certificate) in your System.  
(Note: Make sure that necessary software of PKI be installed in your system).
  - b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
  - c. Go to Start > Programs > Internet Explorer.
  - d. Type [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) in the address bar, to access the Login Screen.
  - e. Enter e-tender User Id and Password, click on "Go".
  - f. Click on "Click here to login" for selecting the Digital Signature Certificate.
  - g. Select the Certificate and enter DSC Password.
  - h. Re-enter the e-Procurement User Id Password
5. To make a request for Tender Document, Bidders will have to follow below mentioned steps.
  - Click "Un Applied" to view / apply for new tenders.
  - Click on Request icon for online request.
  - Enter the required fields including details of D.D for tender Processing fee.
6. After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the below steps:
  - Click to view the tender documents which are received by the user.

- Tender document screen appears.
  - Click “Click here to download” to download the documents.
7. After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
- Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
  - Note down / take a print of bid control number once it displayed on the screen
8. Tender Opening event can be viewed online.
9. Competitors bid sheets are available in the website for all.
10. **For any e-tendering assistant contact help desk number mentioned below.**

- **Bangalore – 080- 40482000.**

## **2. Division of Specification.**

- |                 |  |
|-----------------|--|
| 1. SECTION –I   | :TENDER CALL NOTICE                    |
| 2. SECTION –II  | :INSTRUCTION TO THE TENDERER           |
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| 5. SECTION –V   | :PRICE BID                             |

The Bidders are required to submit the tenders in two-part bidding.

## **3. Purchaser’s Right Regarding Alteration of Quantities Tendered.**

The Purchaser may alter the quantities of work at the time of placing orders. Initially the purchaser may place orders for lesser quantity with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders and vice versa. Orders may also be split among more than one bidder for any particular item, if considered necessary in the interest of the OPTCL.

## **4. Purchaser’s right to accept/reject bids:**

The purchaser reserves the right to reject any or all the tenders without assigning any reasons what so ever if it is in the interest of OPTCL, under the existing circumstances.

## **5. Mode of submission of Tenders.**

[A] Tenders shall be submitted in electronic mode only.  
(www.tenderwizard.com/OPTCL)

[B] **Telegraphic or FAX tenders** shall not be accepted under any circumstances.

## **6. Earnest money deposit:**

The Tenders shall be accompanied by Earnest Money deposit of value specified in the notice inviting tenders. Tenders without the required EMD will be rejected out rightly

The earnest money deposit shall be furnished in shape of

- (i) **NEFT** in favour of EHT (O&M) Circle, Chainpal, UCO Bank, Talcher Thermal Branch, IFSC code-UCBA0000785, MICR-759028502, branch code-07850.

**ACCOUNT NO.07850200052576**

**NOTE:-**

- (i) No adjustment towards EMD shall be permitted against any outstanding amount with the **ODISHA POWER TRANSMISSION CORPORATION LTD.**
- (ii) In the case of un- successful tenderer, the EMD will be refunded after finalization of the tender. In the case of successful Tenderer, this will be refunded only after award of contract & on submission of BG/DD as security deposit.
- (iii) Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of High Court of ODISHA extends.
- (iv) EMD will be forfeited if the tenderer fails to accept the purchase order and/or work order issued in his favour or to execute the order, placed on them.
- (iv) Tenders not accompanied by Earnest Money shall be disqualified.

**7. Validity of the Bids: -**

The tenders are requested to keep the validity of their offer for a period of **180** days from the date of opening of the tender and Rate remains same throughout the contract period (Maximum 1Year from placing of Order), failing which the tenders will be rejected.

**8. PRICE: -**

The bidders are advised to quote their rate as per the price schedule attached with this specification and shall remain firm inclusive of all taxes & duties, labour charges etc. within the validity of the tender. However Service tax will be paid extra as per Govt. Prevailing rule.

**9. Bidders to be fully conversant with the clauses of the Specification:**

Bidders are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tenders. In case of doubt regarding the meaning of any clause, the bidder may seek clarification in writing from the GM EHT (O&M) Circle, Chainpal, This, however, does not entitle the bidder to ask for time beyond due date, fixed for receipt of tender.

**10. Documents to Accompany Bids.**

Tenderers are required to submit tenders in the following manner:

- [i] Declaration Form as per **Annexure-I** (duly signed) to be uploaded in .pdf format.
- [ii] Earnest Money (scanned copy of NEFT Transaction proof is to be uploaded)
- [iii] Abstract of Terms & conditions in prescribed proforma as per **Annexure-II & III**. To be keyed in, in the bid sheets provided.
- [iv] General Terms & Conditions of contract as per Section-II of the Specification.(All the required documents are to be uploaded.)
- [v] Data on past experience as per the Specification.(Scanned copy to be uploaded)
- [vi] Service Tax Registration certificate, Labour License & permanent account number [PAN] of the firm is required under Income tax Act. (Scanned copy to be uploaded).
- [vii] Any other document required, is to be uploaded.
- [viii] Schedule of prices in the prescribed proforma in the price bid sheet provided in .xls format.



### **11. Conditional Offer:**

Conditional offer shall not be accepted.

### **13. Qualification of Bidder:**

**The bidder must have the following documents to qualify.**

**i) CIVIL License (Optional)**

ii) Service Tax Registration Certificate from the Central Excise Deptt.

iii) Valid PAN/ TIN.

iv) Labour License.

v) VAT Regtd./VAT CC

vi) Experience Certificate (Optional but weightage may be given)

### **14. CONSIGNEE:-**

The Assistant Managers/Deputy Managers/AGMs/Estimators/TA, in charge of Respective Sub-divisions, Divisions, Circle & Zone is the consignee for the contract to be issued to the Contractor for above work.

### **15. PAYING OFFICER:-**

The Unit Head of EHT (O&M) Division, Chainpal/Rengali/Newly Created Division is the paying officer for the respective Sub-divisions under his Division including his own office & DDO of EHT (O&M) Circle, Chainpal & DDO of Zone office is the paying officer for Circle & Zone office respectively for the contract to be issued to the Contractor for above work.

### **16. General: -**

(i) The Bidders can offer their bids for complete work.

(ii) The tender paper cost (Form fee) for an amount of Rs. 6,300/- is to be paid for the work.

(iii) The tender processing fee for an amount of Rs 1,597/- is to be paid for the work.

(iv) The EMD amount is to be paid against as mentioned in the detail tender Notice.

(v) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the Tenderer.

(vi) Notice inviting tender shall form part of this specification.

(vii) The EMD, if any, shall be returned to the unsuccessful bidders after finalization of Tender.

(viii) It should be distinctly understood that the price bid shall contain only details/documents relating to price, as mentioned herein above.

**(ix) The Bidder must submit the document as proof for EMD amount and cost of tender paper & Tender Processing Fee, which has to be reached in the office of the purchaser on or before the opening of tender.**

**[SECTION-III]**  
**GENERAL TERMS AND CONDITIONS OF CONTRACT [G.T.C.C.]**

**1.0 Scope of the contract:**

**A. The contractor will attend the following work:**

1. Sweeping of entire control room and office building flooring once per day throughout the month
2. Cleaning of entire control room and office building flooring once per day with surf water and phenyl throughout the month
3. Cleaning of door & windows (Glass/wooden & window railings) every day
4. Cleaning of telephones and apply of scented perfume as well as computer, fax machines etc. should be properly cleaned.
5. Spraying of perfumes in the control room
6. Cleaning of fixtures, fitting light & fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.)

**B. The contractor will attend the following work:**

1. Cleaning & sweeping once per day of outside control room and office building area up to a distance of 10 mtrs. Surrounding the control room along with uprooting grasses, weeds wherever required.
2. Cutting of small bushes & trees.
3. Cleaning of approach road.

**C. The Contractor will attend the following work:**

1. Cleaning once per day of Bath rooms, Toilets along with adjacent area where-ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl & other detergents.  
Naphthalin balls and odonyl should regularly be supplied in the urinals once in a fortnight  
All washbasins and sinks should be cleaned with VIM  
The water cooler tray should be cleaned with Vim etc.

**1.1. Deployment of personnel's:**

The workmen engaged are to be issued with ID card. A supervisor is to be engaged to supervise the work. Adequate and proper personnel as required should be arranged during any emergency apart from the regular personnel available at specified sites. In case the workmanship of any deployed personnel is found unsatisfactory and reported, the person will be replaced immediately. It is the responsibility of the contractor to depute substitute staff for the earmarked staff if found remaining absent from the duty.

One complaint registers is to be maintained for each Grid Sub-station & Office. You shall maintain the attendance registers for the staff deployed: which the shift engineer of the grid substation, OPTCL, will periodically check. A deployment chart for each month is to be furnished by you. In case the performance is found unsatisfactory, the contract will be terminated on serving one month's notice from OPTCL side.

The regular up-keep, cleaning and sanitation work should be taken up before 9.00 AM in the morning daily. Unless emergency arises no such work should be taken up during office hours i.e from 10.00 AM to 5.00 PM. Besides, the sanitation service should also be available on holidays. Minimum persons are to be deployed in the following manner.

Inside building  
Upto 500 Sqmtr. 2 persons  
Upto 1000 Sqmtr. 3 persons  
Above 1000 Sqmtr. 4 persons

**1.2. Supply of materials:** The supply of materials required for day-to-day maintenance should be good quality and reputed make. No extra amount will be paid towards transportation, handling, storage and overhead expenses.

**1.3.**

- a) The price should be firm and breakup for each item should be furnished alongwith the bid.
- b) EPF & ESI: It is your responsibility to deposit EPF and ESI of personnel engaged for the work by you.
- c) Liability for workman's compensation if any shall be borne by you and OPTCL shall not have any liability what-so-ever in this regard.

**1.4.Wages & Bonus:** All the employee engaged in this office should get wages as per minimum wages rules of Govt. of Orissa.

**1.5.Uniform:** A god looking uniform with identity card should be provided to all employees for easy identification.

**1.6.Submission of documents:** Xerox copy duly attested of updated documents in support of IT, EPF & ESI should be submitted along with the bid.

**1.7.Rejection of materials:** Any substandard work noticed by the field office & in case non respond to the correspondences to the communications of field officer in this regard, the agreement will be liable for cancellation & forfeiture of EMD thereof.

**2.0 Definition of terms:**

For the purpose of this specification and General Terms and Conditions of contract [GTCC], the following words shall have the meanings hereby indicated, except where otherwise described or defined.

- 2.1 "The Purchaser" shall mean the General Manager, EHT (O&M) Circle, Chainpal for and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD., Bhubaneswar.
- 2.2 "The Engineer" shall mean the Engineer appointed by the Purchaser for the Purpose of this contract.
- 2.3 "Purchaser's Representative" shall mean any person or persons or consulting firm appointed and remunerated by the Purchaser to supervise, inspect, test and examine workmanship and materials of the equipment to be supplied.
- 2.4 "The Contractor" shall mean the bidder whose bid has been accepted by the purchaser and shall include the bidder's executives, administrators, successors and permitted assignees.
- 2.5 "Equipment" shall mean and include all machinery, apparatus, materials, articles to be provided under the contract by the Contractor.
- 2.6 "Contract Price" shall mean the sum named in or calculated the bid.
- 2.7 "General Condition" shall mean these General Terms and Conditions of Contract.
- 2.8 "The Specification" shall mean both the technical as well as commercial parts of the specification annexed to or issued with GTCC and shall include the schedules .
- 2.9 "Month" shall mean "Calendar month".
- 2.10 "Writing" shall include any manuscript, type written, printed or other statement reproduction in any visible form and whether under seal or under hand.

2.11 “FOR Destination costs” shall mean the cost at our work site. The cost is inclusive of all taxes & duties etc. , but excluding Service tax.

2.12 The term “Contract document” shall mean and include GTCC, specifications, form of tender, Notice Inviting Tender, covering letter, schedule of prices or the final General Conditions, any special conditions, applicable to the particular contract.

2.13 Terms and conditions not herein defined shall have the same meaning as are assigned to them in the Indian Contract Act, failing that in the ODISHA General Clauses Act.

3. **Manner of execution:**

The work should be executed to the full satisfaction of the owner asked and as per direction of the field in charge or consignee.

4. **Language and measures:**

All documents pertaining to the contract including specifications, schedule, notices, correspondence, operating and maintenance instructions or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract.

5. **Right to reject/accept any tender:**

The Purchaser reserves the right either to reject or to accept any or all tenders if the situation so warrants in the interest of the OPTCL. Orders may also be split up between different Tenderers on individual merits of the Bidder. The Purchaser has exclusive right to alter the quantities of work at the time of placing final work order.

6. **Carry out the work**

The works awarded should be commenced from 15 days of the award of the contract and throughout for one Year from the date of issue of work order. Also Time being essence of the contract, the cleaning works shall be completed in time so as to keep the S/S & Offices of Sub-Division, Division & Circle cleaned at any time as specified in the contract.

7. **Force Majeure:**

The Contractor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of god, acts of the public enemy, acts of Govt., Fires, floods, epidemics, Quarantine restrictions, strikes, Freight Embargo and provided that the Contractor shall within Ten (10) days from the beginning of delay on such account notify the purchaser in writing of the cause of delay. The purchaser shall verify the facts and grant such extension, if facts justify.

8. **Extension of time:-**

If the Commencement of work is delayed due to reasons beyond the control of the Contractor, the Contractor shall without delay give notice to the purchaser in writing of his claim for an extension of time. The Purchaser on receipt of such notice may or may not agree to extend the contract period date as may be reasonable but without prejudice to other terms and conditions of the contract.

**09. SERVICE TAX REGISTRATION No., PAN/TIN CARD & CIVIL LICENSE:**

Scanned copies of PAN/TIN, Service Tax Registration no. & CIVIL License (OPTIONAL) with Labour License valid on the date of opening of tender should be uploaded along with tenders, failing which the tender will be rejected. The contractor or their authorized representatives should produce the original documents for verification within 10 days from the date of opening of tender. Those who fail to produce the same and found not to be valid at the time of tender opening, their tenders will be rejected.

**10. Security deposit against 100% payment:**

The bidders whose offer qualifies for acceptance will be awarded work order for execution of the works and the bidder shall have to deposit security amount equal to 10% (ten percent) of contract value for one month in shape of cash/bank draft drawn in favour of respective paying officer, of OPTCL and this security amount renewed in every month upto expire/cancel of the contract. The security deposit shall be released after contract period is over on receipt of application for this purpose. No Interest shall be paid to the bidder towards the security deposit so deposited by the Bidder. The security deposit shall be deposited with the respective paying officer of OPTCL with making an agreement prior to commencement of work. In case of Non fulfillment of contractual obligation by the bidder, the same so deposited shall be forfeited without notice to the bidder. The Security Deposit should be submitted separately in for each Division wise/Circle wise/Zone wise.

**11. Terms of Payment.**

The full **100%(One Hundred Percent)** payment for full month work (or fraction of payment as per actual days work) will be made in monthly billing basis by the DGM/AGM/ DDO of Concern O&M Divisions/Circle/Zone, OPTCL in each month and after receipt of verification report from Shift Engineers duly countersigned by SDO of Grid Sub-stations in Case of Grid S/S and In case of Division /Circle/ Zone the bill will be paid after receipt of verification report from consignee duly countersigned by unit head subject to submission & acceptance. The Bill should be submitted separately in for each Division wise/Circle wise/Zone wise.

**N.B-** Full costs for the damages, caused to equipments/materials during execution of work will be recovered from the monthly bills/or by encashment of their Security Deposit (if required). The bill will be paid as per actual days working by the worker. In Sunday & holidays, the work or attendance of worker shall be supervised by Security personnel deployed in the Division office, Circle office & Zone office or any employee authorized by the unit head in absence of Consignee as per requirement.

**12. Penalty for Delay in Completion of Contract**

If the contractor fails to provide service as per contract, an amount of twice the calculated daily billed amount for the period, will be recovered from the monthly bills or Forfeit of Security Deposit (if required) of the contractor. The unsatisfactory performance for a period of continuous Two months or more than one month in a quarter will be liable for termination of contract with forfeiture of security deposit of that particular Unit.

**13. Validity.**

Prices and conditions contained in the offer should be kept valid for a minimum period of 15months from the date of opening of the tender, failing which the tender shall be rejected.

**14. Jurisdiction of the High Court of ODISHA.**

Suits, if any, arising out of this contract shall be filed by either Party in a court of Law to which the jurisdiction of High court of ODISHA extends.

**15. Correspondences.**

- i) Any notice to the Contractor under the terms of the contract shall be served by Registered/Speed Post or by hand at the Contractor's Principal Place of Business.
- ii) Any notice to the Purchaser shall be served at the Purchaser's Principal Office in the same manner.

**Official Address of the Parties to the Contract**

The address of the parties to the contract shall be specified:-

- [i] **Purchaser:** General Manager EHT (O&M), Circle, OPTCL, Chainpal,(Odisha)

Telephone No. 06760-211089

Email id:- ehtm.cle.chp@optcl.co.in

- [ii] **Contractor:** Address

Telephone No.

Fax No.

**16. Outright Rejection of Tenders**

Tenders shall be out rightly rejected if the followings are not complied with.

- [i] The tenderer shall submit the bid in electronic mode only and shall submit the cost of tender document and Tender processing fee on or before the date and time of opening of the bid.
- [ii] The Tender shall not be submitted telegraphically or by FAX.
- [iii] The prescribed EMD shall be submitted on or before the last date and time of submission of the bid.
- [iv] The Tender shall be kept valid for a minimum period of 15Months from the date of opening of tender.
- [v] The schedule of prices should be filled up fully to indicate the break-up of the prices including taxes and duties. Incomplete submission of this schedule will make the tender liable for rejection.
- [vi] The Tenderer should quote 'FIRM' price only and the price should be kept valid for a minimum period of 15Months from the date of opening of the tender.

**17. SAFETY PRACTICE:-**

The Bidder must be followed the OPTCL safety Rule while performing the work. The workmen must provided Safety Helmet, safety belt, safety shoe, etc by the contractor while performing the works. No deviation will be allowed and the consignee has got any power to stop the work at any time on the beach of safety practical.

**18. CONTRACTORS' RESPONSIBILITY:-**

- a) Notwithstanding anything mentioned in the specification or subsequent approval or acceptance by the owner, the ultimate responsibility for satisfactory performance in keeping the allotted portions shall rest with the Bidders.
- b) Clear-cut instructions to be issued to the persons deployed regarding their working place which is EHV premises.
- c) The contractors should be completely responsible for any Electrical accident met by the deployed personnel's due to their negligence during execution of work as per the prevailing Labour Act, Orissa.

**19. EVALUATION & COMPARISON OF BIDS:-**

Weightage shall be given to the following factors in the evaluation & comparison of bids.

- a) Past track records in AMC work of similar items to OPTCL, if any.
- b) Track record in performance of similar work done to other utilities other than OPTCL
- c) Deviation in the bid vis-à-vis in the stipulation in the bid specification both in Technical and Commercial
- d) In comparing bids and in making awards, the purchaser may consider such factors as compliance with specification, relative quality & adaptability of supplies or services, experience, financial soundness, record of integrity in dealings, performance of materials/equipments earlier supplied, ability to furnish repairs and maintenance services, the time of delivery, capability to perform including available facilities such as adequate shops, plants, equipment and technical organization.

## **[SECTION-IV]**

### **[LIST OF ANNEXURES]**

The following schedules and Performa are annexed to this specification and contained in Section-III as referred to in the relevant clauses.

1	Declaration form	ANNEXURE-I
2	Abstract of terms and conditions to accompany Section-II	ANNEXURE-II
3	Bidders information	ANNEXURE-III



**ANNEXURE - I**  
**DECLARATION FORM**

To  
The General Manager (Elect:)  
EHT (O&M) Circle, OPTCL  
Chainpal.

Sub: - Tender Specification No- \_\_\_\_\_

Sir,

1. Having examined the above specification together with terms & conditions referred to therein \* I/We the undersigned hereby offer to take up the painting work including supply of materials , labour charges & T&P etc. in all respects as per the specification and General conditions, at the rates, entered in the attached contract schedule of prices in the Tender.
2. \* I / We hereby undertake to have completed the work within the time specified in the Tender.
3. \* I / We hereby guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.
4. \* I/We certify to have submitted the bid electronically by remitting \*cash/money order /D.D./ remitting the cost of tender, herewith and this has been acknowledged by your letter/ money receipt No. Dated,
5. In the event of Tender, being decided in \*my/our favour, \* I/We agree to furnish the Composite B.G. in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to \*me/us as per clause-11 of section-II of this specification within 15 days of issue of letter of work/purchase order failing which \*I/We clearly understand that the said letter of Intent/Purchase order will be liable to be withdrawn by the purchaser, and the EMD deposited by us shall be forfeited by OPTCL.

Signed this                      day of                      2014

Yours faithfully

Signature of the Tenderer  
with seal of the company

[ This form should be dully filled in by the tenderer and uploaded at the time of submission of tender.]

\* (Strikeout whichever is not applicable).

## ANNEXURE-II

### ABSTRACT OF GENERAL TERMS AND CONDITIONS OF CONTRACT [COMMERCIAL] TO ACCOMPANY PART-I

1(a)	Cost of Tender Document: NEFT details& Date.	
1(b)	Earnest money furnished. NEFT details & Date.	
1(c)	Tender Processing Fee. NEFT details & Date.	
2	Whether scanned copy of Labour License furnished.	Yes/No.
3	Whether scanned copy of PAN/TIN card furnished.	Yes/No.
4	Whether scanned copy of Service Tax Regd. No. furnished.	Yes/No.
5	Contractor's work experience including user's certificate furnished	Yes/No
6.	<b>Scope of work :-</b> Whether agreeable to OPTCL's desired Scope of work as indicated .	Yes/No
7.	<b>Guarantee:-</b> Whether agreeable to OPTCL's terms. [As per clause-9 of Section-II]	Yes/No
8.	Whether agreeable to furnish Composite B.G. in case his tender be successful [As per clause-11 of Section-II]	Yes/No
9.	<b>Terms of payment:-</b> Whether agreeable to OPTCL's terms [As per clause-12 of Section-II]	Yes/No.
10.	Nature of price:- FIRM	Yes/No
11	<b>Penalty:-</b> Whether agreeable to OPTCL's terms (As per clause-13 of Section-II)	Yes/No
12	<b>Validity: -</b> Whether agreeable to OPTCL's terms [As per clause-14 of Section-II]	Yes/No
13	Whether declaration form duly filled in furnished.	Yes/No.

**ANNEXURE-III**  
**BIDDER'S INFORMATION**

<b>SL NO</b>	<b>The bidder shall furnish general information in the following format</b>	
	<b>NAME OF THE BIDDER</b>	
<b>1</b>	<b>Address:-</b>	
<b>2</b>	<b>City</b>	
<b>3</b>	<b>Pin Code</b>	
<b>4</b>	<b>Contact person's Name :-</b>	
<b>5</b>	<b>Telephone No. office &amp; Residence:-</b>	
<b>6</b>	<b>FAX No:-</b>	
<b>7</b>	<b>EMAIL:-</b>	
<b>8</b>	<b>Labour License</b>	
<b>9</b>	<b>SERVICE TAX REGISTRATION NO.</b>	
<b>10</b>	<b>PAN/TIN NO.</b>	

## **[SECTION-V]**

### **PRICE BID**

**1. PRICE:**

- (i) Bidders are required to quote their price(s) as 'FIRM'.
- (ii) The prices quoted shall be unit price for work including supply of required materials as per the tender specification at the consignee's site/store inclusive of all taxes and duties but excluding service tax.

**2. PROPER FILLING UP OF THE PRICE SCHEDULE:**

The tenderer should fill up the price schedule properly and in full in the bid sheets provided in .xls format and up-load the same without changing the file name. The tender may be rejected if the schedule of price is submitted in incomplete form.

- 1. The Bidder must fill the price bid for complete work; no partial bid will be accepted.**