



ODISHA POWER TRANSMISSION CORPORATION LIMITED  
OFFICE OF THE GENERAL MANAGER  
EHT (O&M) CIRCLE, BIDYUTPURI COLONY, BERHAMPUR

TENDER SPECIFICATION FOR TENDER CALL NOTICE No. 16/13-14

Tender Group - A

ANNUAL MAINTENANCE CONTRACT FOR UPROOTING & CLEANING OF GRASS,  
WILD SHRUBS INCLUDING CUTTING OF BUSHES, TREES AND UNWANTED  
PLANTS INSIDE 7 Nos. OF GRID SUB-STATIONS UNDER EHT (O&M), DIVISION,  
BERHAMPUR

Cost of tender paper Rs. 3000/-+ 5% VAT=Rs.3150/-  
(Rupees three thousand one hundred fifty) only

ORISSA POWER TRANSMISION CORPORATION LTD  
(A Govt. of Odisha undertaking)  
OFFICE OF THE GENERAL MANAGER  
EHT (O&M) CIRCLE., BIDYUTPURI COLONY,  
BERHAMPUR.

TENDER SPECIFICATION FOR TENDER CALL NOTICE No.16/2013-14  
OF EHT (O&M) CIRCLE, BERHAMPUR - **GROUP - A**

1.	SECTION-I	Instruction to tenderers.
2.	SECTION-II	General Condition of contract.
3.	SECTION-1II	Technical Specification
3(a)	Annexure-I	Details of work to be executed & Price schedule
3(b)	Annexure-II	Abstracts of terms and conditions
3(c)	Annexure - III	Proforma for B.G for Security and performance Guarantee.
4.	<b>Price of tender document : - Rs.3000/-+ 5 % VAT =Rs. 3150/-</b> (Rupees three thousand one hundred fifty) only by Cash/M.O/Bank draft drawn in favour of EHT (O&M) Circle, Berhampur (Non-refundable).	
5.	COMMENCEMENT OF SALE OF TENDER PAPER. Date 22.2.2014 time 10AM to 5PM	
6.	LAST DATE OF SALE OF TENDER PAPER. Date 24.3.2014 time Up to 5PM	
7.	LAST DATE & TIME OF RECEIPT OF TENDER PAPER. Date 25.3.2014 time 1.00 PM	
8.	DATE & TIME OF OPENING OF TENDER Date 25.3.2014 time 3.30PM	

## SECTION 1

### INSTRUCTION TO TENDERERS

1. Sealed tenders in duplicate duly superscribed as "TENDER AGAINST TENDER NOTICE No. 16/2013-14" are invited from bidders having civil and H.T Contractor license issued by Govt. of Odisha/railways/ Military for the work of Annual maintenance contract for uprooting & cleaning of grass, wild shrubs including cutting of bushes, trees and unwanted plants inside 07 nos. of Grid sub-stations under EHT, (O&M), Division, Berhampur as per the enclosed technical specification to be received in this office on or before dated 25.3.2014 and the same shall be opened on dt 25.3.2014 at 3.30 PM in presence of the Tenderers or their authorized agents. Tenders received after 1.00 P.M on 25.3.2014 will not be accepted since the tender box will be closed at 1.00 P.M. Bidders having previous experience may be given preference,
2. Tenders shall be submitted in duplicate signed in each page by the authorized signatory in a sealed cover envelope addressed to the Sr. General Manager, EHT (O&M) Circle, OPTCL, BIDYUTPURI COLONY, Berhampur. All documents submitted along with the tender must be signed and 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.
5. The tenders shall be furnished strictly as per the terms and 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 and may

also be split up the work order among more than one tenderer depending upon necessity & urgency.

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. Tenders submitted by any other means shall not be accepted. Postal delay shall not be considered.  
  
Tenders received after due date and time shall be returned un-opened.
9. (i) The tender shall be accompanied with earnest money of @ 1% of their quoted value in shape of Bank Draft drawn in favor of the EHT (O&M) Circle, OPTCL, BERHAMPUR, Payable at BERHAMPUR 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 other tender or all tender with out assigning any reason what-so-ever.
11. Offers should be neatly typed without any overwriting and corrections. In case of any correction, the same should be authenticated with signature of the authorized person.
12. In the 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 estimated area is indicated in section – III of this document for your reference.

The tenderers are advised to visit the site, assess the quantum of work involvement and make themselves acquainted with the site conditions before submission of tender.

Sr. General Manager  
EHT (O&M) Circle, Berhampur

(SECTION-II)  
GENERAL CONDITIONS OF CONTRACT.

- 1) **SCOPE OF CONTRACT:** - The scope of contract covers Annual maintenance contract for uprooting & cleaning of grass, wild shrubs including cutting of bushes, trees and unwanted plants inside 07 nos. of Grid sub-stations under EHT, (O&M), Division, Berhampur as per the technical specification and price schedule at Annexure-I including supply of all materials, labour, T&P, transportation & mobilization to site to complete the work in all respect.
- 2) **CONTRACT PERIOD:** - The work shall be carried-out under Annual maintenance contract which is for a period of 12 months. The detailed scope of work is indicated in the technical specification. The authority however reserves the right to schedule the work program. The successful bidder shall start execution of the work within 15 days of issue of work order and signing the contract agreement with the paying officer.
- 3) **VALIDITY:-** The bid Price with terms and conditions of the offer shall be valid for a minimum period of 90 days from the date of opening of tender failing which their tenders will be liable for rejection
- 4) **PRICE:** - The bidders are advised to quote their rates as per price schedule in Annexure-I. The price quoted should be lump sum basis substation wise inclusive of cost of materials including chemicals, labour charges, transportation of materials to site, including mobilization to complete the work in all respect and shall also cover all incidental expenses towards execution of works including T&P etc. The price should be firm and inclusive of all other taxes and duties. Service Tax as applicable shall be paid extra on production of documentary evidence. The bidders are required to specify the same in the price bid. Income Tax per rule shall be deducted from the bills claimed. The work is purely on job contract basis and the authority is not responsible for the number of persons to be engaged for executing the works and payment to them thereof. The price quoted shall be separate for the metaled, Non metal area (up to 5 Mtr. Width adjacent to the metaled area. 1 meter wide collar of approach road and road inside substation) and for additional non metal area excluding above. Quantity indicated for this additional non-metal area is for bidding purpose and payment will be made for actual work done, as per direction of Engineer in Charge and as per Joint measurement report on prorata basis. The work order for this additional non metal area will be issued depending upon its necessity.
- 5) **TERMS OF PAYMENT:** - Payment will be made on quarterly basis on satisfactory execution of the work, against submission of Security Deposit, as per Clause No.11 this tender specification and approval of guarantee certificate. The agency will

submit at least five out of six joint statements of the substation in charge, of all the substations covered under the work order, along with quarterly bill, in support of satisfactory execution of work. In the event of non-submission of at least five joint statements the following procedure will be followed.

Submission of at least three to four joint statements Fifty percent of the quarterly bill amount in respect of those substation/ substations will be paid.

Submission of at least two to three joint statements no payment for the corresponding quarter in respect of those substation/substations.

Submission of one or no joint statements fifty percent of quarterly bill amount in respect of those substation/ substations will be deducted from the bill amount of other substations.

- 6) **GUARANTEE PERIOD:** - The guarantee period for this contract shall be for the contract period. Any defect/deviation if noticed during this period shall be immediately rectified free of cost upon written notice from the consignee failing which the security deposit shall be forfeited.
- 7) **VAT CLERANCE & RGISTRATION/I.T.PAN CARD/CONTRACTOR LICENSE:** - Clear attested Xerox copies of PAN No. / Valid VAT registration & clearance certificate/Civil and H.T. contractor, license issued by Govt. of Odisha/Railways /Military, service tax registration number (if applicable) valid on the date of opening of tender should be submitted along with tender, without which tender will be rejected. The Contractor may be requested to produce original PAN card, VAT registration, VAT clearance certificate, Service Tax registration number as applicable & Civil and H.T. contractor license and all other relevant documents for verification. Those who fail to produce the same and found not to be valid on the date of opening of tender, their tenders will be rejected. All documents of the tender should be signed by the authorized signatory.
- 8) **SUBMISSION OF PROOF REGARDING PAST EXPERIENCE:** - The bidders are required to submit the list of similar works executed by him in support of their past experience along with the tender.
- 9) **SECURITY DEPOSIT:** - The successful tenderer shall be required to deposit a sum amounting to 10% of value of the contract in shape of Bank Draft /13.G from any nationalized bank (as per the prescribed format) valid up to two months after the guarantee period, drawn in favour of the paying officers within 10 days of receipt of the work order. In the event of any breach or default in all or any conditions of the work order, the Sr. G.M., EHT (O&M) Circle, Berhampur may forfeit the whole amount of security deposit. No interest will be paid on the security deposite deposited by contractor and will be released only after expiry of the guarantee period by the paying officer. The security value must be deposited prior to execution of work.

- 10) **COMPENSATION:-** The contractor shall be fully responsible for paying compensation, if any under the Workmen Compensation Act on account of workmen deployed by him. OPTCL will *no* way be responsible for payment of any compensation.
- 11) **E.M.D.:-** The tender shall be accompanied with EMD equal to 1% of the tendered value in shape of cash/Bank Draft drawn in favour of EHT (O&M) Circle, Berhampur payable at BERHAMPUR failing which, the tender will be liable for rejection. The E.M.D. of successful bidders will be returned after deposit of the required security deposit and the EMD of un-successful bidder will be returned after finalization of tender. No interest will be paid on E.M.D.
- 12) **JURISDICTION OF COURT :-** In the event of any dispute and suit, if any arising out of this contract shall only be filed by either party in Court of Law to which jurisdiction of High Court of Odisha extends.
- 13) **OUTRIGHT REJECTION OF TENDERS:** - The tenders shall be liable for outright rejection if the following have not been complied.
- i) Tenderers should have purchased the tender specification from the office of the Sr. G.M., EHT (O&M) Circle, Berhampur in his own or Firm's name.
  - ii) Tenders shall be submitted in person or by Registered post with A.D. and received before the time fixed for receipt of tender.
  - iii) Tenders shall not be submitted telegraphically or by FAX.
  - iv) Tenders shall be accompanied with the prescribed earnest money deposit.
  - v) Tenders shall be kept valid for a minimum of 90 days from the date of opening of the tender.
  - vi) Tenders shall be accompanied with clear valid attested Xerox copy of VAT registration & clearance certificate. PAN card, service tax



registration (if applicable) as well as Civil and H.T contractor's license 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 authorized representative of the bidders.

- vii) The contractor agrees to obtain Labor Contract License on event of work order from the competent authority.
- viii) Tenders shall be submitted in duplicate.
- ix) The tender shall not be conditional.
- x) The tenderer shall have filled the information at page – 3 of this tender specification.

Sr. GENERAL MANAGER  
EHT (O&M) CIRCLE,  
BERHAMPUR

SECTION -III  
TECHNICAL SPECIFICATION FOR UPROOTING & CLEANING OF GRASS,  
WILD SHRUBS INCLUDING CUTTING OF BUSHES, TREES AND UNWANTED  
PLANTS INSIDE 07 NOS. OF GRID SUB-STATIONS UNDER  
EHT, (O&M), DIVISION, BERHAMPUR

1. The Scope of Work: -

SL No	Name of the sub-station*	Estimated Area to be cleaned in Sq. Meter*		
		Metalled Area (Application of Anti weed chemicals)	Barren area up to 5 Mtr. adjacent to metal led Area and collar of road	Additional Barren Area
1	Narendrapur	18175	5474 Mtr <sup>2</sup>	

2	Berhampur	7542	2410 Mtr <sup>2</sup>	
3	Chatrapur	10135	2450 Mtr <sup>2</sup>	
4	Ganjam	2122	852 Mtr <sup>2</sup>	
5	Balugam	8962	1820 Mtr <sup>2</sup>	
6	Digapahandi	6150	1850 Mtr <sup>2</sup>	
7	Mohana	2300	950 Mtr <sup>2</sup>	

\* The area indicated is estimated and the bidder has to visit the substation site and quote lump sum rates.

2. This specification covers uprooting and cleaning of grass including cutting of wild shrubs, plants/trees in the metaled, barren and additional barren areas of switch ward and application of anti weed chemicals in metaled area.
3. The contractor will have his own T&P other materials required for cleaning and supply anti weed chemicals.

#### 4. Manner of executing the works:

- (i) **Metal Area:** - Cleaning of switch yard spread with H.G. Metal and having equipment and their structures is to be taken up without any damage to the equipment and their foundation. The grass should be uprooted completely. No grass or weeds should be allowed to grow at any point of time more than 05cm over and above the metal level throughout the period of AMC. Anti weed chemical should be sprayed in the metaled area at least once in every quarter as per proportion specified by the manufacturer. The contractor shall procure the chemicals as per recommendation of the Engineer-in charge/paying officer and deposit the same with S.D.O. concerned. Spraying of anti weed chemical in the sub-station area shall be done as per the direction and supervision of the verifying officer / inspecting officer.
- (ii) **Cleaning of non metal area:** - (up to 5 Mtr. Width adjacent to the metaled area & 1 meter wide collar of approach road and road inside substation) and for additional non metal area excluding above, as per direction of Engineer in Charge. The area should be made clear from wild shrubs/ unwanted plants and grasses completely. This should be kept clean throughout the year should be free from grass wild shrubs, bushes and unwanted plants and should not be allowed to grow during the period of AMC.
- (iii) All the grass/ wild shrubs and unwanted plants so removed shall be dumped in a place and then lifted from the switch yard area as per the instructions of verifying

and inspecting Officers.

- (iv) The representative of the agency has to ensure above requirement in even fortnight basis and make a joint statement from concerned grid in charge to that effect.

Sr. General Manager  
EHT (O&M), Circle  
Berhampur.

**PRICE SCHEDULE (Annexure - I)**  
(To be furnished by the Tenderer)

Sly.	Name of the Sub-	Rate per square meter
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No.	station	Metalled Area (Application of Anti-weed chemicals)	Barren Area up to 5 Mtrs adjacent to metalled Area and collar of road
		Price in `	Price in `
1	Balugam		
2	Berhampur		
3	Chatrapur		
4	Digapahandi		
5	Ganjam		
6	Mohana		
7	Narendrapur		

Date:

SIGNATURE OF TENDERER WITH SEAL

ABSTRACT OF TERMS & CONDITIONS. (Annexure-II)  
(To be furnished by the Tendeer)

1. Name of the work :-Annual maintenance contract for uprooting & cleaning of grass, wild shrubs including cutting of bushes, trees and unwanted plants inside 07 nos. of Grid sub-stations under

