



ODISHA POWER TRANSMISSION CORPORATION LIMITED

**OFFICE OF THE DEPUTY GENERAL MANAGER (ELECTRICAL)
E.H.T. (CONSTRUCTION) DIVISION, JHARSUGUDA**

**TENDER SPECIFICATION
FOR
TENDER CALL NOTICE No. 08/2021-22**

**“CLEANING, SWEEPING AND MAINTAINING SANITATION OF OFFICE
BUILDING OF E.H.T. (CONSTRUCTION) DIVISION, JHARSUGUDA AND E.H.T.
(CONSTRUCTION) SUB-DIVISION, JHARSUGUDA / ROURKELA /
SAMBALPUR”**

COST OF TENDER PAPER: - Rs. 2000/- + 12% GST.



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଓ. ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

E.H.T. (C) DIVISION, JHARSUGUDA

AT-Budhipadar, PO: H.Katapali, Dist-Jharsuguda-768202

E-mail: ehtc.div.jsg@optcl.co.in

TENDER CALL NOTICE No. 08/2021-22

1. Name of the Work : ଓCLEANING, SWEEPING AND MAINTAINING SANITATION OF OFFICE BUILDING OF E.H.T. (CONSTRUCTION) DIVISION, JHARSUGUDA AND E.H.T. (CONSTRUCTION) SUB-DIVISION, JHARSUGUDA / ROURKELA / SAMBALPUR.”
2. Period & Time of Sale of Tender paper: From 24.09.2021 to 08.10.2021 (During Office Hours on working days)
3. Last date & time of receipt of tender paper: 08.10.2021 up to 12.00 Noon
4. Date & Time of Opening: 08.10.2021 at 3.00 PM.

CONTENTS

1. SECTION -1: TENDER CALL NOTICE
2. SECTION -2: INSTRUCTION TO THE TENDERER
3. SECTION -3: GENERAL TERMS & CONDITIONS
4. SECTION -4: PRICE BID.
5. SECTION -5: DECLARATION BY THE TENDERER.
6. SECTION -6: NO RELATION CERTIFICATE



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଓ. ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

E.H.T. (C) DIVISION, JHARSUGUDA

AT-Budhipadar, PO: H.Katapali, Dist-Jharsuguda-768202

E-mail: ehtc.div.jsg@optcl.co.in

TENDER CALL NOTICE No. 08/2021-22

Sealed tenders are invited from reputed service providers having valid Goods and Service Tax Registration No. for “**Cleaning, Sweeping and Maintaining Sanitation of office building of EHT (C) Division, Jharsuguda and EHT (C) Sub-Division, Jharsuguda / Rourkela / Sambalpur**”.

Sl. No.	Tender Call Notice No.	Place of service	Type of Service	Cost of Tender Paper	EMD
1	Tender No. 08/2021-22	Office building of EHT (C) Division, Jharsuguda and EHT (C) Sub-Division, Jharsuguda / Rourkela / Sambalpur	Cleaning, Sweeping and Sanitation	Rs. 2000/- + GST @ 12% = Rs. 2240/-	NIL

The service providers should have to submit the following documents along with the Tender Paper.

- I. Goods and Service Tax Registration Copy.
- II. Valid PAN.

The tender specification for the same shall be obtained from the Office of the undersigned on payment of requisite amount (non-refundable) in shape of cash / Demand Draft in favour of E.H.T. Construction Division, OPTCL, Jharsuguda & payable at Jharsuguda. The bid shall be opened in presence of Tenderers or their authorized representative (one person only) with original authorization letter, if present during opening of tenderer. Incomplete Tender shall be rejected.

Date of Sale of Tender Paper: From 24.09.2021 to 08.10.2021
(During Office Hours on working days)

Last Date of receipt of Tender Paper: 08.10.2021 up to 12.00 Noon

Date of Opening of Tender Paper: 08.10.2021 at 3.00 PM.

If the last date of receipt/opening of Tender falls on a Holiday, then the tender paper will be received/opened in the next working days.

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

Sd/
Dy. General Manager (Elec)
E.H.T. (Const) Division, OPTCL,
Jharsuguda

SECTION – II
INSTRUCTIONS TO TENDERERS

1. **SCOPE:** Cleaning, Sweeping and Maintaining Sanitation of office building of EHT (C) Division, Jharsuguda and EHT (C) Sub-Division, Jharsuguda/Rourkela/Sambalpur.
2. **SUBMISSION & OPENING OF TENDER:** - Tender shall be submitted with other related documents in duly sealed envelope super scribed on the body of envelope “**Tender for Cleaning, Sweeping and Maintaining Sanitation of office building of EHT (C) Division, Jharsuguda and EHT (C) Sub-Division, Jharsuguda / Rourkela / Sambalpur**” The tenderer should write only Tender Call Notice No, the name of work and date of opening of the tender on the body of the sealed envelope. Tenderer should not write their name or Travel Agency on the body of the sealed envelope which may make the offer liable for rejection.
3. **RIGHT & AUTHORITY FOR REJECTION:** Tenders received after due date and time will be summarily rejected. The Dy. General Manager (Electrical), E.H.T. (C) Division, Jharsuguda reserves the right to reject any or all of the tenders without assigning any reason thereof.
4. **VALIDITY OF OFFER:** The offer should be firm and valid for a period of at least 180 days from the date of opening of tenders, unless the tender will be out rightly rejected.
5. **EARNEST MONEY DEPOSIT:** NIL.
6. **SECURITY DEPOSIT:** The successful Service Provider / Agency shall furnish security deposit to this office in shape of cash / Demand Draft in favour of “**EHT CONSTRUCTION DIVISION OPTCL JHARSUGUDA**” in any nationalized bank payable at Jharsuguda for an amount of 3% of Contract Value as contract security within 10 days of receipt of work order failing which the work order shall be liable for cancellation. The security deposit will be refunded only after satisfactory execution of the contract and after adjustment of any dues. The security deposit not claimed for refund within a period of three years after completion of the contract will be forfeited No interest shall be paid by OPTCL on the security deposit.
7. **DOCUMENTS:-**
 - i) Goods and Service Tax Registration Copy.
 - ii) Valid PAN.
8. **Corrections, Over-writings and illegibility:** Tender with over writing, erased, rates or rates are not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and total amount, the decision of the Competent Authority accepting the tender will be final and binding on the tenderers. Total of item and grand total of whole tender be clearly written. Correction in the tender, if un-avoidable, should be made by re-writing with dated initial of the tenderer after scoring out wrong entries, clerical and arithmetical mistakes may result in the rejection of the tender.

9. *The tenderers shall sign on all pages of the tender document as a token of acceptance of all terms and conditions thereof and submit his quotations therein.*
10. The tenderer shall quote the rates in the Price Bid of the tender documents. The rates quoted should be including of all taxes and duties but exclusive of Goods and Service Tax.
11. Request from the tenderer in respect of additions alternations, modifications, corrections of both terms and conditions or rates after opening of the tender will not be considered.
12. All correspondence relating to the tender shall be made with Dy. General Manager (Elec), E.H.T. (C) Division, OPTCL, Jharsuguda.

SECTION- III
GENERAL TERMS AND CONDITIONS

1. SCOPE OF CONTRACT:

The job covers up-keeping, cleaning and sanitation of rooms, corridors, toilets, urinals, wash basins floor areas, furniture, office equipments, doors, windows, walls, roofs, staircases, control rooms and its surrounding premises, office building of the concerned sub-station, division office, sub-division office and rest sheds as identified by the Officer-in-charge of the concerned Sub-Division and offices under Annual Contract of cleaning, up keeping and sanitation works.

2. DESCRIPTION OF WORK:

The contractor will have to attend the following works:

Schedule-A

- (1) Sweeping of entire Office flooring once per day throughout the month.
- (2) Cleaning of entire Office, rest shed flooring, verandah, 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 doors and windows (Glass/wooden and window railings) every day.
- (4) Cleaning of Telephones and as well as Computer, Fax machines etc. are to be properly cleaned daily.
- (5) Spraying of perfumes in the Office building.
- (6) Cleaning of fixtures, fittings of lights and fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.) by applying Colin and with markin clothes as per the instruction of the Consignee.

Schedule-B

- (1) Cleaning and sweeping once per day of outside oom/offices/rest shed area up to a distance of 10 (ten) meters surrounding the control room/offices along with uprooting of grasses and weeds wherever required.
- (2) Cutting of small bushes, trees up to 10 mtrs. Surrounding of the office as per the instruction of the consignee.
- (3) Cleaning of approach road as per the instruction of the consignee.

Schedule-C

- (1) Cleaning twice per day of bath rooms, toilets tiles/floors along with adjacent area where ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of Harpic, scented phenyl and other detergents.
- (2) Naphthalene balls and odonyl should regularly be supplied in the urinals once in a week.
- (3) All wash basins and sinks should be cleaned with Vim daily and stains removed.
- (4) The waste tray of water cooler should be cleaned with Vim etc. as per instructions of the Consignee.

3. **CONTRACT PERIOD:** The contract shall be valid only for a period of 12 (Twelve) months from the date of execution of agreement. OPTCL reserves the right to terminate the contract at any time during the contract period without assigning the reasons thereof with one month notice. The contract may be further extended for another one year (if the Authority desires) on satisfactory service provided by the agency.

4. **CONSIGNEE & PAYING OFFICERS:**

Paying Officer: Dy. General Manager (Eleect.), EHT (C) Division, Jharsuguda.

Consignee:

- i. EHT (C) Division, Jharsuguda ó Head Clerk, EHT (C) Division, Jharsuguda

- ii. EHT (C) Sub-Division, Jharsuguda ó SDO, EHT (C) Sub-Division, Jharsuguda.
 - iii. EHT (C) Sub-Division, Sambalpur ó SDO, EHT (C) Sub-Division, Sambalpur.
 - iv. EHT (C) Sub-Division, Rourkela ó SDO, EHT (C) Sub-Division, Rourkela.
4. **AGREEMENT:** The contractor shall have to execute an agreement with the concerned Paying Officer in the prescribed format for the entire contract period of one year before commencement of the work. The concerned consignee shall be responsible for supervision of work.
5. **DEPLOYMENT OF PERSONNEL'S:**
The Contractor shall be responsible for engagement of minimum required number of trained persons as per requirement.
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 office. The contractor shall maintain the attendance registers for the staff deployed, which the in-charge engineer of the Sub-Division, OPTCL / Head clerks of Offices will periodically check. A deployment chart for each month is to be furnished by the contractor. In case the performance is found unsatisfactory, the contract will be terminated on serving one month's notice from OPTCL side.
The regular up-keeping, 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 05.00 PM. Besides, the sanitation service should also be available on holidays. All the office areas should be maintained neat & clean in all respect.
6. **SUPPLY OF MATERIALS:**
All required materials like Harpic, Scented phenyl, Naphthalene Balls, Markin Cloth, Broom, Detergent, Toilet Freshner, Brush, Handwash, Air Freshner and other as directed by the consignee required for cleaning and up keeping of substation control room/offices sanitation and day to day maintenance shall be supplied by the contractor 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 approved from the concerned consignee. Any complaint for utilization of substandard materials/ non providing of material for execution of the work will be liable for deduction of proportionate cost arrived by taking the local market rates for such materials.
7. (a) The price should be FIRM and breakup for each item should be furnished along with the bid.
(b) EPF & ESI: It is the responsibility of the contractor to deposit EPF & ESI of personnel engaged for the work by the contractor.
(c) Liability for Workman's compensation if any shall be borne by the contractor and OPTCL shall not have any liability what-so-ever in this regard.
8. **Wages & Bonus:** The entire employee engaged in this office should get wages as per minimum wages rules of Govt. of Odisha.

9. **Uniform:** A good-looking uniform with Identity card should be provided to all employees for easy identification.
10. **MANNER OF EXECUTION OF WORK:**
The work should be executed to the full satisfaction of the owner asked and as per direction of the field in charge.
- i) The regular up keeping, cleaning and sanitation works should be completed in all respect strictly by 9.00 A.M. in the morning daily. Unless emergency arises no such work should be taken during office hours i.e. from 10.00A.M. To 5.00 P.M. Besides, the cleaning and the sanitation service should also be available on all holidays.
 - ii) 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 the working personnel are immediately available for attending any emergency cleaning.
 - iii) A Complaint register is to be maintained at each office with the consignee. It is the responsibility of the contractor to maintain the attendance register of the personnel deployed which shall be checked by the consignee /Officer of OPTCL. A deployment chart of personnel with their detailed address is to be furnished by the contractor to the concerned consignee every month.
 - iv) 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 and receipt of such complaint, immediate action should be taken up by the contractor. 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.
11. **REJECTION OF MATERIALS:**
- i. The information furnished by the contractor in their bid if found to be misleading to get the order illegally, the contract will be terminated forth with, along with forfeiture of security deposit and the contractor shall be black listed.
 - ii. **In case of performance being found to be unsatisfactory continuously for two months and the contractor does not respond to the complaint of OPTCL authorities from any Sub-Division/Division, the contract for the entire work shall be terminated on serving one month's notice from OPTCL's side.**
12. **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, provided that the Contractor shall within ten (10) days from the beginning of such delay notify the owner in writing of the clause of delay, upon which, the owner shall verify the facts and grant such extension as facts justify.
13. **TERMS OF PAYMENT:**
The contractor will have to submit the bills in triplicate location wise monthly to the respective consignee after each completed month & the full Payment will be made monthly billing basis by the paying officer, in each month and after receipt of verification report from consignees subject to submission and acceptance of 3% value of the total work order as Security deposit in cash after deducting statutory deductions such as Income tax, GST etc. However the payment will be made basing on **JMC** of actual work done.

14. SECURITY DEPOSIT:

The successful Service Provider / Agency shall furnish security deposit to this office in shape of cash / Demand Draft favour of the **EH T CONSTRUCTION DIVISION OPTCL JHARSUGUDA** in any nationalized bank payable at Jharsuguda for an amount of 3% of Total Work Order Value as contract security within 10 days of receipt of work order failing which the work order shall be liable for cancellation. The security deposit will be refunded only after satisfactory execution of the contract and after adjustment of any dues. The security deposit not claimed for refund within a period of three years after completion of the contract will be forfeited No interest shall be paid by OPTCL on the security deposit. If the contractor does not deposit the requisite security amount before commencement of work, then the total security amount shall be deducted from the bill of contractor in the 1st month.

15. RECOVERY FROM THE CONTRACTOR: The contractor is fully responsible and liable for any loss or damage of equipments/materials. 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.

16. DOCUMENTARY EVIDENCE: The contractor must furnish the copy of PAN (Permanent Account Number) as per IT Act and GSTIN number (as per GST Act) at the time of agreement and before commencement of the work to the Paying Officer.

17. RESPONSIBILITY OF THE CONTRACTOR:

- i. The work is purely on job contract basis and the authority is not responsible for number of persons to be engaged for executing the job.
- ii. All statutory liabilities as per prevailing Govt. rules, workmen's 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.
- iii. A good looking uniform with photo identity card should be provided to all engaged labours and supervisors for easy identification. A neatly typed address with a recent photo of the deployed personnel is to be submitted with paying officer / officer-in-charge of the concerned locations for record and permitting the deployed personnel with valid entry pass into the Grid Sub-Stations / offices.
- iv. Any replacement/substitute of the deployed personnel authority have to be intimated with full details for getting issued a gate pass in favour of the new personnel duly surrendering the earlier pass.
- v. Contractor should issue clear cut instruction to the persons deployed regarding their working place which is EHV premises.
- vi. The contractor should be completely responsible for any electrical accident met by the deployed personnel due to their negligence during execution of work as per the prevailing labour act, Odisha.

18. JURISDICTION OF COURT: In case of any dispute arising between the ordering authority and the contractor shall be filed by either party in the Court of Law at Jharsuguda within the State of Odisha.

SECTION - IV**PRICE BID****PART-A**

ODISHA POWER TRANSMISSION CORPORATION LIMITED

NAME OF THE WORK: Cleaning, Sweeping and Sanitation of office building of EHT (C)
Division, Jharsuguda

Sl. No.	DESCRIPTION OF WORKS	UNITS	QUANTITY	Unit Price (In Rs) (To be Quoted)	AMOUNT PER MONTH (In Rs) (To be Quoted)
1	2	3	4	5	6=4 X 5
1	1) Sweeping of entire Office flooring once per day throughout the month. 2) Cleaning of entire Office, rest shed flooring, verandah, 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 doors and windows (Glass/wooden and window railings) every day. 4) Cleaning of Telephones and as well as Computer, Fax machines etc. are to be properly cleaned daily. 5) Spraying of perfumes in the Office building. 6) Cleaning of fixtures, fittings of lights and fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.) by applying colin and with markin clothes as per the instruction of the Consignee.	Sq. Mtr	310		
2	1) Cleaning and sweeping once per day of outside oom/offices/rest shed area up to a distance of 10 (ten) meters surrounding the control room/offices along with uprooting of grasses and weeds wherever required. 2) Cutting of small bushes, trees up to 10 mtrs. Surrounding of the office as per the instruction of the consignee. 3) Cleaning of approach road as per the instruction of the consignee.	Sq. Mtr	600		
3	1) Cleaning twice per day of bath rooms, toilets tiles/floors along with adjacent area where ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl and other detergents. 2) Naphthalene balls and odonyl should regularly be supplied in the urinals once in a week. 3) All wash basins and sinks should be cleaned with Vim daily and stains removed. 4) The waste tray of water cooler should be cleaned with Vim etc. as per instructions of the Consignee	NOS	7		
4	SUB-TOTAL (PER MONTH) (Sl. No. 01 to 03)				
5	SUB-TOTAL (PER YEAR) (12 Months X Sl. No. 04)				
6	GST @ 18% on Sl. No. 05				
7	TOTAL (Sl. No. 05 to 06)				

PART-B**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

NAME OF THE WORK: Cleaning, Sweeping and Sanitation of office building of EHT (C) Sub-Division, Jharsuguda.

Sl. No.	DESCRIPTION OF WORKS	UNITS	QUANTITY	Unit Price (In Rs) (To be Quoted)	AMOUNT PER MONTH (In Rs) (To be Quoted)
1	2	3	4	5	6=4 X 5
1	1) Sweeping of entire Office flooring once per day throughout the month. 2) Cleaning of entire Office, rest shed flooring, verandah, 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 doors and windows (Glass/wooden and window railings) every day. 4) Cleaning of Telephones and as well as Computer, Fax machines etc. are to be properly cleaned daily. 5) Spraying of perfumes in the Office building. 6) Cleaning of fixtures, fittings of lights and fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.) by applying colin and with markin clothes as per the instruction of the Consignee.	Sq. Mtr	80		
2	1) Cleaning and sweeping once per day of outside oom/offices/rest shed area up to a distance of 10 (ten) meters surrounding the control room/offices along with uprooting of grasses and weeds wherever required. 2) Cutting of small bushes, trees up to 10 mtrs. Surrounding of the office as per the instruction of the consignee. 3) Cleaning of approach road as per the instruction of the consignee.	Sq. Mtr	400		
3	1) Cleaning twice per day of bath rooms, toilets tiles/floors along with adjacent area where ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl and other detergents. 2) Naphthalene balls and odonyl should regularly be supplied in the urinals once in a week. 3) All wash basins and sinks should be cleaned with Vim daily and stains removed. 4) The waste tray of water cooler should be cleaned with Vim etc. as per instructions of the Consignee	NOS	2		
4	SUB-TOTAL (PER MONTH) (Sl. No. 01 to 03)				
5	SUB-TOTAL (PER YEAR) (12 Months X Sl. No. 04)				
6	GST @ 18% on Sl. No. 05				
7	TOTAL (Sl. No. 05 to 06)				

PART-C

ODISHA POWER TRANSMISSION CORPORATION LIMITED					
NAME OF THE WORK: Cleaning, Sweeping and Sanitation of office building of EHT (C) Sub-Division, Rourkela.					
Sl. No.	DESCRIPTION OF WORKS	UNITS	QUANTITY	Unit Price (In Rs) (To be Quoted)	AMOUNT PER MONTH (In Rs) (To be Quoted)
1	2	3	4	5	6=4 X 5
1	1) Sweeping of entire Office flooring once per day throughout the month. 2) Cleaning of entire Office, rest shed flooring, verandah, 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 doors and windows (Glass/wooden and window railings) every day. 4) Cleaning of Telephones and as well as Computer, Fax machines etc. are to be properly cleaned daily. 5) Spraying of perfumes in the Office building. 6) Cleaning of fixtures, fittings of lights and fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.) by applying colin and with markin clothes as per the instruction of the Consignee.	Sq. Mtr	108		
2	1) Cleaning and sweeping once per day of outside oom/offices/rest shed area up to a distance of 10 (ten) meters surrounding the control room/offices along with uprooting of grasses and weeds wherever required. 2) Cutting of small bushes, trees up to 10 mtrs. Surrounding of the office as per the instruction of the consignee. 3) Cleaning of approach road as per the instruction of the consignee.	Sq. Mtr	46		
3	1) Cleaning twice per day of bath rooms, toilets tiles/floors along with adjacent area where ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl and other detergents. 2) Naphthalene balls and odonyl should regularly be supplied in the urinals once in a week. 3) All wash basins and sinks should be cleaned with Vim daily and stains removed. 4) The waste tray of water cooler should be cleaned with Vim etc. as per instructions of the Consignee	NOS	4		
4	SUB-TOTAL (PER MONTH) (Sl. No. 01 to 03)				
5	SUB-TOTAL (PER YEAR) (12 Months X Sl. No. 04)				
6	GST @ 18% on Sl. No. 05				
7	TOTAL (Sl. No. 05 to 06)				

PART-D**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

NAME OF THE WORK: Cleaning, Sweeping and Sanitation of office building of EHT (C) Sub-Division, Sambalpur.

Sl. No.	DESCRIPTION OF WORKS	UNITS	QUANTITY	Unit Price (In Rs) (To be Quoted)	AMOUNT PER MONTH (In Rs) (To be Quoted)
1	2	3	4	5	6=4 X 5
1	1) Sweeping of entire Office flooring once per day throughout the month. 2) Cleaning of entire Office, rest shed flooring, verandah, 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 doors and windows (Glass/wooden and window railings) every day. 4) Cleaning of Telephones and as well as Computer, Fax machines etc. are to be properly cleaned daily. 5) Spraying of perfumes in the Office building. 6) Cleaning of fixtures, fittings of lights and fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.) by applying colin and with markin clothes as per the instruction of the Consignee.	Sq. Mtr	73		
2	1) Cleaning and sweeping once per day of outside oom/offices/rest shed area up to a distance of 10 (ten) meters surrounding the control room/offices along with uprooting of grasses and weeds wherever required. 2) Cutting of small bushes, trees up to 10 mtrs. Surrounding of the office as per the instruction of the consignee. 3) Cleaning of approach road as per the instruction of the consignee.	Sq. Mtr	10		
3	1) Cleaning twice per day of bath rooms, toilets tiles/floors along with adjacent area where ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl and other detergents. 2) Naphthalene balls and odonyl should regularly be supplied in the urinals once in a week. 3) All wash basins and sinks should be cleaned with Vim daily and stains removed. 4) The waste tray of water cooler should be cleaned with Vim etc. as per instructions of the Consignee	NOS	2		
4	SUB-TOTAL (PER MONTH) (Sl. No. 01 to 03)				
5	SUB-TOTAL (PER YEAR) (12 Months X Sl. No. 04)				
6	GST @ 18% on Sl. No. 05				
7	TOTAL (Sl. No. 05 to 06)				

Sl. No.	Description		Amount (In Rs)
1	Part-A	Office building of EHT (C) Division, Jharsuguda	
2	Part-B	Office building of EHT (C) Sub-Division, Jharsuguda	
3	Part-C	Office building of EHT (C) Sub-Division, Rourkela	
4	Part-D	Office building of EHT (C) Sub-Division, Rourkela	
5		Total	

(Rupees.....)

.....)

PLACE :

DATE :

**SIGNATURE OF TENDERER
WITH SEAL**

Full Postal Address with Mobile No.-

SECTION – V
DECLARATION FORM
(TO BE SUBMITTED WITH THE TENDER PAPER)

To

The Dy. General Manager (Elec),
E.H.T. (C) Division,
OPTCL, Jharsuguda.

Sub: Tender Notice No. 08/2021-22.

Sir,

1. Having examined the above specification together with terms & conditions referred to therein * I/We the undersigned hereby offer to supply the materials/equipment covered therein complete 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 the materials/equipment delivered 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 purchased a copy of tender paper remitting Rs.....by Cash/ Bank Draft and this has been acknowledged by you in your receipt No..... Dated..... .

In the event of Tender, being decided in *my/our favour, * I/We agree to furnish the Security Deposit, in the manner, acceptable to ORISSA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to *me/us as per clause-6 of section-II of this specification within 10 days of issue of letter of intent/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.

5. Bid Security Declaration

*I/We further declare that, we will not modify/withdraw the bid after opening of the bid during its validity period and in such an event I/We agree that OPTCL would be free to debar us from participating in the tenders floated by OPTCL for a period of three years.

Yours faithfully,

Encl: Tender in duplicate.

Signature of Tenderer
(with Seal if any)

SECTION – VI
NO RELATION CERTIFICATE

THIS IS TO CERTIFY THAT I / WE HAVE NO RELATIONSHIP WITH ANY OF THE EMPLOYEES IN THE RANK OF ASST. MANAGER AND ABOVE SERVING UNDER OPTCL, ODISHA. IN CASE THE ABOVE STATEMENT IS FOUND TO BE FALSE, I / WE MAY BE DEBARRED FROM ANY PAYMENT DUE ON ACCOUNT OF THIS CONTRACT.

SIGNATURE OF THE TENDERER