



TENDER DOCUMENT

FOR

**HOUSE-KEEPING, UPKEEP &
CATERING SERVICES**

OF

OPTCL POWER TRAINING CENTRE, CHANDAKA

ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
Regd Office: Janpath: Bhubaneswar-751022
Telephone : (0674) 2540051(EPABX) Fax (0674)-2545664
Website: www.optcl.co.in



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ODISHA POWER TRANSMISSION CORPORATION LIMITED

Regd. Office:

Janpath, Bhubaneswar-751022

Website: www.optcl.co.in

CIN – U401020R2004SGC007553

No.GL-VI-29/2019/5318

Date- 27.02.2020

NOTICE INVITING TENDER

Odisha Power Transmission Corporation Limited (OPTCL) invites sealed tenders under two part bidding system from the reputed, recognized, registered and experienced Agencies/Firms for Housekeeping, upkeep and catering services in OPTCL Power Training Centre, Chandaka, Bhubaneswar for a period of two years from the date of commencement of the Agreement..

Complete set of bidding documents are available in OPTCL's official website <http://www.optcl.co.in> from 04.03.2020 (10.00 AM) up-to 24.03.2020 (05.00 PM). Interested Agencies/Firms may visit OPTCL website for detail specification.

The last date of submission bid is 24.03.2020 (05.00 PM).

N.B:-All subsequent addendums / corrigendum to the tender shall be hosted in the OPTCL's official website <http://www.optcl.co.in> only.

S/d

Sr. GENERAL MANAGER [HRD] GEN. ADMIN.

IMPORTANT INFORMATION

Particulars	Date
Notice inviting Tender to be uploaded on website	Tender document can be downloaded from the OPTCL website www.optcl.co.in from 04.03.2020 (10.00 AM)
Pre-Bid Meeting	17.03.2020 (12:30PM) at Conference Hall, 4 th Floor, Multistoried Building, OPTCL Corporate Office, Janpath, Bhubaneswar. Odisha.
Last date & time of closing & receipt of tender	24.03.2020 (5.00PM)
Date, Time and Place of Opening the Tender (Technical Bid)	25.03.2020 at 12.30 PM at Conference Hall, 4 th Floor, Multistoried Building, OPTCL Corporate Office, Janpath, Bhubaneswar. Odisha.
Validity of Tender	The validity of the tender must be for a period of 180 (one hundred eighty) days from the due date of opening of tender.
Estimated cost	Rs. 65,94,504/-
Earnest money deposit (EMD)	Rs. 65,945/-
Cost of Tender Document	Rs.12,000.00 plus GST @ 12% (Non-refundable)
Period of contract	02 Years
Performance Security Deposit	10% of contract value
Expected date of commencement of assignment	April/May 2020

SECTION I
GENERAL TERMS AND CONDITIONS

1. DEFINITION OF TERMS :

- The “**Company**” shall mean “**ODISHA POWER TRANSMISSION CORPORATION LIMITED (A Government of Odisha Undertaking)**” having its registered office at Janpath, Bhubaneswar-751022.
- “**Agency / Firm**” means successful Bidder whose bid has been accepted and shall include the bidder’s executives, administrators and permitted assignees.
- “**OPTCL**” means OPTCL Management or any Officer authorized by the Management.
- “**Contract Price**” shall mean the total amount quoted by the successful Bidder inclusive of all statutory dues but excluding GST as applicable, which has been accepted by the OPTCL in issuance of the Work Order.
- “**Terms & Conditions**” shall mean the General Terms and Conditions of contract, stipulated in this tender specification.
- “**Specification**” shall mean the entire bid document.
- “**Month**” shall mean Calendar month.
- “**Writing**” shall include any manuscript, type written, printed or other statement reproduction in any visible form whether under seal or under hand.
- The term “**Contract Document**” shall mean and include General Terms and Conditions of Contract, Notice inviting tender, instruction to Bidder, schedule of prices, and any special conditions applicable to the contract.
- “**ITEMS**” means specification of sanitation materials, tiffin & meals to be provided by the Bidder during the contract period.
- “**Controlling Officer**” shall mean the G.M (HRD), Power Training Centre, Chandaka, OPTCL or his/her authorized representative.
- “**Reporting Officer**” shall mean the concerned Officers’ of Power Training Centre, Chandaka as the case may be, under whom supervision work shall be executed by the Bidder or any Employees’ who is directly involved with the everyday activities of the Training Centre and to be declared by the Controlling Officer to act as Reporting Officer for the purpose.
- Terms and Conditions not herein defined shall have the same meaning as are assigned to them in the **Indian Contract Act, 1872** failing that in the **Odisha General Clauses Act, 1937**.

- For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
- The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 40 years and physically sound to perform the duties.
- The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
- The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
- Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
- The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
- The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.

- The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
- The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
- The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
- The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
- In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
- In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
- In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
- In case of delay in providing required replacement, the amount of penalty calculated **at the rate of 1%** of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
- There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
- The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation. Sub-contracting is not allowed under this agreement.
- The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.

- The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
- In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
- In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
- The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
- The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
- All disputes shall be under the jurisdiction of the court situated at Bhubaneswar.
- The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
- The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
- The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Mis- representation of documents/ information, leads to termination of agreement.

2. SCOPE OF WORK :

Providing housekeeping, Upkeep and catering services at OPTCL Power Training Centre, Chandaka, Bhubaneswar.

2.1 Scope of House-keeping & Upkeep Services and related terms and conditions:

The Agency/Firm shall provide Housekeeping, , Upkeep of the following premises including Administrative Block, Hostel, Kitchen, corridors, staircases, open areas and terraces as per details given below:

POWER TRAINING CENTRE, CHANDAKA

The Training Centre is located in the Chandaka Industrial Estate Area and adjacent to 220/132/ 33 KV Grid Substation at Chandaka, Bhubaneswar. The scope of work at PTC comprises of the following:

OLD HOSTEL:

- Hostel consisting of 7 Rooms having twenty one beds.
- Kitchen, Store Room and washing space.
- Corridor and staircase
- The total carpet area of this establishment is 2800 Square feet.

NEW HOSTEL:

- Hostel consisting of 16 Rooms with attached toilet, one Conference hall with attached toilets, one Dinning hall with attached toilet & wash basin.
- Corridor and Staircase.
- The total carpet area of this establishment is 11530 Square feet.

ADMINISTRATIVE BLOCK:

- Ground floor consisting of 4 rooms with 2 toilets.
- 1st floor consisting of 5 rooms with 3 toilets.
- Corridor with stair case.
- The total carpet area of this establishment is 6070 Square feet.

KITCHEN BUILDING:

- Ground Floor: 2 rooms with 1 toilet
- 1st Floor: 2 rooms
- The total carpet area of this establishment is 1560 Square feet.
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TOILET COMPLEX:

- Toilet complex consisting 7 toilets and corridor.
- The total carpet area of this establishment is 500 Square feet.

OTHER AREAS

- Open space from Administrative Block to Old Hostel, Administrative Block to Toilet Complex and Old Hostel to New Hostel.
- Open space in front of Administrative Building up to drainage area. .
- Ceiling and walls of the above building including Compound walls, terraces, drainage of clogged drains/ sewer lines, staircases etc.
- All the area inside the premises of PTC up to 05 meter from the buildings.

3. NATURE OF SERVICES:

- I. The agency shall arrange for upkeep including sweeping, washing, cleaning with eco-friendly bio-product cleansing materials using bio-blocks for toilets of reputed brands, dusting, mopping , pest control of furniture and fixture, windows, windows glasses, doors, Chairs, sofa sets, wind screens, Venetian blinds, polishing of metal surfaces etc.. The agency shall ensure that even those areas of premises shall be well maintained and cleaned, which are not in immediate use and / or are vacant.
- II. The Agency shall arrange for of entire complex including furniture and fixtures at interval as is specified in the **Annexure-I-A** to these terms & conditions.
- III. The Agency shall ensure excellent standard of housekeeping, cleanliness and Upkeep of the entire complex / premises at all times with due regard to hygiene. Disposal of all garbage / wastes (with segregation of the waste into two separate bins- one for dry waste and another wet waste) , up to the Municipal dump, shall be the responsibility of the Agency.
- IV. The Agency shall ensure that the garbage is picked before 9.00 A.M. positively leaving no chance for complaint.
- V. The Agency shall ensure to display the workflow chart, the duties to be performed by the Agency labour/ employees since morning till evening within the specified duty time.
- VI. The Agency shall ensure excellent standard of Upkeep services of aforesaid building and the premises by employing sufficient number of skilled/unskilled contract labourers **but not less than the numbers as mentioned in Price bid.** The said work shall include Upkeep, externally and internally as mentioned.
- VII. The agency will be responsible to attend to the complaints / requirements within the purview of the contract and such complaints and requirements will be attended by the agency immediately.
- VIII. The Agency shall arrange polishing of brass plates, name plates.
- IX. The Agency shall arrange for pest control of Flies, Cockroaches, Mosquitoes, etc. Spraying with Finit/ Baygon spray in the entire complex is to be carried out at regular intervals and anti-termite at quarterly intervals. The costs for the above works shall be borne by the Agency.
- X. The Agency will have to do the aforesaid work services at the total consideration as quoted in price proposal per month payable on completion of work every month and on production of monthly bills along with certificates mentioned in Annexure hereto.

4. The Agency shall engage trained contract Labor with proven integrity for housekeeping, Upkeep and specialized works. The agency shall ensure that its employees/ laborers observe cleanliness and wear neat and clean proper uniforms with plastic name badges for identification. The house keeping staff should wear disposable gloves while doing these tasks. These gloves should be changed on a daily basis. The agency shall have full control over its employees/laborers engaged by it. The agency shall give necessary guidance and instructions to its employees/laborers to carry out the jobs assigned to them by the Agency.

The Agency on advice of the OPTCL authority or his/their representatives will immediately remove from the work of any of his employees/laborers who may in the opinion of the Corporation be found to be undesirable in the interest of the Corporation and such personnel shall not be again engaged or allowed to work in the campus/premises.

5. The employees/ laborers must be courteous, polite and prompt while rendering efficient service in their respective areas. Further, the agency shall personally be responsible for good conduct and satisfactory antecedent of his employees/labourers

6. The Agency shall be responsible to register himself and obtain a valid license under the contract Labour (Regulation and Abolition) Act 1970 and rules thereunder and the agency must comply with and carry out all the provisions and obligations under the said Act and Rules there under, including renewal of license and furnish all information to the Corporation as may be required by Act/Rules and the Agency shall indemnify the Corporation against the penalties/claims or for any default on their part.

7. It will be Agency's responsibility to ensure that each obligation under this contract is duly performed and observed. The Agency shall also designate one supervisor as required for proper supervision of the services to be rendered by the agency and/or through its employees/labourers.

8. The Agency shall carry out improvements as may be needed for ensuring satisfactory service and shall take due notice of complaints about deficiency in services brought to his notice by the authority or any other officer nominated by OPTCL in this regard. The Agency shall submit the daily attendance and Complaint Register with action taken to the assigned officer every day for further action by Officers –in-Charge.

9. The Agency shall be responsible for any loss due to theft/pilferage/damage to the Corporation's property under the agency's area of service of the fittings, fixtures, furniture or other equipment entrusted in his charge or any property belonging to the Corporation's Staff/Guest/Customers when such a loss/damage in the Corporation's opinion, caused due to negligence or carelessness or any fault on Agency's part or that of his supervisor or any of agency's labourers, the agency shall be liable to pay to the Corporation such amount in respect of such damages/losses as may be assessed by the Officer concerned or any other officer authorized in this regard..

10. The agency shall also be responsible for payment of their wages and/or other dues to its contract Labor including compliance of hours of work and conditions of employment in consonance of its applicable laws and rules. All liabilities arising out of violation of local laws and/or Central laws shall be the Agency's responsibility.

11. The agency shall be solely responsible to his employees/labourers for any injury etc. under Employees Compensation Act or any other law in force applicable at that point of time. The Corporation will not be responsible financially or otherwise for any injury/death caused to any staff of Agency while executing the work under the agreement.

12. The Agency shall not permit any of his employees to use any area of the premises/building for residential purposes.
13. All material and equipment required for day to day housekeeping will be provided by the Agency in sufficient quantity and these shall be of best quality as approved by the Corporation. All expenses for cleansing materials shall be borne by the Agency.
14. The Agency shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious or contagious diseases.
15. In case the Agency fails to fulfill his obligations for any day or any number of days, to the satisfaction of the Corporation, for any reasons whatsoever, he shall pay by way of price reduction up to a sum of Rs. **1000/-** per day for the entire number of such days and the Corporation shall without prejudice to their other rights and remedies, shall be entitled to deduct, such damages from the money, if any, payable to the agency besides its right to recover otherwise.
16. The Agency shall have to execute an agreement as per the enclosed format (**Annexure-VI**) within **seven days from the date he has been advised to do so, failing which his tender will be rejected** and EMD will be forfeited. The Agency shall bear all the costs and expenses in respect of all charges, stamp duties etc. of the agreement. All the terms and conditions of the tender document will also form a part of the Agreement.
17. All questions relating to the performance of the obligations under this contract and all the disputes and differences, which may arise either during or after the contract period or other matter arising out of or relating to this contract or payment to be made in pursuance thereof, shall be referred to the authorized officer, OPTCL, Head Quarters Office, Bhubaneswar whose decision shall be final, conclusive and binding on the parties to this agreement.

SCOPE OF CLEANING WORKS:

(a) DAILY CLEANING SERVICE

SWEEPING AND CLEANING:

- Sweep and clean all floor areas.
- Damp moping of tiles, vitrified floors, staircases, floors, side walls and entrance areas.
- Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris.
- Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency of cleaning may be higher. Care shall be taken to remove all streaks, smears, swirl marks, detergent residue or any evidence of dirt remaining or standing water .
- After sweeping all vitrified floors, area would be cleaned with machine scrub.
- Sweep and clean of debris from walkways and driveways and clean with water hose during appropriate climatic and water use conditions.

DRYCLEANING/VACCUING:

- Vacuuming all carpets and carpet protectors so that they are free of dirt, mud, etc.
- Heavy industrial type vacuum cleaner would be used to ensure adequate cleaning. When completed, the area should be free of all litter, lint, loose soil and debris.
- Any chairs, trash, receptacles and easily movable items shall be moved to clean underneath and then shall be replaced in the original position.

WASHROOM CLEANING:

- Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable nonabrasive cleaners and disinfectants. The toilet should be cleaned number of times during the day to maintain utmost cleanness depending upon the requirements.
- Washbasins, Pan and Floor area has to be washed and cleaned on hourly basis.
- All surfaces shall be free of grime, soap, mud and smudges.
- Agency shall supply of paper towels, toilet paper and liquid soap dispenser with liquid soap solution of good/standard brand quality in all bathrooms.

TRASH REMOVAL:

- Emptying waste paper baskets from all floors and washing or wiping them with damp cloth, replacing plastic waste paper basket lining and returning items where they were located.
- All waste from waste paper baskets will be collected and deposited in the buildings waste container or as directed by the Corporation.
- Dry and wet garbage would be segregated and dumped into designated area.

GLASS SURFACE/SUN MICA CLEANING:

- All glasses at the entrance door of the premises would be cleaned using damp and dry method.
- Glass table tops, cabin doors, Sun mica and aluminum cabin partitions and glass accessories would be cleaned.
- Cleaning of mirrors, glass windows, glass doors etc.
- Removal of grease marks or finger prints on glass counters and partitions. This cleaning is done using approved all-purpose cleaner and lint free cloth or paper towels.

DAMP AND DRY CLEANING:

- Wipe clean all white boards of meeting rooms, conference rooms, work stations etc.
- Wipe clean all table tops of workstations, cubicle and other furniture and fixtures.

Please note that the house keeping staff should wear disposable gloves and cover mouth while doing their tasks. These gloves/covers should be changed on a daily basis.

(b) WEEKLY CLEANING SERVICE**DEEP CLEANING:**

- Stairways, surrounding common area, terraces, generator ROOMS, AHU Rooms, basements, car parking etc.
- Ceiling, walls, partitions etc.
- Toilets and washrooms.

WINDOW GLASS CLEANING:

- Interior and exterior glasses will be cleaned on both sides, throughout the PTC building.
- Dusting windows sills and blinds.

SANITIZING:

- Office desk paper bins would be cleaned and sanitized.
- All washrooms dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Waste bins from pantry/canteen areas would also be thoroughly cleaned and sanitized with disinfectants.
- Thorough washing of all walls and doors of toilet with appropriate detergent and disinfectant.

POLISHING:

- All the door/window handles/knobs, other brass fittings and items/statues, planners etc. are required to be polished and kept in shining condition by using good quality polishing agents.

(c) FORTNIGHTLY CLEANING SERVICE:**DUSTING AND WIPING:**

- Dusting and wiping of light fixtures to free these from dirt, grim, dust and marks.
- Applying metal polishes to accessories or door/window handles, hand railings, lift walls etc. where applicable.

SCRUBBING:

- Scrubbing of all floor areas with scrubbing machines.

(d) EXTERNAL FACADE:

The agency shall undertake cleaning of the glasses and glass panes from the exterior (the glasses/glass panes of the ground floor/basements etc. on daily basis) by using Spider-man method once in three months. It will be the responsibility of the service provider to ensure that the necessary insurance cover is obtained well in advance and produce to the Corporation before commencement of the cleaning work. It will also be necessary to obtain security/ safety clearance from the Security Officer and Safety officer of the Corporation.

Supervisors/managers of the agency should visit different floors from time to time to ensure that each floor/toilets etc. remain clean and ready for use round the clock.

ANNEXURE I-A

PERIODICITY CHART OF HOUSE KEEPING SERVICES:

1	Mechanized vacuum cleaning, Sweeping & mopping open space within the compound(The agency has to keep the one scrubbing machine, three heavy duty vacuum cleaners available at site all the time)	Once in a day
2	Sweeping and Mopping Staircases	Once in a day
3	Cleaning of open terraces, roof, road/portico	Once in a day
4	Dusting of furniture/wall paneling	Once in a day
5	Cleaning of planters	Once in a day
6	Clearing of inside sewerage	Once in a day
7	Cleaning & Washing of dustbins with detergent	Once in a day
8	Providing blue eco-friendly cubes in all urinals	Once in a day
9	Putting Odonil in all toilets	As and when required
10	Spray of air freshener in all cabins and hall/working area	Twice in a day
11	Curtains, blinds and windscreen cleaning including removing of stains, brushing with soft brooms, removing stains with approved quality stain remover as directed	Once in a day
12	Cleaning of toilets, sinks, khurras, wash basins, urinal basins by using Eco-friendly bio-products cleansing material using bio-blocks for gents toilets, only of reputed brands	Twice in a day
13	Disposal of rubbish	Twice in a day, before 9.00 AM and at 5.30 PM in presence of Security Staff.
14	Sweeping and mopping Lobbies & corridors/ Reception / Pantries / Kitchen	Twice in a day
15	Vacuum cleaning of curtains/venetian Blinds/sofa sets/chair cushions/seats etc.	Once in a week
16	Cleaning of telephones with approved quality cleansing material and perfuming telephone instruments with the help of experienced personnel	Once in a week

17	Cleaning of computers, printers, fax machines, photocopiers, key boards etc. with approved quality cleaning materials with the help of experienced personnel	Once in a week
18	Cleaning of buckets/mugs with Vim/detergent	Once in a week
19	Cleaning of toilet walls skirting/tiles of walls with Eco-friendly bio-product cleansing material using bio-blocks for gents toilets, only of reputed brands	Once in a week
20	Cleaning of Chajjas	Once in a week
21	Cleaning of window panes/door panes/wall paneling	Once in a fortnight
22	Cleaning/sweeping of floors of office premises, pantries, exposed areas as well as back-sides, corners and below the furniture items (with Eco-friendly bio-products cleansing materials of reputed brands)/removing cabinets/almirahs etc. with water/ cleanzo/ chemicals/ detergents/ brushes/ brooms/ clothes/rugs/dusters / /vacuum cleaners. Disposal of rubbish as per approved quality cleaning	Once in a fortnight
23	Removing cobwebs with vacuum cleaner, dusters, brushes etc.	Once in a fortnight
24	Removal of bushes, Shrubs etc.	Once in a fortnight
25	Cleaning of fans/switch boards/wall/tube lights/ wall hangings etc.	Twice in a month
26	Cleaning/dusting of ceilings, covered beams, removing cobwebs, sort dust with dusters, vacuum cleaners, brushes all of approved quality as per directions at monthly intervals with Eco-friendly bio products cleansing materials of reputed brands.	Once in a month
27	Shifting of furniture/fixture and other articles from various floors.	As per requirement
28	Inspection of all false ceiling and re-fixing the panels in position. The panels which cannot be fitted(damaged) shall be removed and replaced with new panels(cost of new panels will be paid separately)	Day to Day basis
29	Spray of Insecticides, mosquitos and Rodents repellents (eco-friendly)	Daily in the evening
30	Anti-termite treatment on all floors of the complex described in the area scope of work of the tender document.	Quarterly
31	Refilling of hand wash material in all toilets in the complex as described in the area and scope of work of the tender document	Daily or as and when required
32	Dry cleaning of Sofas, Executive chairs and Officers/Staff/Visitors chairs with good quality materials.	As an when required

NOTE

- i) The agency's staff should wear immaculate dress with their company's logo and bear photo identity card.
- ii) The Agency to provide good quality Naphthalene Balls, Odonil, Phenyl, All Out, Mosquito, Rat repellents (Eco friendly), Toilet Soap, Vim, Detergents, Liquid Soap, Homacol, Toilet paper, Urinal cubes, room fresheners, air fresheners, certified ISI mark Eco friendly cleaning materials, Cleanzo, Harpic, Glass cleaner acids etc. from time to time and as and when required. The quality and quantity shall be approved/determined by the Corporation. As far as possible all the materials used for cleaning and Upkeep should be Eco friendly.
- iii) In case it is observed that the cleaning material used is of inferior quality or insufficient quantity is used, the Corporation will reserve the right to purchase the same itself and deduct the cost thereof from the monthly bill payable to the agency.
- iv) Agency shall maintain Date Chart/Register for weekly/fortnightly/monthly services provided and copies of Charts with date of work done must be attached with monthly bills.
- v) The Agency shall provide adequate number of **sweepers, supervisors, etc.** considered necessary for the works.
- vi) Materials, consumables, appliance, tools, brooms, brushes, dusters, vacuum cleaners, wipers, buckets, drums, mops etc and other cleaning materials shall be arranged by the agency for house-keeping services.
- vii) The periodicity/frequencies for cleaning mentioned at Annexure-I-A above are minimum required. **However, the building is to be maintained dust and stain free.**
- viii) Sweeping, cleaning of all parts as per specifications. All the above activities shall be completed before 9.00 AM on working days. An activity performance card / report as per proforma approved by the Corporation to be displayed on each floor at the specified place provided for this by the Corporation for inspection.
- ix) Premises should be maintained mosquito free, cockroach free, termite free, flies free, rodent free. Hit, Finit, Baygon Spray etc. should be applied as and when required to keep the premises mosquito, cockroach, termite, flies and rat free at regular intervals.

- x) In case of any Office, Premises requires sweeping, cleaning, dusting etc. on Sundays/Holidays the same work will be attended by the Agency and no extra payment on this account shall be made by the Corporation.
- xi) Collecting all type of Garbage, Malva, Slush, Dismantled items, Kuchra etc. from various points in the open area of the whole specified areas above and disposing of the same away from the Corporation's complex to the Municipal Dump.

I/we agree with the terms and conditions as described above.

Signature with seal of the Tenderer

OTHER WORKS TERMS AND CONDITIONS

1. The agency or his supervisor should be available at site every day during office hours. In case of emergency complaints, the agency must be available in person to ensure rectification of defects immediately.
2. The agency will have to immediately attend the complaint and complete the same on its receipt on the same day.
3. The agency will have to maintain all types of records for consumption and receipt of material as desired by the Corporation and suitable instructions issued from time to time in this regard should be complied with by the agency.
4. The scope of work will be for the entire existing installations & any installation that comes up in future.
5. The agency should maintain the registers etc. for his labourers engaged on this job as required under the law and comply with all legal formalities applicable in this behalf.
6. All materials needed for the works should be of standard make and ISI mark. As far as possible all the materials used should be eco-friendly.
7. The agency will ensure that the senior executives of the firm/ company responsible for the work should visit the site at least once in a month and have meetings with the officials of the Corporation on monthly intervals so as to ensure excellent Upkeep of the complex and proper availability of the staff.
8. The agency has to ensure compliance of statutory obligations of ESI/EPF/Contract Labour, GST and Income Tax /TDS etc. the Corporation reserves the right to call for the evidences of the statutory compliances.

Signature with seal of the Tenderer

PEST CONTROL TREATMENT

The agency shall carry out the Pest Control treatment for eradication of Pests/Insects like silver Fish, Cockroaches, Rodents, Flies, Mosquitoes and other household pests and treatment to be carried out minimum once in every month and also termite treatment if required at any time with chemicals including infestigation/fumigation of traps, manholes, inspection-chambers, enclosed spaces like almirahs, false ceiling, AC etc. in the entire complex. The work has to be carried out as per Indian standard rules and regulation and by an authorized person.

Signature with seal of the Tenderer

SAFETY CODE

The Safety Code has to be observed by the Agency as under:-

- i) These shall be maintained in a readily accessible place- first aid appliances including adequate supply of sterilizers, dressings and cotton wool.
- ii) The injured person shall be taken to a public hospital without loss of time in case where the injury necessitates hospitalizations.
- iii) Suitable and strong scaffold should be provided for workmen for all works that cannot safely be done from ground.
- iv) No portable single ladder shall be over 8 meters in length. The width between the side falls shall not be less than 30cms (clear) and the distance between two adjacent rungs shall not be more than 30 cms. When a ladder is used, extra Mazdoor(s) shall be engaged for holding the ladder.
- v) Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fences or railing minimum height of which shall be one meter.
- vi) No floor, roof or other parts of the structure shall be loaded with rubbish or materials as to render it unsafe.
- vii) Suitable facemasks and disposable gloves should be supplied for use by the workers, when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
- viii) Ropes used in hoisting or lowering material or as a means of suspension should be of durable quality adequate enough and free from defects.
- ix) The agency will ensure that all types of safety measures as advised by Government are taken care of during the performance of work.

Signature with seal of the Tenderer

RECEPTION SERVICES**1. Reception Service in Hostel Block**

- 1 Reception service in the hostel shall be operated by the Agency through the Supervisors.
- 2 The Agency is required to provide assistance services round the clock on a three shift basis to all the guests. The services include carrying the bags/baggage of the guests from Gate/Reception/Administrative building to the allotted room and at the time of checking in/out, without any payment.
- 3 The Agency shall place a set of newspaper (**2 English, 2 Odia**) at the Reception
- 4 The Agency shall provide a Welcome kit, containing the following, in each room, to be placed in a presentable manner in the room at the time of check-in:
 - i. Welcome Letter
 - ii. Details about PTC
 - iii. Telephone/Intercom Nos. details
 - iv. Details of services and facilities available
- 5 The Agency shall keep a Complaint/Suggestion Book at Reception to record complaints/suggestions on services rendered by the Agency and such complaints shall be taken note of and acted upon immediately. All Complaints made by the Guests/visitors must be brought to the notice of officer in charge, PTC along with details of actions taken.

2. Provision of Potable Drinking Water

- i) The Agency shall also ensure that potable drinking water requirement of all working in PTC premises including participants is met throughout the day, during the programmes and during their stay in PTC campus.
- ii) Collection & distribution of water from the source to various consumption points is the responsibility of the Agency.
- iii) It shall be the responsibility of the Agency to arrange potable drinking water as follows:
 - In the class rooms at reasonable intervals during Training Programmes
 - In the Office rooms for PTC employees every two hours in summer and every four hours in winter.
 - In the hostel rooms at morning and evening or as and when asked for by the guest.

3. Room Services in Hostel

- 1 The Agency shall provide round the clock service in the Hostel rooms of PTC and Rooms at and premises to the guests.
- 2 The Agency shall be responsible to keep room(s) ready in all respects daily and within reasonable time after the vacation of the room(s) by the guest(s).
- 3 All linen shall be washed with clean water and soaps/ detergents, neatly packed and stored so that the linen are clean and soft. Required linen shall be provided by the Corporation and maintained by the Agency.
- 4 The Agency will also ensure that the linen is changed as and when requested by the guest(s).
- 5 The Agency shall arrange to refill the drinking water Jugs placed in the rooms as per requirement and as and when requested by the guests.
- 6 The Agency shall provide the following toiletries daily in the toilet/Room for each Guest(s):
 - Toilet Kit (Soap, Comb, Oil and Shampoo Sachets)
 - Bathroom Sleeper in each room.
 - Mosquito Repellent of approved quality
 - Laundry Bag
- 7 The Agency shall place on a daily basis on a tray in the room the following for enabling the Guests to prepare *Tea/Coffee etc.* :
 - ✓ 2 Tea bags/ 2 *Coffee* sachets
 - ✓ 4 Sugar sachets
 - ✓ 4 Milk sachets
 - ✓ 2 Sugar free Sachet (as per requirement)
 - ✓ 2 sachets of biscuits (salty and sweet) containing 4 each
- 8 The Agency shall provide two glass tumblers which are hygienically cleaned and wrapped in the rooms.
- 9 The Agency shall spray room fresheners at regular intervals or as requested by the guest.
- 10 The Agency shall arrange for dry cleaning of blankets and washing of curtains once in three months or earlier based on need or on advice of the Corporation. The Agency shall also ensure cleaning/shampoo washing of sofa sets/chairs once in 6 months or earlier.

4. Recreation Room

The Agency shall maintain the recreation facilities provided by the Corporation at PTC and also issue and receive back the sports items/articles such as TT balls, rackets, shuttle cocks, etc. to the guests. Required number of such items will be provided by the Corporation to the Agency.

Signature with seal of the Tenderer

Catering services and related terms & conditions

The Agency shall provide Catering Services in PTC, Chandaka. The services like cleaning, Upkeep, disposal of garbage, provisioning of Potable drinking water or other materials/ consumables etc already included in the above clauses are also applicable under the Catering Services.

Scope of Catering Services

- 1 The agency shall provide regular catering services in the Dining Area and/or administrative building premises for the guests/ participants for the training programmes at PTC, Chandaka premises as per the following Menu/courses (details as per **Appendix IV**):
 - Bed Tea
 - Buffet Breakfast
 - Mid-Session Tea (morning & afternoon)
 - Evening Tea
 - Buffet Lunch & Dinner
 - As and when required:
 - ✓ VIP Lunch/Dinner
 - ✓ High tea
 - ii. The Agency shall provide varieties in Menu/Cuisine in consultation with OPTCL and shall get the weekly menu approved from authorized officer of PTC.
 - iii. The Corporation shall provide adequate crockery and cutlery and table cloth, mats etc. in the kitchen and dining halls.
 - iv. The Agency shall deploy quality chef and adequate catering staff, trained and well experienced to ensure timely, efficient and prompt service. The Agency shall provide trained manpower services both in the dining hall and Administrative building (class rooms, conference rooms, VIP Lounge and Auditorium). However, sufficient manpower shall be deployed depending upon the number of programmes/events in progress on a day to day basis.
 - v. Serving of potable drinking water from the source to the dispensers and water coolers placed at all locations in PTC shall be the responsibility of the Agency.
 - vi. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of uniform shall be provided by the Agency so that they can present themselves in neat and clean manner.
 - vii. The Agency shall arrange for such of those special equipment's and apparatus if any required for cooking etc. on any special occasion in the Dining and Kitchen at his own cost.
2. **Special Events Arrangements** - OPTCL may arrange special events besides regular training activities in which the Agency may be required to provide additional services at times on short notice. For any special events, menu may be different or in addition to the normal notified menu, the rates for which shall be mutually decided prior to organizing the event.

3. Operation at PTC.

- i. Normally, the timings for providing catering services at the time of Training as per Menu is given below:

Bed Tea in Room	- 06.00 a.m. onwards
Breakfast	- 08.00 a.m. to 09.00 a.m
Mid session Tea/Coffee	- 11.00 a.m. to 11.30 a.m.
Lunch	- 01.00 p.m. to 02.00 p.m.
Mid session Tea/Coffee	- 03.00 p.m. to 03.30 p.m.
Evening Tea and Snacks	- 06.00 p.m. to 07.00 p.m.
Dinner	- 08.30 p.m. to 09.30 p.m.

- ii. The Agency, however, shall be required to adjust/change the above timings as and when required depending upon the progress of the training programme(s). It shall be ensured that tea/coffee are served steaming hot.
- iii. The dining hall shall remain open on all days when any programme is scheduled or Guests are staying in the hostel rooms.
- iv. The Agency should be prepared to serve for parties in the dining hall, lawn or other location for which he may be required to have other arrangements like fans, candle burners/gas burners, table ware and thermos ware etc.

4 Service during the Training

- Arrange for Tea and Coffee with snacks and cookies (2 types) at the assigned place during mid-session breaks.
- The Agency shall place hot Tea/Coffee Dispenser (to be provided by Agency) along with service boys to serve tea and coffee in front of all the Training Halls to the participants during the mid-session breaks.
- The Agency shall arrange to serve tea and coffee and water in the training halls, as and when required.
- The agency shall serve lunch during training break to participants/guest.

5 Personal Hygiene:

The Agency shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular **Health checkups**. The staff should trim their nails regularly and wear caps & gloves at the work place. Smoking, eating or chewing of tobacco/zarda/gutka etc. Spitting is strictly prohibited.

6 Quality Upkeep:

- I. The Corporation will also undertake independent hygiene and quality audits as and when deemed necessary.
- II. The eatables served by the Agency to the Guests/OPTCL employees shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- III. Non-vegetarian dishes shall be made from fresh and good quality mutton, chicken or Fish, prawn and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
- IV. Vegetarian and Non Vegetarian dished shall be prepared and served separately.
- V. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The Agency shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry.

7 Inspection:

1. The authorized office will check the quality of grains, oil, vanaspati oil, atta (flour), fruits, vegetables and provisions used or stored in the store room for cooking. Any deficiency pointed out shall be promptly removed.
2. The Agency shall allow the food inspector/ OPTCL Officer to inspect the food items and services for their quality, as per prevailing rules and regulations. The Agency shall abide by all applicable laws.
3. The Agency shall submit in the prescribed format on a daily basis a checklist for the Upkeep of Catering Services as given in **Appendix VI**.
4. In case of dispute regarding the services, quality or the quantity of the food stuff, snacks, tea etc. the decision of OPTCL will be final and binding.

8 Upkeep of Dining Hall

- a. The Agency shall prepare and serve the breakfast/lunch/dinner, as per Menu, in a pleasing and presentable manner.
- b. Disposable paper napkins (of approved quality)/Cloth napkins shall be placed along with each plate for breakfast, lunch and dinner for dining purpose as well as small ones while serving soup, tea coffee, etc.

9 Provision of Services on Payment basis

- I. The Agency shall provide regular canteen service (Tea/Coffee/Lunch items/snacks) on mutually agreed rates to the OPTCL employees and other Outside agencies personnel in the PTC premises at their work place as per requirement.
- II. The Agency shall provide consumables like Biscuits/Snacks /Cold drinks/ Juice/Tea/Coffee etc to guests on payment basis as approved by the corporation whenever requested.
- III. The Agency shall provide other toiletries/cosmetic items of reputed brands approved by the Corporation to the guest(s) on payment basis, whenever requested.
- IV. The Agency shall arrange for Laundry/Dry Cleaning/Shoe Shine facility for the Guests on payment basis, to be borne by the guests. The OPTCL approved charges for the same shall be displayed.
- V. OPTCL shall not be responsible for any amounts due to the Agency arising out of supply of any of the above service or material including foodstuffs supplied by him to any unauthorised persons/ individuals.

Signature with seal of the Tenderer

SECTION-II

Instruction to Bidders

A. General Information:

1. OPTCL requires the service of reputed, well established, financially sound and registered Service Providers to provide Housekeeping, upkeep and catering services in OPTCL Power Training Centre, Chandaka, Bhubaneswar by deploying adequately trained and disciplined man power as per requirement.
2. The period of contract for providing the aforesaid service will be ideally for 2 year from the date of effectiveness of the contract. The contract may be extended for a period of 1 year on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.
3. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Registered under the Companies Act 2013• Registered under the Indian Partnership Act 1932	Certificate of Incorporation/Registration
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/Autonomous bodies / agencies / societies / corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone / Electricity Bill)

4	Must have average annual financial turnover of Rs. 50 Lac during the last five financial years as on date of this NIT.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.
6	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format.
8	Capability of providing adequate numbers of skilled manpower including woman employee to attend all types of works for which Tender is floating.	The Agency/Firm has to furnish an undertaking to that extent.
9	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year • Food License • Labour License

N.B :- Intending Agency / Firm are advised to inspect the site and its surroundings and satisfy themselves before submitting their Tenders. So that prior to participate in the Tendering process they can be well conversant with the nature of the work and area of operation and whether or not they are capable to provide the service in discipline and regular manner. If a agency participates in the Tendering process, it will be presumed that the intending Agency / Firm has already visited the site and is well acquainted / conversant of the work and area of operation. No complaints regarding his inconvenience shall be entertained after the work is awarded to Agency / Firm who came out successful in the Tendering process.

B. Submission of Bid :

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount **Rs. 12,000/- plus GST @ 12%** towards **Bid Processing Fee** and **EMD** of **Rs. 65,945/-** in form of **Demand Draft** in favour of **“DDO OPTCL Hqrs. Office”**, payable at **Bhubaneswar** drawn in any scheduled commercial bank, failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier so as to reach Office of Sr. General Manager (HRD) General Admn. on or before 24.03.2020 (05.00 PM).

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after due date will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after the award of Contract.

The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing **“Technical Bid”** (to provide Housekeeping, upkeep and catering services at OPTCL Power Training Centre, Chandaka, Bhubaneswar) and **“Financial Bid”** (to provide Housekeeping, upkeep and catering services in OPTCL Power Training Centre, Chandaka, Bhubaneswar). Both sealed envelopes must be kept in a third sealed envelope super-scribing **“Bid Document-** (to provide Housekeeping, upkeep and catering services in OPTCL Power Training Centre, Chandaka, Bhubaneswar)

Selected bidder will have to deposit a Performance Security (**10% of the annual contract value**) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of **“DDO OPTCL Hqrs. Office”**, payable at **Bhubaneswar** as per the prescribed format provided in the tender document at **Annexure-VI** for a period of three months beyond the contract period. (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid :

- a) Covering letter along with power of attorney on the bidder's letter head
- b) Demand Draft in support of Bid processing fee as applicable

- c) Demand Draft in support of EMD as applicable.
- d) Copy of Certificate of Incorporation of the firm / agency
- e) Copy of GSTIN
- f) Copy of PAN

- g) Copies of IT returns for the last three assessment years
- h) Copies of EPF&ESI Registration Number
- i) Copy Bank Account details
- j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organizations for providing services during last 5 years.
- l) Undertaking regarding non-blacklisting (On stamp paper)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
- n) Copy of Food License obtained from the respective Authority
- o) Information desired regarding eligibility criteria as per format given at Annexure-II A.
- p) NEFT details of the Banker of the agency with complete profile.
- q) Name and address of the clients for whom the jobs were executed in Annexure-II A.
- r) Certificates from the clients for satisfactory performance

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical Bid will be opened on 25.03.2020 at (12.30 PM) at Conference Hall, 4th Floor, Multistoried Building, OPTCL Corporate Office, Janpath, Bhubaneswar. Odisha. in presence of the authorised representatives of the bidder who wish to be present on the spot at that time. Opening Financial bid of the technically qualified bidders shall be intimated by OPTCL through mail/phone to the bidders.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

The bid shall be valid for a period of **180 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfilment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will

be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

N.B : Bidders are advised to study carefully the Tender documents and the conditions and if likes, also inspect the site of the Power Training Centre, OPTCL.

SECTION-III

1. INFORMATION RELATING TO SUBMISSION OF BID:

- I. The tender shall be submitted in two bid system.
- II. **Cover-1** shall contain the Technical Bid i.e. Letter inviting tender, Instructions for tendering, Tender conditions, The scope of work, Special conditions of Contract, Appendix, Annexure-II A, along with EMD of Rs.65,945/-. Each page of tender shall be signed by an authorized person and duly stamped.
- III. **Cover-2** shall contain only Financial bid. The Financial Price Bid I & II i.e. amount quoted for the **HOUSE KEEPING, UPKEEP & CATERING SERVICES** duly signed & stamped by an authorized person.
- IV. The two covers i.e. Cover-1 , Cover-2 shall be put in a **third sealed cover**. All these three covers shall be super scribed with the name of work as **“Tender for HOUSE KEEPING , UPKEEP & CATERING SERVICES at PTC, OPTCL”** and shall be received at the office of the Sr. GM(HRD) General Administration, OPTCL Corporate Office, Janpath, Bhubaneswar-751022, **on or before 05.00 PM on 24.03.2020.**
- V. Note : The composite bid i.e. Offers with rates indicated in the Technical Bid are liable to be ignored & rejected summarily. Only the first cover i.e. Technical Bid shall be opened on the date of tender opening whose bid is complete in all respects and fulfils the terms & conditions, in the presence of bidders or the bidder's' duly authorized representative on **25.03.2020 at 12.30 PM at OPTCL Conference hall, 4th Floor, Multistoried Building, OPTCL Hqrs, Janpath, Bhubaneswar.** The authorized representative should bring necessary authority letter under an official letter head of the bidder conferring full and comprehensive authority to deal with all matters relating to the tender.
- VI. **Cover -2 Price bid** of only those renderers who have satisfied the eligibility criteria as specified for Technical bid shall be considered and their price bids will only be processed. The pre qualified bidders will be intimated through mail/phone about **date and time for the Cover-2 (Price Bid) in advance to enable them to be present for participation.**
- VII. In the Price Bid the tenderer should quote the rate both in figures and in words without any ambiguity, corrections and eraser shall have to be attested by the agency. The rates quoted should be inclusive of all statutory obligations such as minimum wages, ESI, PF, ESI, Bonus etc. and all kind of taxes including GST. The offers / Bids of those prospective bidders which do not meet the statutory requirement are liable to be rejected.

- VIII. The Bidder shall pay EMD amount along with the Technical Bid in the form of DD in favour of **“D.D.O (Head Qrs.), OPTCL.Bhubaneswar”** and payable at **Bhubaneswar**. Bid(s) received without EMD shall stand rejected and shall not be considered for evaluation at any stage. The EMD amount of successful Bidder shall be refunded on issuance of work order and execution of Agreement thereof **without any interest**.
- IX. The Tenderer shall pay the non-refundable Tender Cost along with the Technical Bid in the form of DD in favour of **“D.D.O (Head Qrs.), OPTCL.Bhubaneswar”** and payable at **Bhubaneswar**.

SECTION-IV

1. OTHER TERMS AND CONDITIONS

- i. On execution of the work order, the successful Bidder shall have to execute an Agreement as per specimen enclosed within the time period of 15 days from the date of acceptance of work order.
- ii. No request for any variation in quoted rates or withdrawal of Tender on any ground of the Bidder shall be entertained. **However, in the event of revision of Minimum of Wages by the Govt. of Odisha, for different skilled category, the Agency / Firm shall raise the Bill of the employees / staff deployed for the purpose at the enhanced rate.**
- iii. The Agency / Firm should provide proper Uniform with Identity Card to its staff. A brief bio-data for every individual employee with photograph has also to be submitted by the Agency / Firm to the Reporting Officer.
- iv. The premises with fittings and fixtures, furniture, crockery, cutlery, electrical, mechanical appliances provided to the Agency / Firm for running of the Training Centre shall be the property of OPTCL. The Agency / Firm shall have not right on any of these equipment/materials and shall place them back at the disposal of the OPTCL, when demanded.
- v. The Agency / Firm shall be responsible for the safe custody and proper use of appliances, furniture, fittings etc. of OPTCL. Any damage caused to the properties of OPTCL by the negligent operation of the Guests, the Agency / Firm should immediately bring to the notice of the Reporting Officer for the entire loss, failing which the cost of such losses will be recovered from his Security Deposit or from other dues payable to the Agency / Firm. But if any damage caused to the properties of OPTCL by the negligent operation or by omission / commission of the Agency / Firm Staff deployed in the Training Centre, the cost of such losses will be recovered from his Security Deposit or from other dues payable to the Agency / Firm.
- vi. The available appliances, furniture, fixtures, gadgets & fittings etc. in the Stock of Training Centre shall be received by the authorized Agent of the Agency / Firm and thereafter he has to maintain that records. At the end of contract period, he will return back all the items provided to him by the OPTCL in good condition. In such event during the verification, if any missing or damaged is detected, equivalent amount shall be recovered from the Agency / Firm from the Security Amount or from any other sources in order to re-equip the losses cause to OPTCL.
- vii. Use of Electric Heater by the Agency / Firm is strictly prohibited.
- viii. The Agency / Firm shall arrange required Gas Cylinder from its own sources and OPTCL is no way responsible for this purpose.
- ix. The Agency / Firm shall give instruction to its employees/staff for extending proper behavior with the Guests and complain received from the Guests in this regard is viewed seriously.
- x. The Agency / Firm has to execute the contract by himself and not by any sub-agency. If at any time the agency will be found to have engaged sub-agency, then the contract will be terminated by the OPTCL with forfeiture of Security deposit.
- xi. The Agency / Firm shall take all the possible steps to avoid contamination of Food and Water.
- xii. The Agency / Firm should stick to the time, quality, quantity and weight of the items for providing Foods in the Dining.

- xiii. The Agency / Firm shall arrange Out-door Catering, as and when required/ordered by the OPTCL Officials as per requirement. For this purpose, no extra charges shall be paid to the Agency / Firm for transportation of foods to the specific Venue(s) if it is other than Training Centre.
- xiv. Any deviation from the contract will be viewed seriously and the OPTCL Management will terminate the contract by issuing one month's notice to the Agency / Firm within the contract period.
- xv. After completion of the contract period the firm shall have to submit the Clearance & Performance Certificate obtained from the Authorized Officer in support of returning the appliances, furniture, fixtures, gadgets & fittings etc. and its satisfactory performance in line with the terms and conditions of the contract, after which security deposit will be released.
- xvi. The management shall provide the following :
 - a. Electrical gadgets like Aqua guards, T.Vs, Refrigerators, Fans, Air Conditioners, and Tube Lights etc. which are available in the Training Centre shall be provided to the Agency/Firm to whom the work is awarded.
 - b. Adequate numbers of Furniture and Fixtures shall also be provided to the Agency/Firm.
- xvii. The following are also to be provided by the OPTCL :
 - a. Water supply, Electricity, Dining Hall, Kitchen Room, Utensils & Crockery (as per the stock) , Bed, Mirror, Dining Table and Chair for the Dining Hall ;
 - b. Window Curtains, Bed Sheets, Turkish Towel, Dressing Table, Side Table, Chairs, Lock & Key, Bucket, Mug, Jug, Flash, Hangers, Dustbin and Crockery for Suites/Rooms ;
- xviii. Besides, other items, if any, available in the Stock shall also be provided ;

N.B:- The facilities which are to be provided by the OPTCL on free of cost and charges to be levied on the Agency / Firm for the said purposes. However, it will be maintained under the supervision of the Agency / Firm and he shall be responsible in the event of damages caused to the said equipment/items. In such event, the Agency / Firm is liable for making payment of the cost of damages equipment/items.

2. VALIDITY OF THE TENDER :

The Tender shall be kept valid for a minimum period of **180 days** from the date of opening of the Tender failing which the Tenders will be rejected.

3. PERIOD OF CONTRACT :

The Contract period shall be valid for **02 (two)** years from the date of issuance of order. The same shall be extended for a further period of **01 (one)** Year with mutual consent of the OPTCL Authority and Agency / Firm to whom the work is awarded. However the contract shall be terminated at any time without giving any reasons thereof by giving one months' notice from either side. However, in case of any failure by the successful Bidder, to whom the work is awarded, to fulfill his contractual obligations, the OPTCL reserves the right to cancel the contract and the Security Deposit of the Agency / Firm shall be forfeited.

4. **EMD** :

The Tender shall be accompanied with a Bank Draft amounting to **Rs. 65,945.00 (Rupees Sixty Five Thousand Nine Hundred Forty Five)** only towards **Earnest Money Deposit (EMD)** in favour of “**D.D.O (Head Qrs.), OPTCL. Bhubaneswar**” and payable at **Bhubaneswar**. The EMD amount of successful Bidder shall be refunded on issuance of work order and execution of Agreement thereof. **However, if the successful Agency / Firm will not execute the Agreement within 15 (fifteen) days from the date of acceptance of Work Order, the EMD amount will be forfeited without intimating the Agency/Firm along with debarring the Agency/ Firm from participating in future tenders of the Company.** The EMD of unsuccessful bidder will be refunded immediately after finalization of the tender. **No interest shall be paid on Earnest Money Deposit.**

5. **PERFORMANCE SECURITY DEPOSIT** :

- i) The successful Agency / Firm is required to furnish a Composite Bank Guarantee of 10% of Total Contract Price in the standard format of OPTCL (which will be provided at the time of issue of work order) from any Nationalized / Scheduled Bank on non-judicial stamp paper worth of Rs. 50/- only or as applicable, as per prevailing laws in force in favour of **D.D.O (Head Qrs.), OPTCL, Bhubaneswar** en-cashable in **Bhubaneswar**_____ (**Branch Name to be indicated by the issuing Bank**). The Bank Guarantee shall be for a period of three (**03**) months over and above the Contract period that is for **27 Months** (24 Months + 03 Months).
- ii) No adjustment of EMD amount towards Security Deposit shall be entertained.
- iii) The Security Deposit shall be refunded only after satisfactory execution and completion of the contract.
- iv) In case, the contract is further extended beyond the initial period, the validity period of the Bank Guarantee shall be extended accordingly.
- v) **No interest will be paid on Performance Security Deposit Amount.**
- vi) Whenever any claim against the Agency / Firm for the payment of a sum of money arises out of or under the contract, the OPTCL shall be entitled to recover such sum by appropriating in part or whole of the Security Deposit of the Agency / Firm. In the event of the Security Deposit being insufficient, the balance or the total sum recoverable as the case may be shall be deducted from any sum then due or which at any time thereafter may fall due. Agency / Firm shall pay to the Company on demand any balance remaining due.
- vii) In the event of any breach of the terms of the contract by the Agency / Firm or occurrence of any loss or damage which in the opinion of the concerned Officer of OPTCL has arisen due to Agency/Firm, the decision of the OPTCL shall be final and binding on the Agency / Firm. In the event of the termination of the contract for any such breach, the Security Deposit is liable to be forfeited. The decision of forfeiture by the Company shall be final and binding on the Agency / Firm. This is without prejudice to any other rights of OPTCL under contract law.

6. PENALTY

- i) The Corporation is at liberty to impose suitable penalty and deduct the same either from the bills submitted by the agency or at its discretion from the Security deposit for any damage caused to Corporation's property by the agency or for unsatisfactory work.
- ii) The agency shall while maintaining or repairing the plumbing/carpentry/minor masonry and development works at the aforesaid complex only for the aforesaid Upkeep and repair purposes, use the aforesaid and not to any other purpose and any violation or breach of this condition shall make the agency liable for all the losses and of damages suffered or may be suffered by the Corporation in addition to pecuniary liability for all the consequences, besides forfeiture of the security deposit.
- iii) The agency shall keep all the walls floors, carpets tools and structures of the various buildings in the aforesaid complex and water drainage mains and pipes and sanitary apparatus of whatsoever nature in good, substantial and sanitary repair and proper working order and condition while carrying out the Upkeep and repairs operations of the aforesaid work and shall not come cause any damage or destruction to the aforesaid fixtures and fittings and material and agency expressly undertake to indemnify and keep the Corporation indemnified from all monetary losses. Legal actions proceedings suffer the Corporation and pay all the costs charges of expenses and whatsoever nature immediately on demand by the Corporation.
- iv) The agency specifically agree for the safe custody and storage of the various materials supplied to him by the Corporation and shall indemnify the Corporation for all the losses in the event of any theft, robbery, dacoit, fire or civic circumstances and will not allow any free access to any person who is not acceptable to the Corporation.
- v) The OPTCL reserves the right to impose penalty upon the Agency / Firm on the following rate and event:

Sl No	Event	Penalty
01	If any of the cooking utensils, crockery, Cutleries are found in dirty condition	Rs.100/- per day
02	If any portion of the Training Centre is Kept dirty	Rs.50/- per day
03	Non-keeping Soap in the Room(s)	Rs.20/- per day
04	Negligence in keeping Odonil and cleaning of Room by using the prescribed Materials	Rs.50/- per day
05	Providing delay service resulting to discontentment	Rs.100/- per day
06	Non-dumping of wastes in proper place	Rs.200/- per day
07	Negligence in cleaning Bed Sheet, Pillow Cover, Towel & Door Cotton	Rs.100/- per day
08	If in any month provided less manpower than the prescribed minimum manpower	The amount of wages paid to the person

However, OPTCL reserves the right to add or delete or alter in any clause of Terms and Conditions of Tender Specification, if deem fit in the interest of the OPTCL.

7. SUBLETTING :

The work shall not in any manner or degree shall be sublet except dry-cleaning/laundry service/cloth ironing.

8. LEGAL OBLIGATIONS :

- i) The Agency / Firm shall obtain a Labour License from the concerned authorities under the Contract Labour (Regulation and Abolition) Act 1970 and furnish copy of the same to the Reporting Officer within 30 days from the date of contract is awarded in favour of the Agency / Firm.
- ii) The Agency / Firm shall comply with the provisions stipulated in The **Employees' Provident Fund and miscellaneous Provisions Act 1952, The Employees' State Insurance Act 1948 and The Payment of Bonus Act-1965**. The Agency / Firm shall deposit Employees and Employer's contribution with the appropriate authority every month regularly in respect of the Manpower deployed by him in his own PF/ESI number.
- iii) The Agency / Firm shall also comply with the provisions stipulated in **The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Employers Liability Act 1938, The Employee's Compensation Act 1923, The Industrial Dispute Act 1947, The Maternity Benefit Act 1961, The Employees Provident Fund miscellaneous Provisions Act 1952, The Contract Labour (regulation and abolition) Act 1970 & The child labour (Prohibition & regulation) Act 1986** or any modifications thereof or any other law relating thereto and rules made there-under from time to time.
- iv) **No person below 18 years will be employed** by Agency/Firm for executing the contract work.
- v) The Agency / Firm will take insurance policies for sufficient amounts to cover himself against third party risks, employee's compensation Act, Agency/Firm all risk policy, and keep OPTCL indemnified and continuously keep indemnified till the currency of contract.
- vi) The Agency / Firm shall recruit his own staff for executing the contract work. The Agency / Firm staff will not be treated as staff / employee of OPTCL for any purpose whatsoever and facilities/benefits applicable to the OPTCL employees will not be applicable to Agency / Firm employees. The Agency / Firm shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time and particularly for carrying out of the above job. If due to any reason whatsoever OPTCL is made liable to meet any obligation under any of the said laws and enactment's etc. for any reason whatsoever the same shall be recovered from the Security Deposit of Agency / Firm or from the Bills payable to him or failing which it shall be recovered as per law. It is made clear that the Agency / Firm shall have PF Account No allotted by the RPF and extend PF benefits as provided under EPF Scheme,1952 to his entire employee. He shall also allow ESI provisions to his employees.
- vii) The Agency / Firm shall not pay less than minimum wages to the employee's notified by the Govt. of Odisha from time to time under the minimum wages Act and Rules. Payment to the employee's deployed by the Agency / Firm shall be remitted before 7th day of every month in individual bank account of his employees through ECS irrespective of whether the

Bill for the service rendered has been paid by the OPTCL or not. The Reporting Officer or his authorized representative shall certify on the payment sheet/register for fulfillment of provision of Law.

- viii) Besides Wages, PF & ESI contribution, Annual Leave, Holiday Wages, Bonus etc. shall be paid to the employees engaged by the Agency / Firm as per statutory provisions.
- ix) The Agency / Firm shall allow the Food Inspector to inspect the food items as per the provision of Food Adulteration Act. The Agency / Firm shall abide by all laws applicable.
- x) Any failure by the OPTCL at any time or from time to time to enforce or require strict keeping and performance of any of the terms and conditions of agreement, or to exercise a right hereunder shall not constitute a waiver of such terms and conditions or rights and shall not affect or impair the same or the right of the Company at any time to avail itself of the same.

9. CONTACT ADDRESS :

Complete Postal address with Telephone number, Fax number. Cell Phone number shall be given with the Tender for immediate contact. In the event of changes of Postal address or Telephone numbers, the Agency / Firm shall intimate the same to the Reporting Officer immediately.

10. FORCE MAJEURE :

In case OPTCL does not require Agency / Firm services due to unforeseen and unavoidable events beyond the control of the OPTCL, no amount (the contract rate), shall not be paid to the Agency / Firm for such period.

11. TERMINATION OF CONTRACT :

The management of OPTCL reserves the right to terminate the contract without assigning any reason thereof at any time during the period of contract by giving 15 (fifteen) days' Notice, if it is in the interest of OPTCL under existing circumstances. **Also in case of failure on the part of the Agency / Firm to fulfill the contract obligation, the Authorised Officer reserves the right to terminate the contract by issuing 15 (fifteen) days' notice in which case Security Deposit shall stand forfeited and be absolutely at the disposal of Controlling Officer.**

12. DISPUTE SETTLEMENT:

Any dispute or difference arising out of this contract shall be mutually settled, but if any disagreement arises on such settlement, the decision of the CMD, OPTCL or his authorized representative shall be final & binding.

13. JURISDICTION :

Suits, if any arising out of this contract shall be filed by either party in a Court of Law to which jurisdiction of civil court at Bhubaneswar, Odisha extends.

14. PAYMENT OF BILL :

- i) The Agency / Firm shall submit the monthly House Keeping and Upkeep charges Bills within 7th day of the following month to the Authorised Officer for payment along with the Payment Sheet with duly signed by the Reporting Officer or his authorized representative, copy of P.F & ESI deposit Chalans, Performance Certificate obtained from the Reporting Officer or his authorized representative and other documents related to statutory dues.
- ii) If the copy of P.F & ESI deposit Chalans is not submitted with the Bill(s), the same shall be deducted from the running bills at the rate prevailing during payment of the bills.
- iii) The payment shall be made by the **Paying Officer** to the Agency / Firm after deduction of Taxes as applicable for the contract work.
- iv) In case of any complaint of non-fulfillment of any obligation under the contract, the Authorised Officer reserves the right to withhold payments due to the Agency / Firm and out of such amounts or amount of security held, if any or the amounts likely to fall due to the Agency / Firm (but without obligation to do so) to make such payments as it may be considered necessary.
- v) Submission of Bills in incomplete shape shall not be entertained for pass and payment. The same shall be returned back to the Agency / Firm for necessary compliance after which action to be initiated for releasing the payment in favour of the Agency / Firm.

15. OTHER TAX LIABILITY :

Paying Officer shall deduct the Tax as applicable on work contract in the following order from the monthly running bills of the Agency / Firm:

- i) **Income Tax:** TDS shall be deducted as per Rule.
- ii) **GST:** Shall be paid to the Agency / reimbursed by the Agency as per Rules.
- iii) **Works Contract Tax:** Shall be deducted at the prescribed rate of WC

16. PAYING OFFICER :

The **Drawing & Disbursing Officer (Head Qrs.)**, OPTCL is the Paying Officer for the purpose.

17. BID PRICE :

The interested Agencies / Firms are requested to quote 'FIRM' price. No deviation from firm price will be entertained. The rate quoted by the Agency / Firm should be inclusive of cost of materials, labour charges, taxes, duties (if any) and FIRM. **No escalation of rate shall be allowed during the currency of the contract.** Quoted rates shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in execution and completion of the contract. **But in the event of revision of Minimum of Wages by the Govt. of Odisha, the Agency / Firm shall raise the Bill of the employees / staff in the revised rate and shall be reimbursed by the company.**

18. CRITERION OF SELECTION :

- i) The OPTCL reserves the right to accept or reject any or all bids without assigning any reasons.
- ii) The OPTCL also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or the quoted rate found to be un-reasonable and carrying the intention only to become lowest one in the bidding process.
- iii) Incomplete Tenders would be rejected.
- iv) Preference may be given to the Agency / Firm having valid Quality System Certificate as per ISO subject to agreed upon lowest rate(s).
- v) The Tender shall be evaluated of the technically qualified bidder on the basis of the following:
Price quoted for Housekeeping Charges at I + for Catering Rates at II of the Price Bid. The total cost of which Bidder stands in lower side he will be declared as L-1.
- vi) OPTCL will reject out-rightly the bids quoting the extremely low unworkable Service Charges or/and Catering rates (as per OPTCL's judgment) that may be apparently not cover and justify the legitimate expenses of the bidder including other overheads etc.
- vii) If no rates quoted by the Agency / Firm in the bids, the said bid shall be treated as non-responsive.

SECTION-V

ANNEXURE-II A

TENDER DOCUMENT

ODISHA POWER TRANSMISSION CORPORATION LIMITED

**QUOTATION FOR PROVIDING HOUSEKEEPING, MAINTAINANCE AND CATERING SERVICES TO
PTC CHANDAKA**

TECHNICAL BID

(In separate sealed Cover-I superscripted as **Technical Bid**)

1.Name & Address of the Tenderer Organization/ Agency with phone number, fax number, e-mail etc.	
2.Name and designation of contact person with telephone/mobile number etc.	
3. Experience in the work of providing Housekeeping, Upkeep and catering Services (separately for housekeeping and catering services). Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 5 years along with a certificate from the agency where the job was carried out.	In following format

Sl.No.	Name of Organization With complete address and telephone numbers to whom services provided	Period		Contracted Amount (Rs per month)	Reason for Termination
		From	To		

4. Organizational details : a) Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: b) Is the establishment registered with the Government; please give details with document/evidence. c) Do you have labour licence. Please provide details and attach a copy. d) Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in OPTCL.	
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5. Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc.	
6. Please give EPF No: 7. ESI Code: 8. Gratuity Act Regn. No:	
9. Are you governed by minimum wages rules of the Govt of Odisha. If yes, please give details.	
10. Please attach copy of return of Income Tax for last three years	
11. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.	
12. PAN No. (Please attach copy)	
13. GST No. (Please attach copy)	
14. Trade License No. (Please attach copy)	
15. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
16. Power of Attorney/authorization for signing the bid documents	
17. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.	
18. Details of the DD of Rs. 65,945/- for EMD and a DD for Rs. 12,000/- plus GST @12% - for tender document. DD No. Date: Drawn on:	



Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD No. _____

2. DD No. _____

3. **Terms & Conditions (each page must be signed and sealed)**

4. **Financial Bid.**

(Signature of Tenderer with seal)

Name:

Seal:

Address:

Phone No (O):

SECTION VI

Annexure-II B

PRICE BID-I

For House-Keeping and Upkeep Services of OPTCL Training Centre

Tender Notice No: _____

Name of Tendering Agency:

F-1 - HOUSE KEEPING CHARGES PER MONTH FOR PTC, CHANDAKA:

(A) Detail of Manpower to be deployed and its cost

Sl. No.	Description	No. of persons to be deployed	Rate / Wages per Month per Person in Rs.	P.F in Rs.	ESI in Rs	Any other Charges in Rs.	Total (4+5+6+7+8) in Rs.	Total (9 x 3) in Rs.
1	2	3	4	5	6	8	9	10
1.	Manager-cum-Supervisor	01						
2.	Cook	02 (one from 6 AM to 2 PM and one from 2 PM to 10 PM)						
3.	Asst. Cook	02 (one from 6 AM to 2 PM and one from 2 PM to 10 PM)						
4.	Receptionist-cum-caretaker	01						
5	Sweeper	04 (two from 6 AM to 2 PM and two from 2 PM to 10 PM)						
6.	Waiter	04 (two from 6 AM to 2 PM and two from 2 PM to 10 PM)						
7	Room Boys/ Bell Boys	02						

8	Additional Manpower (for any miscellaneous works) Skilled: Semi-Skilled: Unskilled:								
9	Supervision charge								
10							Total		
11							GST		
12	Miscellaneous cost including cost of materials (Laundry of linen, towels, Dry cleaning, Mosquito repellants, liquid and spray, soap/liquid soap & Shampoo in bathrooms/ toilets, liquid disinfectant, floor cleaner and other materials and services as per tender document of approved quality) to meet all requirements as per terms and conditions						On monthly basis		
Grand Total									

*Break-up of the rate for each of the above item should be provided along with the copy of the Govt. Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note: i) No other charges would be payable by OPTCL.

ii) There would be no increase in rates during the Contract period except for provision made under the terms and conditions.

**(Signature of Tenderer with
seal)**

Name:

Seal:

Address:

Phone No (O):

Date:

PRICE BID-II

F-2: CATERING SERVICES

Rates for Food Items

Sl. No.	Items (as per details given in Menu*)	Rate in Rs.	Total
1.	Bed Tea		
2.	Breakfast		
3.	Mid-Session Tea/ Coffee with Cookies		
4.	Mid-Session Tea /coffee with Cookies & Snacks		
5.	Evening Tea with snacks		
6.	Lunch		
7.	Dinner (Non Veg)		
8.	High-Tea		
9.	VIP Lunch/ Dinner		
10	Any other, pl. specify		
11	Total of F2 (1 to 9)		

The rates shall include the cost of manpower (including trained chef and catering staff), materials including tea kit, canteen services, fuel etc. No other charges will be paid. Exclusive manpower shall be deployed for catering operations. No manpower from housekeeping shall be diverted to catering.

Grand Total of F1 + F2 = Rs.....(in words)

Declaration by the Tenderer :

This is to certify that I/We, before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note: i) No other charges would be payable.

ii) There would be no increase in rates during the Contract period.

* Refer to Menu Items

**(Signature of Tenderer with
seal)**

Name:

Seal:

Address :

Phone No (O) :

Date:

Appendix- I

DAILY CHECKLIST FORM- ADMINISTRATIVE BUILDING

Date:

	Issue	Observation		Remarks
		Yes	No	
1.	Material received are branded ones and stored properly	Yes	No	
2.	All areas cleaned and no areas left out	Yes	No	
3.	Building readied timely	Yes	No	
4.	Workers are found in uniform	Yes	No	
5.	Dusting of tables, chairs, furniture done	Yes	No	
6.	Glass panes/windows/doors cleaned	Yes	No	
7.	Floors are hygienically cleaned	Yes	No	
8.	Toilets hygienically cleaned	Yes	No	
9.	Replenished naphthaline balls, odonil, soap cakes in toilets	Yes	No	
10.	Garbage/ waste cleared from dust bins	Yes	No	
11.	Garbage/waste collected disposed-off in poly. bags	Yes	No	
12.	Stair case/Veranda cleaned with surf – weekly	Yes	No	
13.	Tables, chairs etc. moved and swept – weekly	Yes	No	
14.	De-pesting is done once in a week	Yes	No	
15.	Toilet paper rolls/liquid soap available	Yes	No	
16.	Terrace cleaned – monthly	Yes	No	
17.	Drainage system is functioning properly. No leakage/overflow observed	Yes	No	
18.	Any other item	Yes	No	
19.	Any other item	Yes	No	

Overall Housekeeping and Upkeep

Of Administrative Building:

Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of OPTCL

Appendix II

CHECKLIST FORM- OPEN AREA

Date:

	Issue	Observation		Remarks
1.	Sweeping/ cleaning of Roads inside the premises	Yes	No	
2.	Sweeping/ cleaning open areas inside the boundary wall	Yes	No	
3.	Garbage collected and properly covered for disposal	Yes	No	
4.	Disposal done properly	Yes	No	
5.	Drainage system functioning properly- No overflows anywhere	Yes	No	
6.	Parking area in front of building cleaned	Yes	No	
7.	Security cabin cleaned	Yes	No	
8.	Papers/polythene bags/waste materials removed	Yes	No	
9.	DG Set area cleaned	Yes	No	
10.	Garages	Yes	No	
11.	Footpath Outside PTC campus on front side	Yes	No	
12.	Any other item	Yes	No	

Overall Housekeeping and Upkeep of Open Area: Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of OPTCL

Appendix III
CHECKLIST FORM- HOSTEL

Date:

Sl. No.	Issue	Observation		Remarks
1.	Supervisor/Receptionist and Room boys available round the clock in proper uniform	Yes	No	
2.	Attended to guests immediately by Receptionist and Bell boy	Yes	No	
3.	Set of newspapers (2 Odia & 1 English) placed in reception	Yes	No	
4.	Welcome kit placed in the room	Yes	No	
5.	Toiletries as per scope of work placed in bath room	Yes	No	
6.	Tea/coffee tray replenished with sachets as per menu	Yes	No	
7.	News paper provided in the room	Yes	No	
8.	Status of fixtures and fittings ascertained- In order	Yes	No	
9.	Linen (bed sheets, towels, etc.) provided fresh/Changed as per stipulated frequency	Yes	No	
10.	Room boys presented themselves and behaved properly	Yes	No	
11.	House keeping service of Hostel Block done	Yes	No	
12.	Check-in/Check-out formalities done in a pleasing manner	Yes	No	
13.	Feed back forms duly filled in handed over	Yes	No	
14.	No due certificate issued to guest by supervisor	Yes	No	
15.	Any other item	Yes	No	
16.	Complaints, if any	Yes	No	

Overall Housekeeping and Upkeep

of Hostel Building:

Satisfactory/Not satisfactory

Name and Signature
of representative of
Agency

Countersigned by the Authorized Officer of OPTCL

Appendix IV
FOOD MENU (Details breakup shall be

Must be accompanied with the Price Bid II)

Sl. No	Food Items	Quantity	Rs.
	BED TEA/COFFEE		
1	Tea/Coffee (as per request)	100 ml	
	BREAKFAST		
	Juices		
2	Fresh/Canned Seasonal Fruit Juice/Canned Tomato Juice OR Fresh Fruit Platter - (Min. two Seasonal fruits)	200 ml	
	Breakfast Cereals		
3	Wheat Flakes/ Corn Flakes with Hot/Cold Milk	50 gms	
	Morning Bakery		
4	Plain/Fruit/Chocolate Chip Muffin/cake	50 gms	
5	Eggs to order - Boiled/ masala/plain Omelette	02 nos	
6	Bread - Brown / White Toast/ Hash Brown with Butter, Jam and Sauce	100 gms	
7	Main Course –Idli (06 pc) /Dosa (1) with Sambhar and Coconut or Tomato Chutney (50 gms)/ or Stuffed Paratha (04 pc) and Curd / Aloo Puri or Cholley Bhature (100 gms), Tea/Coffee (100 ml)	1 Person	
	Tea/Coffee/Milk		
	Mid-Session Tea/Coffee (Morning, Afternoon and Evening)		
8	Assorted Cookies (Sweet & Salt) with morning and Afternoon tea	1 Person	
9	Snacks (Paneer Pakora/ Mix Veg. Pakora/ Potato Bonda/ Samosa/ Bread Pakoras/ Dhokla/ Sandwiches) with Evening Tea/Coffee	100 gms	
	LUNCH/DINNER		
10	Soup - Cream of Tomato/ Sweet Corn Soup/ Veg Soup/ Tamatar Dhanika ka Shorba	150 ml	
11	Salads - Two types of Salads including Green Salad	100 gms	

	Main Course		
12	One Non- Veg - Boneless Chicken/Chicken Curry/Kebab/Murg Tikka or Grilled Fish/Fish curry/Fried Fish or Mutton curry / kebabs	150 gms	
13	One Paneer Dish - Shahi Panner/ Matter Paneer/ Malai Kofta/ Kadhai Paneer	100 gms	
14	One Seasonal Vegetable -Mix Veg / Kofta /Bhindi/ Cabbage/Cauliflower/boiled Vegetables/ Dum Aloo/ baby corn	100 gms	
15	One Dal - Yellow Dal Tadka/ Dal Makhani/Rajma/ Chane/ Sambar- dal	1 Bowl	
16	Rice -Steamed Rice/Zeera Rice/ Veg Pulao/ Fried Rice	150 gms	
17	Curd -Plain Curd/Boondi Raita/Mix Raita/ Dahi Bhalla with sonth	100 gms	
18	Breads -Tawa roti/ Naan/ Parantha /Tandoori Roti/ Lachha Parantha	04 Pc	
19	Achaar + Papad + Chutney (Mint-Coriander)	As per requirement	
20	Desserts - Rasmalai/Gulab Jamun/Moong Dal halwa/Gajjar halwa/ Malpua/ with Rabri/ Custard with Jelly / Rasgolla (1 no) / Ice Cream (different flavours) (50 gms)	1 no	
	VIP LUNCH / DINNER		
21	Soup (Two) - - Cream of Chicken/Chicken noodle Soup and Cream of Tomato/Sweet Corn/ Veg Soup/ Tomato Dhania Ka Shorba	150 ml	
22	Salad (Three Types) - Green Salad and Potato Red Chilli Salad/CherryTomatoes & Baby Spinach/Sliced citrus fruits in pickle marinade/Sprout salad/ Oniononion rings in Vinegar	100 gms	
	Main Course		
23	Fish Non Veg. (two)- Grilled with Chicken/ tandoori chicken/Chicken malai tikka, Mutton chatpatta / mutton curry Lemon Butter/Fish Curry / BonelessFish Non Veg. (two)- Grilled with Chicken/ tandoori chicken/Chicken malai tikka, Mutton chatpatta / mutton curry Lemon Butter/Fish Curry / BonelessFish Non Veg. (two)- Grilled	150 gms	

	with Chicken/ tandoori chicken/Chicken malai tikka, Mutton chatpatta / mutton curry Lemon Butter/Fish Curry / Boneless		
24	Vegetable whole wheat sandwich or Paneer tikka sandwich	04 Pc	
25	Three Vegetable- Boiled vegetable/Mix Vegetable & any two out of Mutter paneer/ Malai Palak/ Mattar Mashroom Navrattan Korma/ Bhindi do pyaza/ Kofta curry/ Cauliflower/Sarson-Ka-Sag etc. Three Vegetable- Boiled vegetable/Mix Vegetable & any two out of Mutter paneer/ Malai Palak/ Mattar Mashroom Navrattan Korma/ Bhindi do pyaza/ Kofta curry/ Cauliflower/Sarson-Ka-Sag etc	150 gms	
26	Yellow Dal Tadka/Dal Makhani/Rajmah/Channe	1 Bowl	
27	Steamed Rice/ Navarattan Pulao/ Zeera Rice/ Veg Pulao	150 gms	
28	Plain Curd/Boondi Raita/Vegetable Raita/ Dahi Bhalla	100 gms	
29	Plain/Butter Naan/Rotti/ Parantha/Tawa Roti/Missi/Makki Roti etc plus additional items as desired by NITS	04 Pc	
30	Achaar+ Papad+Chutney	As per requirement	
31	Dessert (Two) -Rasmlai/GulabJamun/Moong Dal Halwa/Gajjar Halwa/ Custard with Jelly/Malpua with Rabri/ Rasgolla (1)/ Date Panacakes/ Pastry/Vanilia Ice Cream with Hot Chocolate Sauce/Butter Scotch	1 no	
	High-Tea		
32	Waffers	6 pc	
33	Paneer Pakora/ Dhokla/ Onion Kachori/Samosa/Mix Pakoda	100 gms	
34	Coconut Cookies/Cheese Straws	6 pc	
35	Rich Plum Cake/Mini Pastry	1 no	
36	Roasted Cashew Nuts	50 gms	
37	Tea & Coffee	100 ml	
38	Fruit Juice and Soft Drink	200 ml	

Note: The Agency should be ready to provide additional or replace the above dishes with South Indian or Chinese dishes as and when desired by OPTCL authority

Appendix V
PROFORMA FOR HYGIENE AUDIT

(I)	Quality testing at receiving point (where the raw food/consumable is received/ procured)			
	1	FIFO principle is applied (first in - first out)	Yes	No
(II)	Food Preparation			
	2	Food indexing- the menus are being decided to ensure food variety	Yes	No
(III)	Food Safety			
	3	Is the food prepared properly under hygienic conditions	Yes	No
	4	Are the prepared items covered properly	Yes	No
	5	Proper cleaning of the utensils	Yes	No
(IV)	Kitchen/Pantry Hygiene			
	6	Floors are hygienically clean	Yes	No
	7	Walls are dust /damp free	Yes	No
	8	Furniture is regularly cleaned	Yes	No
	9	Washing area provides hygienic environment	Yes	No
	10	Cooking counter is adequately clean	Yes	No
(V)	Condition of Equipment in Food Preparation			
	11	Work worthy	Yes	No
	12	Clean	Yes	No
	13	Safe to handle	Yes	No
(VI)	Food Handler's Health			
	14	Health check up done or not	Yes	No
	15	Nail are cut clean and healthy	Yes	No
	16	Head gears/caps are worn	Yes	No
	17	Gloves are worn	Yes	No
	18	Smoking, eating or chewing of tobacco, zarda, gutka etc spitting, are strictly prohibited – Prohibition observed or not	Yes	No
(VII)	Hygiene of Eating Place			
	19	Floor is hygienically clean	Yes	No
	20	Walls are dust/damp free	Yes	No
	21	Furniture is regularly cleaned	Yes	No
(VIII)	Food Quality			
	22	Palatability is tasted by the Company's Representative	Yes	No
(IX)	General			
	23	Exhaust System is working	Yes	No
	24	Garbage disposal is done regularly	Yes	No
	25	Drainages system is functioning	Yes	No
	26	Washing area provides hygienic environment	Yes	No
	27	Service counter(s) are adequately clean	Yes	No

Remarks: Satisfactory/Not satisfactory

Name and Signature of Agency

Countersigned by the Authorised Officer of OPTCL

Date:.....

Note: These terms and conditions shall be part of the Contract / Agreement to be executed between OPTCL and the Service Provider on a non-judicial stamp paper worth Rs.100/- or as applicable and the non-judicial stamp paper shall be purchased in the name of the Manpower Service Provider (i.e the successful bidder) and any non- compliance shall be deemed as breach of the Contract/Agreement.

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and agree to abide by same unconditionally.

(Signature of Tenderer with seal)

Address:
Phone No(O):
Date:

Name:
Seal:

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organisation has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In
full and initials]

Name and Designation of the Signatory :

Name of the Bidder and Address :

BIDDER'S COVERING LETTER

To,

The Sr. General Manager-HRD, General
OPTCL, Hqrs
Bhubaneswar

Dear Sir,

Ref: Tender no: _____

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned, offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding and in full force and may be accepted at any time before the expiry of that period.

Until a formal agreement is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration, corrections or modifications.

Dated this Day of (the month and year)

Signature of Authorized Signatory

In capacity of

Duly authorized to sign the bid for and on behalf of.....

The cost of bid document: Rs.12,000/ - + GST @ 12%

Crossed D.D. no. dated Drawn on bank:
.....

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

Sr. General Manager-HRD, General
OPTCL Hqrs,
Bhubaneswar

Dear Madam,

Subject: Authorization for attending bid opening on (date) in the
Tender for House- Keeping, Upkeep & Catering Services in OPTCL (tender no: ____)

Following persons are hereby authorized to attend the bid opening for the tender mentioned
above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
---------------------	------	--------------------

1.

2.

(Specimen Signature duly attested)

Officer authorized to sign the bid
documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened, may be refused in case authorization as prescribed above is not produced.

SERVICE AGREEMENT

(To be made on Rs. 100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between,

(hereinafter called as the “**Authority**”) of the 1st Part
and _____ its principal place of business at
_____ (hereinafter called the “**Service Provider**”) of the 2nd Part.

WHEREAS

- (a) the “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;
- (b) the “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

Section I: General Terms and Conditions

Section IV: Other terms & conditions

Contract Price and Payment Term

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular :
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. Mode of Payment

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7 days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. Now this agreement witnesses as below:-

- a) That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide manpower resources to be engaged in the [Insert the location] in conformity with the provisions of the terms and conditions of the contract.
- b) That the “**Authority**” hereby further agrees to pay the “**Service Provider**” the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to_____.

For and on behalf of [OPTCL]

Witness 1:

Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

PERFORMANCE BANK GUARANTEE FORMAT

To,

Odisha Power Transmission Corporation Ltd.
Janpath, Bhubaneswar-751022

WHEREAS _____ (Name and address of the Service Provider) (hereinafter called “the Service Provider) has undertaken, in pursuance of Contract No..... Datedto undertake the service (for providing House- Keeping, Upkeep & Catering Services) (herein after called the contract.

AND WHEREAS it has been stipulated by _____ (OPTCL) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

Annexure-VIII

INDEMNITY BOND

THIS INDEMNITY BOND is made this day of,2020 by _____(herein after called as "Service Provider" which expression shall include its successors & permitted assigns) in favour of Odisha Power Transmission Corporation Limited, a Company incorporated under the Companies Act,1956, having its Registered Office at Janpath, Bhubaneswar-751022, Odisha and having its offices throughout the State of Odisha (herein after called "OPTCL" which expression shall include its successors & assigns).

We, _____ having a registered office at _____ have entered into a contract with ODISHA POWER TRANSMISSION CORPORATION LIMITED, vide agreement dated _____ to provide House-Keeping, Upkeep & Catering Services of OPTCL Power Training Centre, Chandaka, Janpath, Bhubaneswar of ODISHA POWER TRANSMISSION CORPORATION LIMITED situated throughout Odisha.

We do hereby indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the ODISHA POWER TRANSMISSION CORPORATION LIMITED, by any party, employee(s) or manpower provided by us, on account of any delay, default, lapse, error or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, against any claim/compensation arising out of any non-payment or short payment of remuneration or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the persons engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

For and on behalf of _____,

Authorized Signatory

Witness

1. Signature:
2. Name:
3. Address:

1. Signature
2. Name:
3. Address: