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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR-751022,

OFFICE OF THE GENERAL MANAGER (Elect)

EHT (O&M) CIRCLE, BHUBANESWAR

AT-Grid Sub-Station, Chandaka, PO-KIIT

Bhubaneswar-751024

E-mail - ehtm.cle.bbs@optcl.co.in

E-TENDER SPECIFICATION NO:- EHTM/GM/03/BBS/2022-23

OFFICE OF THE G.M. (Elect.) EHT (O&M) CIRCLE, BHUBANESWAR

FOR

ONE TIME UPROOTING, CUTTING, CLEANING OF GRASS , WILD PLANTS,SHURBS AND ANTIWEED TREATMENT OF SWITCH YARD AREAS OF DIFFERENT GRID SUB-STATIONS/OFFICE PREMISES UNDER EHT(O&M) CIRCLE, BHUBANESWAR.

PART-I

SECTION-I-	INSTRUCTION TO BIDDERS
SECTION-II-	GENERAL TERMS & CONDITIONS OF CONTRACT
SECTION-III-	LIST OF ANNEXURE
SECTION-IV-	DATASHEETS

PART-II

PRICE BID & COMMERCIAL BIDS (EXCEL SHEET FORMAT)

Request for online tender documents:	From Dt. 28.12.2022 (11:00 Hrs)
	To Dt. 13.01.2023 (16:00 Hrs)
Issue of online tender documents (bid sheets):	From Dt. 28.12.2022 (11:01 Hrs)
	To Dt. 13.01.2023 (16:01 Hrs)
Last date of submission of online tender:	Up to Dt. 13.01.2023 (17.00 Hrs)
Date of opening of Tender	on Dt. 14.01.2023 (11:30 Hrs)

TELEPHONES / CONTACTS

1. General Manager: 9438907492
2. Manager: 9438907583

NOTE: -

1. In case the due date for opening of tender happens to be a holiday, then tenders would be received & opened on the next working day at the same time.
2. Please note that the tenders against this tender enquiry are being invited **through e-tendering mode**. In case of any clarification the prospective bidders may contact this office as mentioned above.
3. **The prospective bidders are requested to get their digital signatures (Class-3) well in time** for participation in the tender and no request for extension on this account will be entertained.
4. **Manual tenders in any form/case will not be accepted.**



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ODISHA POWER TRANSMISSION CORPORATION LIMITED

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For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD, General Manager, EHT (O&M) Circle, Bhubaneswar invites Tenders from reputed bidders fulfilling the eligibility criteria and must possess valid GST registration certificate, EPF registration certificate & ESI registration certificate for the work of “ONE TIME UPROOTING, CUTTING, CLEANING OF GRASS , WILD PLANTS,SHURBS AND ANTIWEED TREATMENT OF SWITCH YARD AREAS OF DIFFERENT GRID SUB-STATIONS/OFFICE PREMISES UNDER EHT(O&M) CIRCLE, BHUBANESWAR”. The interested bidders would be required to enroll themselves on the tender portal www.tenderwizard.com/OPTCL. Complete set of bidding documents shall be available at www.tenderwizard.com/OPTCL from **28.12.2022 (10:01 Hrs) up to 13.01.2023 (16:01 Hrs)**. Interested bidders may visit OPTCL’s official web site <http://www.optcl.co.in> and www.tenderwizard.com/OPTCL for detail specification.

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

GENERAL MANAGER

EHT (O&M) CIRCLE, BHUBANESWAR



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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR-751022,
OFFICE OF THE GENERAL MANAGER (Elect)
EHT (O&M) CIRCLE, BHUBANESWAR
AT-Grid Sub-Station, Chandaka, PO-KIIT
Bhubaneswar-751024

E-mail - ehtm.cle.bbs@optcl.co.in

E-TENDER NOTICE NO: 03/BBS/2022

NOTICE INVITING TENDER

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

Tender Specification No: EHTM/CLE/GM/03/BBS/2022-23

Request for online tender documents:	From Dt. 28.12.2022 (11:00 Hrs) To Dt. 13.01.2023 (16:00 Hrs)
Issue of online tender documents (bid sheets):	From Dt. 28.12.2022 (11:01 Hrs) To Dt. 13.01.2023 (16:01 Hrs)
Last date of submission of online tender:	Up to Dt. 13.01.2023 (17.00 Hrs)
Date of opening of Tender	on Dt. 14.01.2023 (11:30 Hrs)
Cost of Tender Spec Document:	Rs. 6,000/ + Rs.1080/- (GST@18%)= Rs. 7080/-
Earnest Money Deposit:	Bidders have to submit Bid Security Declaration Form
Tender Processing Fee:	Rs. 2,505/- (Including GST)
ESTIMATED AMOUNT: 21,22,637.00/- (INCLUSIVE OF GST@18%)	

The bidders can view the tender documents from website free of cost. The bidders who want to participate in the tender shall have to pay **Rs. 7080/- (Rupees Seven Thousand Eighty only) non-refundable including GST @ 18%** towards the cost of tender document, **in the form of Demand draft** only, drawn in favour of

EHT (O&M) Circle, OPTCL, Bhubaneswar, Payable at Bhubaneswar and the same is to be submitted to the office of the undersigned on or before the last date & time of submission of tender.

The bidders shall have to submit a non refundable amount of Rs **2,505/- (Rupees Two Thousand Five hundred Five only)** towards the tender processing fee through e-payment gate way.

(NOTE: For deposit of tender processing fee to K.S.E.D.C. Ltd. Bangalore, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking)

The payment acknowledgement slip submitted along with the **BID SECURITY DECLARATION FORM DULY FILLED AND SIGNED** & tender cost at the office of the undersigned on or before the last date & time of submission of tender.

The bidders shall scan the Demand Draft towards Tender paper Cost and acknowledgement slip for tender processing fee and upload the same in the prescribed form in **.gif** or **.jpg** format in addition to sending the original as stated above.

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

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

ELIGIBILITY FOR SUBMISSION OF BIDS:-

Bidders should not have any legal suit against OPTCL / GRIDCO Ltd / SLDC are only eligible for submission of Bids. Firms banned / blacklisted for business dealings by any organization are not eligible to participate in the tender. Participation in the tender by suppression of the above facts shall invite penal action, whenever detected.

The bidders must have in possession of following qualifications for participation in tender:-

- 1. Permanent Account Number (PAN) issued by Income Tax Department.**
- 2. GST Registration Certificate.**
- 3. ESI Registration Certificate.**
- 4. EPF Registration Certificate.**
- 5. Labour Contractor License certificate.**
- 6. Civil (D/C-Class) Contractor License certificate.**
- 7. Electrical Contractor HT License certificate**

GENERAL MANAGER
EHT (O&M) CIRCLE, BHUBANESWAR

PART-I
SECTION-I
INSTRUCTIONS TO TENDERER

1. Submission of Bids: -

The bidder shall submit the bid in Electronic Mode only i.e **www.tenderwizard.com/OPTCL**. The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request to collect the Bids in physical form will be entertained by the OPTCL.

OPTCL reserves the right to reject any bid, which is not submitted according to the instruction, stipulated above. The participants to the tender should be registered under GST act and other as applicable.

1. For all the users it is mandatory to avail the Class 3 Digital Signatures.

2. Manufacturers/ Dealers/ Bidders / Suppliers are requested to follow the below mentioned steps for Registration:

- a. Click “Register”, fill the online registration form.
- b. Pay the amount of **Rs. 2,360/- through E-payment gateway.**
- c. This registration is valid for two years.
- d. Send the acknowledgment copy for verification.
- e. As soon as the verification is being done the e-tender user id will be enabled.

3. After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.

4. If any Bidder wants to participate in the tender he will have to follow the instructions given below:

- a. Insert the PKI (which consist of your Digital Signature Certificate – Class 3) in your System.
(Note: Make sure that necessary software of PKI is installed in your system).
- b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
- c. Go to Start > Programs > Internet Explorer.
- d. Type **www.tenderwizard.com/OPTCL** in the address bar, to access the Login Screen.
- e. Enter e-tender User Id and Password, click on “Go”.
- f. Click on “Click here to login” for selecting the Digital Signature Certificate.
 - Select the Certificate and enter DSC Password.
 - Re-enter the e-Procurement User Id Password.

5. To make a request for Tender Document, Bidders will have to follow below mentioned steps.
 - a) Click “Un Applied” to view / apply for new tenders.
 - b) Click on Request icon for online request.
 - c) Enter the required fields including details of DD for tender Processing fee.
6. After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the steps mentioned below:
 - a) Click to view the tender documents which are received by the user.
 - b) Tender document screen appears.
 - c) Click “Click here to download” to download the documents.
7. After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
 - a) Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - b) Note down / take a print of bid control number once it displayed on the screen
8. Tender Opening event can be viewed online.
9. Competitors bid sheets are available in the website for all.
10. **For any e-tendering assistant contact help desk number mentioned below.**
 - **Bangalore – 080- 40482000.**
 - **Mr. Satamanyu – mob: 09937140591**

2. DIVISION OF SPECIFICATION.

The specification is mainly divided into two parts viz. Part-I & Part-II.

Part-I Consists of

- | | |
|--------------|--------------------------------|
| SECTION-I- | INSTRUCTION TO BIDDERS. |
| SECTION-II- | GENERAL CONDITIONS OF CONTRACT |
| SECTION-III- | LIST OF ANNEXURE |

Part-II Consists of

COMMERCIAL BID and PRICE SCHEDULE (excel sheet)

The Bidders are required to submit the tenders in **single bid**.

3. Purchaser's right regarding Alteration of Quantities Tendered.

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

4. Purchaser's right to accept/reject bids:

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

5. Mode of submission of Tenders.

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

[B] **E-mail tenders** shall not be accepted under any circumstances.

6. Validity of the Bids: -

The bidders are requested to keep the validity of their offer for a period of **180** days from the date of opening of the tender, failing which the tenders will be rejected.

7. PRICE: -

The bidders are advised to quote their rates as per **price schedule** in SECTION-VI. The price should be firm and shall include the cost of all the materials, labour and transportation of all the materials to site including mobilization to complete the work in all respect and also shall cover all incidental expenses towards execution of works including T&P etc. Taxes if any to be specified separately.

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

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

9. e-Reverse Auction process shall be resorted to in the tender as follows:

A) STRATEGY FOR E-REVERSE AUCTION

(i) Bidders are required to go through the guide lines given below and submit their acceptance to the same.

- (ii) e-Reverse Auction (RA) will be conducted in e-tender portal of OPTCL on specified date and time, while bidders shall quote from their own offices/places of their choice. Internet connectivity shall be ensured by the respective agencies/bidders themselves.
- (iii) Demonstration/ training (if not trained earlier) of bidder's nominated person(s), shall be done by KEONICS to explain all the rules related to e-Reverse Auction/ Business Rule document to be adopted.

B) Procedure for electronic Reverse Auctioning (e-RA)

- (i) The e-RA shall be conducted on www.tenderwizard.com/OPTCL only.
- (ii) Bidder has to submit letter towards agreement to the Process related Terms & Conditions for e-Reverse Auction, as per (Reverse Auction Process Compliance Form at **Annexure-IVA**). In non-receipt of the same, vendors will not be allowed to participate in e-RA.
- (iii) e-RA shall be carried out after opening of Price bids and completion of Price bid evaluation, which will be intimated only to the techno-commercially qualified bidders by OPTCL as per procedure given below.

Prior intimation/ Notice for RA invitation will be given to techno-commercially qualified bidders regarding the date & time of opening of the e-RA.

The start bid price (SBP) for e-Reverse Auction of each bidder under a particular package shall be the L1 evaluated price for the subject package including Taxes & Duties for the total scope for subject Package. Taking the above discovered L1 price as the upper limit e-RA will be conducted to determine the lowest possible price.

Reverse Auction will be conducted amongst first 50% of the technically qualified bidders arranged in order of prices from lowest to highest, as L1, L2, L3-----Ln, and L1 price will be discovered. Minimum of 3 bidders shall be eligible for e RA. (eg. If 4 bidders are financially evaluated then the L1, L2 and L3 bidders shall be eligible for e-RA). Number of bidders eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L1 to L4).

However, in case only two bidders are found to be responsive, e-RA would be carried out with both the parties without any elimination. However, OPTCL reserves the right to invite the evaluated L1 bidder for negotiation without conducting the e-RA.

In case of price submitted by any bidder is found to be abnormal, OPTCL reserves the right to reject the bid of the bidder(s).

Rank of bidders would be displayed as per the total cost to OPTCL, i.e. including Taxes and Duties payable by OPTCL as per the provisions of the bidding document & after e-RA process is over.

- iv) OPTCL reserves the right to conduct e-RA and it is obligatory on part of bidder(s) invited to participate in e-RA process once they have responded to the techno-commercial bid.
- v) Names of bidders/ vendors shall not be disclosed during the e-RA process. Names of bidders/ vendors shall be anonymously masked in the e-RA process.
- In case of RA, start/ reference price and step value of decrement shall be indicated to the bidders at the start of the auction. Any participating bidder can bid one or multiple step decrement lower than the prevailing lowest bid at that time. The Bidder shall be able to view Bid Start Price, Bid Decrement Value, Prevailing Lowest Bid value, last Bid Placed by him and time left for bidding.
 - The step value of decrement in a package to be offered by bidder (the minimum amount of reduction in the total bid price including all taxes & duties during auction) , shall be kept at 0.15% of L1 bidder's final evaluated price (or) at approved amount as decided by OPTCL.
 - Bidders can only quote any value lower than their previous quoted price. However, at no stage, increase in Price will be permissible.
 - At any point during Reverse Auction, bidding price field shall remain enabled for the bidders. The total reverse auction period shall be unlimited and the initial auction period (1st slot) will be of thirty (30) minutes with provision of auto extension by ten (10) minutes from the schedule/extended closing time. If any fresh lower bid is received in last ten minutes of auction period or extended auction period ,the auction shall get extended automatically for another 10 minutes. In case there is no Bid received during schedule /extended slot, the Auction shall get closed automatically without further extension.
 - However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the period of e-reverse auction to avoid complication related with internet connectivity, network problem, system crash down, power failure etc.
- vi) After conclusion of e-Reverse Auction i.e (Closing Price in Reverse Auction will be taken as offered price by the L1 bidder), decrease in price of individual head of the template shall be considered proportionately on all individual line items of the respective head of the price schedule of the successful L1 bidder.

Any bid received at the tender wizard server end subsequent to closure of the e-RA shall be summarily rejected and shall not be considered as a valid bid under whatsoever circumstances. For this purpose, tender wizard server log shall prevail.

The bidder shall not involve himself or any of his representatives in price manipulation of any kind directly or indirectly by communicating with other bidders.

During Reverse Auction, If no bid is received within the specified time, OPTCL, at its discretion, may decide to close the reverse auction process/ proceed with conventional mode of tendering [Evaluation of Part-II (price bid) submitted by bidders earlier].

- vii) Consequent upon completion of e-Reverse Auction, OPTCL's decision on award of contract shall be final and binding on the bidders.

OPTCL shall be at liberty to call the L1 bidder for further process/ negotiation and also at liberty to cancel the e-reverse auction process/ re-tender at any time, without assigning any reason thereof. OPTCL can decide to reschedule or cancel any reverse auction: the bidders shall be informed accordingly.

OPTCL/ Service Provider shall not have any liability to bidders for any interruption or delay in access to the e-Tender site/ Reverse Auction link irrespective of the cause.

10. Documents to Accompany Bids.

Bidders are required to submit tenders in the following manner:

- i) Declaration Form as per **Annexure-I** (duly signed) to be uploaded in .pdf format.
- ii) **Bid Security Declaration Form** (scanned copy is to be uploaded)
- iii) Abstract of Terms & conditions in prescribed proforma as per **Annexure-II**. To be entered in the bid sheets provided.
- iv) General Terms & Conditions of contract as per Section-II of the Specification. (All the required documents are to be uploaded.)
- v) Data on past experience if any **as per** the Specification.(Scanned copy to be uploaded)
- vi) GST Registration certificate, **EPF registration certificate, ESI registration certificate, Labour Contractor License certificate, Civil(C/D-Class) Contractor License certificate, Electrical HT Contractor License certificate** & permanent account number [PAN] of the firm is required under Income tax Act. (Scanned copy to be uploaded) and experience certificate if any.
- vii) Any other document required, is to be uploaded.

11. Conditional Offer:

Conditional offer shall not be accepted.

12. General: -

- i) The Bidder must get him registered in tender portal by paying an amount of **Rs. 2360/- through e-payment mode only**. This registration is valid for two years.
- ii) The tender paper cost (Form fee non-refundable) for an amount of **Rs. 7080/- is to be paid in shape of DD**.

- iii) The tender processing fee for an amount of **Rs. 2,505/- (Non-refundable)** is to be paid in e-payment mode only.
- iv) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the bidder.
- v) Notice inviting tender shall form part of this specification.
- vi) It should be distinctly understood that the price bid shall contain only details/documents relating to price, as mentioned herein above.
- vii) **The Bidder must submit the cost of tender document in shape of DD in a sealed cover envelope super scribing the Tender Notice No. & Date of opening of tender clearly on the envelope cover. The said envelope is to be submitted in the office of the purchaser/Tenderer on or before the last date and time of submission of tender.**
- viii) **The estimated quantity is indicated in this tender document for reference. The bidders are advised to visit the site; assess the quantum of work involvement and make themselves acquainted with the site conditions before submission of tender.**
- ix) The Bidder must observe all the safety rules while working in EHV environment.

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

1. Scope of the contract:

- The scope of contract covers as work of “**one time uprooting, cutting, cleaning of grass, wild plants, shrubs and anti-weed treatment of switch yard areas of different grid sub-stations/office premises under EHT (O&M) Circle, Bhubaneswar**” as per the schedule of quantity of **SECTION-IV**.
- The contractors must up-root and clean the grass including cutting of wild shrubs, plants, trees from the metal & barren area as instructed by engineer-in-charge along anti-weed chemicals in the area. (**NBT treatment by Glyphosphate /Glycel 4 times with interval of fortnight**).
- The contractor will have his own T&P, other materials required for cleaning and supply of **anti-weed chemicals (It must be with-in expire period)**.

2. Definition of terms:

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

- 2.1 “Purchaser” shall mean the General Manager, EHT (O&M) Circle, Bhubaneswar for and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD., Bhubaneswar.
- 2.2 “The Engineer” shall mean the Engineer appointed by the Purchaser for the purpose of this contract.
- 2.3 “Purchaser’s Representative” shall mean any person or persons or consulting firm appointed and remunerated by the Purchaser to supervise, inspect, test and examine workmanship and materials of the equipment to be supplied.
- 2.4 “The supplier” shall mean the bidder whose bid has been accepted by the purchaser and shall include the bidder’s executives, administrators, successors and permitted assignees.
- 2.5 “Equipment” shall mean and include all machinery, apparatus, materials, and articles to be provided under the contract by the suppliers.
- 2.6 “Contract Price” shall mean the sum named in or calculated the bid.
- 2.7 “General Condition” shall mean these General Terms and Conditions of Contract.
- 2.8 “The Specification” shall mean both the technical as well as commercial parts of the specification annexed to or issued with GTCC and shall include the **schedules** and drawings, attached thereto as well as all samples and pattern, if any.
- 2.9 “Month” shall mean “Calendar month”.

- 2.10 Writing” shall include any manuscript, type written, printed or other statement reproduction in any visible form and whether under seal or under hand.
- 2.11 “FOR Destination costs” shall mean the cost of equipment and material at the consignee’s store/site. The cost is inclusive of all taxes, packing, forwarding and insurance and freight charges.
- 2.12 The term “Contract document” shall mean and include GTCC, specifications, schedules, drawings, form of tender, Notice Inviting Tender, covering letter, schedule of prices or the final General Conditions, any special conditions, applicable to the particular contract.
- 2.13 Terms and conditions not herein defined shall have the same meaning as are assigned to them in the Indian Contract Act, failing that in the ODISHA General Clauses Act.

3. Manner Of Executing The Works:

- **Metal Area:** - Cleaning of switch yard spreads with H.G. metal/Bolder and having equipment and their structures is to be taken up without any damage to the equipment and their foundation. The grass should be up rooted completely. No grass or weeds should be seen at the time of preparing completion certificate.
- **Cleaning of Barren area:** -The barren area should be made clear from wild shrubs/ unwanted plants and grasses etc., completely. No grass or weeds should be seen at the time of preparing completion certificate.
- **Anti-weed chemical (Glyphosate / Burachlora / Glyphoss / Glycel)** should be sprayed in the metal/Bolder area as per proportion specified by the manufacturer. Spraying of anti-weed chemical in the substation shall be done as per the direction and supervision of field officers.
- **Spray Application:** 200 ltr. water require for one acre with mixing ratio of 50 ml Glycel:1 ltr. Water.
- All the grass/ wild shrubs and unwanted plants so removed shall be dumped in a place and then lifted from the switch yard area as per the instruction of field officer.

4. After completion of the cleaning work, the JMC of the cleaning area shall be prepared. **The photography of the area to be cleaned before commencement of the work and after completion of the work in presence of the Sub-Divisional Heads must be done and submitted the same to the office of undersigned for record.** Photography must be done by the bidder at his own cost.

5. Tender schedule:-

Schedule of different items of the works to be executed is given in the schedule of quantity. The bidders are required to quote their unit rates which should be inclusive of supply of all required materials at site including cost of materials and transportation to site and cost of all labour to execute the work. Taxes if any should be indicated separately.

6. All material, T&P and labour are to be supplied by the contractor as per the satisfaction of the site in-charge.

7. Programme and Progress of work

The contractor shall submit the **TENTATIVE WORK ACTION PLAN (BBSR-AP/21)** of work as per the attached format along with the bid document. OPTCL may conduct Review of the work action plan during the tendering process. The final Work action plan shall be submitted before commencement of the work

8. Language and measures:

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

9. Right to reject /accept any tender:

The purchaser reserves the right either to reject or to accept any or all tenders if the situation so warrants in the interest of the purchaser. Orders may also be split up between different Bidders on individual merits of the Bidder. The purchaser has exclusive right to alter the quantities of materials/ equipment at the time of placing final purchase order. After placing of the order, the purchaser may defer the delivery schedule of the materials. It may be clearly understood by the Bidder that the purchaser need not assign any reason for any of the above action[s].

10. Completion Period:

The work shall be carried-out & completed within **90** days from the date of issue of Work order. The authority however reserves the right to reschedule the work program.

11. Extension of time:-

If the work is not completed within the stipulated period due to any reason beyond the control of bidder, the same should be intimated to the purchaser in writing for an extension of time with detail **justification**. The purchaser on receipt of such notice may agree to extend the work contract if reasonable, but without prejudice to other terms and conditions of this contract.

12. Guarantee period: -

The work done by the contractor shall be guaranteed for a period of 6 months from the date of completion of work against any bad materials used and bad workmanship done for the work. The above guarantee certificate shall be furnished in **triplicate** to this office for approval. Any defects noticed during the period shall be rectified by the Contractor on free of cost to OPTCL upon written notice provided such defects are due to bad materials used and bad workmanship.

13. GSTIN REGISTRATION CERTIFICATE /I.T.PAN CARD/ LABOR/HT CONTRACTOR LICENSE:-

Clear attested Xerox copies of PAN No / Civil(C or D-Class) contractor license/ HT contractor license issued by Govt of India/Govt. Of Odisha/Railways /Military, valid on the date of opening of tender should be submitted along with tenders without which tender will be rejected. The Contractor may be

requested to produce original PAN card, GST registration certificate/ Civil(C or D-Class) contractor license /HT Electrical contractor license and all other relevant documents for verification. **Those who fail to produce the same and found not to be valid on the date of opening of tender, their tenders will be rejected.** **However the successful bidder have to produce the labour license before commencement of the work.** All documents of the tender should be signed by the authorized signatory.

Attested legible Xerox copies of Income Tax PAN Card, GSTIN Certificate & manufacturer/authorized dealership certificates valid on the date of opening of the tender should be submitted along with tenders without which tender will be rejected at the time of opening. If required, the tenders shall have to produce original documents for verification any time after the opening of tender. Those who fail to produce the same and found not to be valid on the date of opening of the tender, their tenders will be rejected.

14. Terms of Payment.

100% payment will be made against satisfactory execution of works subject to detailed verification and completion certificate produced by the concerned consignee.

15. Penalty for Delay in Completion of Contract

i). If the Contractor fails to complete the work as stipulated under Clause No.5 of this tender document or any extension granted thereto, the authority shall recover from the contractor price reduction for a sum of half percent (i.e. 0.5 percent) of the contract price for each calendar week or part thereof of limited to maximum of 5% of cost (exclusive of GST) of contract value.

ii).OPTCL shall recover the price reduction schedule from the bill of the Contractor.

16. Jurisdiction of the High Court of ODISHA.

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

17. Correspondences.

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

18. Outright Rejection of Tenders

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

1. Tenders shall be accompanied with the prescribed **Bid Security Declaration Form.**
2. Tenders shall be kept valid for a minimum of 180 days from the date of opening of the tender.
3. Tenders shall be accompanied with clear valid Xerox copy of GST registration (if applicable), & clearance certificate, PAN card, **EPF and ESI registration certificate** which must be valid on the date of opening of the tender. All copies of documents and each page of the tender must be signed by the authorized representative of the bidders.

4. The contractor agrees to obtain Civil (C or D-Class) **Contract License** and **Electrical HT Contract License** on event of work order from the competent authority.
6. Abstract of general terms and conditions of contract.
7. Bidders not fulfilling the qualifying criteria as mentioned in **ELIGIBILITY FOR SUBMISSION OF BIDS.**
8. The performance report of concerned Authority of OPTCL those bidders who have already executed the sanitation work during last three years in any part of OPTCL.
8. The bidders have to unconditionally comply with tender specification.

Official Address of the Parties to the Contract

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

TENDERER: *GENERAL MANAGER (Elect)*
EHT (O&M) CIRCLE, BHUBANESWAR
AT-Grid Sub-Station, Chandaka, PO-KIIT
Bhubaneswar-751024
Email-htm.cle.bbs@optcl.co.in

BIDDER:

Address : _____

Telephone/Mobile No: _____

E-mail id:- _____

SECTION-III
[LIST OF ANNEXURES]

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

1	Declaration form	ANNEXURE-I
2	Bidders information	ANNEXURE-II
3	Abstract of terms and conditions to accompany Section-II of Part-I	ANNEXURE-III
4	Bid Security Declaration Form	ANNEXURE-IV
5	Reverse Auction Process Compliance	ANNEXURE-IV(A)
6	Schedule of Quantity	ANNEXURE-V
7	Schedule of Price	ANNEXURE-VI

ANNEXURE - I
DECLARATION FORM

To,

The General Manager (Elect.)
EHT (O&M) Circle, OPTCL
Bhubaneswar

Sub: - Tender Specification No-_____

Sir,

1. Having examined the above specification together with terms & conditions referred to therein I/We the undersigned hereby offer to take up the work of sanitation and upkeep of different units of OPTCL under the control of G.M., EHT (O&M) Circle, Bhubaneswar including labour charges & and other consumables etc in all respects as per the specification and General conditions, at the rates, entered in the attached contract schedule of prices in the Tender.
2. I / We hereby undertake the work for one time cleaning, up-keeping and sanitation as specified in the Tender.
3. I / We hereby guarantee the validity of the required documents from concerned authorities to be submitted as per the ELIGIBILITY FOR BID SUBMISSION mentioned in the Tender specification.
4. I/We certify to have submitted the bid electronically by remitting *cash/money order /D.D./ remitting the cost of tender, herewith and this has been acknowledged by your letter/ money receipt No..... Dated.....
5. In the event of Tender, being decided in *my/our favour, * I/We agree to furnish the Composite B.G / Fixed Deposit in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to *me/us as per clause-14 of section-II of this specification within 15 days of issue of letter of intent/purchase order failing which *I/We clearly understand that the said letter of Intent/Purchase order will be liable to be withdrawn by the purchaser, and the EMD deposited by us shall be forfeited by OPTCL.

Signed this day of 2022

Yours faithfully

Signature of the Bidder

with seal of the company

[This form will be duly filled up & signed by the bidder before uploading of tender documents.]

* (Strikeout whichever is not applicable)

ANNEXURE-II
BIDDER'S INFORMATION

SL NO	The bidder shall furnish general information in the following format	
NAME OF THE BIDDER		
1	Address:-	
2	City	
3	Pin Code	
4	Contact person's Name :-	
5	Telephone No. office & Residence:-	
6	FAX No:-	
7	EMAIL:-	
9	GST REGISTRATION NO.	
10	PAN NO.	

Place: -

Date: -

Signature of the Bidder
with seal of the company

ANNEXURE-III

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

1(a)	Cost of Tender Document: OPTCL Money Receipt No. & Date / D.D No & Date.	
1(b)	Bid Security Declaration form furnished.	
1(c)	Tender Processing Fee: E-Challan No. & Date.	
2	Attested copy of Pan card :-	<i>Furnished/Not Furnished</i>
3	Attested copy of valid labor Contractor License :-	<i>Furnished/Not Furnished</i>
4	Attested copy of valid Civil (C/D-Class) Contractor License :-	<i>Furnished/Not Furnished</i>
5	Attested copy of valid Electrical HT Contractor License :-	<i>Furnished/Not Furnished</i>
6	Attested copy of GSTIN certificate as applicable	<i>Yes/No</i>
7	Contractor's work experience including user's certificate furnished(IF ANY)	<i>Yes/No</i>
8	Manner of work: - Whether agreeable to OPTCL's desired manner as indicated.	<i>Yes/No</i>
9	Whether agreeable to furnish Composite B.G. in case his tender be successful.	Yes/No
10	Terms of payment:- Whether agreeable to OPTCL's terms regarding payment'	Yes/No.
11	Nature of price:- FIRM	Yes/No
12	Penalty:- Whether agreeable to OPTCL's terms .	Yes/No
13	Validity: - Whether agreeable to OPTCL's terms	Yes/No
14	Whether declaration form duly filled in furnished.	Yes/No.
15	Whether scanned copy of required documents furnished.	Yes/No.
16	Whether scanned copy of Audited Accounts furnished	Yes/No.

Signature of the Bidder
with seal of the company

ANNEXURE-IV

BID SECURITY DECLARATION FORM

To,

The **General Manager (Elect.)**,

EHT (O&M) Circle, OPTCL, Bhubaneswar.

I/ We, the authorized signatory of M/s _____,

Participating in the subject tender no. _____ for the item / job of _____

_____, do hereby declare:

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

- (ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of EHT (O&M) Circle, OPTCL, Bhubaneswar for a period of three years from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory.....

Company Name.....

ANNEXURE-IV(A)

Reverse Auction Process Compliance

(To be incorporated in the bid document).

(To be submitted on letter head of the bidding company with sign and stamp and along with Technical bid)

To,

The **General Manager (Elect.)**,

EHT (O&M) Circle, OPTCL, Bhubaneswar.

Sub: Agreement to the Process related Terms & Conditions for e-Reverse Auction.

Dear Sir,

This letter is to confirm that:

- The undersigned is authorized representative of the company.
- We have studied the Commercial Terms and the Business rules governing the Reverse Auction as mentioned in your tender and confirm our agreement to that.
- We also confirm that we have gone through the auction manual and have understood the functionality of the same thoroughly.
- We, hereby, confirm that we will honour the Bids placed by us during the tendering/ e- Reverse auction process as called as e-RA.
- We also confirm that we will accept our Rank / Position that will be displayed when the Bidding Time for the Online Reverse Auction is over.

With regards, Signature with Designation with company seal

ANNEXURE-IV

SCHEDULE OF QUANTITY

ONE TIME UPROOTING, CUTTING, CLEANING OF GRASS , WILD PLANTS,SHURBS AND ANTIWEED TREATMENT FROM SWITCH YARD AREAS OF DIFFERENT GRID SUB-STATIONS/OFFICE PREMISES UNDER EHT(O&M) CIRCLE, BHUBANESWAR

SL No	Name of Division	Name of Grid Sub-Station	Area to be cleaned in sq. mtr.
1	EHT(O&M) Division Bhubaneswar	220/132/33 KV GSS Chandaka	19396
2		220/132/33 KV GIS Chandaka-B	24295.275
3		220/33 KV GIS Infocity-II	10545
4		132/33 KV GSS Mancheswar	16898.95
5		ERS Store	5785.54
6		132/33 KV GSS Ransinghpur	11171
7		132/33 KV GSS Kesura	4961
		Total area to be cleaned	93052.765
1	EHT(O&M) Division Mendhasal	400/220/132/33 KV GSS Mendhasal	17109
		Total area to be cleaned	17109
1	EHT(O&M) Division Puri	132/33 KV GSS Puri	14151
2		132/33 KV GSS Shamuka	6303.5
3		132/33 KV GSS Samangara	22974.95
4		132/33 KV GSS Nimapada	5545
5		132/33 KV GSS Konak	5500.4
6		132/33 KV GSS Satasankha	4219
		Total area to be cleaned	58693.85
1	EHT(O&M) Division Khurda	220/132/33 KV GSS Atri	11069.5
2		132/33 KV GSS Khurda	6532.2
3		132/33 KV GSS Chandpur	10593.9
4		132/33 KV GSS Banki	10131
5		132/33 KV GSS Argul	4510
6		220/33 KV GSS Nayagarh	15504
7		EHT(O&M) Division Khurda office	1083.5
		Total area to be cleaned	59424.1
	Total area to be cleaned under EHT(O&M) Circle Bhubaneswar		228279.715