



**ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.**

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

*(A Government of Odisha Undertaking)*

**OFFICE OF THE DEPUTY GENERAL MANAGER (ELECT.),**

**EHT (O&M) DIVISION, PARADEEP**

**AT-GRID COLONY, PO-PARADEEP GARH,**

**DIST-JAGATSINGHPUR, PIN-754141**

**CONTACT NO. 9438908046, EMAIL-ehm.div.prdeep@optcl.co.in**

**CIN-U401020OR2004SGC 007553,GSTIN-21AAACO7873L1Z6**

**TENDER SPECIFICATION NO.01/2020-2021**

**FOR**

**ONE TIME CLEANING & UPROOTING OF GRASS, WEEDS, SHRUBS & UNWANTED PLANTS FROM THE SWITCHYARD PREMISES OF PARADEEP & PATTAMUNDAI GRID SUB-STATION UNDER E.H.T(O&M)DIVISION PARADEEP.**

SALE OF TENDER SPECIFICATION

DT.21/12/2020

LAST DATE SALE OF TENDER SPECIFICATION:

Dt. 06/01/2021 (12:00 PM)

LAST DATE OF SUBMISSION OF TENDER:

Dt.06/01/2021 (02:00 PM)

DATE OF OPENING OF TENDER:

Dt.06/01/2021(03:30 PM)

COST OF TENDER PAPER: RS 2000.00+12% GST (Rs. 2240.00)

ISSUED TO,

M/s.....

.....

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**SECTION-1**

**OPEN TENDER CALL NOTICE NO. 01/ 2020-21**

The Deputy General Manager (Elect.), E.H.T. (O&M) Division Paradeep invites sealed Tenders from intending Bidders having valid CIVIL Contract License & Labour License with PAN & GST Registration , EPF & ESI Registration Certificate for the following work :

SL. NO	DESCRIPTION	COST OF TENDER PAPER	COMPLETION PERIOD
01	One Time cleaning & uprooting of grass, weeds, shrubs & unwanted plants from the switchyard premises of Paradeep, Pattamundai Grid Sub-Stations under E.H.T (O&M) Division ,Paradeep.	Rs. 2000/- +12% GST	<b>30 days from the issue of work order</b>

The tender specification can be obtained from the office of The DGM EHT (O&M) Division, Paradeep on payment of **Rs. 2000/- (Two Thousand only) + GST @ 12%**(Non Refundable) in shape of Cash/Bank Draft in favour of Deputy General Manager (Elect.), EHT (O&M) Division, Paradeep payable at “State Bank of India”, Paradeep Main Branch on any working day from **Dt.21/12/2020 to Dt. 06/01/2021**. In case the Bank Draft made at any other nationalized bank payable at any clearing branch at Paradeep will be allowed, but the bidders have to deposit the collection fee (Bank transaction fee) along with the paper cost. The collection fee & Paper cost is Non-refundable. Additional amount of **Rs.100/- (One Hundred only)** may be paid extra for postal delivery of the tender specification. The undersigned shall not be held responsible for any postal delay.

**The Tender shall be received Up to 02:00 PM of dated 06/01/2021 & will be opened at 03:30PM on same date** in the Office of the undersigned in the presence of the Bidders (or) their Authorized Representatives present if any. If any of the above date happens to be a holiday, the next working day will be the corresponding effective date. One Tender paper shall be issued to one Bidder. The price bid must be accompanied with an amount of **Rs.2700** /- as EMD in shape of DD drawn in favour of Deputy General Manager (Elect.) , EHT (O&M) Division, Paradeep payable at Paradeep, Odisha along with Self Attested Copy of PAN, CIVIL Contract License, Labour License , EPF &ESI Registration Certificate and GST Registration Certificate failing which the tender will be liable for rejection. The tender documents will be opened in the office of the undersigned in the presence of the Bidders (or) their Authorized Representatives present if any on **Dt-06/01/2021 at 3.30pm**. If the last date of receipt or the date of opening of Tender falls in holiday, then the Tender paper will be Received /opened in the next working days.

- Date of Sale of Tender Paper: Dt. 21/12/2020 to Dt.06/01/2021 up to 12.00 PM (During Office Hours)
- Last Date of Receipt of Tender Paper: Dt. 06/01/2021 up to 02:00 PM
- Date of Opening of Price Bid of Tender Paper: Dt.06/01/2021 at 03:30PM
- The undersigned reserves the right to accept or reject all tenders without assigning any reason thereof. For details please visit our web site: [www.optcl.co.in](http://www.optcl.co.in). Corrigendum if any will be published in the web site only.

**SECTION-II**  
**INSTRUCTIONS TO THE BIDDER**

1. The contract shall be valid only for 180 days from the date of opening of tender. The department reserves the right also to terminate the contract at any time during the contract period without assigning the reasons thereof.
2. The authority reserves the right to award the contract among any responsive bidders against this tender. Besides this, the authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
3. **The bidder has to submit all the documents as mentioned in Clause No.11 of SECTION-III. Also the documents must be valid on the date of opening of tender and should be submitted along with tenders, failing which the tender will be rejected. The bidder or their authorized representatives should produce the original documents mentioned in Clause No.11 of SECTION-III for verification at the time of opening of the tender. Those who fail to produce the same and found not to be valid on the date of opening of tender not matching with the Xerox copy submitted by the bidder; their tenders will be out rightly rejected. In case if only one bidder participate in the tender process or nature of urgency of work (decided by this office), then undersigned may consider the case (\*but not mandatory) & he will be given a chance to produce original documents in this office within one week from the date of opening of the tender.**
4. In case of any dispute arising either in execution of work or any clause of agreement/ work order, the decision of the Unit Head, will be final and binding on the Bidder.
5. Tender with over writing, erased, illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and total amount, the decision of the Competent Authority (Committee or Unit Head) accepting the tender will be final and binding on the bidders. Total of item and grand total of whole tender be clearly written. Correction in the tender, if un-avoidable, should be made by re-writing with dated initial of the bidder after striking out wrong entries. Arithmetical mistakes may result in the rejection of the tender.
6. The bidders shall sign on all pages of the tender document as a token of acceptance of all terms and conditions thereof and submit his quotations therein.
7. The schedule of prices should be filled up fully to indicate the break-up of the prices including taxes and duties. Incomplete submission of this schedule will make the tender liable for rejection.
8. Request from the bidder in respect of additions alternations, modifications, corrections of either terms or conditions or rates after opening of the tender will not be considered.
9. **All correspondence relating to the tender shall be made with Dy. General Manager (El.), E.H.T. (O&M) Division, OPTCL, Paradeep.**

## SECTION-III

### **GENERAL TERMS & CONDITIONS OF CONTRACT**

Sealed tenders are invited from intending Bidders having both valid CIVIL Contract License & Labour License with PAN & GST Registration , EPF & ESI Registration Certificate for **“One Time cleaning & uprooting of grass, weeds, shrubs & unwanted plants from the switchyard premises of Paradeep & Pattamundai Grid Sub-Stations under E.H.T (O&M) Division ,Paradeep.”**

#### **1. SUBMISSION & OPENING OF TENDER:-**

Tender shall be submitted with other documents in duly sealed envelope super scribed on the body of envelope **“One Time cleaning & uprooting of grass, weeds, shrubs & unwanted plants from the switchyard premises of Paradeep & Pattamundai Grid Sub-Stations under E.H.T (O&M) Division ,Paradeep.”**

The bidder should write only Tender Specification No, the name of work and date of opening of the tender on the body of the sealed envelope. Bidder should not write their name or Agency name on the body of the sealed envelope which may make the offer liable for rejection.

**2. RIGHT & AUTHORITY FOR REJECTION:-** Tenders received after due date and time will be summarily rejected. The Dy. General Manager (Electrical), E.H.T. (O&M) Division,Paradeep reserves the right to reject any or all of the tenders without assigning any reason thereof.

**3. VALIDITY OF OFFER:-** The offer should be firm and valid for a period of at least 180 days from the date of opening of tenders. Unless the tender will be rejected.

**4. EARNEST MONEY DEPOSIT:-** The tender should be accompanied with **EMD of Rs.2700/-** in shape of **Demand Draft** in favour of Deputy General Manager (El.) EHT (O&M) Division, Paradeep payable at Paradeep

**5. .** In case the **Demand Draft** is made of any other nationalized bank other than SBI the bidders have to deposit the collection fee (Bank transaction fee if applicable) along with the EMD. The collection fee is Non-refundable & it can't be taken into account of EMD deposit. The EMD of the unsuccessful bidders will be returned after finalization of tender. The EMD of the successful bidders will be returned only after the Security money deposited as per the clause No. (6) in Section (III). In case of successful bidder fails to execute the order satisfying all terms & conditions or also fails to commencement of work within stipulated date mentioned in the date of order, the Earnest Money Deposit will be forfeited. No interest will be paid on the EMD to any participator. No other mode than above for EMD Deposit will be accepted & bidder will be out rightly rejected.

**6. PRICE:-** The bidders are advised to quote their rate as per the price schedule with break up prices and shall remain up to the validity of tenders.

**7. SECURITY DEPOSIT: -** The bidders whose offer qualifies for acceptance will be awarded work order for execution of the works and the bidder shall have to deposit security amount equal to 10% (ten percent) of contract value in shape of BG/Bank Draft drawn in favour of the paying officer, of OPTCL, The security deposit shall be released after two months of the guarantee period as stated under clause-10 of SECTION-III on receipt of application for this purpose. No Interest shall be paid to the bidder towards the security deposit so deposited by the Bidder. The security deposit shall be deposited with the respective paying officer of OPTCL prior to commencement of work. The security deposit shall be released after expire of Guarantee period. In case of Non fulfilment of contractual obligation by the supplier, the same so deposited shall be forfeited.

7. **COMMENCEMENT & COMPLETION OF WORK:** - The work awarded should be commenced from 5 days of the award of the contract and completed within 30 days. If the work could not be completed within scheduled date due to any valid reason, then completion period may be extended on written request by the Bidder. If the work will not commence and complete within the stipulated period, then the penalty should be imposed as No.08 of SECTION-III.
8. **PENALTY:** - Penalty @ ½% (half per cent) per week up to a maximum of 5% of the total value of the work order will be imposed and recovered from dues admissible if the work will not completed within the specified date in SECTION –III, clause-7. However imposition of penalty clause is subject to force majeure condition.
9. **TERMS OF PAYMENT:** - 100 % (one hundred percent) payment along-with GST As Applicable after deduction of statutory duties & taxes (if any) shall be made after successful completion of the work in all respect and verification reports thereof by respective consignee and Paying Officer and on receipt of funds from Head Office in this regard and against deposit of 10% security cum performance guarantee, otherwise the same will be deducted from the final bill which will be released after completion of Guarantee period. After complete execution of work, the bidder shall produce the printed bills to the respective consignee/Paying Officer for effecting payment.
10. **DOCUMENTS:** - The following Xerox copy should be submitted with the tender paper & the same will be verified with original documents at the time of opening of tender.
- (i) Civil Contract License (**D Class & above**)
  - (i) Labour License
  - (ii) GST Registration Certificate
  - (iii) Preference shall be given to bidders having valid EPF & ESI Registration Certificate
  - (iv) Valid PAN
  - (v) Experience Certificate (Optional)
11. **ADDITION OR DELETION OF CONTRACT:**- The Contract may be altered in quantum as per exigencies of work. The bidder shall accordingly provide services as may be required by the Officer- in - Charge on being given a notice of 7days.
12. **ARBITRATION:**- In the event of any dispute arising out his contract. The same shall be referred for arbitration to the Director (HRD) OPTCL, Bhubaneswar or any arbitrator appointed by the Chairman- Cum- Managing Director, OPTCL after due notice of claim and such appointment and the award of the arbitrator shall be final and binding arbitration and conciliation Act. 1996 shall apply. The venue of arbitration will be Bhubaneswar.
13. **CONSIGNEE:**- The SDO(Elect.), EHT (O&M) Sub-Division Paradeep & Pattamundai are the consignees and verifying officer. **However , separate JMC signed by concerned Sub-Divisional Heads against the works executed in respective Grid Sub-stations shall be submitted to the Consignee along with the bill.**
15. **PAYING OFFICER:**- The DGM, EHT(O&M) Division, Paradeep is the paying Officer for contract.

**16. JURISDICTION OF COURT:-** Dispute if any, arising against the work order to be issued to the Bidder shall be filed by either party in any court of law to which the jurisdiction of Odisha High Court, CTC extends. The Authority reserves the right to reject the notice/ award the contract among any responsive bidders against this tender or without assigning any reason thereof. All other terms and conditions will be governed by OPTCL as per Rules.

**17. EXTENSION OF TIME:** If the completion of work is delayed due to reason beyond the control of supplier, the supplier shall without delay give justification. The competent authority on receipt of such notice may agree to extend the contract completion date if reasonable but without prejudice to other terms and conditions of this contract.

**18. LANGUAGE AND MEASURES:** All documents pertaining to the contract including specifications, schedule, notices, correspondence, or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract unless otherwise any other measuring system is mentioned.

**19. SAFETY PRACTICE:** The Bidder must follow the OPTCL safety Rule while performing the work. No deviation will be allowed and the consignee has got absolute power to stop the work at any time on the breach of safety.

**20. CONTRACTOR'S RESPONSIBILITY**

(A) Notwithstanding anything mentioned in the Specification or subsequent approval or acceptance by the competent authority, the ultimate responsibility for satisfactory performance shall rest with the Bidders.

**(B) Clear-cut instructions to be issued to the persons deployed regarding their working place which is EHV premises.**

**(C) The contractors should be completely responsible for any Electrical accident met by the deployed personnel's due to their negligence during execution of work as per the prevailing Labour Act , Odisha.**

**21. FORFEITURE OF SECURITY/EMD :** The EMD not claimed for refund within a period of one year from the date of issue of our Work Order and security deposit not claimed for refund within a period of Three years after completion of contract, will be forfeited.

**22. OUTRIGHT REJECTION OF TENDERS:-** The tenders shall be liable for outright rejection if the following have not been complied.

a) Tenderers should have purchased the tender specification from the office of the D.G.M., EHT (O&M) Division, Paradeep in his own or Firm's name.

b) Tenders shall be submitted in person or by Registered post with A.D. and received before the time fixed for receipt of tender.

c) Tenders shall not be submitted telegraphically or by FAX.

d) Tenders shall be accompanied with the prescribed earnest money deposit.

e) Tenders shall be kept valid for a minimum of 180 days from the date of opening of the tender.

f) Tenders shall be accompanied with original money receipt, clear valid attested Xerox copy of PAN No, GST Registration Certificate, CIVIL Contract License, Labour License & EPF/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.

- g) The tender shall not be conditional/ ambiguous.
- h) The tenderer shall agree to all other terms and conditions of the tender specification.
- i) The Authority is not responsible for any postal delay.

#### SECTION-IV

### TECHNICAL SPECIFICATION

#### 1. SCOPE OF WORK:

The work covers the followings:-

1. The Firm must up-rooting and cleaning of grass/any type of vegetation including cutting of wild shrubs, plants, trees in the metal/ Bolder and barren areas of switchyard and periphery of Control Room ,Guest house, Central store completely and application of anti-weed chemicals in metal area.
  2. The contractor will have his own T&P , other materials required for cleaning and supply anti weed.
  3. After Completion of cleaning work the JMC of cleaning area will be prepared in presence of consignee.
- **The photography of the area to be cleaned before commencement of work & after completion of work in presence of Sub-Divisional heads must be done and submitted the same to the undersigned for record. Photography must be done by the bidder at his own cost.**

#### **MANNER OF EXECUTING THE WORKS:-**

1. **Cleaning of Metal Area:-** Cleaning of switch yard spreads with H.G metal / Bolder and having equipment and their structure is to be taken up without any damage to the equipment and their foundation. The grass should be uprooted completely. No grass or weeds should be seen at the time of preparing JMC. Anti-weed chemical should be sprayed in the metal/ Bolder area as per proportion specified by the manufacture. The contractor shall procedure the chemicals as per recommendation of the Engineer-in-charge / paying officer.
2. **Cleaning of non-metal area:-** ( up to 5 Mtr. Width adjacent to the metal /bolder area & 2 mtr wide collar of approach road (Black Top) and road inside Sub-Stations ) and for additional non-metal area excluding above, as per direction of Engineer in charge , which must be mentioned in JMC. The area should be made clear from wild shrubs/ unwanted plants and grasses etc., completely .Anti-weed chemical should be sprayed in the metal/Bolder area as per proportion specified by the manufacturer. **The contractor shall procure the chemicals as per recommendation of the Engineer-in-charge /paying officer.**
3. All the grass/ wild shrubs and unwanted plants so removed shall be dumped in a place and the lifted from the switch yard area and thrown away outside the fence as per the instruction of consignee.



**SECTION-V**  
**PRICE SCHEDULE**  
**(FOR PARADEEP GRID S/S)**  
**PART-A**

Sl.No	Description of works	Quantity (In Sq.Mtr)	Rate	Amount
1.	One time cleaning of grass, wild plant and shrubs from switchyard Metal Area with application of good quality anti weed chemical /Pesticides (Burachlora/ glyphoss) for destroying of wild plants,grass,shrubs of 220KV, 132KV and 33KV Switchyard and disposal of remains at 100Mtr away from Switchyard.	26620		
2	One time cleaning of grass, wild plant and shrubs, trees from Non Metal Area without application of Anti weed chemical up to 5mtr adjacent to metal Area &Peripheral areas of C/R building, Guest House & Central Store and disposal of remains at 100Mtr away from Switchyard.	5111		
3	Total			
4	GST 18% on sl no (3)			
5	Grand Total			

**FOR PATTAMUNDAI GRID S/S)**  
**PART-B**

Sl.No	Description of works	Quantity (In Sq.Mtr)	Rate	Amount
1.	One time cleaning of grass, wild plant and shrubs from switchyard Metal Area with application of good quality anti weed chemical /Pesticides (Burachlora/ glyphoss) for destroying of wild plants,grass,shrubs 132KV and 33KV Switchyard and disposal of remains at 100Mtr away from Switchyard.	4799		
2	One time cleaning of grass, wild plant and shrubs, trees from Non Metal Area without application of Anti weed chemical up to 5mtr adjacent to metal Area &Peripheral areas of C/R building, Guest House & Central Store and disposal of remains at 100Mtr away from Switchyard.	1807		
3	Total			
4	GST 18% on sl no (3)			
5	Grand Total			

**Total PART A +PART B**

**Signature of the Bidder with date**

## SECTION-VI

**ANNEXURE – I**

### **DECLARATION BY THE BIDDER**

1. Name of the bidder with detailed postal address & Contact Number.
  
2. Earnest money deposited vide Cash receipt/ Bank Draft No .....  
Dated.....Amount in Rs .....  
(Rupees.....) only
  
3. Xerox copy of PAN No: Furnished/ not furnished
  
4. CIVIL Contract License Furnished/ not furnished
  
5. Xerox copy of GST Registration No. Furnished/ not furnished
  
6. Agreed to furnish & accept Contract Security deposit clause: Yes/ No.
  
7. Agreed to accept payment terms as per Tender Specification. Yes/ No.
  
8. Agreed to adhere Completion period as per the contract: Yes/ No.
  
9. Agreed to accept penalty clause as per the tender: Yes/ No.
  
10. Attach past experience certificate for the similar jobs Yes/ No.  
in OSEB/ GRIDCO/OPTCL or any other agencies:
  
11. Agreed to keep validity of the offer for one year from the Yes/ No.  
Date of tender opening without any variations in tender clause:
  
12. Agreed to obtain labour contract license on event Yes/ No.  
of work order from the competent authority (if required):

Date:

Signature of the Bidder  
(with seal)

**ANNEXURE – II**

**THE BIDDERS ARE REQUIRED TO FURNISHE THE FOLLOWING DETAILS AS PER THE FORMAT GIVEN BELOW WHICH IS A MANDATORY REQUIREMENT FOR EVALUATION OF BIDS**

<b>SL NO</b>	<b>DETAILS</b>	<b>TO BE FILLED BY THE BIDDER</b>
1	<b>BIDDER'S NAME</b>	
2	<b>BIDDER'S SITE NAME (NAME OF THE PLACE)</b>	
3	<b>ADDRESS</b>	
4	<b>CITY</b>	
5	<b>STATE</b>	
6	<b>COUNTRY</b>	
7	<b>PIN CODE</b>	
8	<b>PHONE NUMBER</b>	
9	<b>FAX NUMBER</b>	
10	<b>CIVIL LICENSE</b>	
11	<b>GST REGISTRATION NUMBER</b>	
12	<b>PAN NUMBER</b>	
13	<b>TAN NUMBER</b>	
14	<b>CONTACT PERSON'S NAME</b>	
15	<b>POSITION/DEPARTMENT OF CONTACT PERSON</b>	
16	<b>CONTACT PERSON'S E-MAIL ID</b>	
17	<b>CONTACT PERSON'S PHONE NO.AND MOBILE NO.</b>	
18	<b>CONTACT PERSON'S FAX NUMBER</b>	

***Signature of Bidder with Seal***