



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
OFFICE OF THE DEPUTY GENERAL MANAGER
TELECOMMUNICATION DIVISION, BHUBANESWAR
AT – SLDC BUILDING, NEAR 132/33 KV S/S, MANCHESWAR
P.O: MANCHESWAR RAILWAY COLONY, BHUBANESWAR,
DIST:- KHURDA, ODISHA, PIN- 751017
E-mail – telc.div.bbs@optcl.co.in , Contact no.: 9438907477

TENDER SPECIFICATION FOR TENDER CALL NOTICE No. 03/2017 - 18

For
“**SWEEPING, CLEANING & SANITATION WORK AT TELECOMMUNICATION
DIVISION, BHUBANESWAR & TELECOM STORE SUB- DIVISION, OPTCL,
BHUBANESWAR**”

Cost of tender paper = Rs. 672/-
(Rupees Six Hundred Seventy two only)

ISSUED TO :-

Approved.

Socumyaxanti Singh
Deputy General Manager 22/11/2017
Telecom Division
OPTCL, Bhubaneswar



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NOTICE INVITING TENDER

Advt. No. 03/2017-18

Sealed tenders are invited by the undersigned from the Registered Contractors having valid License with I.T. PAN, GST Registration No. etc for " SWEEPING, CLEANING & SANITATION WORK AT TELECOMMUNICATION DIVISION, BHUBANESWAR & TELECOM STORE SUB- DIVISION, OPTCL , BHUBANESWAR"

Cost of Tender Paper: Rs : 672/-

EMD = Rs. 1428/-

Sale of Tender documents: From Dt. 27.11.2017 to 07.12.2017 (During office hour).

Last date of submission of tender: Dt. 08.12.2017 up to 3.00 PM.

Date of opening of tender: Dt, 08.12.2017 at 4.00 PM

For details please visit our web site: www.optcl.co.in

Corrigendum if any will be published in the web site only.

**Dy. General Manager,
Telecommunication Division, Bhubaneswar.**

**TENDER SPECIFICATION FOR TENDER CALL NOTICE No. 01-2017-18
OF TELECOMMUNICATION DIVISION, BHUBANESWAR-17**

INDEX

- | | | |
|-----|---|--|
| 1. | SECTION – I | Instruction to Bidders |
| 2. | SECTION – II | General terms & conditions of contract. |
| 3. | SECTION – III | Details of Areas for Sweeping |
| 4. | SECTION – IV | Schedule of Price. |
| 5. | SECTION – V | Detail data sheet to be furnished by the tenderer. |
| 6. | COST OF TENDER PAPER
(Non-refundable) | Rs.672/- (Rupees Six Hundred Seventy two only) by Cash/ Bank Draft drawn in favour of Deputy General Manager, Telecommunication Division, Bhubaneswar payable at Bhubaneswar Odisha.(Non refundable) |
| 7. | E.M.D | Rs. 1428/-only by bank draft drawn in favour of Dy.General Manager, Telecommunication Division, Bhubaneswar , payable at Bhubaneswar, Odisha. |
| 8. | SALE OF TENDER PAPER | From Dt. 27.11.2017 to Dt. 07.12.2017 up to 5.00PM on working days only available in the office of the Deputy General Manager, Telecommunication Division, OPTCL, Bhubaneswar. |
| 9. | LAST DATE OF RECEIPT OF TENDER PAPER | Dt. 08.12.2017 up to 3.00 PM. |
| 10. | DATE & TIME OF OPENING OF TENDER | Dt. 08.12.2017 up at 4.00 PM. |
| 11. | Tender posted by the registered post to should be reached at: | OFFICE OF THE DEPUTY GENERAL MANAGER,
TELECOMMUNICATION DIVISION, BHUBANESWAR,
AT – SLDC BUILDING, NEAR 132/33 KV S/S, MANCHESWAR,
P.O.- MANCHESWAR RAILWAY COLONY, BHUBANESWAR, DIST:-
KHURDA, ODISHA, PIN- 751017 |

INSTRUCTION TO BIDDERS

The Bidders must read in detail the 'Instruction to Bidders' & 'General Terms and Conditions of contract' before filling the tender documents.

1. TENDERS:

A) Bidders must submit their bids with original signature. Only those who have purchased the Tender specification from this office can submit their Tender. Tenders submitted by other will be rejected.

B) Tender must be submitted in sealed cover subscribed as "SWEEPING, CLEANING & SANITATION WORK AT TELECOMMUNICATION DIVISION, BHUBANESWAR & TELECOM STORE SUB-DIVISION, OPTCL, BHUBANESWAR" on or before 08.12.2017 (up to 3.00 PM) for opening and addressed to the "Deputy General Manager, Telecommunication Division, OPTCL, Bhubaneswar-751017"

C) Tender shall be submitted only by registered post. Any other means of delivery shall not be accepted. Detailed postal address with PIN No, Phone / Fax/Email of bidder must be mentioned in the application requesting for tender document and on the tender bid. The authority is not responsible for receipt of tender after due date due to postal delay or any other reasons. The tender should be posted by the registered post to reach at "Office of the Deputy General Manager, Telecommunication Division, OPTCL, Bhubaneswar, At-SLDC Building, Near 132/33 KV S/S, Mancheswar, P.O.- Mancheswar Railway Colony, Bhubaneswar, Dist- Khurda (Odisha), Pincode -751017".

Tenders received after due date due to postal delay or any other reason will not be considered. The tenderer who wants to receive the tender paper by post have to deposit additional Rs100.00 along with the tender paper cost.

D) The bidder is to deposit EMD @ 1% of estimate value in shape of cash / bank draft drawn in favour of **Dy. General Manager, Telecommunication Division, Bhubaneswar**. The EMD of successful tenderer's will be refunded after deposit of security-cum-performance certificate & so also completion of works in full fledged manner. The EMD of all unsuccessful tenderers shall be refunded on written request after finalization of tender. No interest shall be paid on EMD. No adjustment towards EMD shall be permitted against outstanding amount, if any, remained with the OPTCL.

2. Experience:

The bidders should possess valid Labour Contractor License with I.T. PAN, GST Registration No. Persons having experience in this type of job may be given preference subject to fulfillment of criterias laid down in the above tender.

3. FORFEITURE OF EMD:

A) In the event the successful tenderer fails to carry out the works / partly carry out the works as per the technical specification the EMD so deposited shall be forfeited.

B) Any deviation from the terms and conditions of the contract, the EMD so deposited shall be forfeited without any notice.

4. INFORMATION ON COMPETITORS:

Bidders have right to know information on competitors only at the time of opening of the bids. No further information on competitors shall be provided at any other point / stage of the tender without prejudice to Right to Information Act - 2005.

5. OPENING OF TENDERS:

A) Copy of valid Labour Contractor License with I.T. PAN & GST Registration No etc. must be enclosed with the tender bids.

B) Bidders themselves or their authorized representatives limited to one person only (possessing authorization letter in original) shall be allowed to attend opening event of the tenders. The original documents such as ITCC, PAN and electrical License, etc. may be brought for verification before awarding work contract.

DGM, Telecommunication Division, OPTCL, Bhubaneswar.

GENERAL TERMS AND CONDITION

1. SCOPE OF CONTRACT:

The job covers cleaning, up keeping, sanitation of rooms, corridors, toilets, urinals, wash basins, floor areas, furniture, office equipments, doors, windows, walls, roofs and surrounding areas of Telecommunication Division, Bhubaneswar & space occupied by the office of Sr. General Manager, T/C, Telecom Circle, BBSR which is un-divided office space of T/C Division, BBSR and T/C Store S/D premises under contract. The contractor has to arrange all required man and materials at his own cost to complete the above mentioned job. The scope of work is variable from time to time within the contract period. Such variation i.e any addition/ deletion of areas, units of cleaning will be intimated to the contractor from time to time. For such variations the contractor shall immediately arrange to take up the work as per price at which order is placed. Any other work not mentioned above but required to be done, to keep the entire premises clean, as per the instruction of Deputy General Manager, T/C Division, BBSR.

2. DESCRIPTION OF WORKS:

- i) The contractor will attend the following works:
- a) Sweeping of entire flooring once per day throughout the month.
 - b) Cleaning of entire flooring of Telecommunication Division & T/C Store S/D twice daily with detergent and phenyl of Doctor/ Nimly brand throughout the month & spraying of room freshener as per requirement.
 - c) Cleaning of doors, windows, windows railings, all furniture including computer Table and chairs with colin & markin cloth once per day throughout the month.
 - d) Cleaning of Telephone sets, fixtures, fitting light & fans, key boards on daily basis by applying colin and with markin clothes as per the instruction of officer in charge/ verifying officer.
 - e) Spraying of perfumes in the room daily.
 - f) De-Dusting of the walls, ceilings. Rooms to be made free from cob webs.

3. BATH ROOM / TOILET CLEANING:

- i) Cleaning, washing and Dee-staining of the floors of bath rooms, toilets, urinals, wash basin, mirrors, shelves, hangers, soap stands, water taps with application of harpic/ scented phenyl of Doctor/ Nimyle brand twice a day throughout the month.
- ii) Deodorant cakes? Naphthalene balls to be placed in wash basins, urinals, which are to be available all the time.
- iii) Bath rooms, toilets and wash areas to be made free from cobwebs.

4. NATURE OF PRICE:

The price is firm and inclusive of all taxes and duties (GST) for the period of contract.

5. CONTRACT PERIOD:

The contract period for the above work will be for one year i.e from 1st January 2018 to 31st December 2019 and can be extended for a further period of 1(one) year subject to consideration of work performed during original contract period.

6. TERMS OF PAYMENT:

100% payment shall be released on monthly basis after deduction of statutory taxes and duties upon presentation of bills in triplicate and due certification by the supervising officer about satisfactory performance & furnishing of supporting documents by the firms towards payment of salary & other dues to their workmen up to the previous months, engaged for cleaning. The proof of payment of GST to be submitted to the paying officer, otherwise the subsequent payments shall not be released.

7. PAYING OFFICER:

Deputy General Manager, Telecommunication Division, Bhubaneswar will be the Paying officer

8. SUPERVISING / VERIFYING OFFICER:

AGM, Sub-LDC, OPTCL, Bhubaneswar & S.D.O, Telecom Store S/D, OPTCL, Bhubaneswar will be the verifying officers in respect of their own areas / office premises will ensure that quality of material should be maintained and also verify the quality of work performed .

9. GST NO:

- (a) Contractor should furnish the PAN & GST Registration no. of the firm as required under IT Act before execution of agreement for the above work. All applicable taxes required to be deducted as per statutory / OPTCL rules, shall be deducted by the paying officer from the running bills for depositing the same with the appropriate authorities.
- (b) Attested Xerox copy of updated GST Registration & valid engagement of labour licence for cleaning purpose must be submitted with the Tender documents, failing which the tender shall be rejected forth with, although the firm being the L1 bidder.

10. DEPLOYMENT OF PERSONNEL:

- (a) Minimum persons to be deployed as per the following Yard-Stick :

Inside Building

Upto 500 Sq.Mtr - 2 Persons

Upto 1000 Sq.Mtr - 3 Persons

Above 1000 Sq.Mts - 4 Persons

- (b) Supervisor : The agency should deploy one supervisor to supervise the works.

11. RESPONSIBILITY OF THE CONTRACTOR FOR THE DEPLOYED PERSONNEL:

- (i) It is the prime responsibility of the contractor to ensure that the labours engaged get their wages in time as per the minimum wages rules of Govt. of Odisha, i.e. at the end of each Month / within a week of succeeding month without waiting for the release of Payments from Division. The person deployed by the agency shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
- (ii) It is the contractor's prime responsibility to ensure deposit of monthly EPF and ESI contribution in respect of all deployed personnel for the total period of engagement in each month and furnish a copy of such deposit, quarterly to the paying officer for scrutiny and record.
- (iii) All statutory Liabilities as per prevailing Govt. rules, workman compensation, if any shall be borne by the contractor. Telecom Divn should not have any liability whatsoever in this regard and also contractor cannot have right for any claim in this regard.
- (iv) A neatly typed address with a recent photo of the deployed personnel is to be submitted to the Verifying officer for record and permitting deployed personnel with a valid entry pass in the office premises.
- (v) The contractor should ensure that for any replacement / substitute of the deployed Personnel, the authority is being intimated with full details *in favour of new personnel,*
- (vi) The contractor is fully responsible for any accident (General / Electrical) Hazards met by the deployed personnel during execution of the contract. Also it is the responsibility of the contractor for any compensation arising out of above mentioned accidents and to be disposed off by the contractor, as per the prevailing Labour Act, Odisha having no financial burden on Telecom Divn. / OPTCL.
- (vii) On receipt of complaint against any deployed personnel for not discharging his duty properly or regularly, contractor should act upon the complaint immediately and should replace with suitable substitute at the earliest and during such time it should also be seen that the routine work is not hampered in any means.

12. SUPPLY OF MATERIALS:

All required materials to be used for cleaning and up keeping of office sanitation and day to day maintenance shall be supplied by the contractor which should be of good quality and reputed brand.

13. RIGHT TO REJECT / TERMINATION THE CONTRACT:

- i) The information furnished by the contractor in their bid if found to be misleading to get the order illegally(in any latter date), the contract will be terminated forth with, along with forfeiture of security deposit and the contractor shall be black listed.
- ii) In case of performance of the firm being found to be unsatisfactory and the contractor does not respond to the complaint of Telecom Division authorities, the contract for the entire work shall be terminated on serving one month's notice from Division side.
- lii) Management reserves the right to terminate the contract without assigning any reason there of at any time during subsistence of contract by giving 30 days notice of its intention to do so. In the event of any such termination of the contract, the contractor shall be paid for all the work executed.

14. AGREEMENT:

The contractor shall have to execute one agreement with DGM for which he has been allotted the works within 15(fifteen) days of receipt of the work order. The consignee / supervising officer shall be responsible for supervision of works.

15. PENALTY:

Management reserves the right to impose Penalty for failure to render service or violation of the contract as under.

i	If any part of the cleaning work as detailed in section III is not done properly with respect to each category on any day/ days and not as per the standard stipulated.	The payment for that day/ days for that category / categories will be treated as penalty
ii	Negligence to provide Deodorant cakes, Naphthalene Balls, spraying the room fresheners & use phenyl.	Rs. 500/- for each occasion of detection.
iii	Non- dumping of wastes in proper place.	Rs. 500/- for each occasipon of detection.
Iv	Delayed service affecting normal office work.	Rs. 2000/- for each occasion of detection.

16. RECOVERY FROM THE CONTRACTOR:

The contractor is fully responsible and liable for any loss or damage of equipments/ materials of Department. Full cost of damages caused to equipments/materials of Division during execution of work will be recovered from the monthly bills / or by encashment of security deposit.

17. JURISDICTION OF COURT:

It is hereby agreed that suits arising out of this contract, if any, by either party, shall be filed in a court of law to which the jurisdiction of High Court of Odisha extends.

The contractor has to acknowledge acceptance of the work order within 03 days from the date of issue as a taken of acceptance and consent to carry out the work as per the terms and condition laid as in work order / tender specification with an understanding of the literally meaning of all the terms of condition in work order / tender specification and submit the required Bank guarantee within 15 days from the date of issue of this work order.

DETAILS OF AREA

Sl No.	Description of Works	Unit (Sq. Mtr)
1	Telecom Circle, Bhubaneswar (Inner Space)	
	i)Office of the Sr.GM TCC	
	ii) Office of Sr.GM	60.7
2	Telecommunication Divn. Bhubaneswar(Inner Space)	
	I) Office of the DGM, Telecom Divn, GF of SLDC, BBSR	
	ii) General establishment of Tecom divn., Gf of SLDC, BBSR	
	Iii) Space between Telecontrol Laboratory and divn office at GF SLDC,BBSR.	
	iv) Portico of Telecom divn office GF.SLDC,BBSR	
	v) Carrier room at GF of SLDC,BBSR	
	vi)Space in front of carrier room and Central A/C room at GF of SLDC, BBSR at GF of SALDC, BBSR	
	Vii)SLDC front portico at Gf of SLDC, BBSR	
	Viii) Radio room	
	ix)APS room	
	x)Office of M/S Commtel comm Pvt Ltd at GF of SLDC, BBSR	
	xi)Space between radio room, APS room & office of M/S Commtel comm Pvt LTD	
	Xii) Varandah infront of L/B (Toilet) GF of DLDC	
	Xiii) Office of AE(Maint) at GF of SLDC, BBSR	
	Xiv) DTS and server room at 1 st floor of SLDC	
	xv) Office of the A.G.M(TC), Telecom SUB-LDC, SLDC, BBSR	644.6
3	TELECOM STORE S/D, OPTCL, BBSR.	
	I) Office area	56.57
4	Bath Room/ Toilet	
	Telecommunication Divn Office- 4 nos	
	Telecom Store S/D - 2 nos	6 Nos.
5	Outer Space	
	Telecom Store S/D	379
6	Cleaning of Furniture & fixtures	
	I) Computer and office table- 46 nos	
	ii) Monitor - 22nos	
	Iii) Key board- 16nos	
	iv) Telephones - 13 nos	97

SCHEDULE OF PRICE

Sl No.	Description of Works	Unit (Sq. Mtr)	Unit Rate/Month (Rs.)	Total Amount (Rs.)
1	Telecom Circle, Bhubaneswar (Inner Space)			
	i)Office of the Sr.GM TCC			
	ii) Office of Sr.GM	60.7		
2	Telecommunication Divn. Bhubaneswar(Inner Space)			
	I) Office of the DGM, Telecom Divn, GF of SLDC, BBSR			
	ii) General establishment of Tecom divn., Gf of SLDC, BBSR			
	iii) Space between Telecontrol Laboratory and divn office at GF SLDC,BBSR.			
	iv) Portico of Telecom divn office GF.SLDC,BBSR			
	v) Carrier room at GF of SLDC,BBSR			
	vi)Space in front of carrier room and Central A/C room at GF of SLDC, BBSR at GF of SALDC, BBSR			
	Vii)SLDC front portico at Gf of SLDC, BBSR			
	Viii) Radio room			
	ix)APS room			
	x)Office of M/S Commtel comm Pvt Ltd at GF of SLDC, BBSR			
	xi)Space between radio room, APS room & office of M/S Commtel comm Pvt LTD			
	Xii) Varandah infront of L/B (Toilet) GF of DLDC			
	Xiii) Office of AE(Maint) at.GF of SLDC, BBSR			
	Xiv) DTS and server room at 1 st floor of SLDC			
	xv) Office of the A.G.M(TC), Telecom SUB-LDC, SLDC, BBSR	644.6		
3	TELECOM STORE S/D, OPTCL, BBSR.			
	I) Office area	56.57		
4	Bath Room/ Toilet			
	Telecommunication Divn Office- 4 nos			
	Telecom Store S/D – 2 nos	6 Nos.		
5	Outer Space			
	Telecom Store S/D	379		
6	Cleaning of Furniture & fixtures			
	I) Computer and office table- 46 nos			
	ii) Monitor - 22nos			
	lii) Key board- 16nos			
	iv) Telephones – 13 nos	97		

DETAILED DATA SHEET TO BE FURNISHED BY THE TENDERERS

1.Name of the Contractor with detailed postal address and telephone no.:

2.Earnest money deposited vide Bank Draft No. _____ Date _____ / By Cash
amount in Rs. _____
(Rupees _____) only vide money
receipt No. _____ Dated: _____.

3.Attested copy of PAN No. / VAT Clearance Certificate: Furnished / Not furnished.

4.Attested copy of the valid MV License/ Service Tax Registration: Furnished / Not furnished.

5.Agreed to furnish Contract security deposit: Yes / No

6.Agreed to accept payment terms as per the contract: Yes / No

7.Agreed to adhere completion of work as per the tender: Yes / No

8.Agreed to accept penalty clause as per the tender: Yes / No

9.Attach past experience certificate for the similar jobs

in OSEB / GRIDCO or any other agencies : Yes / No

10. Agreed to keep validity of the offer one year from
the date of tender opening without any validation in tender clause Yes / No

11. Agreed to obtain labour contract license on event of
work order from the competent authority : Yes / No

12.Date of submission of tender. : Dt. _____

Place :

Date :

Signature of the Tenderer with seal