

**ODISHA POWER TRANSMISSION CORPORATION LIMITED
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
CIN – U401020R2004SGC007553
GST NO.-21AAACO7873L1Z6
E-mail – telc.div.bbs@optcl.co.in , Contact no.: 9438907502**

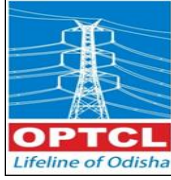
TENDER SPECIFICATION FOR TENDER CALL NOTICE No. 02/2022 - 2023

For

**“ SWEEPING, CLEANING & SANITATION WORK AT TELECOMMUNICATION
DIVISION, BHUBANESWAR & TELECOM CIRCLE, OPTCL, BHUBANESWAR”**

**Cost of tender paper = Rs. 2000/- +18% GST= Rs. 2360/-
(Rupees Two Thousand Three Hundred Sixty only)**

ISSUED TO :-



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 : 9438907502

NOTICE INVITING TENDER

Advt. No. 02/2022-23

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 CIRCLE, OPTCL , BHUBANESWAR**”

Cost of Tender Paper:	Rs : 2360/- (including GST)
EMD:	1% of the Estimated Cost i.e.Rs.2965/-
Sale of Tender documents:	From Dt.27.06.2022 to 18.07.2022 (10:00 A.M. to 5:00 P.M.).
Last date of submission of tender:	Dt. 19.07.2022 up to 1.00 PM.
Date of opening of tender:	Dt. 19.07.2022 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. 02-2022-23
OF TELECOMMUNICATION DIVISION, BHUBANESWAR-17**

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6.	COST OF TENDER PAPER (Non-refundable)	Rs.: 2360/- (Rupees Two Thousand Three Hundred Sixty only) by Cash/ Bank Draft drawn in favour of Deputy General Manager, Telecommunication Division, Bhubaneswar payable at Bhubaneswar Odisha.(Nonrefundable)
7.	E.M.D	1 % of the total quoted value in shape of bank draft drawn in favour of Dy. General Manager, Telecommunication Division, Bhubaneswar, payable at Bhubaneswar, Odisha.
8.	SALE OF TENDER PAPER	From Dt. 27.06.2019 to Dt. 18.07.2019 from 10AM to 5.00 P.M 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. 19.07.2022 up to 1.00 PM.
10.	DATE & TIME OF OPENING OF TENDER	Dt. 19.07.2022 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

SECTION –I

(INSTRUCTION TO TENDERERS)

1. Sealed tenders in duplicate duly super scribed as “**TENDER AGAINST TENDER CALL NOTICE No. 02/2022-23**” are invited from registered service providers / contractors for the work “**SWEEPING, CLEANING AND SANITATION WORKS OF TELECOMMUNICATION DIVISION, BHUBANESWAR AND TELECOM CIRCLE , OPTCL, BBSR**” as per the technical specification enclosed which should be received in this office on or before 1.00 P.M. Dt. 19.07.2022 and the same shall be opened on dt.19.07.2022 at 4:00 PM in presence of the tenderers or their authorized agents. Tenders received after 1.00 P.M on Dt.19.07.22 will not be accepted since the tender box will be closed at 1.00 P.M. The bidders must possess Valid GST No., PAN.
2. Tenders shall be submitted in duplicate signed in each page by the authorized signatory in a sealed cover envelope addressed to 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**. All documents submitted along with the tender must be signed and certified by the authorized signatory of the bidder.
3. No telegraphic tenders / forwarding by FAX will be accepted.
4. This office will not be responsible for non-receipt/late receipt of the tender documents due to postal delay.
5. The tenders shall be furnished strictly as per the terms and conditions of the tender specification. Incomplete tenders will be rejected.
6. The Authority may alter the quantum of work at the time of placing orders.
7. Only those, who have purchased the tender specification from this office by their name/Firm's name, can submit their tender. Tenders submitted by others will be rejected.
8. Tenders will be submitted in person/by registered post with A.D. Tenders submitted by any other means shall not be accepted. Postal delay shall not be considered. Tenders received after due date and time shall be returned un-opened.
9. (i) The tender shall be accompanied with earnest money 1 % of the total quoted value in shape of Bank draft drawn in favour of **Deputy General Manager, Telecommunication Division, Bhubaneswar payable at Bhubaneswar Odisha**, without which their tender shall be rejected. Cheques will not be accepted.
(ii) No interest shall be paid on E.M.D and shall be returned to the bidder after finalization of the tender & award of W.O to the successful tenderer.
10. The authority reserves the right to reject the lowest or any other tender or all tender without assigning any reason what-so-ever.
11. Offers should be neatly typed without any overwriting and corrections. In case of any correction, the same should be authenticated with signature of the authorized person.
12. In the event of discrepancy or arithmetical error in the bid, the decision of the purchaser shall be final and binding on the tenderer.
13. For evaluation, the price mentioned in words shall be taken in to account, if there is any difference in figure and words in the price bid.
14. Conditional tender shall not be accepted and no discount other than the quoted price will be allowed as mentioned in the original offer.
15. The tenderers are advised to visit the site and make themselves acquainted with the site conditions before submission of tender.
16. Tenders shall be kept valid for a minimum period of 120 days from the date of opening of tender.

**Deputy General Manager
Telecom Division, BBSR**

SECTION-II

(GENERAL CONDITIONS OF CONTRACT & TECHNICAL SPECIFICATION)

1. **SCOPE OF CONTRACT** : The job covers upkeeping, cleaning, sanitation of rooms corridors, toilets, urinals, wash basins, floor areas, furniture ,office equipments, doors, windows, walls, roofs, staircases, office surrounding and premises of offices(Telecom Division office, Telecom store office, Headquarter monitoring centre & Telecom Circle office) and office periphery under annual 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 variations, 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.

2. **DETAILS OF THE JOBS TO BE TAKEN UP WITH SUPPLY OF ALL REQUIRED MATERIALS:**

SI No	Area of Work	Description of Works
1	Office Building	The contractor will attend the following works- 1. Sweeping of entire room floor, corridor and stair case twice per day throughout the month. 2. Cleaning of entire office room flooring, corridor, stair case etc. twice per day with surf water and phenyl throughout the month with cleaning of spider nets from all corners and ceilings with supply of required materials. 3. Cleaning of doors & windows (glass/ wooden & window railings) twice per week. 4. Cleaning of fixtures, fittings, light and fans, A/C machines covers and any other wall mounted fitting (such as cupboard, keyboard, notice board etc.) by applying Colin and markin cloth as per instruction of the division and sub-division twice per week.
2	Outside of Office Building (Court yard and approach road)	1. Cleaning and sweeping twice per day of outside office and periphery room area 2. Cutting of small bushes and trees up to 10mtr surrounding of the Division offices, S/D office, and office periphery as per instruction. 3. Cleaning of approach road as per instruction.
3	Bathrooms, Wash basins, sink, water purifier etc.	Cleaning of bath rooms, toilet tiles, floors, along with adjacent area where ever required, wash basins, toilet pans, urinal pans, mirrors, soap stand, hangers etc. with application of HARPIC and scented phenyl and other detergents twice per day. Naphthalene balls and Odonyls should regularly be supplied in the bath rooms, urinals and wash basins once in a fortnight All wash basins and sinks should be cleaned & stains removed, the water purifier waste tray should be cleaned with Vim etc.

3. **NATURE OF PRICE:** Under no circumstances extra price can be claimed by the contractor during the period of contract.

4. **CONTRACT PERIOD:** The Contract period of the above work will be normally for one year from the date of commencement of the work and may be extended further **one year** depending on satisfactory performance.

5. **PAYING AUTHORITY:** DGM (TC.), Telecom Division, BBSR.

6. **CONSIGNEE:** SDO (TC), Telecom S/D, OPTCL, BBSR is the consignee of the overall areas.

7. **VERIFYING OFFICER:** SDO (TC), Telecom S/D, OPTCL, BBSR & SDO, Telecom Store S/D, OPTCL, BBSR are the Verifying Officers in respect of their areas/ offices.
8. **TERMS OF PAYMENT:** 100% payment shall be released on monthly basis by the paying officer after deduction of statutory taxes and duties upon presentation of bills in triplicate and due certification by the consignee 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.
9. **REGISTRATION CERTIFICATE:** The Contractor has to furnish the copy of the PAN, GSTIN REGISTRATION copy of the firm and all applicable taxes will be deducted as per statutory/ OPTCL's rules.
10. **SUPERVISION OF THE WORK/ DEPLOYMENT OF PERSONNEL:** The contractor should make arrangement for proper supervision of day to day work and immediately arrange another person to take up the work in case of absence of the deployed person and ensure the availability of required materials at all the time in all units.
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 i.e. at the end of each Month / within a week of the succeeding month without waiting for the release of Payments from OPTCL .The person deployed by the agency shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
NOTE: - At least 2 nos. labour's need to be deployed by the contractor. The Payment of wages to the engaged labour's shall be the sole responsibility of the Contractor. The cost of materials should be inclusive in the offer price. Any deviation in this regard will be out rightly rejected.
 - ii. All statutory Liabilities as per prevailing Govt. rules, workman compensation, if any shall be borne by the contractor and OPTCL shall not have any liability what so ever in this regard and also contractor cannot have right for any claim in this regard.
 - iii. A neatly typed address with a recent photo of the deployed personnel is to be submitted with paying officer, for record and permitting deployed personnel with a valid entry pass in the offices.
 - iv. The contractor should ensure that for any replacement / substitute of the deployed personnel, the authority is being intimated with full details for getting issued a gate pass in favour of the new personnel duly surrendering the earlier pass.
 - v. Also it is the responsibility of the contractor for any compensation arising out of aforesaid mentioned accidents and to be disposed of by the contractor as per the prevailing labour act, Odisha having no financial burden on 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 way.
 - viii. Notwithstanding anything mentioned in the Tender specification or the subsequent approval of acceptance by the owner, the ultimate responsibility for satisfactory performance shall rest with the contractor.
 - ix. It should be noted that the job is being taken up purely on outsource basis and the personnel deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the Authority of OPTCL under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Bidder / Agency.

11. **MANNER OF EXECUTION:**

i. The regular upkeep, cleaning and sanitation works should be completed in all respect strictly by 10.00 A.M. in the morning and by 3:00 P.M. in the afternoon daily.

ii. Adequate and proper personnel as required should be arranged during any emergency apart from the regular personnel available at specified sites. It should also be ensured that the working personnel are immediately available for attending any emergency cleaning.

iii. A Complaint register is to be maintained at each office. It is the responsibility of the contractor to maintain the attendance register of the personnel deployed which shall be checked by the officer in charge of office. A deployment chart of personnel with their detailed address is to be furnished by contractor to the concerned consignee every month.

iv. The work should be executed to the full satisfaction of the OPTCL authorities and strictly as per the direction laid out in the tender specification / work order / instruction of supervising officer. Any substandard work noticed / negligence in discharging the entrusted work and receipt of such complaint, immediate action should be taken up by contractor. In case of non-responsiveness to the correspondences of paying officer/ consignee in this regard, the agreement may be liable for cancellation and forfeiture of security deposit thereof.

12. **SUPPLY OF MATERIAL:** All required materials to be used for cleaning and up keeping of offices sanitation and day to day maintenance shall be supplied by contractor, which should be of good quality and reputed brand. In no case, extra cost will be paid towards transportation, handing over, storage and overhead expenses against each supply. The quality and brand must be approved from the concerned consignee. Any complaint for utilization of substandard materials / non-providing of material for execution of the work will be liable for deduction of proportionate cost arrived by taking the local market rates for such materials. Only best quality materials from renowned, manufacturers shall be considered.

13. **LANGUAGE AND MEASURES:** All correspondence shall be written in English Language. The metric system of measurement shall be used exclusively in this contract.

14. **RIGHT TO REJECT/ TERMINATE THE CONTRACT :**

i. The information furnished by the contractor in their bid if found to be misleading to get the order illegally, the contract will be terminated forth with, along with forfeiture of security deposit and the contractor shall be black listed.

ii. In case of performance being found to be unsatisfactory continuously for two months and the contractor does not respond to the complaint of OPTCL authorities from Division , the contract for the entire work shall be terminated on serving one month's notice from OPTCL's side.

15. **CONTRACTOR'S DEFAULT LIABILITY:** The OPTCL may, upon written notice of default to the contractor, terminate the contract in circumstances detailed hereunder.

If in the judgment of the OPTCL, the contractor fails to execute the entrusted work satisfactorily within the time specified in the contract or within the period for which extension has been granted by the owner in writing in response to written request of the contractor.

If in the judgment of the owner the contractor fails to comply with the provisions of this contract.

16. **FORCE MEAJURE:** The contractor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force meajure such as acts of Gods, acts of public enemy, acts of Govt., Fires, Epidemics, Quarantine restrictions, strikes, Freight Embargo, provided that the contractor shall within 10 days from the beginning of such delay notify the owner in writing for cause of delay, upon which the owner shall verify the facts and grant such extension as facts justify.

17. **AGREEMENT:** The contractor shall have to execute one agreement with the concerned laying officer for which he has been allotted the works. The concerned Consignee shall be responsible for supervision of works.
18. **SECURITY DEPOSIT FOR CONTRACT PERFORMANCE:**
- i. The bidders are requested to submit Security Deposit @10% of 6 months contract value, in shape of demand draft.
 - ii. No interest is payable on any kind of Security deposit.
 - iii. The security deposit shall be refunded only after successful execution of contract and after adjustment of any dues.
 - iv. The security deposit should be submitted separately to paying authority.
19. **PENALTY FOR DELAY IN COMPLETION OF CONTRACT:** If the contractor fails to provide service as per the contract, an amount twice the calculated daily billed amount for the period of non-providing services, will be deducted from the monthly bills or by encashment of security deposit(if required) of the contractor. The unsatisfactory performance for a period of continuous two months will be liable for termination of contract with forfeiture of security deposit/ BG relating to that office.
20. **RECOVERY FROM THE CONTRACTOR:** The Contractor is fully responsible and liable for any loss or damage of equipment / materials of OPTCL. Full cost of damages caused to equipments/materials of OPTCL during execution of work will be recovered from the monthly bills/ or by encashment of security deposit.
21. **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.
If awarded the contractor has to acknowledge acceptance of the work order within 07 (seven) days from the date of issue as a token of acceptance and consent to carry out the work as per the terms and condition laid as in work order/ tender specification with a understanding of the literally meaning of all the terms of conditions in the LOI & Tender specification and submit the required Bank Guarantee within 07 days (seven) from the date of issue of this work order.
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 from the office of the D.G.M (TC), Telecom Division, BBSR 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 120 days from the date of opening of the tender.
 - f. Tenders shall be accompanied with clear valid attested Xerox copy of GST registration & clearance certificate, PAN card, 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 contractor agrees to obtain Labour Contract License on event of work order from the competent authority.
 - h. The tender shall not be conditional
 - i. Tenders shall be submitted in duplicate
 - i. The tenderers shall have filled the information at page-3 of this tender specification.

**DEPUTY GENERAL MANAGER
TELECOM DIVISION, BBSR.**

SECTION –III
(SCHEDULE OF QUANTITY)

1. TELECOM DIVISION, BHUBANESWAR present location of the office.

The bidder should also agree to take up the clearing work in case there is change in location depending upon the decision of the authority without any price implication to OPTCL.

SL No	Name of the Office	Area of Operation			
		Cleaning total area of office floor in Sq. mtr. (Inner Space)	Cleaning total area court yard and approach road etc. in sq. mtr. (Outer Space)	Cleaning of Furniture & Fixtures in Nos.	Cleaning of toilet in Nos. (Bath rooms, wash basins, sink water closets etc.)
		A	B	C	D
1	Telecom Division, Telecom Store S/D, Telecom Head Quarter, Telecom Circle	1006	1115.3	140	12
	Total	1006	1115.3	140	12

DEPUTY GENERAL MANAGER
TELECOM DIVISION, BBSR.

PRICE SCHEDULE

ANNEXURE-I

Sl No	Description of Work	Unit	Qty	Rate/ Unit per month in Rs	Total Amount per month in Rs
1	Cleaning of Office building as per scope of work in Section-III (A)	Sq. Mtr	1006		
2	Cleaning of Outside of office area & approach road as per scope of work in Section-III (B)	Sq. Mtr	1115.3		
3	Cleaning of Furniture & Fixtures as per scope of work in Section-III(C)	Nos	140		
4	Cleaning of toilet & Wash basins etc. as per scope of work in Section-III(D)	Nos	12		
5	Sub-Total of item 1 to 4				
6	Taxes (GST @18%)	Rs			
7	GRAND TOTAL OF SL NO. 5+6 (In Figure)	Rs			
8	GRAND TOTAL OF SL NO. 7 (In Words)	Rupees			

Total amount per annum = amount per month at sl.no. 7 x 12 = Rs.

Total amount per annum in words

Date:

Signature of the Bidder Authorized Signatory

ABSTRACT OF TERMS & CONDITIONS (Annexure-II)
(To be furnished by the Tenderer)

Name of the work: - **“SWEEPING, CLEANING & SANITATION WORK AT TELECOMMUNICATION DIVISION, BHUBANESWAR & TELECOM CIRCLE, OPTCL, BHUBANESWAR** for one year.

1. Name of the Contractor
& address :-

2. Earnest Money deposited in shape of .DD
vide Draft No. _____ Dt. _____ Amount
(Rupees _____) only.

3. Attested copy of GST Registration certificate :- Furnished/Not furnished
4. Attested copy of Pan No :- Furnished/Not furnished
5. Attested copy of Labour License :- Furnished/Not furnished
6. Agreed to furnish security
deposit-Cum-Performance
guarantee as per terms of
tender :- Yes/No
6. Agreed to adhere completion
of work as per the contract :- Yes/No
7. Agreed to accept payment
terms as per the tender :- Yes/No.
8. Agreed to accept penalty clause
as per the tender :- Yes/No
9. Agreed to keep validity of the
tender for 120 days from the date
of opening of tender without any
variation in the tender clause :- Yes/No
10. Submitted tender in duplicate :- Yes/No.
11. Agreed to all terms & conditions
of the tender specifications :- Yes/No.

Date :-

Signature of tenderer with seal