

ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡି.
ODISHA POWER TRANSMISSION CORPORATION LTD.

(A Government of Odisha Undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR – 751022,

OFFICE OF THE GENERAL MANAGER (Elect)

EHT (O&M) Circle, Cuttack.

At:- Madhusudan Nagar, P.O:- Tulsipur, Cuttack-753008.

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

TENDER SPECIFICATION NO: ETCN/01/CTC/2021-22

**AWARD OF AMC FOR CLEANING, HOUSEKEEPING & SANITATION WORK OF
DIFFERENT UNITS UNDER EHT (O&M) CIRCLE, CUTTACK**

PART-I

SECTION-I: INSTRUCTION TO TENDERERS.

SECTION-II: GENERAL CONDITIONS OF CONTRACT

SECTION-III: SCHEDULE OF QUANTITY

SECTION IV: LIST OF ANNEXURES

PART-II

PRICE BIDS & TECHNOCOMMERCIAL BID (EXCEL SHEET FORMAT)

Request for online tender documents:	From dt: 31.08.2021 (10:00 Hrs)
	To dt: 13.09.2021 (12:00 Hrs)
Issue of online tender documents (bid sheets):	From dt: 31.08.2021 (10:01 Hrs)
	To dt: 13.09.2021 (12:30 Hrs)
Last date of submission of online tender:	Up to dt: 13.09.2021 (17:30 Hrs)
Date of opening of Technocommercial bid:	On dt: 14.09.2021 (15:30 Hrs Onwards)
Date of opening of Price Bid:	To be intimated after finalization of Technocommercial bid.

TELEPHONES / CONTACTS

1. General Manager: 9438907754

2. TA to General Manager: 9438907174
3. Office Land Line: 0671-2970226 / 2300226 / 2300547
4. Office Address: OFFICE OF THE GENERAL MANAGER (Elect)
EHT (O&M) Circle, Cuttack.
At: - Madhusudan Nagar, P.O:- Tulsipur,
Odisha- 753008.
E-mail - ehtm.cle.ctc@optcl.co.in

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 before 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 LTD.

(A Government of Odisha Undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR – 751 022,

OFFICE OF THE GENERAL MANAGER, (Elect)

EHT (O&M) Circle, Cuttack

At:- Madhusudan Nagar, P.O:- Tulsipur, Cuttack-753008.

Tel- 0671-2970226/2300226/2300547, E-mail-ehm.cle.ctc@optcl.co.in

E-TENDER NOTICE NO: 01/CTC/2021-22

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD, General Manager, EHT (O&M) Circle, Cuttack invites Tenders from reputed bidders fulfilling the eligibility criteria possessing valid I.T. Pan Card /GST registration/ clearance certificates, EPF & ESI registration certificates and Labour License certificates for the work of “**AMC FOR CLEANING, HOUSEKEEPING & SANITATION WORK OF DIFFERENT UNITS UNDER EHT (O&M) CIRCLE, CUTTACK**”. 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 **31.08.2021 (10.01 Hrs) up to 13.09.2021 (12.30 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.

SR. GENERAL MANAGER

EHT (O&M) CIRCLE, CUTTACK



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡି.

ODISHA POWER TRANSMISSION CORPORATION LTD,

(A Government of Odisha Undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR – 751 022,

OFFICE OF THE GENERAL MANAGER, (Elect)

EHT (O&M) Circle, Cuttack

At:- Madhusudan Nagar, P.O:- Tulsipur, Cuttack-753008.

Tel- 0671-2970226/2300226/2300547, E-mail-ehm.cle.ctc@optcl.co.in

E-TENDER NOTICE NO: 01/CTC/2021-22

NOTICE INVITING TENDER

For and on behalf of the **ODISHA POWER TRANSMISSION CORPORATION LTD.**, the undersigned invites bids from recognized, Registered, well established and financially sound bidders under **two-part bidding** system in **e-tendering mode** only on contract basis of one year initially which may be further extended by another 12 months subject to satisfactory performance from the date of commencement of the Agreement as per the following details:

- A) **Tender Specification No:** EHTM/GM/01/CTC/2021-22
- B) **Important dates**
- Request for online tender documents:** From: dt: 31.08.2021 (10.00 Hrs)
To: dt: 13.09.2021 (12.00 Hrs)
- Issue of online tender documents:** From: dt: 31.08.2021 (10.01 Hrs)
To: dt: 13.09.2021 (12.30 Hrs)
- Last date of submission of online tender:** Up to: dt: 13.09.2021 (17.30 Hrs)
- Date of opening of Techno-commercial Bid:** On: dt: 14.09.2021 (15.30 Hrs
Onwards)
- Date of opening of Price Bid:** To be intimated after finalization of Techno-commercial bid.
- C) **Estimated Value of work:** Rs 42,22,410/- (Inclusive of GST @ 18%)
- D) **Cost of Tender Specification Document:** Rs 6,720/- (Incl. GST@12%)
- E) **Earnest Money Deposit:** Rs 42,225/- (@1% of Estimated Cost)
- F) **Tender Processing Fees:** Rs 4,983/-

G) ELIGIBILITY FOR SUBMISSION OF BIDS:-

The Bidder should be fulfilling the following minimum eligibility criteria and must also submit documentary evidence in support of fulfillment of these criteria while submitting the Bid. Claim without documentary evidence will not be considered. The eligibility criteria and documentary evidence required are as follows:

<u>Technical Criteria</u>		
	Description of Criteria	Required Supporting Document
1.	The bidder should be having valid license / registration in India and be a legally valid entity.	Attested copy of Certificates of incorporation/ registration issued by the respective authority along with copy of MoA and AoA indicating business in similar services.
2.	<p>I. The Bidder shall have successfully completed similar works during last 7(seven) years ending on 31/08/2021 as per any one of following:</p> <p>a) Three (3) similar completed works costing not less than the amount equal to 40% of the estimated cost i.e., Rs.16.89 lakhs. Or</p> <p>b) Two (2) similar completed works costing not less than the amount equal to 50% of the estimated cost i.e. Rs.21.11 lakhs. Or</p> <p>c) One (1) similar completed works costing not less than the amount equal to 80% of the estimated cost i.e. Rs.33.78 lakhs.</p> <p>II. Date of award of all the work order in (a), (b) & (c) must be within 7(seven) years ending on 31/08/2021. Work order with date of award prior to 31/08/2014 will not be considered for (a), (b) & (c)</p> <p>III. The bidding firm should have experience of having successfully providing similar nature of work in Government Departments such as Govt. of Odisha / other State Govt. / Central Govt/ Central and State Public Sector Undertaking, Nationalized Public Sector Banks etc. of area more</p>	<p>I. Copy of supporting work order, experience certificates, completion certificate as applicable by the authorized signatory of the organization for which experience certificate is being submitted and duly filled Data sheet as per Form T4.</p> <p>II. The work experience certificates other than the Govt. of Odisha/ other State Govt/ Central Govt / Public Sector Undertakings/ Nationalized Public Sector Banks are not acceptable.</p>

	<p>than 1,50,000 Sq. ft. (Super Built-up area).</p> <p>IV. Similar nature of work shall mean “Experience in Cleaning, Housekeeping & Sanitation Work of Govt. buildings, Offices & Public places etc.”</p>	
3.	<p>Bidder should be registered with the income Tax, Goods and Services Tax and also registered with Employees provident fund Organization, Employees State Insurance Corporation.</p>	<p>Copies of PAN, GSTIN, EPFO Registration, ESIC Registrations. The bidder must submit IT Returns of the last 3 (Three) years and GST challan for last 6 (Six) months. The bidder must also submit the EPF & ESI return (Electronic Challan cum return remittance confirmation slip) for last 6 (Six) Month.</p>
4.	<p>The bidder must have license under Contract Labour (Regulation & Abolition) Act - 1970 and submit documentary evidence for the same.</p>	<p>Copy of Labour license (in Form-VI) under the CL (R&A) Act 1970.</p>
5.	<p>The bidder, whose contract in the past was terminated by OPTCL during the contract period due to unsatisfactory performance, will not be eligible for participation.</p>	<p>The bidders are to submit and undertaking in this regard in their letterheads</p>
6.	<p>Bidder must not be under any declaration of ineligibility by any authority and should not be blacklisted with any of the government department/office and has no criminal case pending in any court of law as on date of proposal.</p>	<p>Undertaking as per Annexure. Undertaking needs to be provided in letter head of bidder.</p>
7.	<p>Bidders not having any legal suit against OPTCL / GRIDCO Ltd / SLDC are only eligible for submission of Bids. Participation in the tender by suppression of the above facts shall invite penal action, whenever detected.</p>	<p>Bid must be accompanied with declaration to this effect on letterhead of the bidders.</p>
8.	<p>The registered office / Branch office of the Service provider must be located in Bhubaneswar and/or within the jurisdictional area EHT (O&M) Circle, Cuttack office.</p>	<p>Valid address proof of the office.</p>
9.	<p>The firm having certification of ISO 9001, ISO 14001 and OHSAS -18001-2007 besides above Criteria will be given preference for the said assignment</p>	<p>Attested certification copies valid during the period of tender.</p>

<u>Financial Criteria</u>		
1.	The Bidder must have their own Bank Account	Attested supporting Documents
2.	The Bidder must be a regular IT return Filer, ,	Duly attested supporting documents such as Copy of IT Returns Acknowledgement
3.	The Bidder's Minimum Average Annual financial turnover during the last 3 (Three) consecutive financial years, ending 31/03/2021 shall not be less than Rs.1.27 Crores.	Duly attested copy from the statutory auditor / chartered accountant has to be provided certifying Organizations turn over during last three financial years in Form – T 7 . Attested audited Balance Sheet & P/L A/C for the last three financial years (2017-18, 2018-19, 2019-20 & 2020-21 (If Audited)) shall be furnished as proof.
4.	The Bidder must provide their Bank Details along with IFS Code, Branch Code, RTGS details along with a crossed cheque.	Self-attested supporting Documents.
5.	The Bidder has to submit their Solvency Certificate valued not less than 50 lakhs	Odisha Govt. Solvency Certificate obtained from the respective officers shall be admissible: <ul style="list-style-type: none"> • Chief Officer in Charge of Revenue Administration of the concerned & District, Sub-division/Tahasil • Additional District Magistrate • Additional Tahasildar
6.	The Bidder must duly authorize their signatory.	Power of attorney / authorizations must be enclosed along with the tender and duly filled Data sheet as per Form T3
7.	The track record of the bidders should be clean and it should not have any involvement in illegal activities or financial frauds.	Bid must be accompanied with declaration to this effect on letterhead of the bidders.
8.	The bidding firm should not be having any outstanding dues to be paid to OPTCL.	Bid must be accompanied with declaration to this effect on letterhead of the bidders.

N.B: While every effort has been made to provide comprehensive and accurate background information, and requirements, Bidders must form their own conclusions about the provisions needed to meet OPTCL's requirements. Bidders and participants to this tender may consult their own legal advisers in relation to this tender before submission of Tender.

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.6720/- (Rupees Six thousand seven hundred and**

twenty only) non refundable including GST @ 12% towards the cost of tender document, in the form of **Demand draft** only, drawn in favour of **EHT (O&M) Circle, OPTCL, Cuttack, Payable at Cuttack** 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 4983/- (Rupees four thousand nine hundred and eighty three 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 should be submitted along with the Demand Drafts of EMD & 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 EMD, Tender paper Cost and the payment acknowledgement slip of 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.

**SR. GENERAL MANAGER
EHT (O&M) CIRCLE, CUTTACK**

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.

- a) For all the users it is mandatory to avail the Class 3 Digital Signatures.**
- b) Service Providing Firms / Bidders are requested to follow the below mentioned steps for Registration:**
- (i) Click “Register”, fill the online registration form.
 - (ii) Pay the amount of **Rs. 2360/- through E-payment gateway.**
 - (iii) This registration is valid for one year.
 - (iv) Send the acknowledgment copy for verification.
 - (v) As soon as the verification is being done the e-tender user id will be enabled.
- c) 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.**
- d) If any Bidder wants to participate in the tender he will have to follow the instructions given below:**
- (i) 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).
 - (ii) Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
 - (iii) Go to Start > Programs > Internet Explorer.
 - (iv) Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
 - (v) Enter e-tender User Id and Password, click on “Go”.
 - (vi) 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

- e) To make a request for Tender Document, Bidders will have to follow below mentioned steps.
- (i) Click “Un Applied” to view / apply for new tenders.
 - (ii) Click on Request icon for online request.
 - (iii) Enter the required fields including details of D.D for tender Processing fee.
- f) After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the steps mentioned below:
- (i) Click to view the tender documents which are received by the user.
 - (ii) Tender document screen appears.
 - (iii) Click “Click here to download” to download the documents.
- g) After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
- (i) Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - (ii) Note down / take a print of bid control number once it displayed on the screen
- h) Tender Opening event can be viewed online.
- i) Competitors bid sheets are available in the website for all.
- j) **For any e-tendering assistant contact help desk number mentioned below.**
- **Tenderwizard, Bangalore**
Phone: 080- 40482000.
Email: optclhelpdesk@gmail.com
 - **OPTCL Helpdesk**
Shri Satamanyu – Mob: 09937140591
Mr. Rahil – Mob: 7008521627
Email: etendershelpdesk@etenderwizard.com

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 TENDERERS.
SECTION-II: GENERAL CONDITIONS OF CONTRACT
SECTION-III: SCHEDULE OF QUANTITY
SECTION IV: LIST OF ANNEXURES

Part-II Consists of

TECHNOCOMMERCIAL BID and PRICE BID (excel sheet)

The Tenderers are required to submit the tenders in two-parts viz. Techno-commercial & Price bid.

3. Purchaser's Right Regarding Alteration of Quantities Tendered.

The Purchaser may alter the quantities of work at the time of placing orders. Initially, OPTCL may place order for a smaller quantum of work with full freedom to place extension orders for further increase in the scope of the work 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 work, if considered necessary in the interest of the OPTCL.**

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

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

5. Mode of submission of Tenders.

- (i) Tenders shall be submitted in electronic mode only. (www.tenderwizard.com/ OPTCL)
- (ii) **Telegraphic or FAX tenders** shall not be accepted under any circumstances.

6. Earnest money deposit:

The Tenders shall be accompanied by Earnest Money deposit of value specified in the notice inviting tenders. Tenders without the required EMD will be rejected out rightly. The earnest money deposit shall be furnished in shape of **Bank Draft** to be drawn in favour of **EHT (O&M) Circle, OPTCL, Cuttack (Payable at Cuttack)**

NOTE:-

- i) No adjustment towards EMD shall be permitted against any outstanding amount with the **ODISHA POWER TRANSMISSION CORPORATION LTD.**
- ii) In the case of un- successful tenderer, the EMD will be refunded after finalization of the tender. In the case of successful Tenderer, this will be refunded on written request only after award of contract & on submission of security deposit in the form of BG/DD.
- iii) Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of High Court of ODISHA extends.
- iv) EMD will be forfeited if the successful tenderer fails to accept the LOA and/or work order issued in his favour or to execute the order, placed on them and also, the tenderer shall be liable for further actions by the OPTCL against it as per the **Clause No 28 of Section II, GTCC: Termination for default**
- v) Tenders not accompanied by Earnest Money shall be disqualified.
- vi) **EMD not claimed within one year of placement of order shall be forfeited.**

7. 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.

8. **Price:**

The bidders are advised to quote their rate as per the price schedule attached with this specification and shall remain firm exclusive of all taxes & duties, labour charges etc. within the validity of the tender. There shall be no change in price irrespective of hike in labour rate within one year of the contract. GST shall be paid extra as per prevailing Govt. rules.

9. **Tenderers to be fully conversant with the clauses of the Specification:**

Tenderers 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 tenderer may seek clarification in writing from the Sr. GM, EHT (O&M) Circle, Cuttack, This, however, does not entitle the Tenderer to ask for time beyond due date, fixed for receipt of tender.

10. **Documents to Accompany Bids:**

Tenderers are required to submit tenders in the following manner:

- a) Declaration Form as per **Annexure-I** (duly signed) to be uploaded in .pdf format.
- b) Earnest Money (scanned copy is to be uploaded).
- c) Abstract of Terms & conditions in prescribed proforma as per **Annexure-II**. To be entered in the bid sheets provided.
- d) General Terms & Conditions of contract as per Section-II of the Specification. (All the required documents are to be uploaded)
- e) Data on past experience if any **as per** the Specification. (Scanned copy to be uploaded).
- f) Service Tax Registration certificate, EPF registration certificate, ESI registration certificate & permanent account number [PAN] of the firm is required under Income tax Act. (Scanned copy to be uploaded). The bidder must submit IT Returns of the last 3 (Three) years and GST challan for last 6 (Six) months. The bidder must also submit the EPF & ESI return (Electronic Challan cum return remittance confirmation slip) for last 6 (Six) Months.
- g) Attested copy of Certificates of incorporation/ registration issued by the respective authority along with copy of MoA and AoA indicating business in similar services.
- h) Copy of Labour License (in Form-VI) under the CL (R&A) Act 1970.
- i) Undertaking as per **Annexure** regarding declaration by the bidder towards ineligibility by any authority and blacklisting of the firm by any government department/office.
- j) Duly attested copy from the statutory auditor / chartered accountant has to be provided certifying Organizations turnover during last three (3) financial years in **Form – T7**. Attested audited Balance Sheet & P/L A/C for the last three (3) financial years (2017-18, 2018-19, 2019-20 & 2020-21 (If Audited)) shall be furnished as proof for ascertaining Minimum Annual Average Turnover (MAAT).

- k) Power of attorney (if any) / authorizations must be enclosed along with the tender and duly filled Data sheet as per **Form T3**
- l) Submission of declaration on letterhead of the bidder regarding the firm having no legal dispute with OPTCL.
- m) **Solvency Certificate obtained from the respective Revenue Officer.**
- n) Self-attested supporting Documents regarding their Bank Details.
- o) Submission of declaration in the letterhead of the bidder that the track record of the bidder / firm is clean and it does not have any involvement in illegal activities or financial frauds.
- p) Submission of declaration that the bidder does not have any outstanding dues to be paid to OPTCL on letterhead of the bidders
- q) Duly attested supporting documents such as Copy of IT Returns Acknowledgement
- r) Any other document if required as per this tender specification is also to be uploaded.

11. Conditional Offer:

Conditional offer/s shall not be accepted.

12. General: -

- i) The tenderer 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 6720/- including GST@12%** is to be paid in shape of DD only.
- iii) The tender processing fee for an amount of **Rs 4983/- only (Nonrefundable)** is to be paid in e-payment mode only.
- iv) The EMD amount as specified is to be paid in shape of DD only.
- v) 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 Tenderer.
- vi) Notice inviting tender shall form part of this specification.
- vii) The EMD, shall be returned to the unsuccessful bidders after finalization of tender on written request.
- viii) It should be distinctly understood that the price bid shall contain only details /documents relating to price, as mentioned herein above.
- ix) **The Tenderer must submit the EMD amount and cost of tender document in shape of DD in a sealed cover envelope super scribing the Tender Notice No & Date opening of tender clearly on the envelope cover. The said envelope is to be submitted in the office of the purchaser on or before the last date and time of submission of tender.**

x) **Bidder should visit the site before quoting rates for tender participation:**

- **The estimated quantity is indicated in this tender document for reference. The tenderers are advised to visit the site; assess the quantum of work involvement and make themselves acquainted with the site conditions before submission of tender.**
- Intending bidders should visit site locations of OPTCL and make themselves thoroughly acquainted with the site condition, nature and requirements of the work, facilities for transportation, operational conditions etc. The costs of visiting shall be borne by the bidder. It shall be deemed that the *contractor/ agency has undertaken a visit to the OPTCL Sub-Divisions and Offices under jurisdiction of EHT (O&M) Circle, OPTCL, Cuttack at Madhusudan Nagar, Tulsipur, Cuttack-753008, Near Gorakabar* and is aware of the operational conditions prior to the submission of the tender specification documents.

xi) The rates quoted by the contractor / agency shall take care of all contingencies required for operating efficiently at the building premises. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which, in the opinion of the facility might be deemed to have reasonably been inferred to be so existing before commencement of the Services Contract.

xii) **The tenderer 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 specification covers up-keep, cleaning, sanitation of rooms, corridors, toilets, urinals, wash basins, floor areas, furniture, office equipment, doors, windows, walls, roofs, staircases, parking areas, dining areas (if any) and premises of buildings of Circle Office, Division Office/Sub-Division Office and Control Rooms under EHT (O&M) Circle, Cuttack as per the floor spaces shown in the schedule of quantity including supply of all required materials as mentioned below:

A. SANITATION OF CHOUDWAR & PARADEEP DIVISION OFFICES, ALL SUB-DIVISION OFFICES AND CONTROL ROOMS UNDER EHT (O&M) CIRCLE, CUTTACK

(I) BROAD DETAILS OF SCOPE OF WORKS:

- a) Cleaning, sweeping, mopping and wiping of office floors, staircase, terrace etc. on daily basis including Saturday or as required by Officer-in-charge. Cleaning activity shall start **in the morning at 8.00 AM** so as to complete all the dusting / cleaning, mopping work before **9.00 A.M.** No such work should be taken up during office hours, other than emergencies, on all working days to avoid any disturbance in the office work. Sweeping & Cleaning Personnel shall be available in each place **during office hours** for attending any emergency work and to maintain the toilet, wash basin and urinals clean and odour free throughout the day. Besides, the Cleaning & Sanitation service should be available on all holidays.
- b) Thorough cleaning of all toilets using required detergent and putting naphthalene balls and air purifier in all urinals, wash basins.
- c) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, racks, sofas, printers, computers with UPS, other IT equipment, telephones, curtains, walls, mounted, pedestal and ceiling fans etc. with dry / wet cloth, feather brush and duster.
- d) Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
- e) Cleaning of the choked drainages, manholes, etc. if any.
- f) Removal of beehives / wasp hives and cobwebs from the office building and its premises.
- g) Cleaning and sweeping of the exterior open area including garage with brooms.
- h) The bidder shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month, the insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects all library and carpeted

rooms, rats etc. The insecticide and pesticides sprayed should be ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in month.

- i) The bidder should possess or procure needful infrastructure, gadgets and other materials required for smooth housekeeping services. No additional cost towards this will be borne by OPTCL

(II) JOBS TO BE CARRIED OUT DAILY

SWEEP CLEAN:

- a) Cleaning, sweeping and wet mopping of floors of the office working areas, reception, lobby, halls, open terrace area, staircase, lift and water cooler area etc. during office hours. Wet Mopping of floors with with detergent water and phenyl of reputed brand is mandatory. Damp mopping of tiles, vitrified floors, staircases, floors, side walls and entrance areas. Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris. When completed the floors and halls shall have a uniform appearance with so streaks, smears, swirl marks, detergent residue or any evidence of dirt remaining or standing water.
- b) Cleaning and sweeping of the exterior open area including patio, parking, garage and rooftops with long handle brooms
- c) Room fresheners (Premium / Airwick / Odonil / Godrej make) in all office area to be used daily in the morning. Special scented air fresheners shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception area, conference halls, lifts, lobby, lifts etc. Room /Air fresheners should be of ISI Mark or of standard Mark.
- d) Spraying of scented Mosquito and cockroach repellent on all floors as and when required. Mosquito / cockroach killers shall be of ISI Mark.
- e) Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- f) Sweep and clean of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions.

DRY CLEANING:

- a) Cleaning and Dusting of windows, doors, fixtures & furniture, partitions, railings, wooden cabin walls, curtains, racks, sofas, cupboards, filing almirahs, cabinets, air conditioners, glass panes, telephones, wall mounted / pedestal & ceiling fans, computers with UPS, printers, other IT equipment, water coolers, Aquaguards etc. with dry / wet cloth, feather brush and duster and with suitable cleaning agent as and when required.
- b) Wiping and cleaning of all table tops of work stations, cubical and other furniture and fixtures.

TOILETS & BATHROOMS CLEANING:

- a) Cleaning and sanitization of **general toilets at least thrice daily (at 8.00 AM, 12.00 Noon and 3.30PM)** with suitable nonabrasive cleaners and disinfectants, phenol and detergent etc. and maintaining the toilets floors dry during office hours. Cleaning of windows and windowsills of all toilets are to be done regularly. Wash basins, urinals, Western Commode (WC), Indian Pans are to be cleaned with suitable cleaning agents. Naphthalene balls, air purifier and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in the requisite place / container.
- b) Cleaning and sanitization of **attached toilets once in a day** using suitable nonabrasive cleaning agents and disinfectants, phenol and detergent etc. and keeping the toilet floor dry. Cleaning of windows & windowsills to be done regularly in order to be dust free. Naphthalene balls, air purifier and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container.
- c) All surfaces shall be free of grime, soap, mud and smudges including the bathroom mirrors etc.

TRASH REMOVAL:

- a) Emptying all waste paper baskets and washing or wiping them clean with damp cloth, replacing plastic waste paper basket lining and returning items where they were located.
- b) Collection of waste from dustbins and putting in bags at the specified location.
- c) All the accumulated garbage shall be collected, segregated and disposed safely in Municipal dustbins kept outside the building premises. Dry and wet garbage would be segregated and dumped into designated area.

GLASS SURFACE CLEANING:

- a) Cleaning of glass panes on doors, windows and partitions with soap / good quality glass cleaning agent such as Colin.
- b) All glasses at the entrance door of the premises would be cleaned using damp and dry method.
- c) Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned with good quality cleaning agent such as Colin.
- d) Removal of grease marks or finger prints on glass counters and partitions. This cleaning is to be done using approved all-purpose cleaner and lint free cloth or paper towels.

OTHER CLEANING:

- a) Cleaning / removal of any type of stains such as grease and paan spits etc. from the building premises and staircases.

- b) Cleaning of choked sewage lines and rainwater overflow lines within the premises as and when required.
- c) Cleaning of the gully traps and manhole within the OPTCL field units' premises as and when required.
- d) Please note that the house keeping staff should wear disposable gloves and cover mouth while doing their tasks. These gloves/covers should be changed on a daily basis.

(III) JOBS TO BE CARRIED OUT WEEKLY

DEEP CLEANING:

- a) Complete sweeping and cleaning with Rooftop, surrounding common area, terraces, generator rooms, basements, parking, garages, approach roads etc.
- b) Dusting of false ceiling walls, partitions etc. with soft broom
- c) Removal of cobwebs in the entire office buildings.
- d) Cleaning of filters and surfaces of the outdoor and indoor units of all Air Conditioners.
- e) Cleaning of all water cooler trays of fungal and silt deposits

WINDOW GLASS CLEANING:

- a) The glasses of the all the windows of the field unit offices will be cleaned once every week (Both Interior and Exterior).
- b) Dusting of windows sills and blinds.

SANITIZING:

- a) All the office dustbins, washroom dustbins should be thoroughly cleaned and sanitized.
- b) All telephone instruments, computer keyboards and mouse, door handles and other areas of contact etc. should be sanitized using disinfectants as per direction of the Officer-in-Charge.
- c) Thorough washing of all walls and doors of toilet with appropriate detergent and disinfectant.
- d) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with soap, detergents, kerosene / petrol or any other chemicals is to be carried out at least once in a week.
- e) The periphery and surrounding areas should be doused with bleaching powder or other similar agent, once a week to prevent fungal growth and maintain hygiene.

(IV) JOBS TO BE CARRIED OUT ON FORTNIGHTLY BASIS

DUSTING AND WIPING:

Dusting and wiping light fixtures and electrical switchboards. When completed, the light fixtures and switches shall be free from dirt, grim, dust and marks.

(V) **JOBS TO BE CARRIED OUT ON MONTHLY BASIS**

- a) All floors in common area floors including staircases shall be cleaned thoroughly with soap and water to remove all stains etc. After cleaning the floors with soap and water, the floors shall be properly wax polished.
- b) Total office area floors are to be cleaned wherever required as per directions of Officer-in-charge.

(VI) **EXTERNAL FACADE**

- a) Sweeping of Rooftops, Staircases and surrounding Areas including roads, paths, garages and parking areas is to be done every day along with washing by water hose wherever necessary in order to keep the surrounding areas clean.
- b) The Agency shall remove unwanted jungle, vegetation, dried leaves, etc. and dispose off the same in a designated place outside the office premises. OPTCL will identify the designated place. Overgrowth of grass and shrubs to be cut and cleared daily at the open space and surrounding areas of office and control rooms as per the schedule.
- c) Daily collection of all dry leaves, garbage and disposal as per instruction of Officer-in-Charge.
- d) The periphery and surrounding areas should be doused with bleaching powder or other similar agent, once a week to prevent fungal growth and maintain hygiene.
- e) Removal of beehives / wasp hives and cobwebs from the office building and its premises

B. SANITATION OF NEW OFFICE COMPLEX AT EHT (O&M) CIRCLE, CUTTACK

(I) **BROAD DETAILS OF SCOPE OF WORKS:**

- a) Cleaning, sweeping, mopping and wiping of office floors, staircase, terrace etc. on daily basis including Saturday or as required by Officer-in-charge. Cleaning activity shall start **in the morning at 8.00 AM** so as to complete all the dusting / cleaning, mopping work **before 9.00 A.M.** No such work should be taken up during office hours, other than emergencies, on all working days to avoid any disturbance in the office work. Sweeping & Cleaning Personnel shall be available in each place **during office hours** for attending any emergency work and to maintain the toilet, wash basin and urinals clean and odour free throughout the day. Besides, the Cleaning & Sanitation service should be available on all holidays.
- b) Continuous mopping to be done at reception floor and other floors with high footfall during office hours **(9.30 AM to 6.00 PM)**.
- c) Thorough cleaning of all toilets using required detergent and putting naphthalene balls and air purifier in all urinals, wash basins.

- d) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, Venetian blinds, racks, sofas, printers, computers with UPS, other IT equipment, telephones, curtains, walls, mounted, pedestal and ceiling fans etc. with dry / wet cloth, feather brush and duster.
- e) Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
- f) Cleaning of the choked drainages, manholes, etc. if any.
- g) Removal of beehives / wasp hives and cobwebs from the office building and its premises.
- h) Cleaning and sweeping of the exterior open area including parking, patio, garage and roof tops with brooms.
- i) The bidder shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month, the insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects all library and carpeted rooms, rats etc. The insecticide and pesticides sprayed should be ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in month.
- j) The bidder should possess or procure needful infrastructure, gadgets and other materials required for smooth housekeeping services. No additional cost towards this will be borne by OPTCL

(II) JOBS TO BE CARRIED OUT DAILY

SWEEP CLEAN:

- a) Cleaning, sweeping and wet mopping of floors of the office working areas, reception, lobby, halls, open terrace area, staircase, lift and water cooler area etc. during office hours. Wet Mopping of floors with with detergent water and phenyl of reputed brand is mandatory. Damp mopping of tiles, vitrified floors, staircases, floors, side walls and entrance areas. Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris. When completed the floors and halls shall have a uniform appearance with so streaks, smears, swirl marks, detergent residue or any evidence of dirt remaining or standing water.
- b) Cleaning, sweeping and wet mopping of electrical rooms once in a day during office hours.
- c) Cleaning and sweeping of the exterior open area including patio, parking, garage and rooftops with long handle brooms
- d) Daily cleaning of lift such as sweeping and wet mopping of lift floor with phenol and cleaning of lift walls with silver / brass liquid cleaner / glass cleaner etc.
- e) Room fresheners (Premium / Airwick / Odonil / Godrej make) in all office area to be used daily in the morning. Special scented air fresheners shall be sprayed at least twice daily in all

rooms, cabins, bathrooms, reception area, conference halls, lifts, lobby, lifts etc. Room /Air fresheners should be of ISI Mark or of standard Mark.

- f) Spraying of scented Mosquito and cockroach repellent on all floors as and when required. Mosquito / cockroach killers shall be of ISI Mark.
- g) Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- h) Sweep and clean of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions.

DRY CLEANING:

- a) Cleaning and Dusting of windows, doors, fixtures & furniture, partitions, railings, wooden cabin walls, venetian blinds, curtains, racks, sofas, cupboards, filing almirahs, cabinets, air conditioners, glass panes, telephones, wall mounted / pedestal & ceiling fans, computers with UPS, printers, other IT equipment, water coolers, Aquaguards etc. with dry / wet cloth, feather brush and duster and with suitable cleaning agent as and when required.
- b) Wiping and clean all white boards of meeting rooms, conference Halls, work stations etc.
- c) Wiping and cleaning of all table tops of work stations, cubical and other furniture and fixtures.

TOILETS & BATHROOMS CLEANING:

- a) Cleaning and sanitization of **general toilets at least thrice daily (at 8.00 AM, 12.00 Noon and 3.30PM)** with suitable nonabrasive cleaners and disinfectants, phenol and detergent etc. and maintaining the toilets floors dry during office hours. Cleaning of windows and windowsills of all toilets are to be done regularly. Wash basins, urinals, Western Commode (WC), Indian Pans are to be cleaned with suitable cleaning agents. Naphthalene balls, air purifier and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in the requisite place / container.
- b) Cleaning and sanitization of **attached toilets once in a day** using suitable nonabrasive cleaning agents and disinfectants, phenol and detergent etc. and keeping the toilet floor dry. Cleaning of windows & windowsills to be done regularly in order to be dust free. Naphthalene balls, air purifier and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container.
- c) All surfaces shall be free of grime, soap, mud and smudges including the bathroom mirrors etc.

TRASH REMOVAL:

- a) Emptying all waste paper baskets from all floors and washing or wiping them clean with damp cloth, replacing plastic waste paper basket lining and returning items where they were located.

- b) Collection of waste from dustbins in rooms, lobbies, reception area and putting in bags at the specified location.
- c) All the accumulated garbage shall be collected, segregated and disposed safely in Municipal dustbins kept outside the building premises. Dry and wet garbage would be segregated and dumped into designated area.

GLASS SURFACE CLEANING:

- a) Cleaning of glass panes on doors, windows and partitions with soap / good quality glass cleaning agent such as Colin.
- b) All glasses at the entrance door of the premises would be cleaned using damp and dry method.
- c) Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned with good quality cleaning agent such as Colin.
- d) Removal of grease marks or finger prints on glass counters and partitions. This cleaning is to be done using approved all-purpose cleaner and lint free cloth or paper towels.

OTHER CLEANING:

- a) Cleaning / removal of any type of stains such as grease and paan spits etc. from the building premises and staircases.
- b) Cleaning of choked sewage lines and rainwater overflow lines within the premises as and when required.
- c) Cleaning of the gully traps and manhole within the Office Complex Building's premises as and when required.
- d) Please note that the house keeping staff should wear disposable gloves and cover mouth while doing their tasks. These gloves/covers should be changed on a daily basis.

(III) JOBS TO BE CARRIED OUT WEEKLY

DEEP CLEANING:

- a) Complete sweeping and cleaning with Rooftop, surrounding common area, terraces, generator rooms, basements, car parking, garages, approach roads etc.
- b) Dusting of false ceiling walls, partitions etc. with soft broom
- c) Removal of cobwebs in the entire office buildings.
- d) Cleaning of filters and surfaces of the outdoor and indoor units of all Air Conditioners.
- e) Cleaning of all water cooler trays of fungal and silt deposits

WINDOW GLASS CLEANING:

- a) The glasses of the all the windows of the New Office complex building will be cleaned once every week (Both Interior and Exterior).
- b) Dusting of windows sills and blinds.

SANITIZING:

- a) All Office dustbins, washroom dustbins should be thoroughly cleaned and sanitized.
- b) All telephone instruments, computer keyboards and mouse, door handles and other areas of contact etc. should be sanitized using disinfectants as per direction of the Officer-in-Charge.
- c) Thorough washing of all walls and doors of toilet with appropriate detergent and disinfectant.
- d) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with soap, detergents, kerosene / petrol or any other chemicals is to be carried out at least once in a week.
- e) The periphery and surrounding areas should be doused with bleaching powder or other similar agent, once a week to prevent fungal growth and maintain hygiene.

(IV) JOBS TO BE CARRIED OUT ON FORTNIGHTLY BASIS

DUSTING AND WIPING:

Dusting and wiping light fixtures and electrical switchboards. When completed, the light fixtures and switches shall be free from dirt, grim, dust and marks.

POLISHING

- a) Applying metal polishes to accessories or door/window handles, hand railings, lift walls etc. where applicable.
- b) All the door/window handles/knobs, other brass fittings and items etc. are required to be polished and kept in shining condition by using good quality polishing agents.

SCRUBBING:

- a) Scrubbing of all floor areas with scrubbing machines.
- b) Lift, lobby and all toilets floors and other areas as may be directed by Officer in -charge, shall be cleaned with floor scrubbing machine.
- c) Cleaning of fabric upholstered sofa sets (if any) with vacuum cleaners and leather upholstered sofa and chairs with soap solution / cleaning agent of approved quality.

(V) JOBS TO BE CARRIED OUT ON MONTHLY BASIS

- a) All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water, the floors shall be properly wax polished.
- b) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-in-charge.

(VI) EXTERNAL FACADE

- a) The agency shall undertake cleaning of the glasses and glass panes of the building from the exterior by using Spider-man method **once in three months**. It will be the responsibility of

the service provider to ensure that the necessary insurance cover is obtained well in advance and produce to the Corporation before commencement of the cleaning work. It will also be necessary to obtain security/ safety clearance from the Security Officer and Safety officer of the Corporation.

- b) Sweeping of Rooftops, S
- c) taircases and surrounding Areas including roads, paths, garages and parking areas is to be done every day along with washing by water hose wherever necessary in order to keep the surrounding areas clean.
- d) The Agency shall remove unwanted jungle, vegetation, dried leaves, etc. and dispose off the same in a designated place outside the office premises. OPTCL will identify the designated place. Overgrowth of grass and shrubs to be cut and cleared daily at the open space and surrounding areas of office and control rooms as per the schedule.
- e) Daily collection of all dry leaves, garbage and disposal as per instruction of Officer-in Charge.
- f) The periphery and surrounding areas should be doused with bleaching powder or other similar agent, once a week to prevent fungal growth and maintain hygiene.
- g) Removal of beehives / wasp hives and cobwebs from the office building and its premises

N.B: 1. Any other work not mentioned above but required to be done, to keep the entire premises clean, as per the instruction of Officer-In-Charge.

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

2. MANNER OF EXECUTION OF ABOVE WORK:-

- (a) One complaint register is to be maintained by the contractor for each location for taking individual feedback.
- (b) The work should be executed to the full satisfaction of the concerned OPTCL Authorities strictly as per the direction laid down in the work order / LOA and as per the instruction of the officer In-charge. Any substandard materials supplied/ substandard work noticed / negligence in discharging the entrusted works should be replaced/rectified immediately on receipt of such complaint from concerned officers in charge Non response to the above complaint may lead to termination of work order with forfeiture of security deposit.\

3. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials / consumables other related items as listed at **Annexure** is to be provided by the Agency, has to be of ISI marked or in conformity with the specification / makes keeping in view good quality / standard after discussion and finalization with Officer-in-charge. The firm shall

assess the quantity of consumables to be issued and supply them in advance and store them at OPTCL on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by OPTCL

4. DEPLOYMENT OF PERSONNEL:-

- a) The Contractor shall engage sufficient manpower for timely completion of cleaning, upkeep and sanitation at different sites, as per the schedule of quantity.
- b) The contractor/ agency shall abide by and comply with all the relevant laws and statutory requirements covered under Payment of Wages Act 1936, the Minimum Wages Act 1948, the Employers Liability Act 1938, the Industrial Dispute Act 1947, the Maternity Benefit Act 1961, the Child labour (Prohibition & regulation) Act 1986, the Contract Labour (Regulation & Abolition) Act.1970, Employees' Provident Fund and Miscellaneous Provisions Act 1952 and the Employees' State Insurance Act 1948 or any modifications thereof or any other law relating thereto and rules made there-under from time to time with regards to the Service Personnel engaged by them for cleaning and sanitation works.
- c) It will be the responsibility of the contractor/ agency to provide details of manpower deployed by him to OPTCL management and to the Labour department.
- d) The Service Personnel provided shall be the employees of the Contractor / agency and all statutory liabilities will be paid by the contractor / agency such as ESI, EPF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to OPTCL and if any change is required on part of OPTCL, fresh list of staff shall be made available by the agency after each and every change.
- e) The contractor/ agency has to employ sufficient of women staff for cleaning and sanitation of Ladies Toilet
- f) **The personnel engaged should have following eligibility criteria:**
 - i) Minimum age of the deployed personnel should be 18 years.
 - ii) Should be physically and mentally fit.
 - iii) The persons engaged by the Contractor should be free from all communicable disease and any health hazards.
 - iv) It is responsibility of Contractor to ensure that the persons deployed for above work should not be under influence of liquor or other addictions while at work.
- g) The contractor/ agency shall submit their Licence under Contract Labour (Regulation and Abolition) Act to the Officer in-charge at the earliest or maximum within one month of commencement of his service, if it employs minimum 20 persons in its firm.
- h) The contractor/ agency shall employ adult labour only. Employment of child labour shall render the contractor/ agency liable to termination of the contract under **GTCC Clause No**

28: Termination for Default. The contractor/agency shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

- i) The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems.
- j) The staff deployed by the contractor/ agency **must wear proper Photo ID Cards during their duty hours**, duly issued with approval of competent authority of OPTCL. **They should wear clean uniforms during their duty hours.** Any staff found without uniform or ID card during duty hours shall be deemed to be absent from duty and the said occasion shall be treated as a lapse in the services being provided by the contractor/ agency, liable for deduction of liquidated damages and other remedies available to OPTCL under the contract. **The contractor/ agency should provide at least two pairs of approved uniforms to its staff** deployed at the different field units and offices under jurisdiction of EHT (O&M) Circle, OPTCL. The cost of uniforms and ID cards to deployed personnel shall be borne by the contractor/agency.
- k) Neatly typed address with recent stamp size photos of the persons to be deployed for above work are to be submitted with the concerned authority for record and permitting the persons with a valid entry gate pass into the premises of the working places.
- l) In case of replacement/ substitute of the deployed person, the contractor is required to intimate the same to the authority and obtain permission with an entry (gate) pass in favour of the new person duly surrendering the earlier pass.
- m) The contractor/ agency shall maintain a pool of standby staff, so that he can substitute an absentee staff with a reliever of equal status. If the cleaning and **sanitation** of different field units and offices under jurisdiction of EHT (O&M) Circle, OPTCL suffers due to absenteeism of any required worker on any occasion, Liquidated Damages as per **GTCC clauses: 25 & 26, Penalty & Price reduction** shall be imposed.

5. STATUTORY COMPLIANCE

- a) The contractor/ agency shall pay to the staff deployed by them at the different field units and offices of EHT (O&M) Circle, OPTCL, Cuttack, the minimum wages as fixed by the state government for Un-skilled, Semi-Skilled, Skilled and High Skilled workers, EPF, ESI contributions, and any other dues, entitlements etc. as per the relevant statutes in vogue and revised from time to time for their services. The contractor/ agency shall submit documentary evidence of such payment to OPTCL along with the monthly bill. The expenses shall be

reimbursed to him by OPTCL after proper verification. In case of any eventuality, if the contractor/ agency fails to remit employee / employer's contribution towards EPF & ESI etc. within the stipulated time, OPTCL authority is entitled to recover the equal amount from any money due or accrue to the Contractor/ agency under this agreement or any other contract with RPFC & ESIC, with an advice to RPFC & ESIC while duly furnishing the particulars of personnel engaged for OPTCL.

- b) It is made clear that the Contractor **shall have PF Account No allotted by RPFC** and extend PF benefits as provided under the EPF and MP Act 1952 to all his employees. He shall also allow ESI provisions to all his employees deployed for execution of above work.
- c) The contractor/ agency at all times should **indemnify** the OPTCL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; The Employees Compensation Act, 1923; Payment of Bonus Act, 1965; Industrial Disputes Act, 1947; The Equal Remuneration Act, 1976; Maternity Benefit Act, 1961 or any other law relating thereof and rules made hereunder from time to time. The Contractor will take insurance policies for sufficient amount to cover him/ her against third party risks and keep OPTCL indemnified and continuously keep indemnified during subsistence of contract. OPTCL shall not own any responsibility in this regards.
- d) **The Contractor shall recruit his own staff for the contract work. The Contractors staff will not be treated as OPTCL staff. For any purpose whatsoever, the facilities/ benefits applicable to OPTCL staff will not be applicable to Contractor's employees.** The contractor/ agency shall obtain an undertaking from the deployed persons to the effect that they are employees of the contractor and shall not claim compensation, absorption or regularization of their services in OPTCL. The contractor / agency shall submit the said undertaking to OPTCL. The Contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time and particularly for carrying out of the above job. In the event of any litigation on the status of the deployed staff, OPTCL shall not be a necessary party. However, if due to any reason whatsoever, OPTCL is made liable to meet any obligation under any of the said laws and enactment's etc. the same shall be recovered from the Security Deposit of the Contractor with OPTCL or from the bills payable to him or failing which it shall be recovered as per law.
- e) The contractor/ agency shall be fully responsible for the conduct of his staff. The staff shall not divulge or disclose any details of operational process, technical know-how, confidential information, security arrangement, administrative matters etc. to third person(s). The staff

deployed should be disciplined and should not engage themselves in consumption alcoholic drinks, betel and tobacco chewing, smoking, loitering without work, gambling etc. any illegal, disruptive, immoral act in the building premises of OPTCL. The service personnel should be sensitive in dealing with the staff and persons accompanying offices and the public at large visiting the premises of OPTCL.

- f)** The contractor/ agency and his staff shall take proper and reasonable care and precautions to prevent loss, destruction, waste, or misuse in any area within scope of responsibilities of Cleaning and Sanitation of the different field units and offices of EHT (O&M) Circle, OPTCL and shall not lend to any person or identity, any of the effects, assets, or resources of the OPTCL under their control.
- g)** Any loss/ damage etc. to the property, persons of OPTCL due to negligence/ any omission or commission on part of contractor/ agency or his staff, established after an enquiry by authorized representative(s) of OPTCL / any higher authority, shall be recovered from the contractor/ agency through appropriate method without prejudice to any other rights and remedies available to OPTCL.
- h)** Any misconduct/ misbehaviour by any staff deployed by the contractor/ agency should be promptly dealt with by the contractor/ agency. If competent authority of OPTCL, so desires, such staff should be immediately replaced by the contractor/ agency at his own risk, cost and responsibilities with written intimation to the competent authority about such move.
- i)** The Contractor/ agency will maintain a register on which day-to-day deployment of personnel will be recorded in such a manner so that there shall be no violation of any leave rules and weekly off-days. The attendance register will be periodically checked by the Officer-in-Charge. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor/ agency has to give an undertaking, duly countersigned by the authorized official of OPTCL, regarding payment of wages as per rules and laws in force. The contractor shall maintain the attendance registers for the deployed persons & deploy the persons.
- j)** All liabilities arising out of accident or death while on duty shall be borne by the contractor/ agency. The Contractor is fully responsible for any accident (General/ Electrical)/ met by the deployed persons during execution of the contract. It is the responsibility of the contractor for payment of any compensation arising out of aforementioned accident and is to be disposed of by the contractor only.

- k) The contractor/ agency will deploy supervisor/s as per the need given by OPTCL and they shall be required to work as per the instructions of OPTCL. Subject to **GTCC Clause No: 6 for Supervision**, adequate supervision will be provided to ensure correct performance of “Cleaning, housekeeping & sanitation of the different field units and offices of EHT (O&M) Circle, OPTCL” services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor/ agency deployed, the supervisory staff will move in their areas of responsibility.
- l) All necessary reports and other information will be supplied immediately by the contractor / agency as required and regular meetings will be held with OPTCL.
- m) The service staff shall not accept any gratitude or reward in any shape.
- n) The contractor / agency shall have his own Establishment/ set up/ mechanism/ Training institute to provide training aids or should have tied up with a training institute for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- o) Under the terms of their employment agreement with the Contractor/ agency the Service staff shall not do any professional or other work for reward or otherwise directly or indirectly, except for and on behalf of the Contractor/ agency.
- p) The contractor/ agency shall do and perform all such professional services, acts, matters, and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which OPTCL may issue from time to time and which have been mutually agreed upon between the two parties.
- q) OPTCL shall have the right, within reason, to have any person removed that is considered undesirable or otherwise and similarly Contractor/ agency reserves the right to change the staff with prior intimation to OPTCL.
- r) The payment would be made at the end of every month based on the services provided per square meter of internal and external area and the actual shift manned by the personnel supplied by the contractor/ agency and based on the documentary proof jointly signed by the representative of OPTCL and the contractor/ agency /his representative/ personnel authorized by him. No other claim on whatever account shall be entertained by OPTCL. Refer **GTCC Clause No: 20, Terms & Mode of Payment**.

- s) **It is the sole responsibility of the contractor to ensure that all employed personnel are having valid bank accounts for crediting such payments as defined above.**
- t) OPTCL shall not be held responsible for any unrest caused by the above persons on account of their engagement by the Contractor. During any unrest if any equipment or offset of OPTCL is damaged by irate workmen, the same shall be recovered from the contractor / his pending bills, if any.
- u) In case any of contractor/agency's personnel deployed under the contract fails to report in time and contractor/agency is unable to provide suitable substitute in time for the same, for which the Cleaning and Sanitation of the OPTCL premises is affected then **penalty** as per **GTCC Clause No: 27** shall be levied by OPTCL.
- v) In case any complaint is received attributable to misconduct/ misbehaviour of contractor/agency's personnel, a **penalty** as per **GTCC Clause No: 27** for each such incident shall be levied and the same shall be deducted from contractor/ agency's bill. If found guilty, after enquiry, the concerned personnel shall be removed from OPTCL premises immediately.
6. **SUPERVISION:** The supervision of the above work shall be done by the contractor or his representative. The Officer-In-Charge will cross check the services on sample basis and may impose penalty/ price reduction for any negligence as per **GTCC Clause No 25 & 26.**
7. **SUBCONTRACTING:-**
The work shall not in any manner or to any degree be sub-contracted. The contractor/agency shall not assign, either in whole or in part, its contractual duties, responsibilities, and obligations to a second party to perform the contract. In the event of the contractor/ agency contravening this condition, the In-charge of Grid Sub-station / Office of OPTCL shall be entitled to place the contract elsewhere at risk and cost of contractor/agency. The contractor/ agency shall be liable for any loss or damage, which the office may suffer in consequence of or arising out of such replacement and such shall be recovered from the bills payable to him or the performance security deposited by him.
8. **OFFICER-IN-CHARGE**
Head Asst. for the Circle office/ Head Clerks for Division offices and S.D.Os for Sub-Division offices and control rooms.
9. **PAYING OFFICER**
DDOs of concerned divisions / Circle shall be the Paying Officer.
10. **VALIDITY & PERIOD OF CONTRACT**
The prices and conditions contained in the offer should be kept valid for a period of 180 days from the date of opening of the tender. The successful bidder will be awarded with contract for a period of 1 year to be reckoned from the actual date of execution of agreement with same price

and conditions, which may be extendable for a further period of 1 year, as may be mutually agreed upon, with the same price, terms and conditions based on the performance of the Contractor and requirement of the corporation.

11. SAFETY REQUIREMENT:-

- (i) The Contractor / agency shall provide First-Aid and emergency medical facilities for all the employees.
- (ii) The Contractor shall take requisite precautions and use his best endeavors to prevent any riot and unlawful behavior by or amongst his persons for the preservation of peace and protection of OPTCL property.

12. PERFORMANCE SECURITY DEPOSIT:-

- (i) The Contractor is required to deposit an amount of 5% of the annual contract value towards Performance Security Deposit in shape of Bank Guarantee / Fixed Deposit (Pledged in favour of **EHT (O&M) Circle, OPTCL, Cuttack**) from a Nationalized Bank drawn in favour of “**EHT (O&M) Circle, OPTCL, Cuttack**” payable at **Cuttack** within 15 days on receipt of the letter of award / order. **No other form of deposit will be entertained.** The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor/agency. The Performance Security Deposit will be released after satisfactory execution of order and the amount of Security Deposit will not carry any interest.
- (ii) In the event of any amendment issued to the contract, the contractor/ agency shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- (iii) Whenever any claim against the Contractor for the payment of a sum of money arises out of or under the contract, the OPTCL shall be entitled to recover such sum of appropriating in part or whole from the Performance Security Deposit of the Contractor. In the event of the Performance Security Deposit being insufficient, the balance or the total sum recoverable as the case may be, shall be deducted from any sum then due or which at any time there after may become due. The Contractor shall pay to the OPTCL on demand any such balance remaining due.
- (iv) In the event of any breach of the terms of the contract by the Contractor or any loss or damage occurred to the OPTCL which in the opinion of the OPTCL has arisen, the decision where of shall be final and binding on the Contractor or in the event of the termination of the contract or for any such breach, the Performance Security Deposit is liable to be forfeited. The decision of forfeiture shall be final and binding on the Contractor.

(v) Subject to **GTCC sub - clauses 12 (i) to 5 (iv) above**, the OPTCL will release the Performance security without any interest to the contractor/agency on completion of the contractor's / agency's all contractual obligations.

13. OTHER TAX LIABILITY:-

Tax on works contract, Income Tax as applicable shall be deducted at source from the monthly running bills of Contractor.

14. DUE DILIGENCE, INSPECTION AND INVESTIGATION:

The Bidders shall be deemed to have conducted a due diligence exercise with respect to all aspects of the work, including a detailed survey of the site and information / data provided by OPTCL in the tender specification, when they submit the proposal. Interested Bidders are invited to visit and inspect the site at their own expense. Failure to investigate fully the site or subsurface conditions shall neither be a valid ground to relieve the Bidder subsequently after acceptance of their bid nor shall it relieve the Bidder from any responsibility for estimating the difficulty or costs of successfully completing the work.

15. VARIATION OF QUANTITIES AT THE TIME OF AWARD, DURING CURRENCY OF CONTRACT

- a) At the time of awarding the contract, OPTCL reserves the right to increase or decrease the scope of services mentioned in the relevant section(s) in tender specification without any change in the unit price and other terms and conditions quoted by the bidder.
- b) The quantity of goods and/ or services mentioned in the relevant section(s) in tender specification may be staggered during currency of the contract.
- c) OPTCL reserves the right to extend the 1 (two) year contract by another 1 year on same terms and conditions at the end of 1st year contract period. Thereafter, the contract may be extended on same terms and conditions for further periods on mutual agreement between OPTCL and contractor/agency.

16. MODIFICATION OF CONTRACT:

If necessary, OPTCL may issue a written order to the Contractor/agency at any time during the currency of the contract, to amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- a) Requirements and Specifications of the services.
- b) Any other area(s) of the contract, as felt necessary by OPTCL depending on the merits of the case.

In the event of any such modification/ alteration causing increase or decrease in the cost of services to be supplied and provided, or in the time required by the Contractor/agency to perform

any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be and the contract amended accordingly. If the Contractor/ agency does not agree to the adjustment made by OPTCL, then the Contractor/agency shall convey its views to OPTCL within 15 (fifteen) days from the date of the Contractor/agency's receipt of the OPTCL's amendment/ modification of the contract.

17. EVALUATION OF TECHNICAL PROPOSALS

- a) In the first stage, the Technical Proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose Technical Proposals becomes responsive based on the eligibility criteria shall qualify for further detail technical evaluation for awards of marks based on the following Criteria:

Sl. No	Evaluation parameter	Total Marks	Criteria for Award of Mark
1	Turnover (last 3 financial years): Average annual turnover of the last three financial years	20	> 40 Lakhs ≤ 70 Lakhs : 5 marks > 70 Lakhs ≤ 1.0 Crores : 10 marks > 1.0 Crores ≤ 1.3 Crores : 15 marks > 1.3 Crores : 20 marks
2	Experience: No. of years of Experience No. of years of experience in similar business (Year of Establishment or Commencement of business)	15	> 3 yrs ≤ 5 yrs : 5 marks > 5 yrs ≤ 7 yrs: 10 marks > 7 yrs: 15 marks
3	Experience : No. of Projects Executed No. of contracts awarded and successfully executed	15	> 2 nos ≤ 5 nos : 5 marks > 5 nos ≤ 10 nos : 10 marks > 10 nos : 15 marks
4	Total Score	50	

- b) Financial proposals shall be opened after the technical evaluation is completed and only those bidders who have scored at least 30 marks or more in technical evaluation shall qualify for the financial bid opening. **In the financial bid, the bidder with the lowest price shall be awarded the contract.**
- c) However, in case two bidders quoting the same lowest price, then the firm with the highest marks in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case the bidder having the higher annual average turnover shall be awarded the contract.

18. PRICE BID

- a) The bidder shall quote his rates in the space provided and unprotected in the Rate Column only in the price bid. The Fee shall be quoted in Rupees. GST as applicable from time to time shall be paid extra. No additional charges, taxes etc. will be paid. **The price quoted shall be inclusive of all charges for providing I-Cards to all contractor /agency's staff**

deployed at the OPTCL building premises; boots, hand gloves, safety goggles, masks etc. as necessary to those required. The Bidder shall bear all charges like transportation, insurance, and expenses of his service personnel, including their health, safety measures and all other expenses necessary in providing the service. The contractor / agency shall pay to the staff deployed by it at the OPTCL Building Premises at least the minimum wages as fixed by the state government for un-skilled, semiskilled, skilled and High-skilled workers, dues, entitlements etc. as per the relevant statutes in vogue and revised from time to time.

- b) The contractor / agency shall be reimbursed the statutory minimum wages for workers and other minimum statutory emoluments paid by it to its staff deployed at different units and offices under the jurisdiction of EHT (O&M) Circle, OPTCL, Cuttack **as revised from time to time**, on submission of documentary evidence for such with his monthly bill, subject to approval by OPTCL management.
- c) The rate quoted by the bidder shall remain valid for full period of contract i.e. for 1 year + 1 year extension = full 2 years of contract period, as renewed on yearly basis on satisfactory performance, plus extension period, if any except minimum wages as revised by Govt. of Odisha from time to time.
- d) **The bidder should quote rates in the Price Schedule (Excel Format) in the space marked for quoting rates in the BOQ.**
- e) The rate quoted by the bidder should not be higher than the rates at which it may be running such services at other Government Institutes/ Ministries/ PSUs etc.

19. EVALUATION OF PRICE BIDS:-

- a) Order on the firm will be placed on the basis of L1 evaluated price of qualified bidders and, if required negotiations will be held with L1 bidder. However OPTCL reserves the right to split up the orders among bidders on individual merits of the bidders, if the situation so warrants, in the interest of OPTCL. All the bidders may be required to explain / justify the basis of their quoted rates as and when asked for. In case, any bidder fails to justify his quoted rates or refuses to co-operate in this regard, they will not be considered for participating in the tendering with forfeiture of EMD and will not be allowed to participate in any future tender for a period of (5) five years.
- b) If a **Bidder quotes unworkable rates** and is considered for placement of work order, the bidder will be asked to justify the rate quoted and **will have to give Performance Guarantee Bond (in addition to the Security Deposits) in the form of Bank Draft / Pay Order. The amount of performance Guarantee bond will be decided by OPTCL at the time of placement of order.** Earnest Money of the bidders who refuse to give performance

Guarantee Bond will be forfeited and they will not be allowed to participate in any future tender for a period of (5) five years.

20. TERMS AND MODE OF PAYMENT

- a) Payment shall be made in Indian Rupees subject to recoveries, if any, by way of price reduction (**Refer clause No: 26 of GTCC**) or any other charges as per terms and conditions of contract to the service personnel through their bank accounts
- b) It is the sole responsibility of the contractor to ensure that all the employed personnel are having valid bank accounts for crediting such payments as defined above.**
- c) Payment to the workmen deployed by the Contractor shall be disbursed before 7th day of succeeding month through bank transactions only into the bank accounts of each employee. All the payment including statutory dues to the deployed persons shall be made through bank transactions only into the individual accounts.
- d) The contractor/ agency shall submit monthly Cleaning and sanitation bills in triplicate along with satisfactory performance certificates (which will be certified by the designated officer of OPTCL) within 7th day of the succeeding month to the Officer-in-charge of OPTCL as per pro-forma **in Section - X** for payment along with the labour payment sheet, deployment chart and other documents related to statutory dues.
- e) Payment, after statutory deductions and other deductions like taxes, penalties, security deposit etc., shall be released after due certification of the bills by the Officer-in-Charge. Payment shall be made in shape of crossed A/c Payee cheque in favour of the Contractor. All the statutory dues shall be deducted from running bills at the rate prevailing at the time of payment of the bills.
- f) Along with the above bill the contractor / agency shall certify and submit the following documents in duplicates too:**
 - i) An abstract sheet of service delivered by firm to OPTCL during the month. The abstract sheet should be prepared by firm in format **as per Annexure**. The abstract sheet shall be checked and verified by the appropriate authority of OPTCL. After verification, such authorities shall sign/ countersign on the abstract sheet and on the bill submitted by the contractor / agency with certificate that the services has been duly rendered satisfactorily by the contractor / agency for the period claimed in the bill.
 - ii) The attendance sheet of service staff deployed by the contractor/ agency, duly authenticated daily by his designated staff of the contractor / agency and countersigned by appropriate authority of OPTCL. No payment shall be made for absentee employees.
 - iii) The bank statement showing the date on which the **previous month's** emoluments to the contractor/ agency's staff deployed at the OPTCL Building Premises have been paid

through ECS. The contractor/ agency shall provide the mandate form for ECS payment to its deployed staffs. The ESI Contribution relating to these workers (copies of ESI Cards of workers, copy of ESI deposit challan shall be enclosed). EPF Contribution relating to these workers (copies of EPF numbers of workers, copy of EPF deposit challan shall be enclosed). These expenses shall be reimbursed to the contractor/agency by OPTCL after proper verification. If the same is not submitted, the bill shall not be released

iv) Self -declaration, “We are complying with all statutory Labour laws in vogue and as amended up to date, including the Minimum Wages Act”.

v) The contractor/ agency shall be absolutely and exclusively responsible for the payment of wages for the staff deployed in OPTCL **on or before the 7th day of each succeeding month** to protect the interest of these staff and to ensure smooth running of services in OPTCL, irrespective of whether or not he may be able to raise the bills or receive payments from OPTCL by that time. Payment shall be released to the contractor/ agency after deduction of Income Tax deductible at source and other statutory deductions.

g) Additional compliances to be verified before payment of monthly contractor/ agency’s bill by OPTCL:

i) Performance Security as per **GTCC Clause 12** has been submitted

ii) Contract form as per **Annexure** has been signed and exchanged by both the parties

iii) Contractor/ agency’s deployed personnel are wearing uniforms and

iv) Contract Labour Licence of contractor/ agency submitted, as the case may be.

h) In case of any complaint of non-fulfillment of any obligation under the contract, the Officer-in-Charge reserves the right to withhold payments due to the Contractor.

21. AWARD CRITERIA: The contract will be awarded to the evaluated responsive bidder to provide the Services at OPTCL.

22. NOTIFICATION OF AWARD

a) Before expiry of the tender validity period or completion of all process of this tender specification, whichever is earlier, OPTCL will notify the name of successful bidder by email / fax / post selected by OPTCL, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods and/ or services and corresponding prices accepted. The successful bidder must furnish to OPTCL the required performance security within 15 (fifteen) days from the date of issue of the Letter of Acceptance (LOA), failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance security have been provided under GTCC Clauses.

- b) The Letter of Acceptance (LOA) shall constitute the beginning of the Contract and the contract period shall commence from this date of notification.
- c) The successful Bidder shall also physically submit original documents/ duly attested Photocopies of all documents at the time of bidding.

23. COMMENCEMENT OF SERVICE: The contractor/agency shall commence providing his service within 15 (fifteen) days from date of notification of award of contract. Time is the essence of the contract and should be strictly adhered to by the contractor/agency.

24. ELIGIBLE GOODS AND/ OR SERVICES: All goods and/ or services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are grown, produced, mined or manufactured or from where the services are arranged and supplied.

25. VARIATION, DELAY IN THE CONTRACTOR / AGENCY’S PERFORMANCE

- a) The Contractor/agency shall perform the services under the contract as per quality, time schedules, deployable staff, other terms and conditions specified by OPTCL in the relevant clauses of the contract.
- b) Subject to the provision under **GTCC clause 26 & 27**, any unexcused variation in quality, quantity, delay etc. by the Contractor/agency in maintaining its contractual obligations towards performance of services shall render the Contractor/agency liable to any or all of the following sanctions:
 - (i) Imposition of liquidated damages,
 - (ii) Forfeiture of its performance security.
 - (iii) Termination of the contract for default.
- c) If at any time during the currency of the contract, the Contractor/agency encounters conditions hindering timely performance of services, the Contractor/agency shall promptly inform OPTCL in writing about the same and its likely duration and make a request to OPTCL for its remedy accordingly. On receiving the Contractor/ agency’s communication, OPTCL shall examine the situation as soon as possible and at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of Contractor /agency’s contractual obligations by issuing an amendment to the contract.

26. PRICE REDUCTION: Subject to **GTCC Clause 27 & 28**, if the contractor / agency fails to provide “Cleaning, Housekeeping & Sanitation works” at OPTCL as per quality, time schedules, deployable staffs and other terms and conditions incorporated in the contract and to the satisfaction of the competent authority of OPTCL, the latter shall, without prejudice to other rights and remedies available to it under the contract reserves the right to impose penalty for

violation of the contract as per **GTCC Clause No: 27/Penalty** which shall be recovered from monthly services bill of Contractor/agency as liquidated damages per occasion of default. **If the deductions exceed 5 % (Five per cent)** of the total value of services supplied in any calendar month, OPTCL may consider termination of the contract with forfeiture of Security Deposit and hiring of alternative service at risk and cost of the contractor/agency as laid down in **GTCC Clause No: 28: Termination for Default.**

27. PENALTY:-

As per the **GTCC Clause No: 26, Price Reduction**, OPTCL reserves the right to impose Penalty for failure to render service or violation of the contract as under:

a)	If any portion of the work area is kept dirty and is not cleaned and sanitized as per the stipulated standard	Rs.500/- for each area detected on each occasion.
b)	Negligence to provide requisite cleaning materials such as Odonil, Napthalene Balls, spraying of the room fresheners, use of phenyl/ harpic/ sanitol & disinfectant etc.	Rs.500/- for each occasion of detection.
c)	Non-dumping of wastes in proper place.	
d)	Delayed Service affecting normal office work	Rs.2,000/- for each occasion of detection.
e)	In case any complaint is received attributable to misconduct/ misbehaviour of contractor/ agency's personnel. If found guilty after enquiry, the concerned contractor's / agency's personnel shall be removed.	Rs 500/- for each occasion of detection.

This will be recovered from services bill of Contractor/agency as liquidated damages per occasion of default.

28. TERMINATION FOR DEFAULT

- a) OPTCL, without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the Contractor / agency, terminate the contract in whole or in part, if the Contractor / agency fails to perform the services and/ or fails to perform any other contractual obligation(s) as specified in the contract, or within any extension thereof granted by OPTCL pursuant to **GTCC Clause 18 (c)**.
- b) In the event OPTCL terminates the contract in whole or in part, pursuant to **GTCC sub-clause 28 (a)** above, OPTCL may procure services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Contractor / agency shall be liable to OPTCL for the extra expenditure, if any, incurred for arranging such procurement.
- c) In case of failure by the Contractor to fulfill his contractual obligations the management reserves the right to cancel the contract in which case the Performance Security Deposit shall stand forfeited.

- d) Unless otherwise instructed by OPTCL, the Contractor/agency shall continue to perform the contract to the extent of not terminated.

29. TERMINATION FOR INSOLVENCY

If the Contractor/agency becomes bankrupt or otherwise insolvent, OPTCL reserves the right to terminate the contract at any time, by serving written notice to the Contractor/ agency without any compensation, whatsoever, to the Contractor/ agency, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to OPTCL

30. TERMINATION FOR CONVENIENCE: OPTCL reserves the right to terminate the contract, in whole or in part for its (OPTCL's) convenience, by serving 30 days' written notice on the Contractor/agency at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of OPTCL. The notice shall also indicate inter alia, the extent which the Contractor/ agency's performance under the contract is terminated, and the date with effect from which such termination will become effective. In the event of any such termination of the contract the Contractor shall be paid for all the work executed.

31. USE OF CONTRACT DOCUMENTS AND INFORMATION

- a) The Contractor/agency shall not, without OPTCL's prior written consent, disclose the contract or any provision thereof including any specification or any information furnished by or on behalf of OPTCL in connection therewith, to any person other than the person(s) employed by the Contractor/agency in the performance of the contract emanating from this tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purpose of performance of this contract.
- b) Further, the Contractor/agency shall not, without OPTCL's prior written consent, make use of any document or information mentioned in **GTCC sub-clause 31(a)** above except for the sole purpose of performing this contract.
- c) Except the contract issued to the Contractor/agency, each and every other document mentioned in **GTCC sub-clause 31 (a)** above shall remain the property of OPTCL and, if advised by OPTCL all of copies of all such documents shall be returned to OPTCL on the completion Contractor/agency's performance and obligations under this contract.

32. FORCE MAJEURE:-

For purposes of this clause, Force Majeure means an event beyond the control of the Contractor/agency and not involving the Contractor/agency's fault or negligence and which is not foreseeable and not brought about at the instance of the party claiming to be affected by such event. Such events may include, but are not restricted to, acts of OPTCL either in its sovereign or

contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

- a) If a Force Majeure situation arises, the Contractor/agency shall promptly notify OPTCL in writing of such conditions and the cause thereof within 10 (ten) days of occurrence of such event. Unless otherwise directed by OPTCL in writing, the Contractor/agency shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- b) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the contract without any financial repercussion on either side.
- c) In case due to a Force Majeure event OPTCL is unable to fulfil its contractual commitment and responsibility, OPTCL will notify the Contractor/ agency accordingly and subsequent actions taken on similar lines described in the tender document clauses.

33. B.G. TOWARDS SECURITY DEPOSIT, 100% PAYMENT AND PERFORMANCE

GUARANTEE:

- a) A Composite Bank Guarantee from any nationalized/scheduled bank having a place of business at Cuttack issued in favour of “Odisha Power Transmission Corporation Ltd” for **5% [five percent]** of the contract value of the work order, shall be furnished to the office of General Manager EHT (O&M) Circle, Cuttack within 15 days from the date of issue of the work order. The BG shall be executed on non-judicial stamp paper worth of appropriate value or as per the prevalent rules, **valid for a period of 2 months after the last date of guarantee period** and submitted to the paying authority for scrutiny and acceptance, failing which the work order will be liable for cancellation without any further written notices.
- b) The BG should be accompanied by a confirmation letter from the concerned bank and should have provision for encashment at Cuttack, before the Bank Guarantee is accepted and all concerned intimated. The B.G should be revalidated as and when intimated to you to cover the entire guarantee period.
- c) If the work completion period gets extended the Contract Performance Bank Guarantee shall be extended accordingly. In case the contract price gets revised, the successful bidder shall submit the amended Bank Guarantee to that effect.
- d) No interest is payable on any kind of Bank Guarantee.
- e) In case of non-fulfillment of contractual obligation, as required in the detailed purchase order/Specification, the composite Bank guarantee shall be forfeited.

- f) The aforesaid BG shall be returned to the Contractor after successful completion of the guaranteed obligations under the contract

34. RESOLUTION OF DISPUTES

- a) If dispute or difference of any kind shall arise between the OPTCL and the Contractor/agency in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- b) If the parties fail to resolve their dispute or difference by such mutual consultation by either OPTCL or the Contractor/agency may give notice to the other party of its intention. In the case of a dispute or difference between the OPTCL and Contractor/agency relating to any matter arising out of or connected with the contract, the decision of Chief General Manager (O&M), OPTCL, Bhubaneswar or his authorized representative shall be final & binding.

35. JURISDICTION:-

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. Suit, if any, arising out of this tender/ or contract shall be filed by either party in a Court of Law at Cuttack to which the jurisdiction of High Court of Odisha extends.

36. INTERPRETATION: In case of any ambiguity in the interpretation of the conditions of the engagement and scale of charges, the interpretation of the Chairman cum Managing Director, OPTCL will be final and binding on the parties to the conditions of engagement.

37. NOTICES:

- a) Notice, if any, relating to the contract given by one party to the other, shall be sent in writing. The procedure will provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- b) The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

38. CORRESPONDENCES

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

Official Address of the Parties to the Contract

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

Purchaser: General Manager,

EHT (O&M) Circle, OPTCL, Cuttack

At:- Madhusudan Nagar, P.O:- Tulsipur, Cuttack, Odisha

Pin-753008

Telephone No. 0671 – 2300226 / 2970226 / 2300547

Bidder: Address

Telephone No:

Fax No.

39. GENERAL/ MISCELLANEOUS CLAUSES

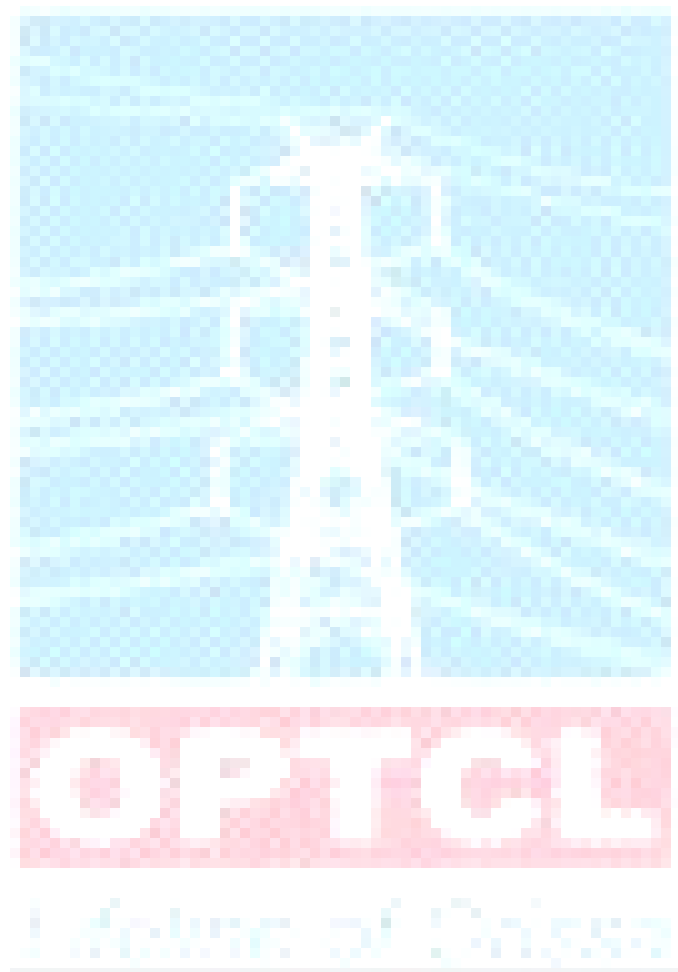
- a) Nothing contained in this Contract shall be construed as establishing or creating between the parties, i.e. OPTCL on the one side and on the other side the Contractor/agency a relationship of master and servant or principal and agent.
- b) Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- c) The Contractor/ agency shall notify OPTCL of any material change that would impact on performance of its obligations under this Contract.
- d) Each member/ constituent of the Contractor/ agency, in case of consortium shall be **jointly and severally liable** to and responsible for all obligations towards the OPTCL for performance of contract/services under the Contract.
- e) The Contractor/agency shall, at all times, indemnify and keep indemnified OPTCL against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor/ agency /its associate/affiliate etc. All claims regarding indemnity shall survive the termination or expiry of the contract.
- f) **The Authority of OPTCL reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.**

40. OUTRIGHT REJECTION OF TENDERS

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

- a) Tenders shall be accompanied with the prescribed earnest money deposit.
- b) Tenders shall be kept valid for a minimum of 180 days from the date of opening of the tender.
- c) Non submission of all documents as per ***Clause No. 10, Instructions to tenderers, Section-I***
- d) Tenders shall be accompanied with clear valid photocopy of GST registration & clearance certificate, PAN card, EPF and ESI registration certificate, Labour Certificate etc. 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.
- e) **Non-submission of Solvency certificates obtained from the Revenue Department, Government of Odisha.**

- f) Duly filled and signed Forms as per List of Annexures, Section IV, such as Abstract of general terms and conditions of contract declaration forms etc.
- g) Tenderers not fulfilling the qualifying criteria as mentioned in **ELIGIBILITY FOR SUBMISSION OF BIDS.**
- h) The bidders have to **unconditionally comply** with tender specification.
- i) There must not be any violation to the terms & conditions set forth and provided in the tender specification.



SECTION -III**SCHEDULE OF QUANTITY**

Sl. No	Name of the Unit	Area of Operation		
		Inside Area in sq.mt.	Outside Area in sq.mt	Toilets
A	EHT (O&M) Division, Cuttack			
1	132/33KV Grid S/S, Phulnakhara	412	962	3
2	132/33KV Grid S/S, Jagatsinghpur	414	1454	4
3	220/132/33KV Grid S/S, Cuttack	520	1615	4
4	220/132/33KV Grid S/S, Bidanasi	528	1642	3
B	EHT (O&M) Division, Paradeep			
1	220/132/33KV Grid S/S, Paradeep	777	989	10
2	132/33KV Grid S/S, Kendrapara	340	1223	5
3	132/33KV Grid S/S, Pattamundai	830	1130	5
4	132/33KV Grid S/S, Chandikhole	390	1782	3
5	132/33KV Grid S/S, Marshaghai	850	750	5
6	132/33KV Grid S/S, Tirtol	1100	1240	5
7	132/33KV Grid S/S, Olaver	845	2452	5
8	EHT (O&M) Division Office, Paradeep	332	316	2
C	EHT (O&M), Division Choudwar			
1	132/33KV Grid S/S, Nuapatana	295	1464	6
2	132/33KV Grid S/S, Choudwar	563	1226	2
3	EHT (O&M) Division Office, Choudwar	263	1045	3
4	132/33KV Grid S/S, Salipur	994	840	4
5	132/33KV Grid S/S, Mania	800	800	5
6	132/33KV Grid S/S, Khuntuni	1633	3079	5

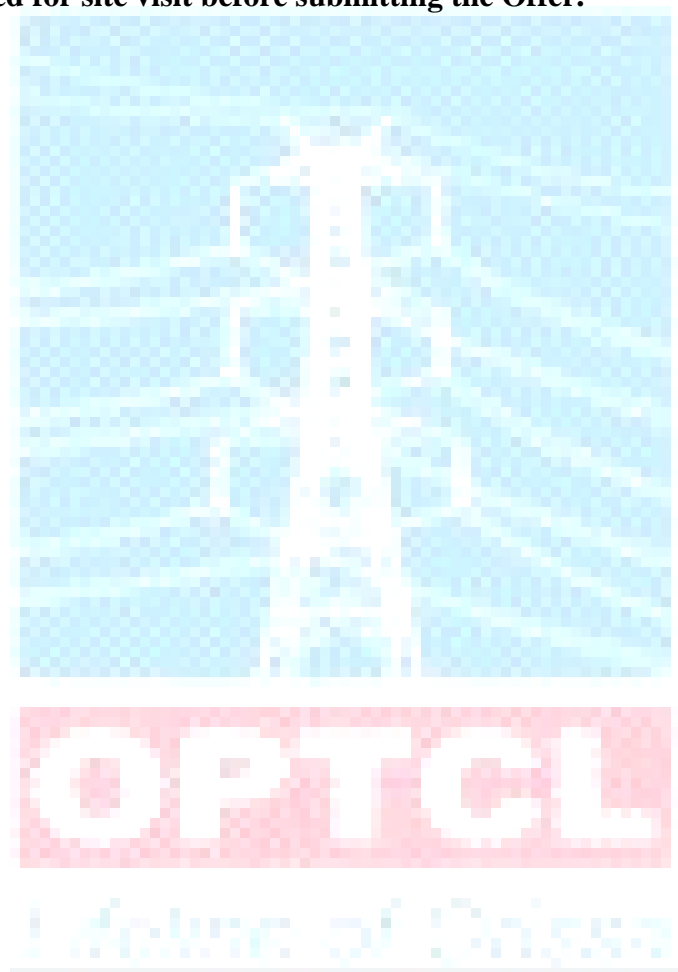
7	132KV ICCL Switching station	270	738	2
8	Choudwar I.B.	210	1347	1
9	220/33KV Grid S/S, Narsinghpur	1500	3000	6
D	E&MR Division, Cuttack			
1	E&MR S/D Choudwar	179	413	1
2	E&MR S/D Cuttack	70	380	2
3	E&MR S/D Paradeep	75	412	1
4	E&MR Division Office, Cuttack	0	0	0
E	NEW OFFICE COMPLEX CUTTACK	1068.93	1830.07	32
F	Total Area and Bathrooms	15258.93	32129.07	124

DETAILS OF NEW OFFICE COMPLEX AT EHT (O&M) CIRCLE, CUTTACK						
Sl. No	Name of the Unit	Inside Area in sq.mt.	Outside Area in sq.mt	Number of Toilets / Bathrooms		Remarks
1	Total Outside Area		1689.33			
2	Total Parking Area		140.74			
3	Ground Floor Carpet Area	99.55				
4	First Floor Carpet Area	196.55				
5	Second Floor Carpet Area	193.33				
6	Third Floor Carpet Area	209.76				
7	Roof Area of the Building	288.6				
8	Total Area of the Staircase & Lift	81.14				
9	Attached Toilets			6		Contains 1 Western Commode and 1 wash basin
10	Common Toilet (Gents and Ladies)			6	6x4 =24	Common bathroom may be considered as 4 times the attached toilet as it contains 3 urinals, 2 latrines and 2 washbasins. High Intensity toilet, needs more cleaning

11	Visitor's Toilet			1	1x2=2	Visitor bathroom may be considered as 2 times the attached toilet as it contains 3 urinals, 1 latrine and 2 washbasins. <i>High Intensity toilet, needs more cleaning</i>
13	Total Area and Bathrooms	1068.9	1830.07	32		

Note: (i) Area variation is ± 10 %.

(ii) Firms are requested for site visit before submitting the Offer.



SECTION-IV
[LIST OF ANNEXURES]

The following schedules and Proforma are annexed to this specification and contained in Section-III as referred to in the relevant clauses. Wherever necessary, the annexures duly filled and signed by the bidder are to be scanned and uploaded along with the tender bid.

1	Declaration form	ANNEXURE-1
2	Abstract of terms and conditions to accompany Section-II of Part-I	ANNEXURE-2
3	Proforma for composite bank guarantee for security deposit payment and performance	ANNEXURE-3
4	Proforma of self-declaration- Black listing/ debarring action	ANNEXURE -4
5	Letter of Authorisation	ANNEXURE -5
	Indemnity Bond	ANNEXURE -6
	Deviation Schedule	ANNEXURE -7
	Litigation History	ANNEXURE -8
	Form T1: Letter of Application	ANNEXURE -9
	Form T2: Bidder's Information	ANNEXURE -10
	Form T3: Power of Attorney	ANNEXURE -11
	Form T4: Work Experience	ANNEXURE -12
	FormT5: Existing Commitments	ANNEXURE -13
	Form T6: Anti-Collusion certificate	ANNEXURE -14
	Form T7: Financial Capabilities of Bidder	ANNEXURE -15
	Contract Form	ANNEXURE -16
	Daily Checklist Form/ Building	ANNEXURE -17
	Daily Checklist Form/ Open Area	ANNEXURE -18
	List of Materials and Consumables	ANNEXURE -19
	Periodicity Chart of Cleaning	ANNEXURE -20
	Other Documents to be submitted upon successful bid	ANNEXURE -21
	Form X	ANNEXURE -21(A)
	Form XI	ANNEXURE -21(B)

ANNEXURE - 1
DECLARATION FORM

To,
The General Manager (Elect:)
EHT (O&M) Circle, OPTCL
Cuttack

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, Cuttack 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 AMC work for 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 _____ 2017

Yours faithfully

Signature of the Tenderer

with seal of the company

[This form should be dully filled in & signed by the tenderer and uploaded at the time of submission of tender.]

* (Strikeout whichever is not applicable)

ANNEXURE - 2

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

1(a)	Cost of Tender Document: D.D No & Date.	
1(b)	Earnest money furnished. D.D No. & Date.	
1(c)	Tender Processing Fee: E-Challan No. & Date.	
2	Contractor's work experience including user's certificate furnished	<i>Yes/No</i>
3	Manner of work:- Whether agreeable to OPTCL's desired manner as indicated .	<i>Yes/No</i>
4	Whether agreeable to furnish Composite B.G. in case his tender be successful.	<i>Yes/No</i>
5	Terms of payment:- Whether agreeable to OPTCL's terms regarding payment?	<i>Yes/No.</i>
6	Nature of price:- FIRM	<i>Yes/No</i>
7	Penalty:- Whether agreeable to OPTCL's terms .	<i>Yes/No</i>
8	Validity:- Whether agreeable to OPTCL's terms	<i>Yes/No</i>
9	Whether declaration form duly filled in furnished.	<i>Yes/No.</i>
10	Whether scanned copy of required documents furnished.	<i>Yes/No.</i>
11	Whether scanned copy of Audited Accounts furnished	<i>Yes/No.</i>

Signature:

1.

2.

ANNEXURE - 3

PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT PAYMENT AND PERFORMANCE

(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper of appropriate value should be in the name of the Issuing Bank.)

This Guarantee Bond is executed this _____ day
of _____ 2020/21 by _____ us the
_____ Bank at _____
P.O. _____ P.S. _____
District _____ State _____

1. WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD., a body corporate constituted under the Electricity Act, 2003 [hereinafter called "the OPTCL" which shall include its successors and assigns has placed orders No. _____ Date _____ [hereinafter called "The Agreement"] on M/s. _____ [Hereinafter called "Agency"] which shall include its successors & assigns for providing manpower service.

AND WHERE AS the Agency has agreed to provide Manpower service to the OPTCL in terms of the said agreement AND

WHEREAS the OPTCL has agreed [1] to exempt the Agency from making payment of Security [2] to release 100% payment of the cost of service as per the said agreement and [3] to exempt from performance guarantee on furnishing by the Firm / Agency to the OPTCL, a Composite bank Guarantee of the value of 5 % [five percent] of the contract price of the said agreement.

NOW THEREFORE, in consideration of the OPTCL having agreed [1] to exempt the Agency from making payment of Security [2] releasing 100% payment to the Firm / Agency and [3] to exempt from furnishing performance guarantee in terms of the said agreement as aforesaid, we, the _____ [Bank][hereinafter referred to as 'the Bank'] do hereby undertake to pay to the OPTCL an amount not exceeding Rs. _____ [Rupees _____] against any loss or damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Agency [s] of any of the terms or conditions contained, in the said agreement.

2. We the (_____ Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by OPTCL by reason of any breach by the said Firm / Agency [s] of any of the terms or conditions, contained in the said agreement or by reason of the Firm / Agency's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ [Rupees _____]

3. We the _____ Bank} also undertake to pay to OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Firm / Agency [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Agency [s] shall have no claim against us for making such payment.

4. We, (_____ Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Firm / Agency [s] and accordingly discharges this Guarantee.

Unless a demand or claim under this guarantee is made on us in writing on or before the [Date _____], we shall be discharged from all liability under this guarantee thereafter.

5. We, (_____ Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Firm / Agency and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Firm / Agency or for any forbearance, act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Firm / Agency [s] or by any such matter or thing whatsoever which under the law relating to sureties would but these provisions have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and The Firm / Agency [s].

7. We, [_____ Bank] lastly undertake not to revoke this guarantee during its _____ currency except with the previous consent of the OPTCL in writing.

8. We the _____ Bank further agree that this guarantee shall also be inviolable at our place of business at Branch of Bhubaneswar in the state of Odisha. [Indicate the name of the Bank & Branch]

‘Notwithstanding anything contained herein above’

a) Our liability under the bank guarantee shall not exceed Rs. _____ (In words Rupees _____).

b) This bank Guarantee shall be valid up to _____.

c) We are liable to pay guaranteed amount or any part thereof under this bank guarantee only if you serve upon us at _____ branch of Bhubaneswar in the state of Odisha a written claim or demand on or before _____ (date of expiry of guarantee).

Date at _____ the, _____ day of 20 _____.

For _____
[Indicate the name of Bank]

Witness (Name, Signature & Address)

- i.
- ii.

ANNEXURE – 4

PROFORMA OF SELF DECLARATION-
BLACK LISTING/ DEBARRING ACTION

(To be filled in non-judicial stamp paper of worth Rs.100/- and to be Notarized)

Name of the Bidder: -----

e-Tender Notice No: -----

Sir,

1. I/We, the undersigned do hereby declare that, I/We have never failed to perform satisfactorily in any work of OPTCL/ Govt. Of Odisha /Central Govt./ in any Govt. funded Project during last three financial years (and the current financial year) and / or I/We **do not have any litigation with OPTCL** and we do not stand currently debarred/blacklisted by any of the Electricity Transmission Utility / Generation Utility /OPTCL / Govt. Of Odisha/ Central Govt. of India.

2. Further, I/We, the undersigned do hereby declare that, I/We have not been declared as Insolvent or referred to National Company Law Tribunal (NCLT) under the Insolvency and Bankruptcy Code (IBC), 2016.

3. In the event, any information is found out contrary to the above either during the finalisation of the tender or during the execution of the contract, My/Our bid / contract shall be liable for rejection / cancellation / termination without any notice with forfeiture of EMD/CPBG at the sole discretion of OPTCL.

Yours faithfully,

Place-

Date-

Signature of the bidder

With seal

Note: The bidder shall also disclose, if he was debarred/black listed by any utility in the past and if the debar/blacklisting order was subsequently withdrawn by the utility suo-moto or set aside by any court order.

(This form shall be duly filled-up, signed by the bidder (including each of the Joint Venture/Consortium partner) & uploaded as an attachment)

ANNEXURE - 5

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: ETCN/01/CTC/2021-22

To

**The General Manager,
EHT (O&M) Circle, OPTCL, Cuttack**

Dear Sir,

Subject: Authorization for attending bid opening on.....

(Date) in the Tender for providing Skilled Manpower service on contract (outsourced) basis to OPTCL (tender specification no:.....)

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

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

1.

2.

(Specimen Signature duly attested)

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

Note:

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

ANNEXURE 6

INDEMNITY BOND

THIS INDEMNITY BOND is made thisday of,2021/22 by _____(herein after called as “Firm/ Agency” which expression shall include its successors & permitted assigns) in favour of Odisha Power Transmission Corporation Limited, a Company incorporated under the Companies Act,1956/2013, having its Registered Office at Janpath, Bhubaneswar-751022, Odisha and having its offices throughout the State of Odisha (herein after called “OPTCL” which expression shall include its successors & assigns). We,_____ having a registered office at _____ have entered into a contract with ODISHA POWER TRANSMISSION CORPORATION LIMITED, vide agreement dated _____ to provide Manpower on contract (outsourcing) basis for different offices of ODISHA POWER TRANSMISSION CORPORATION LIMITED situated throughout Odisha. We do hereby indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the ODISHA POWER TRANSMISSION CORPORATION LIMITED, by any party, employee(s) or Manpower provided by us, on account of any delay, default, lapse, error or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time. We further undertake to indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, against any claim/compensation arising out of any non-payment or short payment of remuneration or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the persons engaged by us for the purpose of this contract. We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

For and on behalf of _____,

Authorized Signatory

Witness

1.Signature:

1. Signature

2.Name:

2. Name:

3.Address:

3. Address:

ANNEXURE-7
DEVIATION SCHEDULE

Tenderer shall enter below particulars of his alternative proposal for deviation from the specification, if any.

A) Technical

Sl. No	Clause No. of specification	Particulars of deviations.

Place: -

Date:

Signature of Tenderer:

Name, Designation, Seal

B) Commercial deviations.

Sl. No	Clause No. of specification	Particulars of deviations.

Place: -

Date:

Signature of Tenderer:

Name, Designation, Seal

ANNEXURE - 8
LITIGATION HISTORY

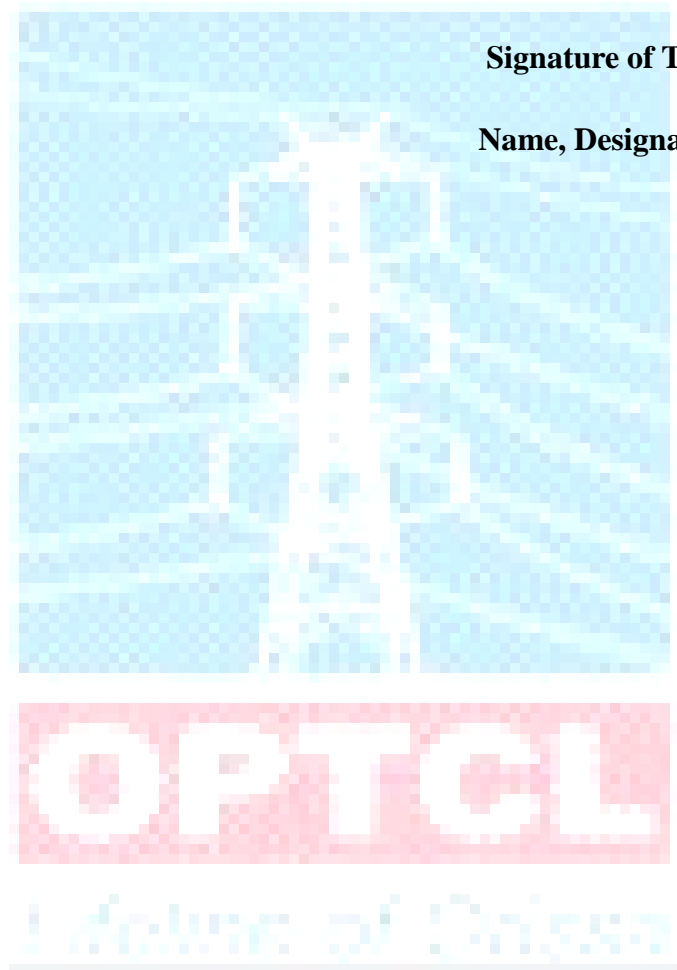
Year	Award for or against bidder	Name of client, cause of litigation and matter in dispute	Disputed amount (current value in Rs.)

Place: -

Date:

Signature of Tenderer:

Name, Designation, Seal



ANNEXURE - 9
FORM –T1: LETTER OF APPLICATION
(On the Bidders Letter Head)

[Location, Date]

To

The General Manager,

EHT (O&M) Circle, OPTCL, Cuttack

Sub: - Providing Service of Skilled Manpower on Contract (Outsourced) basis.

Dear Sir,

With reference to your tender dated _____, I have examined all relevant documents and understood their contents, hereby submit our Technical and Financial Proposal for the proposed service [Name of the Service]

1. All information provided in the proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective original document. This Statement is made for the express purpose of engagement as the Contractor for the aforesaid Assignment.

2. I shall make available to the Authority any additional information if any deemed necessary or required.

3. I acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

4. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

5. I declare that:-

a. I have examined and have no reservations to the tender Document, including any Addendum issued by the Authority.

b. I do not have any conflict of interest in accordance with the prescriptions in the tender Document.

c. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender Document.

d. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the tender, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

6. I agree and understand that the proposal is subject to the provisions in the Tender Document. In no case, shall I / we have any claim or right of whatsoever nature if the Assignment is not awarded to me / us or our proposal is not opened or rejected.

7. I agree to keep this offer valid for 180 (one hundred eighty) Days from the proposal Due Date specified in the Tender Document.

8. In the event of my firm being selected as the Contractor, I agree to enter into an Agreement in accordance with the form which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

9. I agree and undertake to abide by all the terms and conditions in the Tender Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms in the Tender Document.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Title of Signatory

Name of Firm Address

ANNEXURE - 10

FORM –T2 INFORMATION ABOUT THE BIDDER

BIDDER ORGANISATION

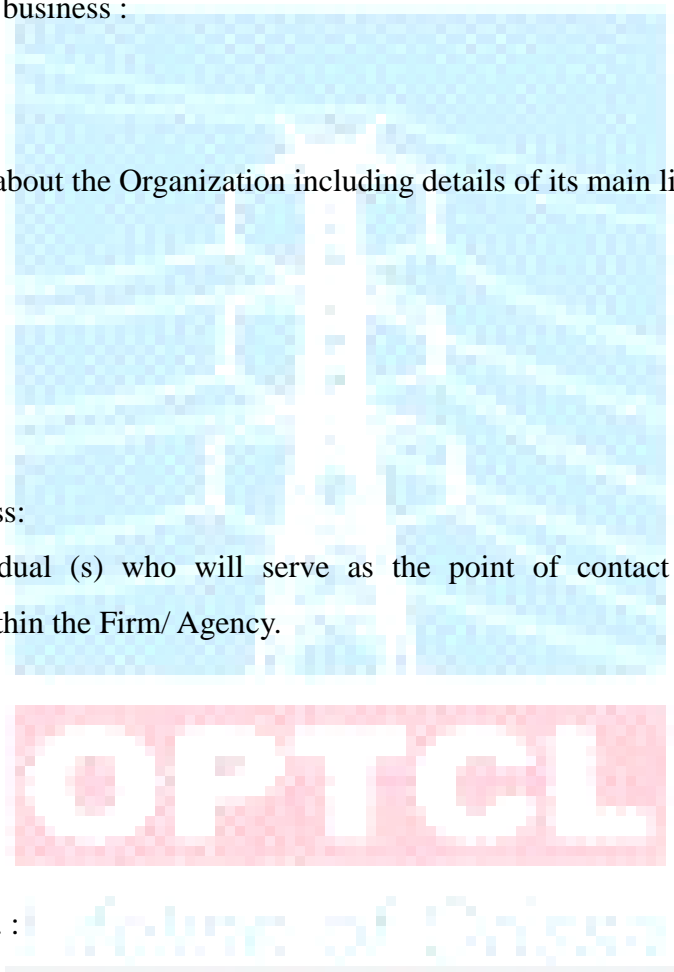
1. State the Status of the Bidders Organization.

2. State the following

- Name of the Company/Firm/Agency:
- Country of incorporation :
- Registered Address :
- Year of Incorporation :
- Year of commencement of business :
- Principal place of business :
- GSTIN :
- PAN:
- Brief description about the Organization including details of its main lines of business:
 - a) Name :
 - b) Designation:
 - c) Address:
 - d) Phone No. :
 - e) Fax No. :
 - f) E-Mail Address:

3. Details of individual (s) who will serve as the point of contact / communication for AUTHORITY within the Firm/ Agency.

- a) Name:
- b) Designation:
- c) Address:
- d) Telephone No. :
- e) E-Mail Address:
- f) Fax No. :



Date:

Signature of authorized person

Place:

Name:

Seal:

ANNEXURE -11

FORM –T3: POWER OF ATTORNEY

(On a Stamp Paper of relevant value as per Stamp Act)

**POWER OF ATTORNEY FOR AUTHORISED
SIGNATORY**

Know all men by these present, we _____(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____(name and address of residence) who is presently employed with us and holding the position of _____as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for [skilled manpower].

We do hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall always be deemed to have been done by us.

Executant
Signature of Attorney

(Name, Title and Address of the Attorney) Attested.

Notes:

1. To be executed by the sole Bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants (s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the power of Attorney.

ANNEXURE - 12

FORM-T4: EXPERIENCE OF SIMILAR WORKS

Name of Bidder:

Details of Projects Undertaken / completed for providing cleaning, housekeeping and sanitation services during the last three years. (Attach copy of Labour Licenses in Form-VI under the Contract Labour (R&A) Act, 1970 in support of claim & certificate of Principal Employer regarding engagement of agency as cleaning, housekeeping and sanitation service provider & satisfactorily execution of work)

Sl. No	Name of Project	Name of Client with address and contact numbers	Date of Award of assignment	Date of completion of assignment (for both completed and ongoing project)	Period of Service	Description of service provided	No of Manpower deployed/ provided	Total cost of work (in INR cr.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Date:

Place:

Signature of authorized person

Name:

Seal:

* Note: Please furnish the Work order /Contract copies of the works executed in support of the information mentioned above.

ANNEXURE - 13

FORM –T5 EXISTING COMMITMENTS

Current Contract commitments / works in progress:

Name of the Bidder:

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which and unqualified, full completion certificate has yet to be issued.

Sl. No	Name of Project	Name of Client with address and contact numbers	Date of Award of assignment	Period of Service	Description of service provided	No of Manpower deployed/provided	Total cost of work (in INR cr.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

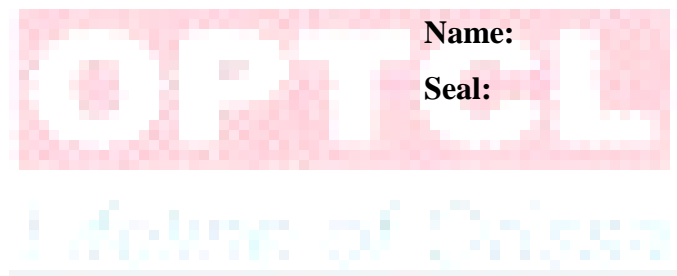
Date:

Place:

Signature of authorized person

Name:

Seal:



ANNEXURE - 14

FORM – T6 ANTI COLLUSION CERTIFICATE

(On letter head of Bidder)

1. We certify that this proposal is made in good faith and that we have not fixed or adjusted the amount of the Proposal by, or under , or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not, before the award of any contract for the work.

(i) (a) Communicate to any person other than the Authority / or person duly authorized by it in that behalf the amount or approximate amount of the Proposal, or Proposed Proposal, except where the disclosure, in confidence, of the approximate amount of the proposal was necessary to obtain premium quotations required for the preparation of the proposal.

(b) Enter into any agreement or arrangement with any person that they shall refrain from bidding, they shall withdraw any Proposal once offered or vary the amount of any Proposal to be submitted.

(ii) Pay, give or offer to pay or give any sum of money or other valuable considerations directly or indirectly to any person for doing or having done or having caused to be done in relation to any other proposal or proposed proposal for the work, any act or thing of the sort described at (i) (a) or (i) (b) above.

2. We further certify that the principles described in paragraphs (i) and (ii) above have been or will be, made on the basis of compliance with the above, principles by all parties.

3. We are not part of any “Anti-competitive practice” such as collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002 as amended from time to time, between two or more bidders, with or without the knowledge of the OPTCL (Authority), that may impair the transparency, fairness and the progress of the manpower service process or to establish bid prices at artificial, non-competitive levels.

4. In this certificate, the word “person” includes any persons or anybody or association, corporation, “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not, and “the work” means the work in relation to which this proposal is made.

Dated thisDays of2020

Name of the Bidder.....

Signature of the designated person.....

Name of the designated person.....

ANNEXURE -15

FORM – T7 FINANCIAL CAPABILITIES OF THE BIDDER

Bidders are required to complete the information in this form. The information supplied shall be the annual turnover of the Bidder, in terms of the amount billed to clients for each year for work in progress or completed.

<Name of Applicant >

FINANCIAL CAPACITY OF APPLICANT

Sl. No	Financial Year last 3 FYs	Financial Turnover from the similar service	Net Worth
(1)	(2)	(3)	(4)
1			
2			
3			

Certificate from the Statutory Auditor

This is to certify that (name of the Bidder) has received the payments shown in column 3 above against the respective years on account of providing Manpower service and has net worth as shown in column 4 above.

Date:

Place:

Signature of the Statutory Auditor

Name:

Seal:

ANNEXURE -16

CONTRACT FORM

[NAME OF THE SERVICE]

BETWEEN

[OPTCL]

AND

[SERVICE PROVIDER]

Dt.

[On Stamp Paper]

FORM OF AGREEMENT

This CONTRACT is made on the _____ between, _____ (hereinafter called as the "OPTCL") which expression shall where the context so requires or admits shall also include its successors or assigns of the one part

AND

_____, registered under _____ with its principal place of business at _____ (hereinafter called the "Service Provider") of the 2nd Part represented by _____, which expression where the context so requires or admits shall also include its successors or assigns of the other part

WHEREAS

_____ (the Principal) issued tender notice vide Letter No. _____ Dated _____ to the "Providing Cleaning Up-keeping & Sanitation activities at Head Qrs. Office of OPTCL" for execution of [Name of the Service] and the Service Provider offered its willingness to execute the work as per terms and condition of agreement vide it's Letter No. _____ Dated _____

AND

WHEREAS above stated offer and willingness conveyed under Letter dated _____ by the Service Provider has been duly accepted by the OPTCL vide its Letter No. _____ dated _____ for execution and completion of facility related services subject to the fulfillment of the terms and conditions.

NOW, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Scope of Work:

The Service Provider shall engage efficient and experienced personnel to render the required service of [Name of the Service and Location] as described in Appendix-3.

2. Agreement Period:

This Agreement shall remain valid for a period of 1 year effective from the _____ to _____ (both days inclusive) may extended further.

3. Contract Value:

a) The total contract value is _____ [in words] only per Year for the period of contract except GST (as applicable) etc. pertaining to the [Name of the Service]as per the approved scope of work at Section-II. The list of Equipment to be used to render the service is at Section-II. In case of increase in minimum wages of labour by Government of Odisha, the basic differential cost of minimum wages for Unskilled, semi-skilled, Skilled and high skilled labour together with ancillary implication like EPF, ESI etc., will be paid extra.

b) No other terms and conditions put forth by Service Provider shall be considered for accepted during the contract period. However, the above terms of payment against the claimed bills shall be subject to deduction of penalty / price reduction as per Clause no 26 & 27 of GTCC, Section II of the tender document and the OPTCL is not bound to make the monthly bill within the stipulated deadline of payment on claimed monthly bill.

4. Terms of Payment :

a) [Name of the Department/Heads of Department/Other Office] will make payment on the basis of monthly bills furnished' by the service provider duly certified by Designated Officer for the purpose by first week of subsequent month for the services rendered for the previous month and payments will be made by the OPTCL with compliance of all statutory documents. However, the above payment shall be subject to deduction of No-performance as per the prevailing conditions of the Tender Document and the OPTCL is not bound to make the monthly bill within the stipulated deadline of payment on claimed monthly bill.

b) Security Deposit:

The Service Provider shall have to deposit an amount of equal to 5% value for services exclusive GST in shape of Performance Bank Guarantee in favour of General Manager, EHT (O&M) Circle, OPTCL, Cuttack. This will be treated as Security Deposit and shall be refunded after successful completion of the contract. It shall not carry any interest.

5. Schedule for the Service:

The schedule for the service will be provided by the Service Provider as per the agreed terms and conditions between the parties. The Service Provider shall deploy number of personnel for carrying out the services as described in SECTION III.

6. Authorized Representative:

a) Any notice or intimation by either party to the other pursuant to this Agreement shall be signed by an Authorized Representative of the party giving such notice.

b) The Service Provider shall carry out instructions and act upon any guidelines issued in pursuance of the Agreement, if and only if they are given / signed by an Authorized Representative of OPTCL, whose names will be intimated by the said OPTCL.

7. Risk & Responsibility:

a) The Service Provider shall without limiting to its obligations and responsibilities will ensure and keep insured it's personnel so deployed at OPTCL offices against all liabilities for death and injury whatsoever on account of any accident in the course of performing the services. The OPTCL will not be responsible and be held liable for any such death injury or accident 'to the employees' and any other personnel deployed by the Service Provider.

b) The Service Provider shall comply with all the provisions of prevailing Labour Laws during execution of work. The personnel deployed shall be morally good and physically healthy to carry out the assignments to the satisfaction of the OPTCL.

- c) The Service Provider shall provide qualified uniformed staff to perform the services. The employees of Service Provider entering the premises of the OPTCL shall have proper uniform & badges for Identification and shall display identity proof on their person in course of duty hour.
- d) The Service Provider shall conduct periodic general medical checkup of its employees at its own cost. In the event of any of the staff is found to be suffering from any communicable disease, such employee(s) shall be replaced immediately providing substitute(s) immediately.
- e) The Service Provider shall deploy its authorized representatives and adequate supervisors to be present at the place of work during working hours to ensure satisfactory services under this Agreement. It shall further exercise due and adequate control over such personnel and ensure that appropriate instructions/ directions are issued to them in the course of the performance of the tasks under this Agreement.
- f) The Service Provider shall ensure that its employees, while carrying out their obligations under the Agreement observe all required standards of cleanliness, decency and decorum, safety and general discipline and such other instructions or guidelines as may be issued by the authorized representative of the OPTCL.
- g) "Right man to for Right Job" shall be followed to avoid accident at workplace. It shall be the duty of the Supervisor of the Service Provider to get the critical job done by the employees professionally and technically competent enough to perform the said particular task.
- h) The Service Provider should submit attendance of its personnel deployed at the location and the report should be verified by the authorized officer from time to time.

8. Statutory Compliances:

- a) The Service Provider shall be responsible for compliance and coverage of its employees under all necessary statutory obligations under various statutes applicable such as Employees State Insurance (ESI) Act, Employees Provident Fund(PF) Act, Employees Compensation Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, etc. the Service Provider shall maintain proper records & documents and produce them to the authorized representative of the OPTCL as and when required, in proof of compliance of all the relevant and connected laws enacted by the Central & State Govt. etc.
- b) The Service Provider shall obtain all requisite license, permissions, certificates, registrations, etc. to render the required service from all competent OPTCL and shall furnish as and when demanded.
- c) The Service Provider shall alone be responsible for the payments of wages and all other statutory payments/legal dues to its employees deployed under this agreement. The payment/consideration contemplated as per Clause-3 of this Agreement shall be released by the OPTCL only upon the Provider producing online PF & ESI deposits of the payment receipt for the preceding month. Without such a document, no bill shall be passed.
- d) The Service Provider shall provide First Aid facilities at the work place according to applicable laws.
- e) In the event of the Service Provider failing to comply with any of the provision of the statutes applicable to it, resulting in the Principal incurring any expenditure thereafter including facing litigation, the Service Provider shall indemnify such expenditure and other damages, losses as may be estimated by the OPTCL. The OPTCL may take appropriate action to recover the same from the Service Provider, from 'its pending bills. If it does not suffice, the balance shall be recovered under ordinary common law through civil court.

9. Liability and Indemnity:

The Service Provider shall be responsible and liable for and shall indemnify the OPTCL and keep OPTCL Office safe and harmless at all time against:

a) Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to be suffered by the OPTCL directly or indirectly by reasons of.

I. Any wrongful, incorrect, dishonest, criminals, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation, act or omission by the Service Provider or its facility staff.

II. any theft robbery, fraud, or other wrongful action or omission by the firm and /or any of its facility staff

10. Limitation of Liability:

In any case the liability of the service provider shall not exceed One month agreed contract price per occurrence.

11. Sub-Contracting:

The Service Provider shall itself perform its obligations under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party.

12. Loss/ Theft / Damage:

The Service Provider shall responsible for any and all losses, theft, damages caused to any equipment installations in the premises, fittings and fixtures, goods there in and any other properties belongs to the OPTCL because of any act of negligence, commission or omission of its employees while discharging their duties.

13. Exclusion of Consequential Loss:

The Service Provider will not be liable for any consequential loss that may arise out of the performance of this Agreement.

14. Breach of Agreement, Penalty & Termination of Agreement:

a) Breach of Agreement:

In case of breach of Agreement or default by the Service Provider, the OPTCL shall have a right of lien and first charge over all the properties of the Service Provider lying in the premises in addition to other remedies like forfeiture of security deposit, legal action for recovery of money with liberty to the OPTCL to terminate the agreement.

b) Penalty:

i. The in case of mishap due to wrong operation or manual error, which results in disruption of services, the total cost of down time, along with equipment repair cost shall be borne by the Service Provider.

ii. A quality check procedure will be developed by the OPTCL, against each service and feedback from the designated officer will be obtained for assessment of performance of the service rendered by the Service Provider.

iii. Where there is non-performance/unsatisfactory/sub-standard performance of its obligation in the part of the Service Provider, the OPTCL shall give a written notice of the default and or

omission or commission and the Service Provider shall submit its response within 7 (seven) days from the date of issue of such notice.

iv. If the response/explanation is not found satisfactory or inadequate or partly satisfactory, the OPTCL shall have the right to deduct penalty / price reduction from the monthly bill of the Service Provider for non-performance/ unsatisfactory/ sub-standard performance of any part of services to be rendered operation as agreed between the parties.

c) Termination of Agreement:

Where in spite of these efforts, there is continuance of non-performance or improper performance of obligation, the OPTCL shall have the right to terminate the contract at any point of time with forfeiture of Security Deposit. Similarly the Service Provider shall have right to terminate the contract in case the OPTCL fails to pay the admissible dues stipulated under clause-4 thereof on more than 3 occasions in a calendar year.

15. Post Termination Responsibility of the Service Provider:

Upon termination of this agreement, the Service Provider shall immediately deliver all the documents and any/all data, held by it and which are in possession/ custody/control of its facility staff to the OPTCL. The Service Provider shall also forthwith remove its entire facility staff together with its machines/equipment whatsoever from the premises of the OPTCL under intimation of the designated OPTCL.

16. Jurisdiction :

The court situated in Cuttack shall have jurisdiction to decide any disputes or litigations between the parties hereto.

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

- **Tender Specification.**
- **All related document communication by the OPTCL and Service Provider.**
- **Performance Security Bank Guarantee.**

Signature of Authorised Representative

(OPTCL)

Witnesses:

On behalf of OPTCL

1.

2.

On behalf of Service Provider

1.

2.

ANNEXURE -17

DAILY CHECKLIST FORM- Building

Date:

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

Overall Housekeeping and Maintenance
Of Administrative Building:

Satisfactory / Not satisfactory

Name and Signature of Agency

Countersigned by the Authorized Officer of OPTCL

ANNEXURE -18

DAILY CHECKLIST FORM- OPEN AREA

Date:

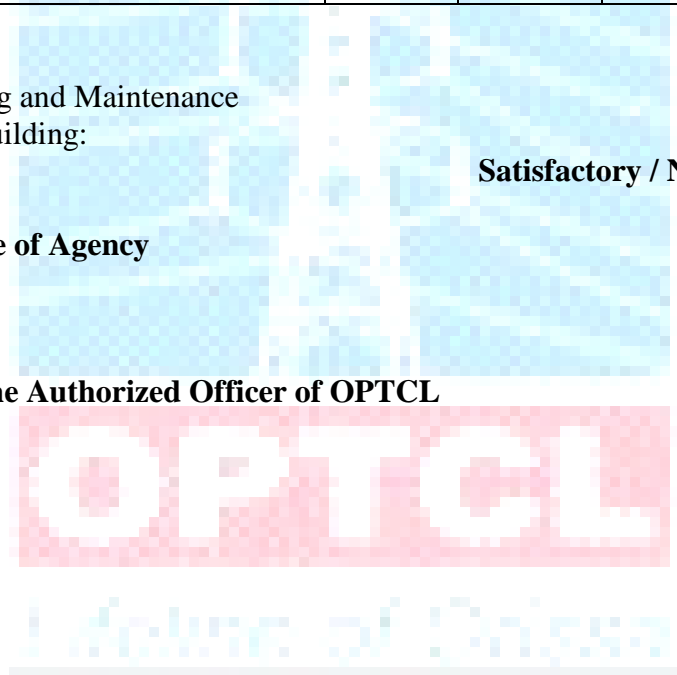
Sl. No	Issue	Observation		Remarks
1.	Sweeping / cleaning of Roads inside the premises.	Yes	No	
2.	Sweeping / cleaning open areas inside the boundary wall.	Yes	No	
3.	Garbage collected and properly covered for disposal.	Yes	No	
4.	Disposal done properly.	Yes	No	
5.	Drainage system functioning properly-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

Overall Housekeeping and Maintenance
Of Administrative Building:

Satisfactory / Not satisfactory

Name and Signature of Agency

Countersigned by the Authorized Officer of OPTCL



ANNEXURE-19

List of materials and consumables proposed to be used for housekeeping work

Please indicate the list of materials and consumables proposed to be used on monthly basis in carrying out the housekeeping activities at OPTCL, Cuttack. This should be based on the assessment after physical inspection and should be adequate for properly carrying out the housekeeping jobs specified in Annexure-I


Sl. No.	Item	Unit	Brand	Proposed quantity per month
1	Liquid Soap			
2	Hand Wash (Dettol sensitive / original)			
3	Sanitary Cubes			
4	Deodorizer			
5	Air Freshener			
6	Phenyl			
7	Toilet Roll / Tissue Paper Roll			
8	Tissue Box			
9	Bleaching			
10	Marbo / Marbol Clean			
11	Naphthalene Ball			
12	Harpic			
13	Colin			
14	Room Freshener			
15	Wet & dry mop			
16	Chrome Polish			
17	Hard Broom			
18	Soft Broom			
19	Coir Brush			
20	Dry Mop Stick set			
21	Dry Mop refill			
22	Dust Pan			
23	Duster			
24	Floor Liquid			
25	Glass wiper (Big & Small)			
26	Gramaxine			
27	Eazy Mop set			
28	Easy Mop Set refill			
29	Odonil			
30	Toilet Cleaner			
31	Urinal Cubes			
32	Bucket			
33	Mug			
34	Dust Bin (Big)			
35	Dust Bin (Small)			
36	Feather Brush			

37	Garbage Bag			
38	Napkin			
39	Hit			
40	Mosquito Oil			
41	Tissue Paper			
42	Wiper			
43	Good Knight Kit with liquid			
44	Flash Cleaner			
46	Oxalic Acid			

(Please attach extra sheet if required, duly signed with seal)

The terms and conditions contained in the tender document are acceptable to us.

Signature of authorized person
Name _____
Designation
Seal



ANNEXURE-20

PERIODICITY CHART OF HOUSE KEEPING SERVICES:

Sl. No	Work Description	Frequency
1	Mechanized vacuum cleaning, Sweeping & mopping open space within the compound(The agency has to keep the one scrubbing machine, three heavy duty vacuum cleaners available at site all the time)	Once in a day
2	Sweeping and Mopping Staircases	Once in a day
3	Cleaning of open terraces, roof, road/basement	Once in a day
4	Dusting of furniture/wall paneling	Once in a day
5	Cleaning of planters, statues	Once in a day
6	Clearing of inside sewerage	Once in a day
7	Cleaning & Washing of dustbins with detergent	Once in a day
8	Providing blue eco-friendly cubes in all urinals	Once in a day
9	Putting Odonil in all toilets	Once in a day
10	Spray of air freshener in all cabins and hall/working area	Twice in a day
11	Curtains, blinds and windscreen cleaning including removing of stains, brushing with soft brooms, removing stains with approved quality stain remover as directed	Once in a day
12	Cleaning of toilets, sinks, khurras, wash basins, urinal basins by using Eco-friendly bio-products cleansing material using bio-blocks for gents toilets, only of reputed brands	Twice in a day
13	Disposal of rubbish	Twice in a day, before 9.00 AM and at 5.30 PM in presence of Security Staff.
14	Sweeping and mopping Lobbies & corridors/ Reception / Pantries / Kitchen.	Twice in a day
15	Vacuum cleaning of curtains/venetian Blinds/sofa sets/chair cushions/seats etc.	Once in a week
16	Cleaning of telephones with approved quality cleansing material and perfuming telephone instruments with the help of experienced personnel.	Once in a week
17	Cleaning of computers, printers, fax machines, photocopiers, key boards etc. with approved quality cleaning materials with the help of experienced personnel.	Once in a week
18	Cleaning of buckets/mugs with Vim/detergent.	Once in a week
19	Cleaning of toilet walls skirting/tiles of walls with Eco-friendly bio- product cleansing material using bio-blocks for gents toilets, only of reputed brands.	Once in a week
20	Cleaning of Chajjas	Once in a week
21	Cleaning of window panes/door panes/wall paneling	Once in a fortnight
22	Cleaning/sweeping of floors of office premises, pantries, exposed areas as well as back-sides, corners and below the	Once in a fortnight

	furniture items (with Eco- friendly bio-products cleansing materials of reputed brands)/removing cabinets/almirahs etc. with water/ cleanzo/ chemicals/ detergents/ brushes/ brooms/ clothes/rugs/dusters / /vacuum cleaners. Disposal of rubbish as per approved quality cleaning.	
23	Removing cobwebs with vacuum cleaner, dusters, brushes etc.	Once in a fortnight
24	Removal of bushes, Shrubs etc.	Once in a fortnight
25	Cleaning of fans/switch boards/wall/tube lights/ wall hangings etc.	Twice in a month
26	Cleaning/dusting of ceilings, covered beams, removing cobwebs, sort dust with dusters, vacuum cleaners, brushes all of approved quality as per directions at monthly intervals with Eco-friendly bio products cleansing materials of reputed brands.	Once in a month
27	Shifting of furniture/fixture and other articles from various floors.	As per requirement
28	Inspection of all false ceiling and re-fixing the panels in position. The panels which cannot be fitted(damaged) shall be removed and replaced with new panels(cost of new panels will be paid separately)	Day to Day basis
29	Spray of Insecticides, mosquitos and Rodents repellents (eco-friendly)	Daily in the evening
30	Anti-termite treatment on all floors of the complex described in the area scope of work of the Request for Proposal (RFP) document.	Quarterly
31	Refilling of hand wash material in all toilets in the complex as described in the area and scope of work of the Request for Proposal (RFP) document	Daily or as and when required
32	Dry cleaning of Sofas, Executive chairs and Officers/Staff/Visitors chairs with good quality materials.	As an when required

NOTE

- i) The agency's staff should wear immaculate dress with company's logo and photo identity card.
- ii) The Agency to provide good quality Naphthalene Balls, Odonil, Phenyl, Mosquito, Rat repellents (Eco friendly), Toilet Soap, Vim, Detergents, Liquid Soap, Homacol, Toilet paper, Urinal cubes, room fresheners, air fresheners, certified ISI mark Eco friendly cleaning materials, Cleanzo, Harpic, Glass cleaner acids etc. from time to time and as and when required. The quality and quantity shall be approved/determined by the Corporation. As far as possible all the materials used for cleaning and maintenance should be Eco friendly.
- iii) In case it is observed that the cleaning material used is of inferior quality or insufficient quantity is used, the Corporation will reserve the right to purchase the same itself and deduct the cost thereof from the monthly bill payable to the agency.
- iv) Agency shall maintain Date Chart/Register for weekly/fortnightly/monthly services provided and copies of Charts with date of work done must be attached with monthly bills.

v) The Agency shall provide adequate number of sweepers, supervisors.

vi) Materials, consumables, appliance, tools, brooms, brushes, dusters, vacuum cleaners, wipers, buckets, drums, mops etc. and other cleaning materials shall be arranged by the agency for house-keeping services

vii) The periodicity/frequencies for cleaning mentioned at Annexure-I above are minimum required.

However, the building is to be maintained dust and stain free.

viii) Sweeping, cleaning of all parts as per specifications. All the above activities shall be completed before 9.00 AM on working days. An activity performance card / report as per pro-forma approved by the Corporation to be displayed on each floor at the specified place provided for this by the Corporation for inspection.

ix) The agency/workers will maintain cleanliness of toilets by using bio-blocks (waterless urinal system) and Eco friendly bio-products of reputed brand cleansing materials for office premises; use of bio-blocks in toilets with cleansing liquid of Dry- earth from Asianol biotech, Blu-Away & Citra Clean concentrate (multipurpose cleansing liquid) for office premises lavatories, pantries, floors, cabins, rooms, halls, corridors, lobbies, reception, staircases, lifts, terraces etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment on this account shall be made.

x) Premises should be maintained mosquito free, cockroach free, termite free, flies free, rodent free. Hit, Finite, Bygone Spray etc. should be applied as and when required to keep the premises mosquito, cockroach, termite, flies and rat free at regular intervals.

xi) In case of any Office, Premises requires sweeping, cleaning, dusting etc. on Sundays/Holidays the same work will be attended by the Agency and no extra payment on this account shall be made by the Corporation.

xii) Collecting all type of Garbage, Malva, Slush, Dismantled items, Kuchra etc. from various points in the open area of the whole specified areas above and disposing of the same away from the Corporation's complex to the Municipal Dump.

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

Signature with seal of the Bidder

ANNEXURE-21

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF MANPOWER IN THE OFFICE OF THE GM (ELEC.) EHT (O&M) CIRCLE, CUTTACK

1. List of Skilled Manpower shortlisted by the Bidder / Agency for deployment with OPTCL containing full details i.e. date of birth, blood group, marital status, address, educational Qualification, PF UAN number, ESI IP number, photograph, ID proof (Aadhar Card) etc. in soft & hard copy.
2. Copy of the License in Form-VI under Rule 25 (1) of The Orissa contract labour (R &A) Rules 1975.
3. Copy of Employment Card in Form – X under Rule 75 of The Orissa contract labour (R &A) Rules 1975.
4. Copy of Appointment letter with detailed terms & conditions issued by contractor/agency to his own worker.
5. Character and Antecedent Certificate of each personnel to be deployed by the agency for providing above services issued by Appropriate Authority.
6. Copy of 1st page of S/B account of each deployed personnel.
7. **There shall be a Contract for Services instead of Contract of Service for all practical purposes. The contractor shall make this clear to the deployed personnel and get an undertaking that he / she shall not have any claim for regular service in OPTCL as a consequence of his / her deployment on outsourced basis and no representation on this behalf shall be entertained.**
8. Indemnity Bond in Annexure – E.
9. Security deposit as per Cl. – 2 (i) of financial terms & conditions.
10. Workman permit certificate issued by competent licensing issuing authority for the skilled manpower to be deployed.

ANNEXURE – 21(A)

FORM X

(See Rule 75 of The Orissa contract labour (R &A) Rules 1975)

Employment Card

Name and Address of Firm/Agency/Contractor : _____

Nature of Work and Location of work :

Name and address of Establishment

In/under which contract is carried on : _____

Name and address of Principal

Employer : _____

1. Name _____ of _____ the _____ workman:

2. Serial No. in the register of workmen employed: _____

3. Nature of employment/designation: _____

4. Wage _____ Rate _____ (with _____ particulars _____ of _____ unit):

5. Wage _____ Period: _____

6. Period _____ of _____ Deployment _____ /
Engagement: _____

7. Remarks: _____

Signature of Agency/Contractor

ANNEXURE – 21(B)

FORM IX

(See Rule 74 of The Orissa contract labour (R &A) Rules 1975)

Register of workmen employed by agency

Name and address of

Agency/Contractor: _____

Name and Location of work:

Name and address of Establishment

In/under which contract is carried on: _____

Name and address of Principal Employer:

Sl N o	Name and Surname of Workme n	Age and Sex	Father's/ Husband's Name	Nature of emplo yment\ design ation	Permanent home address of workmen (village and Tahsil/Tal uk and District)	Prese nt Addre ss	Date of comme ncement of employ ment	Date of terminati on of employm ent	Signatu re or thumb impress ion of workm en	Reaso n for termi natio n	Rema rks

