

ODISHA POWER TRANSMISSION CORPORATION LIMITED
OFFICE OF THE GENERAL MANAGER (ELECT.)
EHT (CONSTRUCTION) CIRCLE, BHUBANESWAR
Qr. No. C-5/1, OPTCL COLONY
BHOINAGAR, BHUBANESWAR
CIN - U401020R2004SGC007553

**TENDER SPECIFICATION FOR TENDER CALL NOTICE NO.GM- EHT(C) CIRCLE-BBSR-
04/2021-22**

**ANNUAL MAINTENANCE CONTRACT (AMC) FOR CLEANING, UP-KEEPING AND SANITATION
WORKS OF OFFICE BUILDING OF EHT(C) CIRCLE, BBSR, EHT(C) DIVISION, BBSR WITH
EHT(C) SUB-DIVISION OFFICE, NO-I & NO-II, BBSR/ PRATAPSASAN/ BALIANTA AND EHT(C)
DIVISION OFFICE, CUTTACK WITH EHT(C) SUB-DIVISION OFFICES AT CUTTACK/
KENDRAPARA INCLUDING PERIPHERY OF OFFICE BUILDINGS AND APPROACH ROAD WITH
SUPPLY OF ALL MATERIALS AND LABOUR FOR A CONTRACT PERIOD OF 1(ONE) YEAR**

Cost of tender paper = Rs.6, 000/- + 12% GST= Rs. 6,720/-

(Rupees six thousand seven hundred twenty) only

NO...../DATE.....

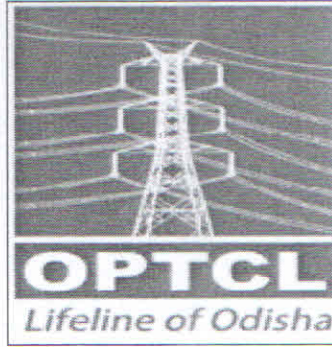
ISSUED TO:

M/S

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**GENERAL MANAGER (ELECT.)
EHT (C) CIRCLE, BHUBANESWAR**



ODISHA POWER TRANSMISSION CORPORATION LIMITED
OFFICE OF THE GENERAL MANAGER (ELECT.)
EHT (CONSTRUCTION) CIRCLE, BHUBANESWAR
Qr. No. C-5/1, OPTCL COLONY
BHOINAGAR, BHUBANESWAR
CIN - U40102OR2004SGC007553

TENDER SPECIFICATION FOR TENDER CALL NOTICE NO. GM- EHT (C) CIRCLE-BBSR-04/2021-22

1. SECTION-I Instruction to tenderers.
2. SECTION-II General Condition of contract & Technical Specification.
3. SECTION-III Schedule of Quantity A & B
4. Annexure-I Price schedule -A & Price Schedule-B
5. Annexure-II (Abstracts of terms and conditions)
6. Annexure -III Proforma for Composite B.G for Security Deposit and Performance Guarantee
7. Price of tender document Rs.600/- + GST@12 % =6,720/-
(Rupees Six Thousand Seven Hundred Twenty) only. By Bank draft drawn in favour of EHT (C) Circle, OPTCL, Bhubaneswar (Non-Refundable).
8. Estimate Cost Rs.12,25,128/-only (Including of GST)
9. COMMENCEMENT OF SALE OF TENDER PAPER. 09.08.2021 (11AM to 3 P.M.)
10. LAST DATE OF SALE OF TENDER PAPER. 18.08.2021 (11 AM to 3 P.M.)
11. LAST DATE & TIME OF RECEIPT OF TENDER PAPER. 19.08.2021 Up to 3P.M.
12. DATE & TIME OF OPENING OF TENDER. 19.08.2021 at 04.00 P.M.

SECTION -I

INSTRUCTION TO TENDERERS

1. Sealed tenders in duplicate duly superscribed as "TENDER AGAINST TENDER CALL NOTICE No.04/2021-22 are invited from registered service providers/contractors having valid registration certificate for the work "ANNUAL MAINTENANCE CONTRACT (AMC) FOR CLEANING, UP-KEEPING AND SANITATION WORKS OF OFFICE BUILDING EHT(C) CIRCLE, BBSR, EHT(C) DIVISION, BBSR WITH EHT(C) SUB-DIVISION OFFICE, NO-I & NO-II, BBSR/ PRATAPSASAN/ BALIANTA AND EHT(C) DIVISION OFFICE, CUTTACK WITH EHT(C) SUB-DIVISION OFFICES AT CUTTACK/ KENDRAPARA INCLUDING PERIPHERY OF OFFICE BUILDINGS AND APPROACH ROAD WITH SUPPLY OF ALL MATERIALS AND LABOUR FOR A CONTRACT PERIOD OF 1(ONE) YEAR" as per the technical specification enclosed which should be received in this office on or before 3.00 P.M. Dt.19.08.2021 and the same shall be opened on dt.19.08.2021 at 04.00 PM in presence of the tenderers or their authorized agents/representatives. Tenders received after 3.00 P.M on Dt.19.08.2021 will not be accepted since the tender box will be closed at 3.00 P.M. The bidders must be registered in the central excise department and must possess valid PAN, GSTIN registration, EPF & ESI registration and Contract Labour license. (Here in after called as qualifying criteria.)
2. Tenders shall be submitted in duplicate signed in each page by the authorized signatory in a sealed cover envelope addressed to the General Manager, EHT (C) Circle, OPTCL, Bhubaneswar, Qr. No. C-5/1, OPTCL Colony, Bhoinagar, Bhubaneswar. All documents submitted along with the tender must be signed and certified by the authorized signatory of the bidder.
3. No telegraphic tenders/forwarding by e-mail will be accepted.
4. This office will not be responsible for non-receipt/late receipt of the tender documents due to postal delay.
5. The tenders shall be furnished strictly as per the terms and conditions of the tender specification. Incomplete tenders will be rejected.
6. The Authority may alter the quantum of work at the time of placing orders. Orders may also be split up among more than one tenderer depending upon necessity & urgency in order to get better service.
7. Only those, who have purchased the tender specification from this office by their name/Firm's name or download the tender specification from OPTCL web site, can submit their tender. Tenders submitted by others will be rejected.
8. Tenders will be submitted in person/by registered post with A.D. Tenders submitted by any other means shall not be accepted. Postal delay shall not be considered. Tenders received after due date and time shall be returned un-opened.
9. E.M.D fully exempted as per order of Director (Fin.), OPTCL, BBSR.
10. The authority reserves the right to reject the lowest or any other tender or all tender without assigning any reason what-so-ever.

11. Offers should be neatly typed without any overwriting and corrections. In case of any correction, the same should be authenticated with signature of the authorized person.
12. In the event of discrepancy or arithmetical error in the bid, the decision of the purchaser shall be final and binding on the tenderer.
13. For evaluation, the price mentioned in words shall be taken, if there is any difference in figure and words in the price bid.
14. Conditional tender shall not be accepted and no discount other than the quoted price will be allowed as mentioned in the original offer.
15. The tenderers are advised to visit the site and make themselves acquainted with the site conditions before submission of tender.
16. Tenders shall be kept valid for a minimum period of 120 days from the date of opening of tender.
17. If the tender documents/specification will be downloaded from OPTCL web site for which Rs.6720/- only including GST @ 12% will be deposited in the shape of demand draft drawn in favour of "EHT (C) Circle, OPTCL, Bhubaneswar" and to be furnished the same separately with the tender specification.



General Manager
EHT (C) Circle, Bhubaneswar

(SECTION-II)

GENERAL CONDITIONS OF CONTRACT & TECHNICAL SPECIFICATION

1. SCOPE OF CONTRACT : The job covers up keeping, cleaning, sanitation of rooms corridors, toilets, urinals, wash basins, floor areas, furniture, office equipment, doors, windows, walls, roofs, staircases, office surrounding and premises of office periphery, approach road under annual contract . The contractor has to arrange all required men and materials at his own cost to complete the above mentioned job. The scope of work is variable from time to time within the contract period. Such variations, i.e. any addition/ deletion of areas, units of cleaning will be intimated to the contractor from time to time. For such variations the contractor shall immediately arrange to take up the work as per price at which order is placed.

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

Sl.No	Area of Work	Description of Works
1	Office Building	The contractor will attend the following works- 1. Sweeping of entire room floor, corridor, verandah and stair case twice per day throughout the month. 2. Cleaning of entire office room flooring, verandah, corridor etc. once per day with surf water and phenyl throughout the month with cleaning of spider nets from all corners and ceilings with supply of required materials. 3. Cleaning of telephone, computer, printer fax machines etc. with application of scented perfumes daily . 4. Cleaning of doors & windows (glass/wooden & window railings) every day. 5. Spraying of perfumes in the rooms daily. 6. Cleaning of fixtures, fittings , light and fans, A/C machines covers and any other wall mounted fitting (such as cupboard, keyboard, notice board etc.) by applying Colin and markin cloth as per instruction or Engineer- in- Charge of the division and sub-division once daily. 7. Application of room freshener in all rooms including toilet and bathrooms twice daily.
2	Outside of Office Building (Court yard and approach road)	1. Cleaning and sweeping once per day of outside office and periphery room area up to a distance of 10 meters surrounding of the office room along with uprooting grasses, weeds wherever necessary. 2. Cutting of small bushes and trees up to 10mtr surrounding of the EHT(C) Circle office, Division offices, Sub Division offices, and office periphery as per instruction of Engineer- in- charge. 3. Cleaning of approach road as per instruction of Engineer- in- charge.

3	Bathrooms, Wash basins, sinks, water coolers etc.	Cleaning of bath rooms, toilet tiles, floors, along with adjacent area where ever required, wash basins, toilet pans, urinal pans, mirrors, soap stand, hangers etc. with application of HARPIC and scented phenyl and other detergents twice per day. Naphthalene balls, Odonyls, Hand wash, Hand sanitizer & Bleaching powder should regularly be supplied in the bath rooms ,urinals and wash basins once in a fortnight All wash basins and sinks should be cleaned & stains removed, the water cooler waste tray should be cleaned with Vim etc.
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3. **NATURE OF PRICE:** The price is firm inclusive of all taxes and duties except GST for the period of contract. Under no circumstances extra price can be claimed by the contractor during the period of contract if there is any hike in minimum wage from time to time by Govt. of Odisha. GST will be paid extra as applicable.
4. **CONTRACT PERIOD:** The Contract period of the above work will be normally for one year from the date of commencement of the work and may be extended further depending on satisfactory performance.
5. **PAYING AUTHORITY:** **DGM (Elect.), EHT (C) Division, Bhubaneswar/Cuttack.**
6. **CONSIGNEE & SUPERVISING OFFICER:**

Manager (Elect.) of EHT(C) Circle, BBSR/Estimator of respective division offices/ SDO (Elect.) of respective EHT (C) Sub-Division offices respectively.
7. **TERMS OF PAYMENT:** 100% payment shall be released on monthly basis by the paying officer after deduction of statutory taxes and duties upon presentation of bills in triplicate and due certification by the consignee about satisfactory performance & furnishing of supporting documents by the firms towards payment of salary & other dues to their workmen up to the previous months, engaged for cleaning. The proof of payment of GST, EPF & ESI to be submitted to the paying officer, otherwise the next payment shall not be released.
8. **REGISTRATION CERTIFICATE:** The Contractor has to furnish the copy of the PAN, GSTIN REGISTRATION, EPF & ESI Registration and Contract Labour License in the name of the firm along with tender document.
9. **SUPERVISION OF THE WORK/ DEPLOYMENT OF PERSONAL:** The contractor should make arrangement for proper supervision of day to day work and immediately arrange another person to take up the work in case of absence of the deployed person and ensure the availability of required materials at all the time in all units.
10. **RESPONSIBILITY OF THE CONTRACTOR FOR THE DEPLOYED PERSONNEL:**
 - i. It is the prime responsibility of the contractor to ensure that the labours engaged at various offices & get their wages in time as per the minimum wages rules of Govt. of Odisha, i.e. at the end of each. Month / within a week of the succeeding month without waiting for the

release of Payments from OPTCL. The person deployed by the agency shall not be entitled to and shall have no claim for any absorption in regular or other capacity. **The contractor shall obtained necessary undertaking from the engaged workers in this regard.**

- ii. It is the contractors' prime responsibility to ensure deposit of monthly EPF and ESI contribution in respect of all deployed personnel for the total period of engagement, in each month and furnish a copy of such deposit, quarterly to the paying officer for scrutiny and record.
- iii. All statutory Liabilities as per prevailing Govt. rules, workman compensation, if any shall be borne by the contractor and OPTCL shall not have any liability what so ever in this regard and also contractor cannot have right for any claim in this regard.
- iv. A neatly typed address with a recent photo of the deployed personnel is to be submitted with paying officer, for record and permitting deployed personnel with a valid entry pass in the offices.
- v. The contractor should ensure that for any replacement/substitute of the deployed personnel, the authority is being intimated with full details for getting issued a gate pass in favour of the new personnel duly surrendering the earlier pass.
- vi. The deployed workman should be made well aware & trained regarding the working surrounding. They should strictly work as per the instruction of the consignee. The contractor is fully responsible for any accident (General/ Electrical Accident) and Hazards met by the deployed personnel during execution of the contract.

Also it is the responsibility of the contractor for any compensation arising out of aforementioned accidents and to be disposed off by the contractor as per the prevailing labour Act, Odisha having no financial burden on OPTCL.

- vii. On receipt of complaint against any deployed personnel for not discharging his duty properly or regularly, contractor should act upon the complaint immediately and should replace with suitable substitute at the earliest and during such time it should also be seen that the routine work is not hampered in any way.
- viii. Notwithstanding anything mentioned in the Tender specification or the subsequent approval of acceptance by the owner, the ultimate responsibility for satisfactory performance shall rest with the contractor.
- ix. **It should be noted that the job is being taken up purely on outsource basis and the personnel deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the Authority of OPTCL under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Bidder / Agency.**

11. MANNER OF EXECUTION:

- i. The regular up keep, cleaning and sanitation works should be completed in all respect strictly by 9.00 A.M. in the morning daily. Unless emergency arises no such work should be

taken during office hours i.e. from 10.00A.M. To 5.30 P.M. Besides, the cleaning and the sanitation service should also be available on all holidays. However, the workmen should be available in offices during office hours to take up any other similar jobs.

- ii. Adequate and proper personnel as required should be arranged during any emergency apart from the regular personnel available at specified sites. It should also be ensured that the working personnel are immediately available for attending any emergency cleaning.
- iii. A Complaint register is to be maintained at each official of rest shed. It is the responsibility of the contractor to maintain the attendance register of the personnel deployed which shall be checked by the officer in charge of offices/rest shed. A deployment chart of personnel with their detailed address is to be furnished by you to the concerned consignee every month.
- iv. The work should be executed to the full satisfaction of the OPTCL authorities and strictly as per the direction laid out in the tender specification/work order/instruction of supervising officer. Any substandard work noticed/negligence in discharging the entrusted work and receipt of such complaint, immediate action should be taken up by you. In case of non-responsiveness to the correspondences of paying officer/consignee in this regard, the agreement may be liable for cancellation and forfeiture of security deposit thereof.

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

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

14. RIGHT TO REJECT/ TERMINATE THE CONTRACT :

- i. The information furnished by the contractor in their bid if found to be misleading to get the order illegally, the contract will be terminated forth with, along with forfeiture of security deposit and the contractor shall be black listed.
- ii. In case of performance being found to be unsatisfactory continuously for two months and the contractor does not respond to the complaint of OPTCL authorities from Division, the contract for the entire work shall be terminated on serving one month's notice from OPTCL's side.

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

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

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

16. **FORCE MAJEURE:** The contractor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force measure such as acts of Gods, acts of public enemy, acts of Govt., Fires, Epidemics, Quarantine restrictions, strikes, Freight Embargo, provided that the contractor shall within 10 days from the beginning of such delay notify the owner in writing for cause of delay, upon which the owner shall verify the facts and grant such extension as facts justify.
17. **AGREEMENT:** The contractor shall have to execute an agreement with the concerned Paying officer for which he has been allotted the works. The concerned Consignee shall be responsible for supervision of works.
18. **SECURITY DEPOSIT FOR CONTRACT PERFORMANCE:**
- i. The bidders are requested to submit Security Deposit @3% of contract value, in shape of demand draft/ B.G. drawn in favour of the concerned paying officer at the time of execution of agreement. The B.G. format shall be supplied by OPTCL.
 - ii. No interest is payable on any kind of Security deposit.
 - iii. The security deposit shall be refunded only after successful execution of contract and after adjustment of any dues.
 - iv. The security deposit should be submitted separately to the paying authority.
19. **PENALTY FOR DELAY IN COMPLETION OF CONTRACT:** If the contractor fails to provide service as per the contract, an amount twice the calculated daily billed amount for the period of non-providing services, will be deducted from the monthly bills or by encashment of security deposit(if required) of the contractor. The unsatisfactory performance for a period of continuous two months will be liable for termination of contract with forfeiture of security deposit/ BG relating to that office and the agreement of other offices will also be terminated with one month notice.
20. **RECOVERY FROM THE CONTRACTOR:** The Contractor is fully responsible and liable for any loss or damage of equipment / materials of OPTCL. Full cost of damages caused to equipments/materials of OPTCL during execution of work will be recovered from the monthly bills/ or by encashment of security deposit.
21. **JURISDICTION OF COURT:** It is hereby agreed that suits arising out of this contract, if any, by either party, shall be filed in a court of law to which the jurisdiction of High Court of Odisha extends.

If awarded the contractor has to acknowledge acceptance of the work order within 07 (seven) days from the date of issue as a token of acceptance and consent to carry out the work as per the terms and condition laid as in work order/ tender specification with a understanding of the literally meaning of all the terms of conditions in the Tender specification and submit the required Bank Guarantee within 07 days (seven) from the date of issue of this work order.

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

- a. Tenderers should have purchased the tender specification from the office of the G.M., EHT (C) Circle, Bhubaneswar in his own or Firm's name/download the specification from OPTCL web site.
- b. Tenders shall be submitted in person or by Registered post with A.D. and received before the time fixed for receipt of tender.
- c. Tenders shall not be submitted telegraphically or by e-mail.
- d. Tenders shall be kept valid for a minimum of 120 days from the date of opening of the tender.
- e. Tenders shall be accompanied with clear valid attested Xerox copy of GSTIN registration, PAN card, contract labour license, contractor's license EPF and ESI registration certificate which must be valid on the date of opening of the tender. All copies of documents and each page of the tender must be signed by the authorized representative of the bidders.
- f. The contractor agrees to obtain Labour Contract License on event of work order from the competent authority.
- g. The tender shall not be conditional
- h. Tenders shall be submitted in duplicate
- i. The tenderers shall have filled the information at page-3 of this tender specification.



GENERAL MANAGER
EHT (C) CIRCLE, Bhubaneswar

SECTION -III

SCHEDULE OF QUANTITY-A

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

Details of area to be cleaned:

Sl No.	Name of the office	No. of unskilled labours to be deployed for cleaning works	Office Building floor area (sq. Meter) (A)	Frontage, backyard area, corridor, approach road and periphery of office in sq. meter (B)	Toilet/wash basins Nos. (C)
1	EHT (C) Circle, Bhubaneswar, EHT (C) Division, Bhubaneswar, EHT(C)Sub-Division-II, Bhubaneswar EHT(C)Sub-Division, Pratapsasan	02	650	930	10
2	EHT(C)Sub-Division-I, Bhubaneswar	01	150	900	02
3	EHT (C) sub-division, Baliana	01	40	36	02
Total		04	840	1866	14



GENERAL MANAGER
EHT (C) Circle, Bhubaneswar

PRICE SCHEDULE -A

ANNEXURE-I

Sl No	Description of Work	Unit	Qty	Rate per month in Rs.	Total Amount per month in Rs.
	Cleaning, sweeping, up keeping & sanitation works of EHT (C) Circle, Bhubaneswar, EHT (C) Division, Bhubaneswar, EHT (C) Sub-Division-II, Bhubaneswar, EHT (C) Sub-Division, Pratapsasan, EHT (C) Sub-Division-I, Bhubaneswar & EHT (C) Sub-Division, Baliana by engaging unskilled labours including supply of all required materials, T & P, daily consumables like scented phenyl, detergent, naphthalene ball, odonil, hand wash, sanitizer, Harpic, bleaching, room freshener. etc. of reputed make				
1	Office building as per scope of work in Section-III (A)	Sq. Mtr	840		
2	Frontage, backyard area, corridor, approach road and periphery of office as per scope of work in Section-III (B)	Sq. Mtr	1866		
3	Toilet/wash basin as per scope of work in Section-III(C)	Nos.	14		
4	Sub-Total of item 1 to 3 (Per Month)				
5	GST @ 18%				
6	GRAND TOTAL OF SL NO. 4+5 (Per Month)				
7	Total Cost per year (Sl. No. 6 X 12)				

Total amount per annum in words (Rupees)

Date:

Signature of the Bidder Authorized Signatory

SECTION -III

SCHEDULE OF QUANTITY-B

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

Details of area to be cleaned:

Sl No.	Name of the office	No. of unskilled labours to be deployed for cleaning works	Office Building floor area (sq. Meter) (A)	Frontage, backyard area, corridor, approach road and periphery of office in sq. meter (B)	Toilet/wash basins in Nos. (C)
1	EHT (C) Division, Cuttack	01	158	351	02
2	EHT(C)Sub-Division,Cuttack	01	158	351	02
3	EHT (C) Sub-Division,Kendrapara	01	120	90	03
Total		03	436	792	07



GENERAL MANAGER
EHT (C) Circle, Bhubaneswar

PRICE SCHEDULE -B

Sl No	Description of Work	Unit	Qty	Rate per month in Rs	Total Amount per month in Rs
	Cleaning, sweeping, up keeping & sanitation works of EHT (C) Division, Cuttack, EHT (C) Sub-Division, Cuttack & EHT (C) Sub-Division, Kendrapara by engaging unskilled labours including supply of all required materials, T & P, daily consumables like scented phenyl, detergent, naphthalene ball, odonil, hand wash, sanitizer, Harpic, bleaching, room freshener etc of reputed make				
1	Office building as per scope of work in Section-III (A)	Sq. Mtr	436		
2	Frontage, backyard area, corridor, approach road and periphery of office as per scope of work in Section-III (B)	Sq. Mtr	792		
3	Toilet/wash basin as per scope of work in Section-III(C)	Nos.	07		
4	Sub-Total of item 1 to 3 (Per Month)				
5	GST @ 18%				
6	GRAND TOTAL OF SL NO. 4+5 (Per Month)				
7	Total Cost per year (Sl. No. 6 X 12)				

Total amount per annum in words (Rupees) only.

Date:

Signature of the Bidder Authorized Signatory

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

1. Name of the work: - Annual maintenance contract (AMC) for cleaning, up-keeping and sanitation works of office building EHT(C) Circle, BBSR, EHT(C) Division, BBSR with EHT(C) Sub-Division office, no-I & no-II, Bhubaneswar/ Pratapsasan/ Baliana and EHT(C) Division office, Cuttack with EHT(C) Sub-Division offices at Cuttack/ Kendrapara including periphery of office buildings and approach road with supply of all materials and labour for a contract period of 1(one) year.
2. Name of the Contractor
& address :-
3. Earnest Money deposited
vide Draft No. _____ Dt. _____ Amount
(Rupees _____) only.
4. Attested copy of GSTIN :- Furnished/Not furnished
5. Attested copy of Pan No :- Furnished/Not furnished
6. Attested copy of GSTIN /ESI/PF
Registration certificate/
Contractor's license and contract
labour license as applicable :- Furnished/Not furnished
- 7) Agreed to furnish security
deposit-Cum-Performance
guarantee as per terms of
tender :- Yes/No
- 8) Agreed to adhere completion
of work as per the contract :- Yes/No
- 9) Agreed to accept payment
terms as per the tender :- Yes/No.
- 10) Agreed to accept penalty clause
as per the tender :- Yes/No
- 11) Attach past experience certificate
for the similar job in OSEB/Gridco/OPTCL
or any other Agencies :- Yes/No
- 12) Agreed to keep validity of the
tender for 120 days from the date
of opening of tender without any
variation in the tender clause :- Yes/No
- 13) Agreed to obtain labour contract
license on event of work order from
the competent authority :- Yes/No.
- 1) Submitted tender in duplicate :- Yes/No.
- 15) Agreed to all terms & conditions
of the tender specifications :- Yes/No.

Date :-

Signature of tenderer with seal

ANNEXURE-III

**PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY
DEPOSIT AND PERFORMANCE GUARANTEE.**

This Guarantee Bond is executed this _____ Day of _____ 20__ by us, the
_____ Bank _____ at
_____ P.O. _____ P.S. _____ Dist _____ State _____

1. WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD a body corporate constitute under the Electricity (Supply) Act.1948 (hereinafter called "the OPTCL") has placed orders No. _____ date _____ (hereinafter called "The Agreement ") on M/S _____ (hereinafter called "The Contractor") for supply of materials .AND WHEREAS the OPTCL has agreed (1) to exempt the Contractor from making payment of Security, and (2) to exempt from performance guarantee on furnishing by the Contractor to the OPTCL, a Composite Bank Guarantee of the value of Rupees.....
..... only.

NOW THEREFORE in consideration of the OPTCL having agreed (1) to exempt the Contractor from making payment of Security and (2) 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 the OPTCL an amount not exceeding Rs. _____ (Rupees _____) against any loss/damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Contractor(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 the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the Contractor's failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due any 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 the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding institute/pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us this under this bond shall be a valid discharge of our liability for payment there under and the Contractor(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 Chairman Cum Managing Director, ORISSA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge 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 or obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Contractor(s) or for any such variations or the OPTCL or any indulgence by the OPTCL to the Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but this 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 Contractor(s).
7. We, (_____ Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.
Date _____ at _____ the _____ Day _____ of _____
Two thousand _____.
8. This Bank Guarantee shall remain in force up todated theday of.....2014.

For _____

(Indicate the name of the Bank)

Witness: (with signature, names and address)

1.

2.



ଓଡ଼ିଶା ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.
ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Govt. of Odisha Undertaking)

OFFICE OF THE GENERAL MANAGER (ELECT.)

E.H.T. CONSTRUCTION CIRCLE

QR.No.C-5/1, GRIDCO COLONY, BHOINAGAR, BHUBANESWAR-22

(☎) FAX.(0674)-2546158 (G.M) / (☎)(0674)-2547463 (T.A) CIN: U40102OR2004SGC007553

No. TW-BBSR-CTC-Sanitation/

637

/Dated, 30.07.2021

NOTICE INVITING TENDER

Advt. No.GM-EHT(C)CIRCLE-BBSR-04/2021-22

Dated .30.07.2021

Sealed tenders are invited from registered service providers/ contractors having valid registration certificate, PAN, GSTIN registration, EPF & ESI registration, Contract labour license for carrying out "Annual Maintenance contract (AMC) for cleaning, up-keeping and sanitation works of office building of EHT(C) Circle, BBSR, EHT(C) Division, BBSR with EHT(C) Sub-Division office, No-I & No-II, BBSR/ Pratapsasan/ Balianta and EHT(C) Division Office, Cuttack with EHT(C) Sub-Division offices at Cuttack/ Kendrapara including periphery of office buildings and approach road with supply of all materials and labour for a contract period of 1(One) year".

Cost of tender paper (Non-refundable): Rs.6,000/- + 12% GST= Rs.6,720/- only.

Sale of tender documents from : 09.08.2021 to 18.08.2021 (11.00A.M to 03.00 P.M)

Last date of submission of tender: 19.08.2021 upto to 03.00P.M

Date & time of opening of tender: 19.08.2021 at 04.00P.M.

For details please visit our website : www.optcl.co.in

Corrigendum if any will be published in the website or in the office notice board only.


30/7/21
General Manager (Ele.)