

**ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ.**

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

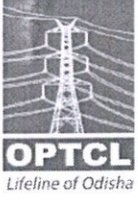
**(A GOVERNMENT OF ODISHA UNDERTAKING)**

**OFFICE OF THE Sr. GENERAL MANAGER (EL.),  
WESTERN ZONE, BURLA**

**E-TENDER CALL NOTICE NO.  
WZB-01/SANITATION/2025-26  
WITH TWO PART BIDDING SYSTEM**

**FOR**

**“ANNUAL CONTRACT FOR CLEANING, UP-KEEPING AND  
SANITATION OF ZONAL OFFICE, BURLA & ALL OFFICE UNITS  
& GSS UNDER ADMINISTRATIVE CONTROL OF WESTERN  
(O&M) ZONE, BURLA FOR THE FY 2025-2026 & FY 2026-27”**



**ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.**

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

**(A Government of Odisha Undertaking)**

**Regd. Office: Janpath: Bhubaneswar**

**OFFICE OF THE Sr. GENERAL MANAGER (EL.), WESTERN ZONE, BURLA**

**At/Po-Burla, PG Chowk, Dist- Sambalpur-768017,**

**Email id- zone.burla@optcl.co.in**

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## **PART-I**

### **SECTION-I**

#### **E-TENDER CALL NOTICE NO. -WZB-01/SANITATION/2025-26**

#### **(TWO PART BIDDING)**

Sealed tenders in duplicate are invited in two part bidding system by the reputed bidders fulfilling the eligibility criteria and registered in the Central Excise Department and must possess valid GST Registration Certificate, EPF Registration Certificate & ESI Registration Certificate for the work of **“ANNUAL CONTRACT FOR CLEANING, UP-KEEPING AND SANITATION OF WESTERN (O&M) ZONAL OFFICE, BURLA & ALL OFFICE UNITS & GSS UNDER ADMINISTRATIVE CONTROL OF WESTERN (O&M) ZONE, BURLA FOR THE FY 2025-2026 & FY 2026-27”**

<b>SL. NO.</b>	<b>DESCRIPTIONS</b>	<b>EMD (Rs.)</b>	<b>COST OF TENDER PAPER (Rs.)</b>
1	<b>ANNUAL CONTRACT FOR CLEANING, UP-KEEPING AND SANITATION OF ZONAL OFFICE, BURLA &amp; ALL OFFICE UNITS &amp; GSS UNDER ADMINISTRATIVE CONTROL OF WESTERN ZONE, BURLA FOR THE FY 2025-2026 &amp; FY 2026-27</b>	Rs. 1,18,489/-	Rs.14,160/- inclusive of GST @18%

**Date of sale of tender paper**

– 25.07.2025 (11:00 Hrs)

**Last date & Time of receipt of Tender paper**

– 14.08.2025 (15:00 Hrs)

**Date of opening of Tender paper (Technical bid only)**

– 16.08.2025 (11:00 Hrs onwards)

**Date of opening of Financial bid (those who have qualified in technical bid only)**

– Will be intimated later (those who have qualified in technical bid)

The tender specification can be made available in the website: " [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) "

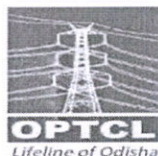
The tender must be accompanied with requisite EMD in shape of Demand Draft only in favor of Sr. General Manager (Elect), Western (O&M) Zone, Burla Payable at Burla. The undersigned shall not be responsible for non- receipt or late receipt of tender documents due to postal delay or delay at any stage. Incomplete tender and the tender received after the due date and time shall be liable for rejection. Incomplete tender, tender without EMD and the tender received after the due date and time shall be liable for rejection.

The undersigned reserves the right to vary any quantity/ accept or reject any or all the tenders without assigning any reason thereof.

S/d

**Sr. General Manager (El.)  
Western (O&M) Zone, Burla**





## **NOTICE INVITING TENDER**

**ODISHA POWER TRANSMISSION CORPORATION LIMITED  
OFFICE OF THE SR. GENERAL MANAGER (ELECTRICAL)  
WESTERN ZONE, BURLA**

**E-mail: [zone.burla@optcl.co.in](mailto:zone.burla@optcl.co.in)  
CIN: U40102OR2004SGC007553**

### **E-TENDER NOTICE NO- WZB-01/SANITATION/2025-26**

For and on behalf of the ODISHA POWER TRANSMISSION CORPORATION LTD., the undersigned invites bids under two part bidding system in e-tendering mode only as per the following details.

Sl. No	Tender Specification No.	Location Details	INDIAN RUPEES			Last date of submission & Date of opening of Tender.
			Earnest Money Deposit.	Cost of Tender Spec. Document (Including GST)	Tender Processing Fee.	
1	E - Tender No. WZB-01/SANITATION/2025-26	WESTERN (O&M) ZONE OFFICE, BURLA & ALL OFFICE UNITS & GSS UNDER ADMINISTRATIVE CONTROL OF WESTERN (O&M) ZONE, BURLA	Rs. 1,18,489/-	Rs.14,160/- inclusive of GST @18% [Only in the shape of DD]	Rs. 5900/- (inclusive of 18% GST)	14.08.2025 & 16.08.2025 Respectively

The bidders can view the tender documents from website free of cost.

The bidders who want to submit bid shall have to pay Rs.14,160/-(Rupees Fourteen Thousand One Hundred Sixty) only including GST @ 18% (non-refundable) towards the tender cost, in the form of Demand draft only, drawn in favor of Sr. General Manager (EL.), Western (O&M) Zone, Burla at the office of the



undersigned on or before the last date & time of submission of tender.

The bidders shall have to submit non-refundable amount of Rs. 5900/- (Rupees five thousand nine hundred only) towards the tender processing fee through e-payment mode. Tender processing fee acknowledgement is to be submitted along with tender Paper 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 and acknowledgement receipt towards Tender Cost and 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](http://www.tenderwizard.com/OPTCL) by clicking on hyper link **"REGISTER NOW"**.

Any clarifications regarding the scope of work and technical features of the tender can be heard from the office of the undersigned during office hours.

**S/d**  
**Sr. General Manager (EL.)**  
**Western (O&M) Zone, Burla**

## **SECTION-II**

### **INSTRUCTION TO BIDDERS (CHECK LIST)**

#### **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.

The 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.

1. For all the users it is mandatory to procure the Digital Signatures.
2. Contractors / Vendors / Bidders / Suppliers are requested to follow the below steps for Registration:
  - a. Click "Register Now", fill the online registration form.
  - b. Pay the amount of Rs. 2360/- through e-payment mode only towards registration fees. This registration is valid for one year.
  - c. Pay the amount of Rs. 5900/- through e-payment mode only for tender processing fee.
3. 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.
4. If any Bidder wants to participate in the tender he will have to follow the instructions given below:
  - a. Insert the PKI (which consist of your Digital Signature Certificate) in your System.  
(Note: Make sure that necessary software of PKI be installed in your system).
  - b. Type **www.tenderwizard.com/OPTCL** in the address bar, to access the Login Screen.
  - c. Enter e-tender User Id and Password, click on "Go".

- d. Click on "Click here to login" for selecting the Digital Signature Certificate.
  - e. Select the Certificate and enter DSC Password.
  - f. Re-enter the e-Procurement User Id Password
5. To make a request for Tender Document, Bidders will have to follow below mentioned steps.
    - Click "Un Applied" to view / apply for new tenders.
    - Click on Request icon for online request.
  6. After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the below steps:
    - Click to view the tender documents which are received by the user.
    - Tender document screen appears.
    - Click "Click here to download" to download the documents.
  7. After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
    - Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
    - Note down / take a print of bid control number once it displayed on the screen
  8. Tender Opening event can be viewed online.
  9. Competitors bid sheets are available in the website for all.
  10. **For any e-tendering assistant contact help desk number mentioned below.**
    - **Bangalore – 080- 40482000.**
    - **Bhubaneswar-09937140591.**

**S/d**  
**Sr. General Manager (EL.)**  
**Western (O&M) Zone, Burla**



**SECTION-III**  
**GENERAL TERMS & CONDITIONS OF CONTRACT**  
**SECTION-III (A)**

**1. DIVISION OF SPECIFICATION.**

The specification is mainly divided into two parts viz. Part-I & Part-II.

PART-I

- SECTION-I - E-TENDER CALL NOTICE
- SECTION-II - INSTRUCTION TO BIDDERS.
- SECTION-III - GENERAL TERMS & CONDITIONS OF CONTRACT
- SECTION -IV - DATA SHEET (AREA)
- SECTION-V - LIST OF ANNEXURES

PART-II

PRICE BID

The Bidders are required to submit the tenders in double part

**2. PURCHASER'S RIGHT REGARDING ALTERATION OF QUANTITIES TENDERED**

The Purchaser may alter the quantities of work at the time of placing orders. Initially the purchaser may place orders for lesser quantity with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders. Orders may also be split among more than one bidder for any particular item, if considered necessary in the interest of the OPTCL.

**3. 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.

**4. MODE OF SUBMISSION OF TENDERS.**

Tenders shall be submitted in electronic mode only.  
[www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL)

**Telegraphic or FAX tenders** shall not be accepted under any circumstances.

**5. VALIDITY OF THE BIDS: -**

The tenders 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.

**6. PRICE: -**

The bidders are advised to quote their rate as per the price schedule attached with this specification and shall remain firm inclusive of all taxes & duties, labor charges etc. within the validity of the tender. However, Goods & Service tax (GST) shall be paid extra as per Govt. Prevailing rule.

**7. BIDDERS TO BE FULLY CONVERSANT WITH THE CLAUSES OF THE SPECIFICATION:**

Bidders 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 bidder may seek clarification in writing from the Sr. General Manager (EL), Western Zone, Burla This, however, does not entitle the bidder to ask for time beyond due date, fixed for receipt of tender.

**8. DOCUMENTS TO ACCOMPANY BIDS.**

Tenderers are required to submit tenders in the following manner:

- [i] Declaration Form as per **Annexure-I** (duly signed) to be uploaded in .pdf format.
- [ii] Abstract of Terms & conditions in prescribed proforma as per **Annexure-II**. To be filled in the bid sheets provided.
- [iii] General Terms & Conditions of contract as per Section-II of the Specification. (All the ~~required~~ documents are to be uploaded.)
- [iv] Data on past experience if any as per the Specification. (Scanned copy to be uploaded)
- [v] Goods & Service Tax (GST) Registration certificate, ESI, EPF & Labour license, Permanent Account Number [PAN] of the firm is required under Income tax Act. (Scanned copy to be uploaded).



- [vi] Any other document required as per Section-V, is to be uploaded.
- [vii] Schedule of prices in the prescribed proforma in the price bid sheet provided in .xlsformat.

**9. CONDITIONAL OFFER:**

Conditional offer shall not be accepted.

**10. QUALIFICATION OF BIDDER:**

**The bidder must have the following documents to qualify.**

- a. Experience of having successfully executed works pertaining to cleaning & sanitation / housekeeping under Govt. organizations / PSUs / Govt. Autonomous bodies with minimum 03yrs experience.
- b. GST Registration Certificate.
- c. Permanent Account Number (PAN) issued by Income Tax Department
- d. ESI Registration Certificate.
- e. EPF Registration Certificate.
- f. Labor Contractor License certificate.

**11. CONSIGNEE/ ENGINEER-IN CHARGE: -**

- Manager/AGM/DGM (EL) for Circle office/Division Office, S.D.O (EL) for Sub-Division offices and control rooms, HR Officer for Zonal Office shall be the Consignee.
- Unit Head of the respective unit shall be the Engineer-In charge.

**12. PAYING OFFICER: -**

- DDO, O/o Sr. GM(El.), Western (O&M) Zone, Burla for Zone office.
- DDO of the concerned Circle shall be the Paying Officer for Offices & GSS under their circle.

**13. GENERAL: -**

- (i) The tender paper cost (Form fee) for an amount of Rs.14,160/- (inclusive of GST @ 18%) is to be paid by the bidder in the shape of DD only.
- (ii) The tender processing fee for an amount of Rs. 5900 /- is to be paid by the bidder.
- (iii) 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.



- (iv) Notice inviting tender shall form part of this specification.
- (v) It should be distinctly understood that the price bid shall contain only details/documents relating to price, as mentioned herein above.
- (vi) The tenderer must submit the cost of tender document, EMD (Demand Draft only) and Tender processing fee in a sealed cover envelope super scribing the tender specification number, 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.
- (vii) Concession will be extended to local Micro & Small Enterprises (MSE) & EPM Rate contract holders as per Circular No. CPC-461-2013-14/ 3308(55) Dt. 24.06.2014 of CGM (CPC) OPTCL, Bhubaneswar.
- (viii) The bidders must read in detail the "instruction to the bidder" and general terms and conditions before filling the tender documents.
- (ix) Experience: The bidder may submit the copy of past experience if any pertaining to cleaning & sanitation / housekeeping under Govt. organizations / PSUs / Govt. Autonomous bodies.

#### **14. TENDERS:**

- a. Bidders must submit the tenders in duplicate in the specified specification only.

Tender must be submitted in sealed envelopes super scribed as "Quotation for e-tender call notice no. **WZB-01/SANITATION/2025-26** (

**"ANNUAL CONTRACT FOR CLEANING,UP-KEEPING AND SANITATION OF ZONAL OFFICE, BURLA & ALL OFFICE UNITS & GSS UNDER ADMINISTRATIVE CONTROL OF WESTERN ZONE, BURLA FOR THE FY 2025-2026 & FY 2026-27"**

- b. Tender shall be submitted either in person or by registered post with A.D. Any other means of submission shall not be accepted. Detailed postal address with Pin No, Telephone/Mobile No, FAX No, and Email address must be mentioned on the tender bid. Tender received after due date and time due to postal delay or any other reason will not be considered.
- c. The tender shall be in two part bidding system. The financial bid will be

evaluated those who have qualified in technical bid.

d. Conditional offer will not be considered.

**15. EARNEST MONEY DEPOSIT:**

- i) The tenderers are required to **deposit EMD** in shape of Bank Draft/ Pay Order only drawn in **favor of "Sr. GM(EL), Western Zone, Burla payable at Burla.** The EMD will be refunded to the unsuccessful bidders on written request after finalization of tender. No cheque shall be accepted. The tender without EMD will be liable for rejection.
- ii) No interest shall be paid on earnest money deposit.
- iii) No adjustment towards EMD shall be permitted against any outstanding amount if any remained with this Office. In case of less deposit of EMD, the tender shall be liable for rejection.
- iv) The EMD of successful bidders can be refunded on written request after deposit of Security deposit.
- v) **Concession will be extended to local Micro & Small Enterprises (MSE) & EPM Rate contract holders as per Circular No. CPC-461-2013-14/ 3308<sup>(55)</sup> Dt. 24.06.2014 of CGM (CPC) OPTCL, Bhubaneswar.**

**16. FORFEITURE OF EMD:**

The EMD not claimed for refund within a period of one (01) year from the date of issue of work order or finalization of tender, as the case may be, shall be forfeited.

No interest shall be paid on EMD.

**17. PURCHASER'S RIGHT REGARDING ALTERATION OF QUANTITIES TENDERED.**

The Purchaser may alter the quantities at the time of placing orders. Initially the purchaser may place orders for lesser quantity with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders. Orders may also be split among more than one tenderer for any particular item, if considered necessary in the interest of the Purchaser to get the goods/equipment earlier.

**18. 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.



**19. MODE OF SUBMISSION OF TENDERS.**

- [A] Tenders shall be submitted in electronic mode only.  
([www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL))**
- [B] Telegraphic or FAX tenders shall not be accepted under any circumstances.**

**20. INFORMATION ON COMPETITORS:**

Bidders have right to know information on competitors only at the time of opening of the bids of competitors. No further information on competitors shall be provided at another point/stage and before finalization of the tender without prejudice to right to information act.

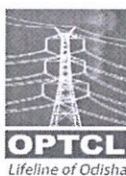
**21. AUTHORIZED REPRESENTATIVES:**

Bidders themselves or one authorized representative (possessing authorization letter in original) for each bidder shall be allowed to attend opening event of the tender.

**S/d**

**Sr. General Manager (EL)  
Western (O&M) Zone, Burla**





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

### **SECTION-III (B)**

#### **1. SCOPE OF 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 Zonal Office, Circle Office, Division Office/Sub-Division Office and Control Rooms under Western Zone, Burla per the floor spaces shown in the schedule of quantity including supply of all required materials as mentioned below:

#### **Jobs to be undertaken are:-**

##### **A. Office Building (Room / Floor Area Cleaning).**

1. Sweeping of entire flooring of Zone/Circle/Division/Sub-Division Office and Control Rooms under Western (O&M) Zone, Burla twice per day throughout the month.
2. Cleaning of entire flooring of Zone/Circle/Division/Sub-Division Office and Control Rooms under Western (O&M) Zone, Burla twice per day with surf water and phenyl of reputed brand throughout the month & spraying of room fresher (Premium / Airwick make) as per requirement.
3. Cleaning of door, windows (Glass / Wooden), window railings, all furniture including Tea Table and Chairs with Colin & Markin cloth once per day throughout the month and spraying of room freshener (Premium/ Airwick) brand as per requirement.
4. Cleaning of Telephone sets, computers, Printers, outer cover of photocopiers, A/C machine covers, fixtures, fitting Light, fans & any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.).
5. De-Dusting of the walls, ceilings. Rooms to be made free from spider nets.
6. Cleaning of water-cooler tray with vim powder/ liquid once in a day

throughout the month.

**B. Courtyard (Adjacent and other Areas):-**

1. Staircases and surrounding Areas including roads, paths and parking areas to be cleaned every day.
2. 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.
3. Daily collection of all dry leaves, garbage and disposal as per instruction of Officer-in-Charge.

**C. Toilet/ Bath Room Cleaning:-**

1. Cleaning, washing and De-staining of the floors of bath rooms, toilets, urinals, wash basins, mirrors, shelves, hangers, soap stands, water taps with application of Harpic / scented phenyl of branded make and disinfectant.
2. Deodorant cakes of Odonil make & Naphthalene balls of reputed brand are to be placed in wash basins, urinals & available all the time.
3. Bath rooms, toilets and wash areas to be made free from cobwebs.

**[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. TIMING AND MANNER OF EXECUTION OF ABOVE WORK:-**

- a. The regular up-keep cleaning and sanitation work should start at 7.00 A.M. and shall be completed positively by 9.30 A.M. every day. Unless emergency arises no such work should be taken up during office hours on all working days to avoid any disturbance in 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 odor free throughout the day. Besides, the Cleaning & Sanitation service should be available on all holidays.
- b. One complaint register is to be maintained by the contractor for each location for taking individual feedback.
- c. The work should be executed to the full satisfaction of the concerned Authorities strictly as per the direction laid down in the work order / 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. **DEPLOYMENT OF PERSONNEL:-**

- (a) The Contractor shall be responsible for engagement of required number of trained persons having uniforms and ID Cards in each unit as per schedule of quantity for above work.
- (b) The Contractor shall engage sufficient manpower for timely completion of cleaning, upkeep and sanitation at different sites, as per the schedule of quantity.
- (c) The Contractor shall be responsible for all payments of above persons engaged by him for the above work. The Contractor has to comply to the current minimum wage of payment as determined by the Department of Labour, Govt. of India. All such payments have to be done through bank transactions only including all other statutory dues. 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. 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.
- (d) The Contractor shall be responsible for the proper behavior of all the persons engaged by him and shall exercise proper degree of control over them.
- (e) Any person not found suitable for above work must be replaced by the Contractor forthwith without affecting the normal work.
- (f) The persons engaged by the Contractor should be free from all communicable disease and any health hazards. 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 shall maintain the attendance registers for the deployed persons & deploy the persons 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.
- (h) 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.

- (i) 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 favor of the new person duly surrendering the earlier pass.
- (j) 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 any compensation arising out of aforementioned accident and to be disposed off by the contractor only.
- (k) The manpower engaged should be trained in management of waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions. This shall be the responsibility of the contractor to collect all the sweepings, garbage and wastes and transport/dispose of the same to the nearest pit actually earmarked by the local authority.
- (l) Subletting: The Contractor shall not assign/sublet/lease/transfer/ appoint care taker for the services/work or sub-contracts or any part of it to any other person or party. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- (m) No other person except Contractor's authorized representative shall be allowed to enter the office premises of OPTCL.
- (n) Within the premises of the OPTCL, the Contractor's personnel shall not do any private work other than their normal duties.
- (o) The contractor shall deploy one Supervisor (onsite) and adequate number of workers (onsite) for providing services as per scope of work.

#### **4. 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 for any negligence.

#### **5. STATUTORY COMPLIANCE:-**

- (a) On award of contract in favor of the Contractor, the Contractor is required to obtain license from concerned authority under the contract labor (R&A) Act.1970

& Rules made there under.

- (b) The Contractor shall comply with the provisions of the Employees' Provident Fund and miscellaneous Provisions Act 1952 and the Employees' State Insurance Act 1948 and any other Act as applicable for this contract. **The Contractor shall deposit Employees and Employer's share of contribution with the appropriate authority every month regularly in respect of the persons deployed by him against his own PF&ESI number.** The same shall be made available to the officer-in-charge for checking.
- (c) The Contractor shall also comply with the provisions of the 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 labor (Prohibition & regulation) Act 1986, the Contract Labor (Regulation & Abolition) Act.1970 or any modifications thereof or any other law relating thereto and rules made there-under from time to time.
- (d) No person below 18 years will be engaged by the Contractor.**
- (e) 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.
- (f) 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 facilities/ benefits applicable to OPTCL staff will not be applicable to Contractor's employee.** The Contractor shall be responsible for strict compliance of all statutory provisions of the relevant labor laws applicable from time to time and particularly for carrying out of the above job. 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.
- (g) 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.
- (h) The Contractor shall not pay less than minimum wages to the workmen notified by Govt. of India from time to time under the minimum wages Act 1948 and Rules made there under.**



- (i) Payment to the workmen deployed by the Contractor shall be disbursed before 7<sup>th</sup> day of succeeding month through bank transactions only into the bank accounts of each employee. Then the bills in triplicate including the transaction statements may be submitted to the Officer-in-Charge for release of payment.
- (j) All the payment including statutory dues to the deployed persons shall be made through bank transactions only into the individual accounts.

#### **6. PRICE REDUCTION**

If the contractor / agency fails to “Providing Facility Management Services (Housekeeping & Sanitation)” 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 deduct a sum equivalent to 1% (one percent) of the taxable value of services supplied as per services Bill of Contractor/agency’s Monthly Bill as liquidated damages per occasion of default from the contractor/agency’s monthly bill. If the deductions exceed 6 % (six percent) of the total value of services supplied in any calendar month, OPTCL may consider termination of the contract and hiring of alternative service at risk and cost of the contractor/agency as laid down in **GCC (Section-III (B)) Clause 7: Termination for Default.**

#### **7. TERMINATION FOR DEFAULT**

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. 10.2In the event OPTCL terminates the contract in whole or in part, pursuant to GCC sub-clause 10.1 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. 10.3Unless otherwise instructed by OPTCL, the Contractor/agency shall continue to perform the contract to the extent not terminated.

#### **8. 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 Tender.

#### **9. SUBCONTRACTING**

The work shall not in any manner or to any degree be sub-contracted.

#### **10. PAYMENT OF BILL**

- (i) The Contractor shall submit the monthly Cleaning and sanitation bills along



with satisfactory JMC (which will be certified by the designated officer of OPTCL) within 10<sup>th</sup> day of the following month to the Officer-in-charge for payment along with the labor payment sheet, deployment chart and other documents related to statutory dues.

- (ii) All the statutory dues shall be deducted from running bills at the rate prevailing at the time of payment of the bills. The Contractor is required to submit PF deposit slips with ECR & ESI Deposit slips with ECR of preceding month along with monthly bills. If the same is not submitted, the bill shall not be released.
- (iii) 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 favor of the Contractor.
- (iv) 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.

#### **11. 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 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.

#### **12. TERMINATION OF CONTRACT**

- i) Management reserves the right to terminate the contract without assigning any reason thereof at any time during subsistence of contract by giving 30 days notice of his intention to do so. In the event of any such termination of the contract the Contractor shall be paid for all the work executed.
- ii) In case of failure by the Contractor to fulfill his contractual obligations the Officer-in charge reserves the right to cancel the contract in which case the Security Deposit shall stand forfeited.

#### **13. SAFETY REQUIREMENT**

- (i) The Contractor shall provide First-Aid and emergency medical facilities for his 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.

**14. SECURITY DEPOSIT**

- (i) The Contractor is required to deposit an amount of 10% of the annual contract value towards Security Deposit in shape of Bank Guarantee / Demand Draft (Pledged in favor of **Sr. General Manager (El.), Western (O&M) Zone, Burla** from a Nationalized Bank drawn in favor of "**Sr. General Manager (El.), Western (O&M) Zone, Burla**" payable at Burla (Bank Collection fee may be deposited by Bidder) by within 15 days on receipt of the letter of intent / order. The Security Deposit will be released after satisfactory execution of order and the amount of Security Deposit will not carry any interest.
- (ii) 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 Security Deposit of the Contractor. In the event of the 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.
- (iii) 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 Security Deposit is liable to be forfeited. The decision of forfeiture shall be final and binding on the Contractor.
- (iv) The Security Deposit not claimed for refund within a period of three (03) years after one (01) month from the expiry of the contract period shall be forfeited.

**15. OTHER TAX LIABILITY:- Tax on works contract, Income Tax as applicable shall be deducted at source from the monthly running bills of Contractor.**

**16. FORCE MAJEURE:-**

The contractor shall not be liable for any penalty for delay or failure to



perform the contract for reasons of force majeure such as acts of God, acts of public enemy, acts of Govt., fires, floods, Epidemics, Quarantine restriction, Strikes, Freight Embargo, provided that the contractor shall within 10 (ten) days from the beginning of such delay notify the OPTCL in writing of the cause of delay, upon which the management shall verify the facts and grant such extension as facts justify.

**17. DISPUTE SETTLEMENT:-**

Any dispute or difference arising out of the contract shall be mutually settled, but if the Contractor disagree to such settlement the decision of Circle Head, EHT (O&M) Circle, Burla or his authorized representative shall be final & binding.

**18. 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.
- b) If a Bidder quotes unworkable rates and is considered for placement of job contract 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.

**19. B.G.TOWARDS SECURITY DEPOSIT, 100% PAYMENT AND PERFORMANCE GUARANTEE:**

- a) A Composite Bank Guarantee for 10% [ten percent] of the contract value of the work order, shall be furnished from any nationalized/scheduled bank having a place of business at Burla, to the office of General Manager EHT (O&M) Circle, Burla within 15 days from the date of issue of the work order,. The BG shall be executed on non judicial stamp paper worth of Rs.50.00 [Rupees Fifty] only or as per the prevalent rules, **valid for a**



**period of 2 months after the last date of guarantee period/ contract 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. The BG should be accompanied by a confirmation letter from the concerned bank and should have provision for encashment at Burla, 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.

- b) No interest is payable on any kind of Bank Guarantee.
- c) In case of non-fulfillment of contractual obligation, as required in the detailed purchase order/Specification, the composite Bank guarantee shall be forfeited.
- d) The Bank Guarantee Format shall be provided by the Purchaser at the time of placing the Purchase Order.

## **20. JURISDICTION**

Suit, if any, arising out of this tender/ or contract shall be filed by either party in a Court of Law at Burla to which the jurisdiction of High Court of Odisha extends.

## **21. 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:** Sr.GM (EL), Western (O&M) Zone, Burla

**Bidder:**

Address:

Tele phone:

Fax:

## 22. **Outright Rejection of Tenders**

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

1. Tenders shall be accompanied with the prescribed earnest money deposit.
2. Tenders shall be kept valid for a minimum of 180 days from the date of opening of the tender.
3. Tenders shall be accompanied with clear valid Xerox copy of GST registration (if applicable), & clearance certificate, PAN card, 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.
4. ***Solvency certificates of not less than Seventy Lakhs, obtained from the Revenue Department, Government of Odisha.***
5. The contractor agrees to obtain Labor Contract License on event of work order from the competent authority.
6. Abstract of general terms and conditions of contract.
7. Tenderers not fulfilling the qualifying criteria as mentioned in

### **ELIGIBILITY FOR SUBMISSION OF BIDS.**

8. The bidders have to unconditionally comply with tender specification.

### **SAFETY PRACTICE :**

- i) The Bidder must be followed the OPTCL safety rule while performing the work. The workmen must be provided Safety Helmet, safety belt, safety shoe, etc by the contractor while performing the works. No deviation will be allowed and the consignee has got any power to stop the work at any time or the beach of safety practical

## 23. **E- REVERSE AUCTION PROCESS SHALL BE RESORTED TO IN THE TENDER AS FOLLOWS**

### **Business Rule of e-Reverse Auction (e-RA)**

- (A) Based on "Evaluated Bid Price" determined pursuant to ITB Sub Clause 27.6, the Bids shall be ranked in ascending order as L1, L2, L3-----Ln,
- (B) The Indicative Estimated Cost for e-RA for the package(s) is as indicated at ITB 29.1 in BDS.
- (C) The e-RA shall be conducted, if the variation of lowest evaluated bidder's price (L1) is more than +5% (+five percent) of the Indicative Estimated Cost.
- (D) The Applicable Ceiling Price for e-RA for bidders shall be their "Evaluated Bid Price" determined in



accordance with **ITB Sub Clause 27.6**. During e-RA, the bidders shortlisted for participation in e-RA shall be permitted to place their prices lower than their Applicable Ceiling Price.

- (E) The e-RA shall be conducted on a designated electronic platform of any Application Service Provider (hereinafter referred to as "ASP"), for and on behalf of the Employer.
- (F) The ASP, as and when authorized by the Employer, will intimate the bidders regarding the details of electronic platform, procedure/ modality of e-RA process and other details, prior to e-RA.
- (G) Notwithstanding above, the bidder(s) who either do not submit the requisite compliances for e-RA or do not participate in e-RA, their original price bid as opened, if valid, shall be considered for evaluation.
- (H) Notwithstanding the e-RA conducted as aforesaid, OPTCL reserves the right to hold negotiations with the bidder with lowest evaluated price after e-RA (L1 bidder).
- (I) The Employer shall be the sole judge in this regard.

(J) **Procedure for Reverse Auction (e-Reverse Auction (e-RA) shall be resorted to as follows: -**

<b>STRATEGY FOR E-REVERSE AUCTION</b>	
1	Bidders are required to go through the guide lines given below and submit their acceptance to the same.
2	e-Reverse Auction (RA) will be conducted in e-tender portal of OPTCL on specified date and time, while bidders shall quote from their own offices/places of their choice. Internet connectivity shall be ensured by the respective agencies/bidders themselves.
3	KEONICS (Application Service Provider) shall arrange for demonstration/ training (if not trained earlier) of bidder's nominated person(s), to explain all the rules related to e-Reverse Auction/ Business Rule document to be adopted.
4	The strategy to be used for reverse auction shall be "DYNAMIC TEMPLATE BIDDING"
<b>Procedure for electronic Reverse Auctioning (e-RA):</b>	
5	<p>a. The e-RA shall be conducted on <a href="http://www.tenderwizard.com/OPTCL">www.tenderwizard.com/OPTCL</a> only.</p> <p>b. Bidder has to submit letter towards agreement to the Process related Terms &amp; Conditions for e-Reverse Auction, as per (Reverse Auction Process Compliance Form-Attachment-20). In non-receipt of the same, vendors will not be allowed to participate in e-RA.</p> <p>c. e-RA shall be carried out after opening of Price bids and completion of Price bid evaluation, which will be intimated only to the techno-commercially qualified bidders by OPTCL as per procedure given below.</p> <p>d. OPTCL reserves the right to conduct e-RA and it is obligatory on part of bidder(s) invited to participate in e-RA process once they have responded to the techno-commercial bid.</p>
6	Prior intimation/ Notice for RA invitation will be given to techno-commercially qualified bidders regarding the date & time of opening of the e-RA.



	<p>The start bid price (SBP) for e-Reverse Auction of each bidder under a particular package shall be the L1 evaluated price for the subject package including Taxes &amp; Duties for the total scope for subject Package. Taking the above discovered L1 price as the upper limit e-RA will be conducted to determine the lowest possible price.</p> <p>Reverse Auction will be conducted amongst first 50% of the technically qualified bidders arranged in order of prices from lowest to highest, as L1, L2, L3-----Ln, and L1 price will be discovered. Minimum of 3 bidders shall be eligible for e RA. (e.g. If 4 bidders are financially evaluated then the L1, L2 and L3 bidders shall be eligible for e-RA). Number of bidders eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L1 to L4).</p> <p>However, in case only two bidders are found to be responsive, e-RA would be carried out with both the parties without any elimination. However, OPTCL reserves the right to invite the evaluated L1 bidder for negotiation without conducting the e-RA.</p> <p>In case of price submitted by any bidder is found to be abnormal, OPTCL reserves the right to reject the bid of the bidder(s).</p> <p>Rank of bidders would be displayed as per the total cost to OPTCL, i.e including Taxes and Duties payable by OPTCL as per the provisions of the bidding document &amp; after e-RA process is over.</p>
7	<p>Names of bidders/ vendors shall not be disclosed during the e-RA process. Names of bidders/ vendors shall be anonymously masked in the e-RA process.</p> <p>In case of RA, start/ reference price and step value of decrement shall be indicated to the bidders at the start of the auction. Any participating bidder can bid one or multiple step decrement lower than the prevailing lowest bid at that time. The Bidder shall be able to view Bid Start Price, Bid Decrement Value, Prevailing Lowest Bid value, last Bid Placed by him and time left for bidding.</p> <p>The step value of decrement in a package to be offered by bidder (the minimum amount of reduction in the total bid price including all taxes &amp; duties during auction), shall be kept at <b>0.15% of L1 bidder's final evaluated price</b> which will be rounded to nearest rupees (or) at approved amount as decided by OPTCL.</p> <p>Bidders can only quote any value lower than their previous quoted price. However, at no stage, increase in Price will be permissible.</p> <p>At any point during Reverse Auction, bidding Price field shall remain enabled for the bidders. The reverse auction period shall be unlimited and the initial auction period (1st slot) will be of <b>thirty (30) minutes with provision of auto extension by (10) ten minutes</b> from the schedule/ extended closing time. If any fresh lower bid is received in last ten minutes of initial auction period or extended auction period, the auction shall get extended automatically for another 10 minutes. In case, there is no bid</p>

	<p>received during schedule/extended slot, the auction shall get closed automatically without further extension.</p> <p>(v) However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the period of e-reverse auction to avoid complication related with internet connectivity, network problem, system crash down, power failure etc.</p>
8	<p>After conclusion of e-Reverse Auction i.e. (Closing Price in Reverse Auction will be taken as offered price by the L1 bidder), decrease in price of individual head of the template shall be considered proportionately on all individual line items of the respective head of the price schedule of the successful L1 bidder.</p> <p>Any bid received at the tender wizard server end subsequent to closure of the e-RA shall be summarily rejected and shall not be considered as a valid bid under whatsoever circumstances. For this purpose, tender wizard server log shall prevail.</p> <p>The bidder shall not involve himself or any of his representatives in price manipulation of any kind directly or indirectly by communicating with other bidders.</p> <p>During Reverse Auction, If no bid is received within the specified time, OPTCL, at its discretion, may decide to close the reverse auction process/ proceed with conventional mode of tendering [ Evaluation of Part-II (price bid) submitted by bidders earlier].</p>
9	<p>Consequent upon completion of e-Reverse Auction, OPTCL's decision on award of contract shall be final and binding on the bidders.</p> <p>OPTCL shall be at liberty to call the L1 bidder for further process/ negotiation and also at liberty to cancel the e-reverse auction process/ re-tender at any time, without assigning any reason thereof. OPTCL can decide to reschedule or cancel any reverse auction: the bidders shall be informed accordingly.</p> <p>OPTCL/ Service Provider shall not have any liability to bidders for any interruption or delay in access to the e-Tender site/ Reverse Auction link irrespective of the cause.</p>

**24. All other standard terms & conditions will be governed as per standard terms and conditions of OPTCL in this regard.**

**S/d**  
**Sr. General Manager (EL)**  
**Western (O&M) Zone, Burla**



### **SECTION-IV (DATA SHEET)**

SL No.	Name of the Location	Particulars	Quantity	Unit
(A) O/o ED, Western Zone, Burla				
1	O/o ED, Western Zone, Burla	a. Office building	251	Sq.Mtr.
		b. Courtyard	572	Sq.Mtr.
		c. Toilets	8	No.
(B) EHT(O&M) Circle, Balangir				
1	EHT(O&M) Circle, Balangir	a. Office building	100.00	Sq.Mtr.
		b. Courtyard	306.00	Sq.Mtr.
		c. Toilets	4.00	No.
EHT(O&M) Division, Balangir				
1	EHT(O&M) Division, Balangir	a. Office building	151.94	Sq.Mtr.
		b. Courtyard	449.82	Sq.Mtr.
		c. Toilets	2.00	No.
2	220/132/33 KV GSS Balangir (New)	a. Office building	801.00	Sq.Mtr.
		b. Courtyard	1350.00	Sq.Mtr.
		c. Toilets	2.00	No.
3	132/33 KV GSS Balangir (Old)	a. Office building	434.98	Sq.Mtr.
		b. Courtyard	900.00	Sq.Mtr.
		c. Toilets	2.00	No.
4	132/33 KV GSS Patnagarh	a. Office building	385.00	Sq.Mtr.
		b. Courtyard	650.00	Sq.Mtr.
		c. Toilets	4.00	No.
5	132/33 KV GSS Sonapur	a. Office building	564.78	Sq.Mtr.
		b. Courtyard	872.65	Sq.Mtr.
		c. Toilets	5.00	No.
6	132/33 KV GSS Boudh	a. Office building	473.73	Sq.Mtr.
		b. Courtyard	570.00	Sq.Mtr.
		c. Toilets	5.00	No.
7	132/33 KV GSS Tusura	a. Office building	323.63	Sq.Mtr.
		b. Courtyard	723.80	Sq.Mtr.



		c. Toilets	6.00	No.
8	132/33 KV GSS Biramaharajpur	a. Office building	601.27	Sq.Mtr.
		b. Courtyard	680.00	Sq.Mtr.
		c. Toilets	5.00	No.
EHT(O&M) Division, Nuapada				
1	EHT(O&M) Division, Nuapada	a. Office building	100.00	Sq.Mtr.
		b. Courtyard	400.00	Sq.Mtr.
		c. Toilets	3.00	No.
2	132/33 KV GSS Nuapda	a. Office building	466.35	Sq.Mtr.
		b. Courtyard	1270.24	Sq.Mtr.
		c. Toilets	5.00	No.
3	132/33 KV GSS Khariar	a. Office building	340.00	Sq.Mtr.
		b. Courtyard	1430.00	Sq.Mtr.
		c. Toilets	2.00	No.
4	132/33 KV GSS Padampur	a. Office building	442.68	Sq.Mtr.
		b. Courtyard	1270.24	Sq.Mtr.
		c. Toilets	5.00	No.
5	132/33 KV GSS Kantabanji	a. Office building	440.00	Sq.Mtr.
		b. Courtyard	1000.00	Sq.Mtr.
		c. Toilets	5.00	No.
EHT(O&M) Division, Kesinga				
1	EHT(O&M) Division, Kesinga	a. Office building	350.00	Sq.Mtr.
		b. Courtyard	515.00	Sq.Mtr.
		c. Toilets	6.00	No.
2	132/33 KV GSS Kesinga	a. Office building	1602.00	Sq.Mtr.
		b. Courtyard	1177.00	Sq.Mtr.
		c. Toilets	5.00	No.
3	132/33 KV GSS Junagarh	a. Office building	580.00	Sq.Mtr.
		b. Courtyard	1190.00	Sq.Mtr.
		c. Toilets	3.00	No.
4	132/33 KV GSS Bhawanipatna	a. Office building	453.00	Sq.Mtr.
		b. Courtyard	1240.00	Sq.Mtr.
		c. Toilets	5.00	No.

5	220/132/33 KV GSS Jaypatna	a. Office building	1267.86	Sq.Mtr.
		b. Courtyard	2183.25	Sq.Mtr.
		c. Toilets	5.00	No.
6	132/33 KV GSS Saintala	a. Office building	343.61	Sq.Mtr.
		b. Courtyard	1969.47	Sq.Mtr.
		c. Toilets	3.00	No.
7	132 Kv TL S/D Kesinga	a. Office building	61.90	Sq.Mtr.
		b. Courtyard	246.00	Sq.Mtr.
		c. Toilets	0.00	No.
8	132 Kv TL S/D Brundabahal	a. Office building	870.00	Sq.Mtr.
		b. Courtyard	975.00	Sq.Mtr.
		c. Toilets	10.00	No.
E & MR Division, Balangir				
1	E&MR Division, Balangir and E&MR Sub- Division, Balangir	a. Office building	216.00	Sq.Mtr.
		b. Courtyard	1032.00	Sq.Mtr.
		c. Toilets	3.00	No.
2	E& MR Sub- Division, Kesinga	a. Office building	131.61	Sq.Mtr.
		b. Courtyard	0.00	Sq.Mtr.
		c. Toilets	2.00	No.
(C) EHT (O&M) CIRCLE, BURLA				
1	E.H.T. (O&M)Circle & Division Office, Burla.	a) Office building	269.41	Sq. Mtr.
		b) Courtyard	148.64	Sq. Mtr.
		c) Toilets	5	Nos.
2	220/132/33 KV Grid Sub- Station, Katapali.	a) Office building	972	Sq. Mtr.
		b) Courtyard	2662.4	Sq. Mtr.
		c) Toilets	3	Nos.
3	132/33 KV Grid Sub- Station, Sambalpur.	a) Office building	797	Sq. Mtr.
		b) Courtyard	1818	Sq. Mtr.
		c) Toilets	5	Nos.
4	132/33 KV Grid Sub- Station, Rairakhol.	a)Office building	797	Sq. Mtr.
		b) Courtyard	2580	Sq. Mtr.
		c) Toilets	5	Nos.
3	132/33 KV Grid Sub- Station, Hirakud.	a) Office building	2068.76	Sq. Mtr.
		b) Courtyard	716.54	Sq. Mtr.
		c) Toilets	4	Nos.



3	132/33 KV Grid Sub-Station, Maneswar.	a) Office building	1016	Sq. Mtr.
		b) Courtyard	1665	Sq. Mtr.
		c) Toilets	5	Nos.
E.H.T. (O&M) Division, Lapanga.				
1	EHT (O&M) Division, Office at Lapanga including Sub station S/D	a) Office building	2540.38	Sq. Mtr.
		b) Courtyard	1209.91	Sq. Mtr.
		c) Toilets	8	Nos.
2	400KV T/L S/D Office, Lapanga	a) Office building	82.7	Sq. Mtr.
		b) Courtyard	0	Sq. Mtr.
		c) Toilets	2	Nos.
E.H.T. (O&M) Division, Jharsuguda.				
1	GSS Budhipadar including Office of EHT (O&M) Division Office Jharsuguda & TL Sub-Division Office, Budhipadar (First floor of control room building of GSS, Budhipadar)	a) Office building	3084	Sq. Mtr.
		b) Courtyard	1196	Sq. Mtr.
		c) Toilets	7	Nos.
2	132/33/11 KV Grid Sub-Station, Brajrajnagar.	a) Office building	879.4	Sq. Mtr.
		b) Courtyard	660	Sq. Mtr.
		c) Toilets	5	Nos.
3	132/11 KV Grid Sub-Station, Jharsuguda.	a)Office building	697.5	Sq. Mtr.
		b) Courtyard	50	Sq. Mtr.
		c) Toilets	5	Nos.
4	132/33 KV Grid Sub-Station, Kuchinda.	a) Office building-	863.25	Sq. Mtr.
		b) Courtyard -	328	Sq. Mtr.
		c) Toilets	6	Nos.
5	132/33 KV Grid Sub-Station, Lakhanpur	a) Office building-	1422	Sq. Mtr.
		b) Courtyard -	650	Sq. Mtr.
		c) Toilets	6	Nos.
6	132/33 KV Grid Sub-Station, Lephripada	a) Office building-	1064.86	Sq. Mtr.
		b) Courtyard -	670	Sq. Mtr.
		c) Toilets	6	Nos.
E.H.T. (O&M) Division, Rourkela.				

1	E.H.T. (O&M) Division at Rourkela.	a)Office building	231.47	Sq. Mtr.
		b) Courtyard	894.15	Sq. Mtr.
		c) Toilets	3	Nos.
2	132/33 KV Grid Sub-Station, Rourkela .	a)Office building	430.42	Sq. Mtr.
		b) Courtyard	685.16	Sq. Mtr.
		c) Toilets	3	Nos.
3	220/132 KV Grid Sub-Station, Tarkera.	a)Office building	595	Sq. Mtr.
		b) Courtyard	2656	Sq. Mtr.
		c) Toilets	5	Nos.
4	132/33 KV Grid Sub-Station, Chhend.	a)Office building	540.24	Sq. Mtr.
		b) Courtyard	804.42	Sq. Mtr.
		c) Toilets	5	Nos.
5	132/33KV Grid Sub-Station, Bonei	a)Office building	553	Sq. Mtr.
		b)Courtyard	1717	Sq. Mtr.
		c)Toilets	5	Nos.
6	220/33 KV Grid Sub-Station, Barkote.	a)Office building	687.05	Sq. Mtr.
		b) Courtyard	381	Sq. Mtr.
		c) Toilets	5	Nos.
7	TL Sub-Division, Rourkela.	a)Office building	35	Sq. Mtr.
		b) Courtyard	0	Sq. Mtr.
		c) Toilets	0	Nos.
6	220/33 KV Grid Sub-Station, Deogarh	a)Office building	742.65	Sq. Mtr.
		b) Courtyard	715	Sq. Mtr.
		c) Toilets	6	Nos.
1	132/33 KV Grid Sub-Station, Rajgangpur.	a) Office building	707.74	Sq. Mtr.
		b) Courtyard	1841	Sq. Mtr.
		c) Toilets	10	Nos.
2	132/33 KV Grid Sub-Station, Kalunga.	a)Office building	482.33	Sq. Mtr.
		b) Courtyard	2650	Sq. Mtr.
		c) Toilets	6	Nos.
3	132/33KV Grid Sub-Station, Sundargarh	a)Office building	485.5	Sq. Mtr.
		b)Courtyard	527.37	Sq. Mtr.
		c)Toilets	2	Nos.
4	220/132/33KV Grid Sub-Station, Bamra	a)Office building	1003.157	Sq. Mtr.
		b)Courtyard	2174	Sq. Mtr.



		c)Toilets	6	Nos.
5	220/132/33KV Grid Sub-Station, Kuarmunda	a)Office building	1206.14	Sq. Mtr.
		b)Courtyard	1808.72	Sq. Mtr.
		c)Toilets	6	Nos.
E.H.T. (O&M) Division, Barpali.				
1	EHT (O&M) Division at Barpali	a)Office building	101.12	Sq. Mtr.
		b) Courtyard	104.9	Sq. Mtr.
		c) Toilets	3	Nos.
2	132/33 KV Grid Sub-Station, Barpali.	a)Office building	540	Sq. Mtr.
		b) Courtyard	1753	Sq. Mtr.
		c) Toilets	7	Nos.
3	220/132/33 KV Grid Sub-Station, New Bargarh	a) Office building	1669.653	Sq. Mtr.
		b) Courtyard	1240.1	Sq. Mtr.
		c) Toilets	5	Nos.
4	132/33 KV Grid Sub-Station, Bargarh.	a)Office building	494.6	Sq. Mtr.
		b) Courtyard	1107.95	Sq. Mtr.
		c) Toilets – nos.	6	Nos.
5	132/33 KV Grid Sub-Station, Ghens	a)Office building	572.86	Sq. Mtr.
		b) Courtyard	531.97	Sq. Mtr.
		c) Toilets – nos.	5	Nos.
5	132/33 KV Grid Sub-Station, Thuapali	a)Office building	1024.5	Sq. Mtr.
		b) Courtyard	1019	Sq. Mtr.
		c) Toilets – nos.	6	Nos.
5	132/33 KV Grid Sub-Station, Bhatli	a)Office building	519.96	Sq. Mtr.
		b) Courtyard	1774.25	Sq. Mtr.
		c) Toilets – nos.	4	Nos.
E&MR, Division, Burla.				
1	E&MR, Division & Sub-Division office, Burla	a)Office building	278.7	Sq. Mtr.
		b) Courtyard	750	Sq. Mtr.
		c) Toilets	5	Nos.
2	E&MR, Sub-Division office, Rourkela	a)Office building	307.24	Sq. Mtr.
		b) Courtyard	852.18	Sq. Mtr.
		c) Toilets	3	Nos.

**SECTION-V**  
**[LIST OF ANNEXURES]**

The following schedules and Performa are annexed to this specification and contained in Section-III as referred to in the relevant clauses.

1	Declaration form	ANNEXURE-I
2	Abstract of terms and conditions to accompany Part-I	ANNEXURE-II
3	Composite Bank Guarantee form for security deposit, payment and performance	ANNEXURE-III
4	Bidders information	ANNEXURE-IV
5	Reverse Auction Process Compliance Form	ANNEXURE-V



**ANNEXURE - I**  
**DECLARATION FORM**

To,

The Sr.General Manager (Elect.)  
Western (O&M) Zone, OPTCL,  
Burla.

Sub: - E-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 painting work including supply of materials, labor charges & T&P 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 to have completed the work within the time specified in the Tender.
3. \* I / We hereby guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.
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 favor, \* I/We agree to furnish the Composite B.G. in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to \*me/us as per clause-11 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 \_\_\_\_\_2024.

Yours faithfully

Signature of the Tenderer  
With seal of the company

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

\* (Strikeout whichever is not applicable).

## ANNEXURE-II

### DETAILS DATA SHEET FURNISHED BY THE TENDERER

#### **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)	EMD furnished. D.D No & Date.	
1(c)	Tender Processing Fee: D.D No. & Date.	
2.	Contractor's work experience including user's certificate furnished (If any).	Yes/No
3.	<b>Delivery:</b> - Whether agreeable to OPTCL's desired completion period as indicated. [As per clause-7 of Annexure-II]	Yes/No
4.	<b>Guarantee:</b> -Whether agreeable to OPTCL's terms. [As per clause-9 of Annexure-II]	Yes/No
5.	Whether agreeable to furnish Composite B.G. in case his tender be successful [As per clause-8 of Annexure -II]	Yes/No
6.	<b>Terms of payment:-</b> Whether agreeable to OPTCL's terms [As per clause-5 of Annexure -II]	Yes/No.
7.	Nature of price:- FIRM	Yes/No
8.	<b>Penalty:-</b> Whether agreeable to OPTCL's terms (As per clause-6 of Annexure -II)	Yes/No
9.	<b>Validity:</b> - Whether agreeable to OPTCL's terms [As per clause-4 of Annexure -II]	Yes/No
10.	<b>Inspection and Testing:</b> - Whether agreeable to OPTCL's terms. [As per clause-10 of Annexure -II]	Yes/No
11.	Whether declaration form duly filled in furnished.	Yes/No.
12.	Whether scanned copy of PAN card furnished.	Yes/No.
13.	Whether scanned copy of GST Regd. Certificate furnished.	Yes/No.
14.	Manufacturer/ Authorization Certificate furnished.	Yes/No.
15.	Whether agreeable to Reverse auction clause.[ As per clause-19 of Annexure -II]	Yes/No.



### **ANNEXURE-III**

#### **PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY**

##### **DEPOSIT PAYMENT AND PERFORMANCE**

This Guarantee Bond is executed this \_\_\_\_\_ day of \_\_\_\_\_ 2024 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 "The Contractor"] which shall include its successors & assigns for execution of the work.

AND WHERE AS the bidder has agreed to execute the work for OPTCL in terms of the said agreement AND

WHEREAS the OPTCL has agreed [1] to exempt the bidder from making payment of Security [2] to release 100% payment of the cost as per the said agreement and [3] to exempt from performance guarantee on furnishing by the bidder to OPTCL, a Composite bank Guarantee of the value of 10 % [ten percent] of the contract price of the said agreement.

NOW THEREFORE, in consideration of the OPTCL having agreed [1] to exempt the bidder from making payment of Security [2] releasing 100% payment to the bidder 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 Bidder [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 Supplier [s] of any of the terms or conditions, contained in the said agreement or by reason of the bidder'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 the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor [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 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 General Manager, EHT (O&M) Circle, OPTCL, Burla certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor [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 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 forbearance, act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Contractor [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 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.
8. We the \_\_\_\_\_ Bank further agree that this guarantee shall also be invoked at our place of business at Burla (indicate the name of the branch) in the state of ODISHA.  
Not with standing anything contained herein.
- 1) Our liability under this bank guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
- 2) The bank guarantee shall be valid up to dt. \_\_\_\_\_
- 3) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only & only if you serve upon us at \_\_\_\_\_ branch at Burla a written claim or demand on or before Dt. \_\_\_\_\_.

Dated \_\_\_\_\_ Day of \_\_\_\_\_

For \_\_\_\_\_

[Indicate the name of Bank]

Witness (Signature, names & address)

1.

2.



**ANNEXURE-IV**  
**BIDDER'S INFORMATION**

<b>SL. No.</b>	<b>The bidder shall furnish general information in the following format</b>	
<b>1</b>	<b>NAME OF THE BIDDER</b>	
<b>2</b>	<b>Address:-</b>	
<b>3</b>	<b>City</b>	
<b>4</b>	<b>Pin Code</b>	
<b>5</b>	<b>Contact person's Name :-</b>	
<b>6</b>	<b>Telephone No. office &amp; Residence:-</b>	
<b>7</b>	<b>FAX No:-</b>	
<b>8</b>	<b>EMAIL:-</b>	
<b>9</b>	<b>GST REGISTRATION Certificate</b>	
<b>10</b>	<b>PAN NO.</b>	

## **ANNEXURE-V**

### **REVERSE AUCTION PROCESS COMPLIANCE FORM**

*To,*

*The Sr. General Manager (El.)  
Western (O&M) Zone,  
Burla.*

**Sub:- Agreement to the process related Terms & Conditions for e-Reverse Auction.**

**Ref:-Tender Specification No.:**\_\_\_\_\_

Dear Sir,

This letter is to confirm that:

- The under signed is authorized representative of the company.
- We have studied the Commercial Terms and the Business rules governing the ReverseAuction as mentioned in your tender and confirm our agreement to that.
- We also confirm that we have gone through the auction manual and have understoodthe functionality of the same thoroughly.
- We, hereby, confirm that we will honour the Bids placed by us during the tendering /e-Reverse auction process as called as e-RA.
- We also confirm that we will accept our Rank / Position that will be displayed whenthe Bidding Time for the Online Reverse Auction is over.

With regards,

Signature with Designation with  
Company seal name & address  
(Person having power of attorney  
for the subject package)

***[To be submitted on Letter Head of the bidding firm/company with sign & stamp and along with Technical Bid]***



**PART-II**  
**PRICE BID**

**1. PRICE:**

- (i) Bidders are required to quote their price(s) as 'FIRM'.
- (ii) The prices quoted shall be unit price for work including supply of required materials as per the tender specification at the consignee's site/store inclusive of all taxes and duties.

**2. PROPER FILLING UP OF THE PRICE SCHEDULE:**

The tenderer should fill up the price schedule properly and in full in the bid sheets provided in .xls format and up-load the same without changing the file name. The tender may be rejected if the schedule of price is submitted in incomplete form.

- 3. The Bidder may fill the price bid for both for two part of the work as given below.**

**E-TENDER CALL NOTICE NO. WZB-01/SANITATION/2025-26**

**“ANNUAL CONTRACT FOR CLEANING, UP-KEEPING AND  
SANITATION OF ZONAL OFFICE, BURLA & ALL OFFICE UNITS &  
GSS UNDER ADMINISTRATIVE CONTROL OF WESTERN (O&M)  
ZONE, BURLA FOR THE FY 2025-2026 & FY 2026-27”**

