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ODISHA POWER TRANSMISSION CORPORATION LTD.

(A Govt. of Odisha Undertaking)

OFFICE OF THE GENERAL MANAGER (ELECTRICAL)

EHT (PROJECTS) CIRCLE, JAJPUR ROAD

AT: Dhabalgiri, PO: Sobra, Jajpur Road-755019

✉:ehtc.cle.jjp@optcl.co.in

No: 625

Date: 28.10.2026

OPEN TENDER CALL NOTICE NO.02/2026-27

For and on behalf of the General Manager (Elect.), EHT Project Circle, OPTCL, Jajpur Road sealed Tenders are invited from agencies having valid Good & Services Tax Registration Certificate, PAN & other required documents for "Annual Contract for Cleaning, Up-keeping and Sanitation of various office buildings and courtyards under EHT (Projects) Circle, OPTCL, Jajpur Road for a period of One (01) year". Sale of tender documents will be starting in every working day 10AM to 5PM from 29.10.2026 to 10.11.2026 and last date of receipt of tender documents is on or before 11.11.2026 by 04.00 PM. The Tenders will be opened at 4.30 PM on the same day in presence of the tenderers or their authorised representatives if any. The tender documents can be made available in the office of the undersigned on written request and payment of dues by DD in favour of **GM (Elect.), E.H.T (Projects) Circle, OPTCL, Jajpur Road** drawn on any nationalized Bank payable at Jajpur Road. The Tenderers will also have to deposit EMD @ 1% of the estimated cost in the shape of bank draft/ pay order drawn on any Nationalised bank payable at Jajpur Road in favour of "GM (Elect.), EHT (PROJECTS) CIRCLE , OPTCL, JAJPUR ROAD" along with the Tenders, failing which the tender would be liable for rejection. The under signed reserves the right to accept or reject any or all the tenders without assigning any reason there of if the situation so warrants. OPTCL shall not be responsible for any delay for submission of tender at any stage.

Sl. no	Name of the Unit	Cost of Tender Paper (Non-refundable)	EMD Amount	Contract Period
1	EHT(P) Circle, Jajpur Road	Rs 2000/+ 18% GST = Rs 2,360/-	Rs. 4540/-	01 (One) Year

Term & Conditions:-

1. The scope of work is outcome-based and includes comprehensive cleaning, housekeeping, waste disposal and allied sanitation activities. Payment shall be made against satisfactory execution of prescribed work and not on the basis of deployment of any specified number of labourers.
2. The agency shall have complete freedom to arrange manpower, equipment, tools, consumables, supervision & execution methodology required for completion of work. No employer-employee relationship shall exist between the owner (OPTCL) and the personnel engaged by the contractor / agency. However, the contractor shall remain solely responsible for complying with all applicable statutory requirements.

3. 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. However, the contractor shall ensure continuous maintenance of cleanliness, including attending to emergent requirements during working hours.
4. 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
5. The Agency shall arrange and supply all materials, consumables, cleaning agents, appliances, tools and equipment required for effective execution of housekeeping and sanitation services. This shall include, but not be limited to, brooms, brushes, dusters, mops, wipers, buckets, drums, vacuum cleaners and other related cleaning items.
6. The detailed list of consumables and materials to be provided by the Agency is specified in the Annexure to this tender document. The Agency shall ensure that all such items, as indicated therein, are of standard quality and suitable for the intended purpose, and shall maintain their adequate and uninterrupted availability throughout the contract period to ensure satisfactory performance of the work
7. In case it is observed that the cleaning material used is of inferior quality or insufficient quantity is used, the Corporation will reserve the right to purchase the same itself and deduct the cost thereof from the monthly bill payable to the agency.
8. The Agency shall be responsible for proper supervision and execution of the work in accordance with the terms and conditions of the contract.
9. The Officer-in-Charge shall monitor and verify the services. In case of any deficiency, negligence, or non-compliance with the contractual requirements, OPTCL may impose penalties as per the provisions of the contract.
10. The undersigned reserves the rights to terminate the contract upon a 30-day notice period for repeated performance failures or without assigning any reason there of within the period of contract.
11. The undersigned reserves the rights to reject any or all the tenders without assigning any reason there of and alter the quantity at time of placing the order.


28.10.2024
General Manager (Elect.)

Memo No- 626 /Date 28.10.2024

Copy to the SDO (EI), EHT (P) Sub-Division, Balasore/Bhadrak/Duburi for information. They are requested to display the tender notice in their office notice board for wide circulation.


General Manager (Elect.)

Memo No- 627 /Date 28.10.2026

Copy to the Dy. GM (EI), EHT (P) Division, Jajpur Road/Balasore for kind information. They are requested to display the tender notice in their office notice board for wide circulation.


General Manager (Elect.)

Memo No- 628 /Date 28.10.2026

Copy to the Sr.GM (P-I), OPTCL, BBSR for favour of kind information.


General Manager (Elect.)

Memo No- 629 /Date 28.10.2026

Copy to office Notice board for wide circulation.


General Manager (Elect.)