



ODISHA POWER TRANSMISSION CORPORATION LTD
OFFICE OF THE SR. GENERAL MANAGER (STORES & SERVICES)
JANAPATH, BHUBANESWAR-751022
TEL NO. 0674-2547185, email: sto.cle.bbs@optcl.co.in,
Website: www.optcl.co.in, CIN:U40102OR2004SGC007553

e- TENDER NOTICE NO. - SR.G.M. [S&S]- 01 /2023-24

TENDER SPEC IFICATION

FOR

**ANNUAL ELECTRICAL MAINTENANCE OF HEAD QRS OFFICE OF OPTCL,
TECH TOWER BUILDING, GRIDCO & SLDC ALONG WITH COLONY QRS. AT
BHOINAGAR, MANCHESWAR & CHANDRASEKHARPUR, BHUBANESWAR
WITH PROVISION OF SERVICE PERSONNEL.**

Cost of Tender Paper	: Rs.14,160.00 (Including GST).
Earnest Money Deposit	: Rs.99,300.00
Last Date & Time of uploading of e-Tender paper	: Dt. 20.07.2023
Date and Time of opening of Tender (Techno Commercial Bid).	: Dt. 21.07.2023

Sr. General Manager(S&S)
OPTCL

TABLE OF CONTENTS

- **PART-I** -
 - **TENDER CALL NOTICE**
 - **DETAILS OF TENDER NOTICE**
 - **INSTRUCTIONS TO TENDERERS**
 - **GENERAL TERMS AND CONDITIONS.**
 - **DECLARATION FORM**
 - **CHECK LIST**
 - **OTHER FORMATS / ANNEXURES**

- **PART-II** -
 - **PRICE SCHEDULE**

PART-I

- **TENDER CALL NOTICE**
- **DETAILS OF TENDER NOTICE**
- **INSTRUCTIONS TO TENDERERS**
- **GENERAL TERMS AND CONDITIONS.**
- **DECLARATION FORM**
- **CHECK LIST**
- **OTHER FORMATS / ANNEXURES**



ODISHA POWER TRANSMISSION CORPORATION LTD

OFFICE OF THE SR.GENERAL MANAGER (STORES & SERVICES)

JANAPATH, BHUBANESWAR-751022

TEL NO. 0674-2547185, email:sto.cle.bbs@optcl.co.in,

Website:www.optcl.co.in, CIN:U40102OR2004SGC007553

EMC-171 /2016 (Part-2)

/Dated.

e- TENDER CALL NOTICE NO. SR.G.M.[S&S]- 01 /2023-24

For and on behalf of Odisha Power Transmission Corporation Limited, Sr.G.M. (S&S.) invites e-tender in two parts i.e. (i) Techno-commercial Bid and (ii) Price Bid, from reputed Agencies / Firms / Contractors registered with Govt. Authority under Contract Labour (Regulation & Abolition) Act-1970, for Annual Electrical Maintenance contract of Head qrs office of OPTCL, Tech Tower building, GRIDCO & SLDC along with Colony qrs. at Bhoinagar, Mancheswar & Chandrasekharapur, Bhubaneswar with provision of service personnel. The Agencies / Firms / contractors must have LV / MV license from ELBO, Govt. of Odisha and must possess GST, EPF, ESI registration certificates & Labour license. The interested bidders would be required to enroll themselves on the tender portal [http:// www.tenderwizard.com/ OPTCL](http://www.tenderwizard.com/OPTCL) for free view / uploading of tender documents available at the said web site and may visit OPTCL's website <http://www.optcl.co.in> for detail enquiry.

OPTCL reserves the right to accept or reject the tender without assigning any reason thereof.

Sl. No	Tender Specification No.	Description of works.	Cost of Tender Paper (in Rs.)	Earnest Money Deposit (In Rs.)	Last date and time of uploading of tender documents.	Date and time of opening of Techno-commercial Bid
1.	SR.G.M. [S&S]- 01 /2023-24	Electrical Maintenance of Head qrs office of OPTCL, Tech Tower building, GRIDCO & SLDC along with Colony qrs. at Bhoinagar, Mancheswar & Chandrasekharapur, Bhubaneswar with provision of service personnel.	14,160.00 (Including GST).	99,300/-	Dtd.20.07.2023 Up to 05:00 PM	Dtd.21.07.2023 At 11:00 AM

NB:- All subsequent addendum / corrigendum to the tender shall be hosted in OPTCL's official web site www.optcl.co.in and www.tenderwizard.com/OPTCL only.

SR. GENERAL MANAGER [S&S]

DETAILS OF TENDER NOTICE

The bidders shall submit the bid through Electronic Mode only i.e. www.tenderwizard.com/OPTCL. No request from any bidder for acceptance of the bid in physical form will be entertained by OPTCL.

1. TENDER DOCUMENT COST:

The bidders who want to submit bids shall have to pay non-refundable amount of Rs.14,160/- (Rupees Fourteen thousand one hundred sixty) only including GST @ 18% towards the e-tender document cost, in the form of Demand draft/Pay order, drawn in favour of the “**G. M. Store Circle, OPTCL**” payable at “**Bhubaneswar**”. They have to also submit notarized hard copy of GST registration certificate on or before the date & time of submission of bid.

2. TENDER PROCESSING FEE:

The bidders shall have to submit non-refundable amount of Rs.5,900/- (Rupees Five thousand nine hundred) only including GST @ 18% towards the e-tender processing fee to K.S.E.D.C.Ltd, in e-payment mode. The e-payment of above amount is to be made to enable the bidder to down load the bid proposal sheets & bid documents in electronic mode.

3. SUBMISSION OF COST TOWARDS TENDER DOCUMENT AND EMD:

The bidder shall deposit the tender document cost and EMD in the form of DD.

The DD towards Tender document cost and DD towards EMD are to be submitted at the office of Sr. General Manager (Mech.), S&S, OPTCL, Bhubaneswar-751022 on or before the stipulated last date & time of opening of tender. Bidders must upload the scanned copy of same at the time of bidding.

Non receipt of Tender document cost & EMD by the scheduled last date & time of bid uploading shall be liable for rejection of bid under outright rejection clause of the tender.

The bidders shall scan the Demand Draft towards Tender document cost & EMD and upload the same in the prescribed form in .gif or .jpg format in addition to submitting the original as stated above.

The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/OPTCL by clicking on hyper link “Register Me”.

- 4.** Completed bids in prescribed format will be **accepted** till **05:00 P.M.** of **20.07.2023** and the techno-commercial bids will be opened at **11:00 A.M** on **21.07.2023** at the office of Sr. General Manager (Mech.), S&S, OPTCL, Janpath, Bhubaneswar–751022. Date and time of opening of price bids shall be intimated to the Techno-commercially qualified bidders only. In the event of any specified date for submission or opening of bids being declared a holiday for OPTCL, bids will be received / opened up to the appointed times on the next working day. Only one representative of each firm/contractor will be allowed to participate in the tender opening (Price Bid) with proper authorization from the bidder and Identity proof of representative.
- 5.** OPTCL reserves the right to accept or reject any or all tenders without assigning any reason thereof, if the situation so warrants.
- 6.** The bids submitted through Fax or Email shall not be accepted.

Any clarifications regarding the scope of work and technical features of the tender can be obtained from Office of the **Sr. General Manager (Mech.), S&S, OPTCL, Bhubaneswar-751022** during the tendering period in office hours only.

INSTRUCTIONS TO TENDERERS

1 Submission of Bids: -

The bidder shall submit the bid through 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 through telex/telegram/Fax/e-mail will not be accepted. No request from any bidder to receive / collect the Bids in physical form will be entertained by the OPTCL. OPTCL reserves the right to reject any bid which is not deposited in accordance to the instructions issued in this regard.

The participants to the tender should be registered under GST laws.

- (a) For all the bidders it is mandatory to procure the Digital Signatures of Class-III.
- (b) Bidders are requested to follow the steps mentioned below for enabling them to participate in the above e-tender.

2 Registration:

- a. Click "Register", fill the online registration form.
- b. Pay the amount of Rs.2,360/- through e-payment in favour of KSEDCL Payable at Bangalore.
- c. Send the acknowledgment copy for verification.
- d. As soon as the verification is done, the e-tender user id will be enabled & issued to them.

NB : i) This registration is valid for 2(two) years.

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.
- b) (Note: Make sure that necessary software of PKI be installed in your system).
- c) Click-open / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
- d) Else, Go to Start > Programs > Internet Explorer.
- e) Type **www.tenderwizard.com/OPTCL** in the address bar, to access the Login Screen.
- f) Enter e-tender User Id and Password, click on "Go".
- g) Click on "Click here to login" for selecting the Digital Signature Certificate.
- h) Select the Certificate and enter DSC Password.
- i) Re-enter the e-Procurement User Id Password.

- 5 To make a request for Tender Document, Bidders will have to follow the steps as mentioned below.
- 1) Click on “Apply” to view / apply for new tenders.
 - 2) Click on “Request” icon for online request.
- 6 After making the request, Bidders will receive the Tender Documents which can be downloaded by the following steps in order to obtain complete information process & guidelines for the e-tender:
- 1) Click to view the tender documents which are received by the user.
 - 2) Tender document screen appears.
 - 3) 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.
- 1) Prior to submission, bidders must verify the uploading of all required documents pertaining to the tender.
 - 2) Note down / take a print of bid control number once it is displayed on the screen.
- Tender Opening event can be viewed online. Competitors bid sheets are available in the website for all.

For any e-tendering assistance, contact Help-desk number mentioned below.

Bangalore – 080- 40482000.

8. ELIGIBILITY CRITERIA

- 8.1) The Agency / contractor must have minimum 3(three) years of experience in the field of electrical maintenance work in Govt. / PSUs / Corporate sectors with amount more than Rs.70.00 lakh per Annum.
- 8.2) The annual average turnover of the Agency / Contractor during last 3 consecutive financial year ending 31.03.2022 should be more than Rs.80.00 lakhs per year. The bidder shall submit along with the tender, Audited Annual Accounts / CA (Chartered Accountant) certificate indicating the average turnover for the last three years ending on 31.03.2022 in support of meeting the requirement.
- 8.3) The Agency / contractor should have valid ELBO license, GST registration No., EPF No., ESI No., Labour license & Income Tax PAN.
- 8.4) The Agency / contractor must have permanent office in Bhubaneswar (valid proof thereof).
- 8.5) The Bidder should have his own Establishment / Setup, etc. at his own cost to ensure satisfactory performance of his liabilities and responsibilities under the contract.
- 8.6) The Agency / contractor should have it's own T&P required for electrical maintenance work.

9. Tenders shall be in Single stage Two Parts.

The Tenderers are required to submit the tenders in two parts viz. Part-I (Techno-commercial bid) & Part-II (Price bid) together in one stage.

10. Mode of submission of Tenders.

- a) Tenders shall be submitted through electronic mode only.
(www.tenderwizard.com/OPTCL)
- b) Bids submitted through telex/telegram/Fax/e-mail will not be accepted under any circumstances.

11. DOCUMENTS TO BE SUBMITTED

11.1 Tenderer has to upload the self-attested copies of the following documents along “With Techno-commercial Bid”

- i. Copy of valid LV / MV license from ELBO, Govt. of Odisha.
- ii. Copy of GST Registration Certificate along with copy of latest GST Return filed.
- iii. Copy of valid EPF registration along with copy of latest EPF Return filed.
- iv. Copy of valid ESI registration along with copy of latest ESI Return filed.
- v. Copy of valid Labour license.
- vi. Copy of Income Tax PAN Card (in the name of Firm or in the name of proprietor).
- vii. Copies of Audited Annual Accounts & CA certificate for last 3 years ending 31.03.2022 in support of annual average turnover related to scope of work of this tender along with valid UDIN.
- viii. Copies of Income Tax return filed during last 3(three) Financial Years ending on 31.03.2022.
- ix. Declaration Form as per the format enclosed at Annexure-I
- x. An affidavit declaring that Agency/contractor has never been debarred or black listed by any Govt. / PSU / Corporate Sector, shall be submitted along with the bid as per the format enclosed at Annexure-II.
- xi. Scanned copy of the Demand Draft amounting **Rs.99,300/-** drawn in favour of **G.M., Store Circle, OPTCL** payable at **Bhubaneswar** is to be uploaded along with techno-commercial bid.
- xii. Demand Draft amounting Rs.14,160/- drawn in favour of **G.M., Store Circle, OPTCL** payable at **Bhubaneswar** towards **cost of Tender** is to be scanned and uploaded along with Techno commercial bid.
- xiii. In addition to the above, the tenderer has to fill up **One CHECK LIST** format (Excel Format) available under Techno commercial bid of e-Tender.

OPTCL reserves the right to out rightly reject the tender, if any of the above document is not submitted by the bidding Firms / Contractors in their Techno-commercial offer or the bidders have mentioned wrong / misleading information in their bid through e-Tender.

11.2 With Price Bid

The tenderer has to bid only in the “Price Schedule” format available under the Price bid of the e-Tender.

Bidding in any other manner will not be entertained.

12. Earnest Money Deposit:

Tenderers have to submit refundable **interest free EMD amount of Rs.99,300.00 (Rupees Ninety nine thousand three hundred)** only in shape of **Demand Draft** drawn in favour of “**G.M., Store Circle, OPTCL**” payable at **Bhubaneswar** in the office of **Sr. General Manager(Mech.), S&S, OPTCL, BBSR** on or before the last date and time of submission of Tender. The scanned copy of the said DD is to be uploaded along with the Techno-Commercial Bid of e-Tender. **Offers without EMD will be out rightly rejected.** The EMD will be released to the unsuccessful bidders after finalization of the Tender. In case of successful bidder the EMD will be refunded only after furnishing of Performance Bank Guarantee in the prescribed format from any nationalized bank/ scheduled bank as per the specified format in Annexure-III.

No adjustment towards EMD shall be permitted against any outstanding amount with the **ODISHA POWER TRANSMISSION CORPORATION LTD.**

EMD will be forfeited if the tenderer fails to accept the letter of intent and/or work order issued in his favour or to execute the order, placed on them.

13. BANK GUARANTEE TOWARDS PERFORMANCE GUARANTEE:

- i) The successful bidder has to submit a Bank Guarantee @10% of the contract value towards Performance Guarantee in the prescribed format (**Annexure- III**) valid for a period of 15(Fifteen) months from the date of commencement of AMC, which shall be renewed every year subject to satisfactory performance and extension of contract period thereof (maximum upto 3 years).
- ii) No interest is payable on any kind of Bank Guarantee.
- iii) If the successful bidder fails to execute the order, the Performance Bank Guarantee shall be forfeited and the bidder will be debarred for 3 (three) years for participating in any tender in OPTCL.

14. VALIDITY

The tender should be valid for a period of **180 days** from the date of opening of Techno-commercial bid of the Tender, or else tender will be rejected.

15. Opening of Bids

- a) The part-I Bid i.e. **Techno commercial bid** shall be opened on the date and time fixed by the OPTCL in Electronic mode in presence of such of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present.
- b) Date and time of opening of part-II Bid i.e. **Price bid** shall be intimated to the Techno-commercially qualified bidders only. Price bids of the tender shall be opened on the date and time fixed by the OPTCL in Electronic mode in presence of such of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present.

In the event of any specified date for the opening of bids being declared a holiday for OPTCL, bids will be opened up to the appointed times on the next working day.

16. Right to accept / reject bids:

OPTCL reserves the right to reject any or all the tenders without assigning any reasons whatsoever if it is in the interest of OPTCL.

17. Conditional Offer:

Conditional offer shall not be accepted.

18. General: -

- (i) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the OPTCL Authority shall be final and binding on the Tenderer.
- (ii) For evaluation, the price mentioned in words shall be taken if there is any difference in figures and words in the price bid.
- (iii) Notice inviting tender shall form part of this specification.
- (iv) The price bids of the techno commercially qualified bidders shall only be evaluated. The EMD of others, if any, shall be returned to the bidders.
- (v) It should be distinctly understood that the part-II of the bid i.e. **Price Schedule** shall contain only offer relating to price towards supervision charges @ Rupees per person per month within applicable range. Inclusion of any of the documents / information etc. shall render the bid liable for rejection.
- (vi) The tenderer must submit the EMD amount and cost of tender document in a sealed cover envelope super-scribing the Name of the bidder, tender specification number, Tender Notice No & Date of tender clearly on the cover envelope. **The said envelope is to be submitted in the office of the Sr.General Manager (Mech.), S&S, OPTCL, Bhubaneswar-751022, on or before the last date and time of submission / uploading of Bids.**
- (vii) The tenderer should examine the Instructions to Tenderers, General Conditions of contract, scope of work so as to satisfy himself regarding all terms and conditions and circumstances affecting the contract price. He shall quote price(s) accordingly. The service recipient shall not be responsible for any misunderstanding or misleading information by the Contractor other than the information given to the Contractor in writing by OPTCL.
- (viii) The Bidder shall not **sublet** the work order to any other Agency / Contractor.

GENERAL TERMS AND CONDITIONS

1. DEFINITION OF TERMS USED IN THIS BID DOCUMENT :-

- 1.1** The “**Company**” shall mean ODISHA POWER TRANSMISSION CORPORATION LIMITED (OPTCL), A Company registered under the Companies Act-1956 and having its Registered Office at Janpath, Bhubaneswar-751022.
- 1.2** The “**Agency/Firm/Contractor**” shall mean the bidder, who has agreed to undertake the electrical maintenance of Head quarter Office buildings of OPTCL, GRIDCO & SLDC including TechTower, PTC Chandaka and colony quarters of Mancheswar, Chandrasekharpur & Bhoinagar, Bhubaneswar, of the Company with provision of service personnel.
- 1.3** The “**Officer-in-charge**” shall mean the designated Engineer in charge of Electrical Maintenance Cell, OPTCL Hqrs./SLDC, Bhubaneswar as such by the Company and shall include those who are expressly authorized by OPTCL to act for and on its behalf.

2. SCOPE OF WORK:

The scope of work pertaining to electrical maintenance at various offices of OPTCL / GRIDCO / SLDC at Head quarter including Tech tower building and colony quarters of Mancheswar, Chandrasekharpur & Bhoinagar, Bhubaneswar with provision of service personnel are as under :

2.1 Scope of work for OPTCL,BBSR

- a) Maintenance and operation of electrical installations like Switchyard, control room panel and its associated electrical network in various office buildings e.g. Tech Tower building (G+9+B2), Multistoried Building (G+4), Finance building(G+2), Technical building(G+1), Law Building(G+2), Power Club, Power Hospital, Transit House, and Power Training Center, Chandaka under OPTCL, Bhubaneswar.
- b) Operation of 2 Nos. of lifts at Techtower Building, 2 Nos. of lifts at Multistoried Building and one no. lift at Finance building.
- c) Operation of HVAC VRV central AC system at Techtower building, 2 Nos. of 75 Ton Central A.C. Plant at Multistoried Building, OPTCL, Bhubaneswar.
- d) Operation of Fire Hydrant System at Multistoried Building, OPTCL, Bhubaneswar.
- e) Operation of 2 Nos. of 500 KVA DG sets at Techtower building, 2Nos. of 320KVA DG Set at Multistoried Building, OPTCL, 1Nos. of 125KVA DG Set at Technical Building, 1No. 10KVA DG Set at Power Hospital, Bhoinagar & 1No. of 62.5KVA DG Set at PTC, Chandaka, Bhubaneswar.
- f) Maintenance of official Electrical Installations in all types of OPTCL colony quarters at Bhoinagar & Chandrasekharpur , BBSR.
- g) Operation and maintenance of electrical installations at any other location of OPTCL not mentioned above as per the instruction of Officer-in charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar.
- h) Addition of any further electrical installation to the existing setup will be maintained & operated by the Agency.

2.2 Scope of work for GRIDCO, Bhubaneswar

The scope of work for electrical maintenance work at various offices and colony quarters of GRIDCO, Bhubaneswar are as under :

- a) Maintenance and operation of electrical installations in all office rooms and corridors of Administrative Building, GRIDCO, Bhoinagar, Bhubaneswar.

- b) Round the clock Operation of 1No. 125KVA DG Set at Administrative Building, GRIDCO, Bhoinagar, Bhubaneswar.
- c) Maintenance of official Electrical Installations in all types of GRIDCO colony quarters at Bhoinagar, BBSR
- d) Operation and maintenance of electrical installations at any other location of GRIDCO not mentioned above shall be as per the instruction of Officer-in charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar.

2.3 Scope of work for SLDC, Mancheswar, OPTCL, Bhubaneswar.

- a) Maintenance and operation of electrical installations in all office rooms and corridors of SLDC office building, Mancheswar, OPTCL, Bhubaneswar.
- b) Maintenance of official Electrical Installations in all types of OPTCL colony quarters at SLDC, Mancheswar, Bhubaneswar.
- c) Operation of 1No. of 125KVA DG Set at SLDC Building, Mancheswar, Bhubaneswar.
- d) Operation of 1 No. of lift at SLDC Building, Mancheswar, Bhubaneswar.
- e) Operation and maintenance of electrical installations at any other location of SLDC not mentioned above shall be as per the instruction of Officer-in charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar.

3. Deployment of Work Personnel :

A team of authorized service personnel with ID cards having valid electrical workman's permit issued by ELBO, Bhubaneswar / ITI Certificate holder shall be deployed at specified places as mentioned below –

- I. 2 (Two) Nos. Supervisors, 18 (Eighteen) Nos. of Electrician & 13(Thirteen) Nos. of Electrical Helpers are required for maintenance of the electrical installations of different office buildings at OPTCL Hqrs. Office including Tech Tower Building, Power Club, Power Hospital, Transit House, Power Training Center, Chandaka and colony quarters at Mancheswar, Chandrasekharapur & Bhoinagar, Bhubaneswar.
- II. 4 (Four) Nos. of Electrician & 2 (Two) Nos. of Electrical Helpers are required for maintenance of the electrical installations at GRIDCO Office and colony quarters.
- III. 2 (Two) Nos. of Electrician & 2(Two) Nos. of Electrical Helpers are required for maintenance of electrical installations at SLDC Office and colony quarters.

The supervisors (2nos.) must be available at Electrical Maintenance Cell, OPTCL Hqrs, Bhubaneswar to supervise the electrical maintenance work at OPTCL / GRIDCO / SLDC. In addition to the above, adequate nos. of trained electricians should be made available by the firm / contractor during any emergency at specified sites on intimation by the Officer-in-charge, EM Cell, OPTCL/SLDC, Bhubaneswar. In case the workmanship of any deployed personnel is found unsatisfactory, the person must be replaced by the contractor with immediate effect.

Separate complaint registers are to be maintained by the supervisors at Electrical Maintenance Cell, OPTCL Hqrs, for different offices / locations to attend the complaints immediately. The attendance registers for the deployed personnel shall be maintained by the [agency / contractor](#) which will be checked daily by Officer-in-charge, EM Cell, OPTCL/SLDC, Bhubaneswar.

Adequate leave reserve service personnel may be maintained by the agency to meet the absence of deployed service personnel in order to maintain smooth execution of the contract.

The working hours of different Offices / locations for deployment of service personnel is as under :

a. For OPTCL :

- i) From 9.00 AM to 9.00 PM on all working days in shift wise for offices.
- ii) From 9.00 AM to 6.00 PM on Sunday and Holidays in shift wise for offices.
- iii) In general Shift, for lift operation on all working days.
- iv) Multistoried Building & Transit House: Round the clock (Three Shifts).
- v) Tech Tower Building : From 9.00 AM to 9.00 PM on all working days in shift wise.
- vi) For Bhoinagar & C.S.pur Colonies: 24X7 (Three Shifts).

b. For GRIDCO :

- i) AW Building, GRIDCO : Round the clock (Three Shifts).

c. For SLDC:

- i. SLDC Building : From 9.00 AM to 9.00 PM on all working days in shift wise.
- ii. For SLDC Colonies: As and when required.

However, on submission of list of personnel with required valid documents for deployment by the successful bidder, Sr.G.M. (S&S), OPTCL, Bhubaneswar shall issue the deployment orders for different locations.

In case the service personnel deployed by the Agency / contractor go on strike, agitation, remain absent, or remain inactive in a manner not conducive to OPTCL's interest, the Agency / contractor shall immediately replace them by suitable personnel. Failure to do so by the Agency / contractor, will invoke penalty clause. The Agency / contractor will also ensure that their personnel are not involved in any type of Union activity, Dharna / Demonstration before any of the Offices of OPTCL.

The Agency / contractor shall ensure that the service personnel observe code of conduct and discipline and should be in proper uniform with ID card during duty period.

The Agency / contractor shall be allowed to inter change the service location of the service personnel deployed for electrical maintenance work against this contract at the sole discretion of officer in charge under due approval.

The **Service personnel** deployed should be **polite, cordial and efficient** while handling the assigned work and their actions should promote good will and enhance the image of the OPTCL. The Agency / Contractor shall be **responsible for any act of indiscipline on the part of the Service personnel** provided by it.

The agency shall neither deploy nor withdraw any service personnel at any time without approval of Officer-in-charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar. In case of separation of any existing service personnel due to resignation / termination / death or any other reason whatsoever the same needs to be substituted as per eligibility criteria.

4. Description of work:

All types of electrical operation, repair and maintenance work described at above said locations are within the scope of work. The materials with consumables like PVC insulating tapes/ Black tapes / ampere tapes, fuse wires, Lubricant oil, markin cloths, cotton waste etc. will be provided by OPTCL/GRIDCO/SLDC as and when required during maintenance. All types of tools and tackles, testing and measuring instruments required for the work must be provided by the firm / contractor.

5. Recovery:

In the event of any damage caused to the property of OPTCL by the deployed personnel of the agency, the cost towards same shall be recovered from the agency.

If it is found that any amount is payable by the successful Bidder towards wages, allowance and statutory dues in respect of the Service Personnel or any loss of OPTCL property, the same shall be adjusted from the Security Deposit amount due to the agency to the extent of the amount so determined reserving the right to recover the deficit amount through other modes of recovery, including the right to **terminate the contract** by giving **01 (One) months' Notice**.

In case, the **Agency / contractor** fails to **comply** with any liability under appropriate law, and as a result thereof, the Authority of OPTCL is put to any loss / obligation, **monetary or otherwise**, the **Authority of OPTCL** will be entitled to **get itself reimbursed** out of the **outstanding bills** or the **Security Performance Bank Guarantee of the Agency / Contractor**, to the extent of the loss or obligation in monetary terms.

6. Payment

The full payment such as minimum wages with VDA, admissible EPF & ESI share of the employer, Leave wages including National Holidays, Supervision & Administrative charges of the contractor / agency and T&P Charges will be made by the DDO, EHT Stores Division, OPTCL, Bhubaneswar / DDO, GRIDCO / DDO, SLDC (as the case may be) in each month after receipt of verification report from Officer-in-charge, Electrical Maintenance Cell, OPTCL/SLDC with counter signature of next higher Authority, subject to submission & acceptance of Performance Bank Guarantee.

The bills in triplicate must be submitted within 10th of each month to the DDO, EHT Stores Division, OPTCL, Bhubaneswar / DDO, GRIDCO / DDO, SLDC with the documents as mentioned below : -

1. Copy of ECR (Electronic Challan-cum-Return) of the EPF & ESI deposited for previous month & transaction ID nos.
2. Statement of attendance.
3. Statement of Payment to service personnel through Bank transfer

In the event of revision of minimum wages by the Government, the contractor will be liable to pay the revised minimum wages from the effective date as notified. Upon such revision and adoption of the same by OPTCL Authority, the differential amount arising out of revision in minimum wages / VDA shall be reimbursed / paid by OPTCL / GRIDCO / SLDC against supporting documentary evidence and subsequently OPTCL / GRIDCO / SLDC shall pay at the revised rate.

Payment of wages to the service personnel by the agency / contractor is no way linked with the release of pending bills of the contractor / agency with OPTCL.

7. EPF & ESI :

It is the responsibility of the firm / contractor to deposit EPF and ESI (as per prevailing Acts) of the personnel deployed for electrical maintenance work at OPTCL/GRIDCO/SLDC by the contractor. The Xerox copy of proof of deposit towards EPF & ESI for each deployed personnel pertaining to the previous month must be submitted along with the bills for verification & release of payment. The health card from ESI must be issued to all deployed personnel by the contractor within three months of issue of the work order.

Liability for Workman's compensation if any shall be borne by the contractor and OPTCL/SLDC/GRIDCO shall not have any liability what-so-ever in this regard. The Branch office for deposit of EPF & ESI should be at Bhubaneswar.

8. Wages & Bonus:

All the personnel provided by the agency / contractor for electrical maintenance of OPTCL including PTC, Chandaka / GRIDCO / SLDC offices and colony quarters must be paid wages as per minimum wages rules of Govt. of Odisha, by the agency / contractor. Any enhancement in the wages by Govt. of Odisha, will be borne by the OPTCL/GRIDCO/SLDC.

The **Bonus** at admissible rate must be paid to all deployed personnel by the contractor once in a year as per Payment of Bonus Act, 1965 and rules made there under which shall subsequently be reimbursed to the contractor by OPTCL/GRIDCO/SLDC on production of documentary proof against such payment.

9. National Holidays:

- a. Every service personnel employed by the agency/contractor shall be entitled to avail 3 National holidays with wages falling on 26th January, 15th August & 2nd October.
- b. A service person deployed by the Agency / Contractor would be entitled to the above National Holidays if he has put at least 15 days of work during the calendar year and has been on roll for at least a day prior to such National Holiday.

10. Leave wages:

Payment of Leave wages including National Holidays shall be made on annually basis as per the provision of relevant act to service personnel by the Agency / contractor on reimbursement basis against submission of bills/invoices to this effect.

11. Uniforms, Identity Card and PPEs:

- i) Good looking uniforms (2 pairs per year) with Identity card, must be provided by the contractor to all it's deployed personnel for easy identification.
- ii) Personal Protective Equipment (PPE) such as safety boot, safety helmet, Raincoat & tool bag etc. must be provided by the contractor at the beginning of each year during the contract period to all deployed personnel for safety aspect in electrical maintenance work.

Payment shall be made @ Rs.4,000.00 (Rupees four thousand) only per person per annum towards cost of **Uniforms, Identity Card and PPEs** to the agency / contractor by **OPTCL, GRIDCO and SLDC** during the contract period. Payment in this effect shall be released by the concerned DDOs in the beginning of each year during contract period against submission of Bill by the Contractor.

12. Tools & Plants (T&Ps) :

All the tools and plants (T&Ps) as mentioned below required for electrical maintenance work at OPTCL including PTC, Chandaka / GRIDCO / SLDC during contract period must be provided by the Agency / contractor.

Required T&P	OPTCL HQR. Office including Tech Tower & PTC, Chandaka	GRIDCO	SLDC
Gloves & Torch (rechargeable)	4 Pairs	2 Pairs	2 Pairs
Clamp on Multimeter	2 nos	1 no.	1 no.
FRP extension ladder	1 no.	NR	1 no.

Payment shall be made @ Rs.14,400.00, Rs.7,800.00 and Rs.4,800.00 in lump sum per annum respectively by **OPTCL, GRIDCO and SLDC** to the Agency / Contractor towards charges of **T&Ps** at the beginning of each year during the contract period.

13. PRICE:

The rates should be quoted strictly as per the Price bid format of the Price Schedule. Other mode of quotation of rates will not be accepted.

Bidders are to quote their monthly “Service and Administrative charges” per person per month as per the Price Bid in the Price Bid format of Price Schedule of e-tender in consideration of stipulated range in this regard.

Bidders may be asked to justify their quoted price in case it is felt in-genuine.

Further, the rate quoted should be FIRM and exclusive of GST, but inclusive of all other applicable Taxes and duties.

14. PERIOD OF CONTRACT / VALIDITY:

The Annual maintenance contract period of the above AMC shall be for 3 years which shall be renewed in every year after satisfactory review of performance. On successful completion of the contract, if OPTCL desires, the contract period can be extended for further period of 1 year at the prevailing Service and Administrative charges and other terms & conditions subject to approval of competent authority under the mutual consent of the parties.

14.1 The company reserves the right to terminate the contract without assigning any reason thereof, at any time during the pendency of the contract by giving **30 days’ notice** of its intention to do so. In the event of any such termination of the contract, the Agency/Contractor shall only be entitled for the amount for services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms & conditions of contract. No other claims can be allowed or considered.

14.2 In case of persistent breach of the contract or unsatisfactory services by the Agency / firm / contractor, OPTCL reserves the right to terminate the contract along with forfeiture of Performance Security Deposit or Bank Guarantee and may also blacklist the Agency / firm / contractor for participation in future tenders.

15. EVALUATION & COMPARISON OF BIDS:

- (i) The monthly salary of deployed service personnel includes minimum wages with VDA fixed by Govt. of Odisha from time to time, EPF & ESI.
- (ii) Leave wages including National Holidays (21 days per annum) and Bonus shall be paid to the service personnel deployed by agency as per the admissible rate on reimbursement basis against production of GST invoices.
- (iii) The only variable in the said Tender i.e. Service Charges per person per month to be quoted with stipulated limit/ range as per the Price Bid (SOP).

The Tender will be finalized on the basis of lowest quoted workable service charges by the bidders. In case of receipt of lowest price bids towards Service Charges from multiple bidders, a lottery will be conducted to finalize the L-1 bidder in presence of such eligible L-1 bidders.

16. COST REDUCTION :

If the Agency / Contractor fails to assign a reliever against absence of any deployed service personnel, then no service charge will be payable for that personnel for the entire month.

17. CONTRACTOR'S DEFAULT LIABILITY:

OPTCL, upon written notice of default to the Contractor may terminate the contract in circumstances detailed hereunder.

- (a) If in the judgment of the OPTCL Authority, the Agency / Contractor fails to attend the assigned AMC work in quality & time as directed by Officer-in-charge, Electrical Maintenance Cell, OPTCL Hqrs. / SLDC, &/ or,
- (b) If in the judgment of the OPTCL authority, the Contractor fails to comply with any of the provisions of this contract.

18. CONTRACTOR'S RESPONSIBILITY:

Notwithstanding to anything as mentioned in the Specification or subsequent approval or acceptance against any lapses by OPTCL, the ultimate responsibility for workmanship and satisfactory performance shall rest with the Tenderers.

19. PROTECTION OF WORKMEN

The Agency / contractor shall be liable to fully indemnify OPTCL/GRIDCO/SLDC for payment of compensation under Workmen Compensation Act. VII of 1923 on account of the workmen employed by the agencies for the said contract and full amount of compensation paid by OPTCL / GRIDCO / SLDC, if any, will be recovered from the Agency / contractor.

The successful bidder shall have to comply with provisions of all applicable Acts, Rules and Regulations (such as The Minimum wages Act, 1948, The Employees Provident Funds & Miscellaneous Provisions Act, 1952 & The Employees State Insurance Act, 1943 etc.) as applicable to their employees from time to time. OPTCL/GRIDCO/SLDC is in no way responsible to this effect.

The Agency / contractor shall be solely and exclusively responsible for engaging or deploying personnel for electrical maintenance work. All personnel engaged by the contractor shall be on its pay roll and be paid by them. The company will have no liability what so ever concerning the employees of the Agency. The Agency shall indemnify OPTCL against all loss or damage arising out of or in the course of his employing persons or out of his relations with his employees. The Agency shall make regular and full payment of all wages and allowances to its employees. The Agency shall be directly responsible for any disputes arising between it and its employees and keep the Officer-in-Charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar indemnified against losses, damages or claims arising thereof including any workmen`s compensation etc.

In case of non-fulfillment of any obligations under the contract or law, the Officer-in-Charge reserves the right to withheld payments due to the Agency.

20. INDEMNITY BOND:

OPTCL shall not be liable for any compensation whatsoever in the case of accident/injury to the service personnel employed by the agency / contractor. Agency shall pay all claims/compensation/damages/penalty/fine or any amount payable to the individual/authorities payable due to accident/injury to the service person employed by the agency and shall indemnify OPTCL for any liability to pay under any applicable acts or rules. The successful bidder should indemnify OPTCL/GRIDCO/SLDC against any losses, damage to OPTCL/GRIDCO/SLDC properties and employees or claims arising thereof by producing an **Indemnity** bond in a non-judicial stamp paper amounting Rs.100/- (Rupees One hundred only) as per **Annexure-V**, within 15 (fifteen) days from the date of issue of Work order.

21. OTHER TERMS & CONDITIONS:

- i) For all intents and purposes, the **Agency / Contractor** shall be the “**Employer**” within the meaning of different Rules & Acts in respect of **Service personnel** so deployed. The persons deployed by the **Agency Contractor** shall **not have any claim whatsoever** like employer and employee relationship against the **Authority of OPTCL**.
- ii) The **Service personnel** deployed by the **Agency / Contractor** shall **not claim** nor shall be **entitled to pay, perks and other facilities admissible to regular / confirmed employees** during the currency or after expiry of the Agreement.
- iii) In case of **termination** of this **Contract** on its expiry or otherwise, the **Service personnel** deployed by the **Agency / Contractor** shall **not be entitled to and shall have no claim** for any **absorption** in regular or other capacity.

22. STATUTORY LAWS

- a. The Agency shall comply with all relevant Rules & Regulations Act applicable at present and that may be enforced from time to time.
- b. The Agency shall comply all statutory applicable laws and keep OPTCL/GRIDCO/SLDC informed about any amendment of law time to time.

23. FORCE MAJEURE:

The Agency / Contractor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force Majeure such as acts of God, acts of the public enemy, acts of Govt., Fires, Floods, Epidemics, Pandemics, Quarantine restrictions, strikes, Freight Embargo, provided that the Contractor shall within ten (10) days from the beginning of such delay notify OPTCL in writing of the cause of delay, upon which, the OPTCL Authority shall verify the facts and grant such extension as facts justify.

24. TAXES:

GST as applicable is to be paid extra. Other applicable statutory taxes and duties shall be deducted from the bill of the Agency at source.

25. PAYING OFFICER:

DDO, EHT Store Division, OPTCL / DDO, GRIDCO / DDO, SLDC, Bhubaneswar, as the case may be, is the paying officer for electrical maintenance works of the tender.

26. OFFICER-IN-CHARGE:

- 25.1. Engineer in charge of Electrical Maintenance Cell, OPTCL Hqrs. is the Officer-In-Charge of Electrical maintenance works of OPTCL, Tech Tower and GRIDCO.
- 25.2. Engineer in charge of Electrical Maintenance, SLDC is the Officer-In-Charge of Electrical maintenance works of SLDC.

27. JURISDICTION OF COURT:

Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Bhubaneswar, District- Khorda, Odisha, to the exclusion of all other Courts.

Sr. General Manager(S&S)
OPTCL

DECLARATION FORM

(TENDER CALL NOTICE NO: - _____)

To

The Sr. General Manager, S&S,
Odisha Power Transmission Corporation Ltd.,
Bhubaneswar-751022.

Sir,

We have gone through the above specifications together with general terms and conditions therein.

1. I/We having the following organization profile pertaining to our firm / agency, hereby offer to undertake Annual Electrical Maintenance Contract of Head qrs. office of OPTCL, Tech Tower building, GRIDCO & SLDC along with Colony qrs. at Bhoinagar, Mancheswar & Chandrasekharpur, Bhubaneswar, with provision of service personnel, as per the terms and conditions mentioned in this tender document and at the rates entered in the attached Price schedule of prices in the tender.

- i) Name of Agency/Firm _____.
- ii) Regd. Address _____
- iii) Address of Office at Bhubaneswar _____
- iv) Number of Branches in Odisha if any (Please mention place and location)

- v) Name of authorized signatory (in block letters): _____
- vi) Specimen signature of authorized signatory:- _____
- vii) Telephone /Mobile No. of authorized signatory of Firm: _____
- viii) Email Address of firm: _____
- ix) Contact Person's
 - a) Name & Design. _____
 - b) Tel No. Landline _____ Mobile _____
 - c) Email ID _____
- x) Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
- xi) Bank Account Number with Branch and name of Bank _____
- xii) Registration no. of the Firm/Company: _____
- xiii) PAN No.: _____
- xiv) GST Regn. No: _____
- xv) EPF Regn. No: _____
- xvi) ESI Regn. No : _____
- xvii) Labour supply License No : _____
- xviii) ELBO, Govt. of Odisha License No. _____ valid upto _____
- xix) Annual Turnover for the last 3 financial years:
In Indian Rupees.
2019-20 _____, 2020-21 _____, 2021-22 _____

2. I/We do certify to have submitted the bid electronically by remitting DD/Pay order/BG towards the cost of the tender document and EMD.
- a) The particular of payment towards cost of tender paper is:
Demand Draft No. _____ dt. _____
drawn on _____ Bank.
- b) The particular of payment towards EMD is:
Demand Draft No. _____ dt. _____
drawn on _____ Bank.
3. I/We do hereby declare that, I/We am/are submitting this tender electronically after going through the complete set of Tender documents and accept all the terms and conditions of the Tender.
4. I/We do declare that, the documents submitted for the tender are true, correct and authenticated. I / We also undertake that if any of the information found false, my/ our offer against the tender will be rejected and any action as deemed proper by OPTCL may be taken against me / us.
5. In the event of Work Order being decided in my/our favour, I/We agree to furnish the Security / Performance Guarantee in shape of Bank Guarantee for stipulated amount in the prescribed format acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD within 15 days of issue of Letter of intent / Work order, failing which, I/We clearly understand that the said Letter of intent / Work order will be liable to be withdrawn by the OPTCL Authority with imposition of penalty clause as per tender specification.

SIGNATURE OF THE TENDERER(S) WITH SEAL

SPECIMEN FORMAT

Affidavit declaring that Agency/Firm/Contractor has not been debarred, disqualified or black listed by any Govt./PSU/Corporate Sector client

(To be executed on a Stamp paper of appropriate Value)

I/We,.....S/O.....(mention all the names if there are two or more nos. of proprietors), proprietor(s) of M/s.....(The Agency) Bearing GST Registration No.....located at(Complete Address of the Agency) hereby undertake that the Agency M/s.....have not been blacklisted/debarred in the past by any Government/PSU/Corporate Sector from participating in any of the tender.

Also, I/We undertake that there is no vigilance/CBI/Police case pending against M/s.....or proprietor(s) of M/s.....

The facts stated above are true to the best of my/our knowledge. I/We also understand that if any of the information found false, my/our offer against Tender call Notice No.- will be rejected and any action as deemed proper by Odisha Power Transmission Corporation Ltd. may be taken against me/us.

WITNESS 1

Signature(s) of the Proprietor(s) with Name(s)

Signature.....

Name.....

WITNESS 2

Signature.....

Name.....

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

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 constituted 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 Contractor has agreed to supply materials to the OPTCL in terms of the said agreement, AND

WHEREAS the OPTCL has agreed (1) to exempt the Contractor from making payment of Security, (2) to release 100% payment of the cost of materials as per the said agreement and (3) to exempt from performance guarantee on furnishing by the Contractor to the OPTCL, a Composite Bank Guarantee of the value of 10% (Ten percent)/8.5%(Eight & Half percent) of the contract price of the said agreement.

NOW THEREFORE in consideration of the OPTCL having agreed (1) to exempt the Contractor from making payment of Security (2) releasing 100% payment to the Contractor 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 the OPTCL an amount not exceeding `..... (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 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 `..... (Rupees _____).

3. We the _____ (Bank) also undertake to pay to the OPTCL any money so demanded not withstanding 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 affect during the period that would be taken for the performance of the said agreement and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said 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 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. We the _____ Bank further agree that this guarantee shall also be invocable at our place of business at Bhubaneswar branch (Indicate the name of the branch) in the state of Odisha.

9. Not With Standing Clause:

1. Our liability under the Bank Guarantee is restricted to `.....

2. this Bank Guarantee shall be valid upto.....

3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us at Bhubaneswar branch (Indicate the detail address of the branch) a written claim or demand or before.)

Dated the _____ Date of _____

Witness : (With signature, name & address)

1.

2.

For _____
(Indicate the name of Bank)

INDEMNITY BOND

(To be furnished in Stamp paper as per Stamp Act)
(Stamp Paper should be purchased in the name of the SELLER/ INDEMNIFIER)
(At present not less than Rs.100/- Stamp Paper)

THIS INDEMNITY BOND is made thisday of,2020 by _____(herein after called as “Agency / Contractor” which expression shall include its successors & permitted assigns) in favour of Odisha Power Transmission Corporation Limited, a Company incorporated under the Companies Act,1956, having its Registered Office at Janpath, Bhubaneswar-751022, Odisha (herein after called “OPTCL” which expression shall include its successors & assigns).

We,_____ having a registered office at _____ have entered into a contract with ODISHA POWER TRANSMISSION CORPORATION LIMITED, vide Order / Letter of Award No. _____ dated _____ for Annual Electrical Maintenance Contract of Head qrs office of OPTCL, Tech Tower building, GRIDCO & SLDC along with Colony qrs. at Bhoinagar, Mancheswar & Chandrasekharpur, Bhubaneswar with provision of service personnel. We do hereby indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the ODISHA POWER TRANSMISSION CORPORATION LIMITED, by any party, employee(s) or Service Personnel provided by us, on account of any delay, default, lapse, error or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time. We further undertake to indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, against any claim/compensation arising out of any non-payment or short payment of remuneration or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death etc. during the course of deployment of service personnel by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the persons engaged by us for the purpose of this contract. We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

For and on behalf of _____,

Station:

Date:

Witness:

(Signature with Name and Designation)

Indemnifier

Company Seal

1.....
Signature with Name, Designation & Address

2.....
Signature with Name, Designation & Address

TECHNO COMMERCIAL BID (CHECK LIST)

**(Tenderer has to fill up this format (excel sheet) available under
Techno-commercial Bid of e-Tender)**

ANNUAL ELECTRICAL MAINTENANCE CONTRACT OF HEAD QRS OFFICE OF OPTCL, TECH
TOWER BUILDING, GRIDCO & SLDC ALONG WITH COLONY QRS. AT BHOINAGAR &
CHANDRASEKHARPUR, BHUBANESWAR, WITH PROVISION OF WORK PERSONNEL
TENDER CALL NOTICE NO:- SR.G.M.[S&S]- 01 /2023-24

Mark where necessary (YES / NO)

Sl. No.	Documents	Yes	No	Remarks if any
1	Proof regarding registration with Govt. Authority			
2	Copy of GST Registration Certificate (in the name of Firm or in the name of proprietor).			
3	Copy of Income Tax PAN Card (in the name of Firm or in the name of proprietor).			
4	Copies of Income Tax return filed during last 3(three) Financial Years ending on 31.03.2022.			
5	Copy of ELBO License from Govt. of Odisha (in the name of Firm or in the name of proprietor).			
6	Copy of Labour supply license (in the name of Firm or in the name of proprietor).			
7	Copy of EPF registration (in the name of Firm or in the name of proprietor).			
8	Copy of ESI registration (in the name of Firm or in the name of proprietor).			
9	Audited Accounts/ CA certificate for last 3 Financial years ending 31.03.2022 in support of annual average turnover from business (i.e. 2019-20, 2020-21 & 2021-22).			
10	Proof regarding experience in undertaking electrical maintenance work at any Govt./PSU/Corporate sector during last 3(three) years.			
11	Declaration form Annexure-I .			
12	An affidavit declaring that Agency/Firm/Contractor has not been debarred, disqualified or black listed by any Govt./PSU/Corporate Sector client as per the specimen format enclosed at Annexure-II			
13	Current Landline telephone / electricity bill for proof of having Local Office at Bhubaneswar .			
14	Submission of EMD of Rs.99,300/- in shape of DD in favour of G.M, Stores circle, OPTCL and uploading the scanned copy of the same with bid documents of the e-Tender.			
15	Submission of Cost of Tender paper, in shape of DD for Rs.14,160/- in favour of G.M, Stores circle, OPTCL in the O/o Sr.G.M.(Mech.), S&S, OPTCL and uploading the scanned copy of the same with Techno-commercial bid of e-Tender.			

N.B.- The bidders are required to examine the specifications thoroughly before submitting the e-tender. Attention of the bidders is specially drawn to **'Instruction to Tenderers'** which if not complied, will lead to the rejection of tender.



ODISHA POWER TRANSMISSION CORPORATION LTD

OFFICE OF THE SR. GENERAL MANAGER (STORES & SERVICES)

JANAPATH, BHUBANESWAR-751022

TEL NO. 0674-2547185, email: sto.cle.bbs@optcl.co.in,

Website: www.optcl.co.in, **CIN:**U40102OR2004SGC007553

PART-II

PRICE SCHEDULE

For Providing Service of Manpower on Contract (Outsourced) basis

TENDER SPECIFICATION NO. _____, OPTCL _____ Dated _____

Name of the Bidder:

- The only variable in the above price schedule i.e. **Service Charges per person per month** (at Column-10) to be quoted by the bidder as per the limit described in table below.
- L1 price to be decided as per the TOTAL CONTRACT COST PER YEAR in rupees excluding GST (at column-22)

Sl. No.	Categories	Minimum Range (in Rs.)	Maximum Range (in Rs.)
1	Supervisor (High Skilled)	1100.00	1300.00
2	Electrician (Skilled)	1000.00	1150.00
3	Helper(Semi Skilled)	900.00	1050.00

- The bids with “Nil” or very abnormally low quoted services charges will be treated as “Non responsive” and may lead to rejection.
- Proper justification for the quoted value may be asked from the Agency/Tenderer in writing.
- All the blue colour cells in the table should be filled in by the bidders for acceptance of the bid. No Cell should be left blank.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

NOTES:-

1. For deployed personnel, the total wages per month shall be calculated for 26 working days in the price schedule of this tender. However, the payment shall be made for each calendar month only on the basis of actual number of Manpower deployed & on actual days of attendance.
2. Monthly wages, EPF, ESI, Leave wages including National Holidays (21 days per annum) and Bonus shall be paid to the service personnel deployed by agency as per the admissible rate.
3. Monthly wages, EPF, ESI, Leave wages including National Holidays (21 days per annum) and Bonus shall be paid to the service personnel deployed by agency as per the admissible rate.
4. The payment / monthly wages includes employee share of EPF & ESI contributions.
5. The agency / service provider shall be solely responsible for compliance of the provisions of various labour and industrial laws such as wages, allowances, compensation, EPF, ESI, bonus etc. relating to the manpower to be deployed by them at the tender inviting Authority's locations.
6. Price bids in any other format other than the prescribed one will not be considered for evaluation.
7. The payable amount against raised invoices by successful agency shall be inclusive of all statutory/ taxation & deduction liabilities as applicable during the period of contract.
8. The payment shall be made for each calendar month only on the basis of actual number of Manpower deployed & on actual days of attendance. The rates of wages to be paid to the Manpower to be provided shall not be less than the rates of minimum wages notified by the Government of Odisha from time to time for all categories as above under the Minimum Wages Act, 1948 and rules made there under.
9. Good and Service Tax (GST) as per applicable rate shall be paid in accordance with the Rules on payment of GST as applicable time to time.
10. OPTCL will out-rightly reject the bids quoting extremely low, unworkable Service Charges (as per OPTCL's observation) that may apparently not cover and justify the legitimate expenses of the bidder including other overhead charges. Hence quoting of irrational amount by the agency towards Service charges shall be considered as irresponsible Bidder.
11. The Bidder shall undertake not to sublet the work to other Firm/Agency (s).
12. Annual Cost of 2 pairs of uniforms with PPEs such as safety boot, helmet, rain coat etc. is to be paid @ Rs. 4000/- per service personnel (maximum) will be reimbursed on production of proof of expenditure.
13. Average cost towards Electrical tools & tackles, Testing equipment, Industrial ladders requirement for execution of work etc. is to be paid at the beginning of each year amounting to @ Rs. 9600/- (max.) for OPTCL Head Qrs. offices along with Colony qrs. at Bhoingar & Chandrasekharpur, BBSR, @ Rs.5,400/- (max.) for GRIDCO, @ Rs. 4800/- (max.) for Tech Tower and @ Rs. 4,800/- (max.) for SLDC, Bhubaneswar & Mancheswar colony.
14. The leave wages including National Holidays, Uniforms with PPEs, electrical tools & tackles and payment of bonus to service personnel are to be paid to the agency against submission of bills/invoices on reimbursement basis.