

# ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଃ.



(Government of Odisha Undertaking)  
OFFICE OF THE DEPUTY GENERAL MANAGER, (ELECTRICAL)  
E.H.T. (C) DIVISION, ANGUL, At:-Ananda Nagar (Matiasahi), 3<sup>rd</sup> Floor, New MS  
Building, GRIDCO Colony, PO:- Hakimpada, ANGUL-759143  
Mail ID:[ehc.div.ang@optcl.co.in](mailto:ehc.div.ang@optcl.co.in)/CIN:U40102(OR2004SGC007553)  
**TENDER NOTICE NO EHT(C) DIVN/ 01/ (2023-24) DATED.21.04.2023**

FOR

**“Cleaning and Sanitation Work of EHT(C) Division, Angul and  
EHT(C) Sub-Division, Angul at Matiasahi.”**

SECTION-I-	TENDER NOTICE
SECTION-II-	INSTRUCTION TO BIDDERS
SECTION-III-	GENERAL CONDITIONS OF CONTRACT
SECTION-IV	TECHNICAL & PRICE BID

**Sale of tender documents: From dt- 28.04.2023 (10.00 Hrs)**

**To dt- 11.05.2023 (01.00 Hrs)**

**Last date of submission of tender: Up to dt- 11.05.2023 (01.30 Hrs)**

**Date of opening of Tender: On dt- 11.05.2023 (03.30 Hrs)**

ISSUED TO,

M/S.....  
.....  
.....

## SECTION-I

# ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଓ.



**ODISHA POWER TRANSMISSION CORPORATION LTD.**

(A Government of ODISHA Under Taking)

Regd. Office: Janpath, Bhubaneswar-751022, Odisha

**OFFICE OF THE DEPUTY GENERAL MANAGER, (ELECTRICAL)**

**E.H.T. (C) DIVISION, AT:-ANANDA NAGAR (MATIASAHI), GRIDCO**

**COLONY, PO:- HAKIMPADA, ANGUL-759143**

Mail ID: [ehtc.div.ang@optcl.co.in](mailto:ehtc.div.ang@optcl.co.in)

**TENDER NOTICE NO EHT(C) DIVN/ 01/ (2023-24) DATED.21.04.2023**

**NOTICE INVITING TENDER**

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD, **DEPUTY GENERAL MANAGER, (ELECTRICAL) E.H.T. (C) DIVISION, ANGUL** invites Tenders from reputed bidders fulfilling the eligibility criteria and must possess valid goods & service tax registration certificate, for “CLEANING AND SANITATION WORK OF EHT(C) DIVISION, ANGUL AND EHT(C) SUB-DIVISION, ANGUL AT MATIASAHI.”

*The above Tender is a single-part bidding system in manual paper mode only as per the following details.*

**Tender Specification No: EHT(C) DIVN/ 01/ (2023-24)**

- 1. Sale of tender documents: From dt- 28.04.2023 (10.00 Hrs)  
To dt- 11.05.2023 (01.00 Hrs)**
- 2. Last date of submission of tender : Up to dt- 11.05.2023 (01.30 Hrs)**
- 3. Date of opening of Tender: On dt- 11.05.2023 (03.30 Hrs)**

**Cost of Tender Spec Document: Rs.2000/ + Rs.360/- (GST@18%)= Rs. 2,360/-**

**Earnest Money Deposit: \*Rs. 5,000.00/- (Rupees Five Thousand)**

**\*it is an Fixed amount, not related to estimate.**

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

### **ELIGIBILITY FOR SUBMISSION OF BIDS:-**

Bidders should not have any legal suit against OPTCL / GRIDCO Ltd / SLDC are only eligible for submission of Bids. Firms banned / blacklisted for business dealings by any organization are not eligible to participate in the tender. Participation in the tender by suppression of the above facts shall invite penal action, whenever detected.

**The bidders must have in possession of following qualifications for participation in tender:-**

- 1. GST Registration Certificate.**
- 2. Permanent Account Number (PAN) issued by Income Tax Department.**
- 3. Experience if any (Optional)**

The bidders can view the tender documents from website free of cost. The bidders who want to participate in the tender shall have to pay **Rs.2360/- (Rupees Two Thousand Three Hundred Sixty Only) non refundable including GST @ 18%** towards the cost of tender document, in the form of Demand draft only, drawn in favour of **E.H.T. (Const) Division, OPTCL, Angul & payable at Angul.** (In case the D.D made from any other nationalized bank payable at any clearing branch at Angul will be allowed, But the bidders have to deposit the collection fee (Bank transaction fee) along with the paper cost. The collection fee & Paper cost is Nonrefundable) and the same is to be submitted to the office of the undersigned on or before the last date & time of Opening of tender. Additional amount of Rs.100/- (One Hundred only) may be paid extra for postal delivery of the tender specification. The undersigned shall not be held responsible for any postal delay.

**N.B:- Tender Paper must be purchased from this office only within stipulated period. No other mode like downloaded paper from website will be accepted.**

\* NSIC/MSME certificate holders may participate with discount of Paper Cost. But they have to pay EMD @50% as mentioned above. The documents proof regarding NSIC/MSME should be submitted along with the bids, else bid will be rejected.

The station where Service to be provide

Sl. no.	Office Name	Description of work to be executed	Address
1	E.H.T. (CONSTRUCTION) DIVISION, ANGUL	Annexure-I	OFFICE OF THE DEPUTY GENERAL MANAGER, (ELECTRICAL) E.H.T. (C) DIVISION, 3RD FLOOR, NEW MS BUILDING AT:-ANANDA NAGAR(MATIASAHI),GRIDCO COLONY, PO:- HAKIMPADA, ANGUL-759143
2	E.H.T(C), SUB-DIVISION, ANGUL	Annexure-I	OFFICE OF THE SUB-DIVISIONAL OFFICER, (ELECTRICAL) E.H.T. (C) SUB-DIVISION, AT:- ANANDA NAGAR(MATIASAHI),GRIDCO COLONY, PO:- HAKIMPADA, ANGUL-759143

**NOTE: -**

1. In case the due date for opening of tender happens to be a holiday, then tenders would be received & opened on the next working day at the same time.
2. Please note that the tenders against this tender enquiry are being invited through Paper mode (**Hard Copy of Tender documents has to submit**). In case of any clarification the prospective bidders may contact this office as mentioned above.
3. Tender Paper must be purchased from this office only. No other mode like downloaded paper from website will be accepted.

**Dy. General Manager (Elect),  
E.H.T. (Const) Division, OPTCL, Angul**

## **SECTION-II**

### **INSTRUCTION TO BIDDERS**

#### **1. Submission of Bids: -**

- Sealed tenders are invited from Agencies /Service Provider having GSTIN for Cleaning and Sanitation of the Offices.
- The bidders shall seal the original bid in an inner and an outer envelope, duly marking the envelopes as “original”.
- The inner and outer envelopes shall :
  - a) be addressed to OPTCL at the following shall :

**OFFICE OF THE DEPUTY GENERAL MANAGER, (ELECTRICAL)**  
**E.H.T. (C) DIVISION, ANGUL, 3rd Floor , New MS Building, AT:-ANANDA NAGAR**  
**(MATIASAHI), GRIDCO COLONY, PO:- HAKIMPADA, ANGUL-759143.**  
**Mail ID:**[ehhc.div.ang@optcl.co.in](mailto:ehhc.div.ang@optcl.co.in)

b) Bear the name of the work, Bid reference number, and the date of opening as mentioned in tender notice / cover page.

c) Bidder should not write their name or any other information on the body of the sealed envelope. Super scribing any other information on the body of the envelop, Conditional tender, Incomplete tender, Telegraphic / Fax / E-mail (etc.) Tenders & Tenders not accompanied with requisite amount of E.M.D. will be rejected. The authority reserves all rights to reject any, all or part of the Tender, alter/modify the requirement/ delete any part of the tender without assigning any reason thereof.

- The inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” or is otherwise unacceptable.
- If the outer envelope is not sealed and marked as required, OPTCL will assume no responsibility for the bid’s misplacement or premature opening. A bid opened prematurely for this cause will be rejected by this office and returned to the bidder.
- Bids in any other form and incomplete bids shall be summarily ignored.
- Bids may be either submitted in person or may be sent by registered post with acknowledgement due, so as to reach within stipulated date and time as mentioned in tender notice / cover page.
- Bids must be received by the OPTCL at the address specified not later than the time and date specified for receipt of the bids as indicated in the Tender Notice, or as extended by OPTCL.
- The OPTCL may, at its discretion, extend this deadline for the submission of bids above, in which case all rights and obligations of the OPTCL and bidders previously subject to the deadline will thereafter be subject to the new deadline as extended.
- The OPTCL will not be liable for any postal delay in delivering the tender when the tenders are sent by post.

**2. SCOPE:**

- (a) ODISHA POWER TRANSMISSION CORPORATION LIMITED invites Tender from specialized agencies for “CLEANING AND SANITATION WORK OF EHT(C) DIVISION, ANGUL AND EHT(C) SUB-DIVISION, ANGUL AT MATIASAHL.”

<b>ODISHA POWER TRANSMISSION CORPORATION LIMITED</b>			
<b>Sl. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty.</b>
<b>A</b>	<b>EHT(C) Division, Angul</b>		
	DGM Room	Sq.Mtr	16.25
	Finance	Sq.Mtr	12.87
	Technical	Sq.Mtr	16.25
	Data & File Section	Sq.Mtr	20.12
	Cashier	Sq.Mtr	11.96
	Corridor	Sq.Mtr	26
	Lobby	Sq.Mtr	22.5
<b>1</b>	<b>Total office area</b>	<b>Sq.Mtr</b>	<b>125.94</b>
<b>2</b>	<b>Stair</b>	Sq.Mtr	19.04
<b>3</b>	Lobby top	Sq.Mtr	25.3
<b>4</b>	Roof	Sq.Mtr	125
<b>5</b>	<b>Toilet Rooms</b>	<b>Nos.</b>	<b>3</b>
	Western	<b>Nos.</b>	<b>3</b>
	Urinal	<b>Nos.</b>	<b>1</b>
	Wash Basin	<b>Nos.</b>	<b>4</b>
<b>6</b>	<b>Parking</b>	<b>Sq.Mtr</b>	<b>559.75</b>
<b>7</b>	<b>Glass Window &amp; Glass Door</b>	<b>Sq.Mtr</b>	<b>33.23</b>
<b>B</b>	<b>EHT(C) Sub-Division, Angul</b>		
	Room-1X2	Sq.Mtr	29.4
	Room-2X2	Sq.Mtr	25.2
	Room-3X2	Sq.Mtr	25.8
	KitchenX2	Sq.Mtr	20
	DiningX2	Sq.Mtr	15.1
	Out LobbyX2	Sq.Mtr	6
<b>1</b>	<b>Total Office Area</b>	<b>Sq.Mtr</b>	<b>121.5</b>
<b>2</b>	<b>Stair Case</b>	<b>Sq.Mtr</b>	<b>25.18</b>
<b>3</b>	<b>Toilet Rooms</b>	<b>Nos</b>	<b>4</b>
	Indian	Nos	4
	Urinal	Nos	2
	Wash Basin	Nos	4
<b>4</b>	<b>Road</b>	<b>Sq.Mtr</b>	<b>84</b>
<b>5</b>	<b>Periphery and Garage</b>	<b>Sq.Mtr</b>	<b>779.5</b>
<b>6</b>	<b>Glass Window &amp; Glass Door</b>	<b>Sq.Mtr</b>	<b>22.4</b>

N.B:-

- 1) Area variation is  $\pm 10\%$ .
- 2) Firms are requested for site visit before submitting the Offer.

## **SCOPE OF WORK**

The detailed scope of services that the Firm would be contractually obliged to deliver has been detailed as per the following.

### **SCOPE OF CLEANING WORKS:**

#### **(a) DAILY CLEANING**

##### **SWEEP CLEAN:**

- Sweep and clean all floor areas.
- Damp moping of tiles, vitrified floors, staircases, floors, side walls and entrance areas.
- Floors shall be free of dirt, mud, sand, footprints, liquid spills and other debris.
- Chairs, trash, receptacles and easily movable items shall be moved to clean underneath.
- During inclement weather, the frequency may be higher. When completed the floors and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue or any evidence of dirt remaining or standing water.
- After sweeping all vitrified floors, area would be scrub cleaned.
- Sweep and clean of debris from walkways and driveways and clean them during appropriate climatic and water use conditions.

##### **DRYCLEANING:**

- Vacuuming all carpets runners and carpet protectors so that they are free of dirt, mud, etc.
- Renewal of cobweb in the entire office buildings.
- Any chairs, trash, receptacles and easily movable items shall be moved to clean underneath and then replaced in the original position.
- Cleaning of electrical fittings, such as fans, lights, switch boards, partition, chairs, sofas, file racks, etc.
- Cleaning of doors, windows, ventilators, etc.
- Cleaning of all open terrace areas, walls, ceilings, etc.

##### **WASHROOM CLEANING:**

- Thorough cleaning and sanitization of toilets, bathrooms, wash basins and shower facilities, using suitable nonabrasive cleaners and disinfectants.
- Washbasins, Pan and Floor area has to be washed and cleaned on hourly basis.
- All surfaces shall be free of grime, soap, mud and smudges.
- Cleaning of mirrors, glass windows, glass doors etc.
- Supply of paper towels, toilet paper and liquid soap dispenser with liquid soap solution of good/standard brand quality in all bathrooms shall be performed.

##### **TRASH REMOVAL:**

- Emptying all waste paper baskets from all floors and washing or wiping them clean with damp cloth, replacing plastic waste paper basket lining and returning items where they were located.
- All waste from waste paper baskets will be collected and deposited in the buildings waste container or as directed by the Corporation.
- Dry and wet garbage would be segregated and dumped into designated area.

##### **GLASS SURFACE CLEANING:**

- All glasses at the entrance door of the premises would be cleaned using damp and dry method.

- Glass table tops, cabin doors, cabin partitions and glass accessories would also be cleaned.
- Removal of grease marks or finger prints on glass counters and partitions. This cleaning is done using approved all-purpose cleaner and lint free cloth or paper towels.

**DAMP AND DRY CLEANING:**

- Wipe clean all white boards of meeting rooms, conference Halls, work stations etc.
- Wipe clean all table tops of work stations, cubical and other furniture and fixtures.
- Please note that the house keeping staff should wear disposable gloves and cover mouth while doing their tasks. These gloves/covers should be changed on a daily basis.

**(b) WEEKLY CLEANING**

**DEEP CLEANING:**

- Stairways, surrounding common area, terraces, basements, car parking etc.
- Ceiling, walls, partitions etc.
- Toilets and washrooms.

**WINDOW GLASS CLEANING:**

- Interior and exterior glasses will be cleaned on both sides, throughout Division and Sub-Division Office.
- Dusting windows sills and blinds.

**SANITIZING:**

- Office desk paper bins would be cleaned and sanitized.
- All washrooms dustbins would be thoroughly cleaned and sanitized.
- All telephone instruments would be sanitized using disinfectants.
- Thorough washing/cleaning of all walls and doors of toilet with appropriate detergent and disinfectant.

**POLISHING:**

- All the door/window handles/knobs, other brass fittings and items/statues, planners etc. are required to be polished and kept in shining condition by using good quality polishing agents.

**(c) FORTNIGHTLY CLEANING SERVICE:**

**DUSTING AND WIPING:**

- Dusting and wiping light fixtures. When completed, the light fixtures shall be free from dirt, grim, dust and marks.
- Applying metal polishes to accessories or door/window handles, hand railings, lift walls etc. where applicable.

**SCRUBBING:**

- Scrubbing of all floor areas with scrubbing mops.

**(d) AGENCY WILL ALSO DO THE FOLLOWING TASKS:**

- Sweeping, mopping and scrubbing of all specified floors.
- Removing all garbage and replace cleaned bins. Garbage will be taken to the designated site from where the agency will arrange for its disposal.
- Wipe/clean of all glass doors and windows regularly.
- Maintain high standards of cleanliness and hygiene at all assigned areas throughout the premises.

## **SECTION-III GENERAL CONDITIONS OF CONTRACT**

### **1. WORKS SPECIFICATIONS**

#### **A. AREA COVERAGE FOR HOUSEKEEPING SERVICES:**

- Office of the DGM (El.) EHT(C) Division, OPTCL, Angul and premises.
- Office of the SDO(El.) EHT(C) Sub-Division, OPTCL, Angul and premises

#### **B. BROAD DETAILS OF SCOPE OF WORKS:**

- Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturday or as required by Officer-in-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting / cleaning, moping work before 9.00 AM.
- Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 6.00 PM).
- Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins.
- Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, Venetian, blinds, racks, sofas, type writers, computers, telephones, curtains, walls, mounted fans etc. with dry / wet cloth, feather brush and duster.
- Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
- Cleaning of any chocking's in the drainages, man holes, etc.
- Removal of beehives and cobwebs / honey webs from the office building and its premises.
- Cleaning and weeping of open area including balconies and roof tops with brooms.
- The bidder shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month, the insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects all library and carpeted rooms, rats etc. The insecticide and pesticides sprayed should be ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in month.
- The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers whose antecedents have been thoroughly verified, including character and police verification and other formalities in order to maintain quality services and minimize operational problems.
- Proper registers / records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the authorized representatives of OPTCL / OPTCL officer-in-charge at regular intervals and finally at the end of each month.
- The bidder should possess or procure needful infrastructure, gadgets and other materials required for smooth housekeeping services. No additional cost towards this will be borne by OPTCL.

#### **C. JOBS TO BE CARRIED OUT DAILY:**

- Cleaning of general toilets at least thrice daily (at 8.00 AM, 12.00 Noon and 3.30PM) with phenol and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and windowsills of all toilets to be done regularly. Wash basins, urinals, Western Commode (WC) are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular



interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container.

- Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of windowsills once in a day. Naphthalene balls air purifier, toilet rolls / paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container.
- Cleaning and moping of electrical rooms once in a day during office hours.
- Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filling almirahs, cabinets, glass panes, computers, etc. with dry / wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- Collection of wastage paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- Cleaning of carpets by soft brush.
- To clean glass panes on doors, windows and partitions with soap / cleaning agent.
- Cleaning of choked in sewerage and pumping lines within premises as and when required.
- Cleaning gulley trap and manhole within OPTCL premises as and when required.
- Cleaning of ducts and removal of garbage and putting them in dustbin kept outside the building.
- Cleaning / removal of any type of stains of ink etc. from the building premises and staircases.
- Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- Cleaning of carpets in rooms.
- Cleaning of lift walls with silver / brass liquid cleaner.
- Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Mark.
- Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito / cockroach killers shall be of ISI Mark. Special scented purifiers shall be sprayed at least twice daily in all rooms. Cabins, bathrooms, reception, conference halls, lifts, lobby, lifts etc.

**D. JOBS TO BE CARRIED OUT WEEKLY:**

- Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with soap, detergents, kerosene / petrol or any other chemicals, mopper / scrubber to be used at least once in a week.
- Cleaning of fabric upholstered sofa sets if any with cleaners and leather upholstered sofa and chairs with soap solution / cleaning agent of approved quality.

**E. JOBS TO BE CARRIED OUT ON FORTNIGHT BASIS:**

- Polishing of brass items with approved brass cleaning material.
- Cleaning of carpets in rooms without damaging the carpet.
- Dusting of false ceiling etc. with soft broom and cloth.
- Cleaning of sofa sets with soap water / cleaners.
- Washing and cleaning of driveways, parking area and roads within the office premises.
- Lift, lobby and all toilets floors and other areas as may be directed by Officer in - charge, shall be cleaned with floor scrubbing machine.

F. **JOBS TO BE CARRIED OUT ON MONTHLY BASIS:**

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

G. **PROVIDING WORKFORCE:**

The bidder shall, however, survey the area and make assessment of the manpower requirement on their own. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The bidder has to employ sufficient of women staff for cleaning and sanitation of Ladies Toilet. The successful bidder shall engage only such workers whose antecedents have been thoroughly verified, Including character and police verification and other formalities. In order to maintain quality services and minimize operational problems.

H. **SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials / consumables other related items is to be provided by the Agency, has to be of ISI marked or in conformity with the specification / makes keeping in view good quality / standard after discussion and finalization with Officer-in-charge. The firm shall assess the quantity of consumables to be issued and supply them in advance and store them at OPTCL on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by OPTCL.

I. **WASTE DISPOSAL MANAGEMENT:**

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Municipality.

2. **SUBMISSION & OPENING OF TENDER:-**

The bidder has to submit all the documents as mentioned below. Also the documents must valid on the date of opening of tender should be submitted along with tenders, failing which the tender will be rejected. The bidder or their authorized representatives should produce the original documents for verification at the time of opening of the tender. Those who fail to produce the same and found not to be valid on the date of opening of tender not matching with the Xerox copy submitted by the bidder; their tenders will be out rightly rejected. In case if only one bidder participate

in the tender process or nature of urgency of work (decided by this office), then undersigned may consider the case (\*but not mandatory) & he will be given a chance to produce original documents in this office within one week from the date of opening of the tender.

**3. RIGHT & AUTHORITY FOR REJECTION:-**

- Tenders received after due date and time will be summarily rejected.
- The DEPUTY GENERAL MANAGER, (ELECTRICAL) E.H.T. (C) DIVISION, ANGUL reserves the right to reject any or all of the tenders without assigning any reason thereof.
- 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. Hence quoting of negligible amount by the agency towards Service charges shall be considered as irresponsible Bidder.

**4. VALIDITY OF OFFER:-**

The offer should be firm and valid for a period of at least 18Months from the date of opening of tenders, Unless the tender will be out rightly rejected.

**5. EARNEST MONEY DEPOSIT:-**

The amount of Earnest Money to be submitted shall be Rs. 5,000/- (Rupees Five Thousand) only in shape of DD drawn in favour of DGM, E.H.T(C) Division, OPTCL, Angul & payable at " UNION BANK OF INDIA, ANGUL". It is an Fixed amount Not related to Estimate. EMD of the unsuccessful bidders will be returned soon after the rejection of the bids at any stage during the tendering process and that of the successful bidders will be returned after receipt of the Security Deposit as mentioned below.

**6. SECURITY DEPOSIT:-**

The Party shall deposit an amount of Rs. 10,000.00 (Rupees Ten Thousand only) in shape of DD drawn in favour of DGM, E.H.T(C) Division, OPTCL, Angul & payable at " UNION BANK OF INDIA, ANGUL" at the time of Execution of agreement. The security deposit shall be released after expiry of service period. In case of Non fulfilment of contractual obligation, the said amount will be forfeited. Security deposit not claimed for refund within three years from the Date of expiry of service period shall be forfeited.

## **7. DOCUMENTS:-**

- i. Covering letter along with power of attorney on the bidder's letter head
- ii. Demand Draft in support of Bid processing fee as applicable
- iii. Demand Draft/BG in support of EMD as applicable.
- iv. Copy of GSTIN
- v. Copy of PAN
- vi. Copy Bank Account details
- vii. Undertaking regarding non-blacklisting. (On bidder's letter head)
- viii. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

All other documents as mentioned in the above technical & eligibility section.

## **8. CORRECTIONS, OVER-WRITINGS AND ILLEGIBILITY:**

Tender with over writing, erased, illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and total amount, the decision of the Competent Authority accepting the tender will be final and binding on the bidders. Total of item and grand total of whole tender be clearly written.

Correction in the tender, if un-avoidable, should be made by re-writing with dated initial of the bidder after scoring out wrong entries, clerical and arithmetical mistakes may result in the rejection of the tender.

9. The bidder shall sign on all pages of the tender document as a token of acceptance of all terms and conditions thereof and submit his quotations therein.

## **10. The bidder shall quote the rates in the Price Bid of the tender documents. The rates quoted should be including of all taxes and duties but exclusive of GST.**

11. Request from the bidder in respect of additions alternations, modifications, corrections of either terms or conditions or rates after opening of the tender will not be considered.

12. All correspondence relating to the tender shall be made with Dy. General Manager (El.), E.H.T. (Con.) Division, OPTCL, Angul.

## **13. Duration of the Contract**

The tenure of the contract shall be for 2 (two) years and is subject to renewal in each year. Thereafter, the contract may be extended on same terms and conditions for further periods on mutual agreement between OPTCL and contractor/agency. The performance will be reviewed periodically and if found not satisfactory can be terminated by OPTCL.

**14. ADDITION OR DELETION OF SCOPE: -**

- The Scope of the work/ services may be altered in quantum as per exigencies of work. The Agent shall accordingly provide services as may be required by the Officer- in -Charge on being given a notice of 15 days.
- If the Contractor/agency does not agree to the adjustment made by OPTCL, the Contractor/agency shall convey its views to OPTCL within 15 (fifteen) days from the date of the Contractor/agency's receipt of the OPTCL's amendment/ modification of the contract.

**15. TERMINATION**

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

**16. TERMINATION FOR CONVENIENCE**

OPTCL reserves the right to terminate the contract, in whole or in part for its (OPTCL's) convenience, by serving written notice on the Contractor/agency at any time during the period of the contract. The notice shall specify that the termination is for the convenience of OPTCL. The notice shall also indicate inter alia, the extent which the Contractor/agency's performance under the contract is terminated, and the date with effect from which such termination will become effective.

**17. ARBITRATION:-**

- In the event of any dispute arising out his contract of any kind shall arise between the OPTCL and the Contractor/agency in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

- If the parties fail to resolve their dispute or difference by such mutual consultation by either OPTCL or the Contractor/agency may give notice to the other party of its intention. In the case of a dispute or difference arising between the OPTCL and Contractor/agency relating to any matter arising out of or connected with the contract, such dispute or difference shall be resolved within the Jurisdiction of the Hon'ble Court situated at Angul.

#### **18. APPLICABLE LAW AND LEGAL SUITS**

- The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
- All disputes would be decided at the Angul jurisdiction.

#### **19. EMPLOYMENT / LIABILITY :-**

The Service Personnel provided shall be the employees of the Contractor / agency and all statutory liabilities will be paid by the contractor/agency such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to OPTCL and if any change is required on part of OPTCL, fresh list of staff shall be made available by the agency after each and every change. All employees engaged by the agent/owner shall be on his pay roll and paid by him. The company will have no liability what so ever concerning the employees of the Contractor / agency. The Contractor / 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 Agent/owner shall make regular and full payment of all wages and allowances to its workers/ employees. The Agent/owner shall be directly responsible for any disputes arising between him and his employees and keep the officer-in-charge indemnified against losses, damages or claims arising thereof including any workmen compensation etc.

In case any complaint is received attributable to misconduct/ misbehavior of contractor/agency's personnel, a price reduction or Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor/ agency's bill. Further, if found guilty after enquiry, the concerned contractor/agency's personnel, shall be removed from OPTCL immediately.

#### **20. FORCE MAJEURE**

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

sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

- If a Force Majeure situation arises, the Contractor/agency shall promptly notify OPTCL in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by OPTCL in writing, the Contractor/agency shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the contract without any financial repercussion on either side.
- In case due to a Force Majeure event OPTCL is unable to fulfil its contractual commitment and responsibility, OPTCL will notify the Contractor/ agency accordingly and subsequent actions taken on similar lines described in above sub-clauses.

**SECTION-IV TENDER APPLICATION FORM**

**To**

**The Dy. General Manager (El.)**

**EHT(C) Division, OPTCL, Angul**

**Sub: Providing Cleaning, Up-keeping and sanitation Work of EHT(C) Division, Angul and EHT(C) Sub-Division, Angul at Matiasahi.**

**Dear Sir,**

I, the undersigned, is pleased to provide our offer for cleaning, up-keeping and sanitation service to OPTCL in accordance with your Tender No.

Dated \_\_\_\_\_.

Our Financial proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the validity period of the proposal.

We understand you are not bound to accept any proposal you receive.

Yours Sincerely

Authorized Signature

(In full and initials)

Name and Title of Signatory:

Name of the firm

Address:



**Annexure-II**

**BIDDER'S INFORMATION**

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

**Place: -**

**Date: -**

Signature of the Bidder  
With seal of the company