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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

OFFICE OF THE SENIOR GENERAL MANAGER (EL),

SOUTHERN (O&M) ZONE, BERHAMPUR

Email ID- zone.berhampur@optcl.co.in

CIN: U40102OR2004SGC007553



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**TENDER DOCUMENT
FOR SELECTION OF AGENCY
FOR CLEANING, UP-KEEPING & SANITATION WORKS OF
VARIOUS OFFICE BUILDINGS, CONTROL-ROOMS, GRID
SUB- STATIONS AND COURTYARD AREAS OF VARIOUS
OFFICE UNITS UNDER SOUTHERN (O&M) ZONE,
BERHAMPUR, OPTCL**



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PART-I

SECTION-I

DISCLAIMER

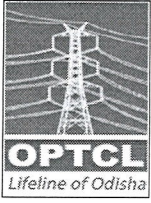
All information provided as a part of this Tender document to the prospective applicants by the ODISHA POWER TRANSMISSION CORPORATION LIMITED, is subject to the terms and conditions set out in this tender and any addendum to the same (as and when issued in writing).

This tender document is not an agreement and is neither an offer nor invitation by the OPTCL to the prospective applicants or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this tender.

This tender document does not claim to contain all the information each applicant may require. Each applicant is advised to conduct its own due diligence and check the accuracy, reliability and completeness of the information in this tender document and obtain independent advice from appropriate sources as deemed necessary. OPTCL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender document. OPTCL may at their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender document.

-S/d-

Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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SECTION-II

NOTICE INVITING TENDER (NIT)
(DOMESTIC COMPETITIVE e-BIDDING)
NIT No: SZ-BAM-01/2026-27

TENDER DOCUMENT No: SZ-BAM- e-Tender - Cleaning & Sanitation – 01/2026-27

For and on behalf of Southern (O&M) Zone, Berhampur, OPTCL, the undersigned invites e-Tender under two part bidding system from reputed firms / agencies for cleaning, up-keeping & sanitation works of various office buildings, control-rooms, grid sub- stations and courtyard areas of various office units under Southern (O&M) zone, Berhampur, OPTCL for a period of 01 (one) year from the date of commencement of the Agreement on contract basis at OPTCL. The contract may be extended for further period basing on the mutual consent of both the parties and satisfactory performance of the executing agency.

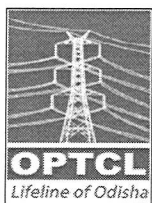
Bidders would be required to enroll themselves on the tender portal www.tenderwizard.com/OPTCL for participation in the above tender. Complete set of bidding documents will be available in www.tenderwizard.com/OPTCL from - 03/05/2026 (10.30 Hrs.) upto 21/05/2026 (17.30 Hrs.). Opening of technical bid - 22/05/2026 (10:30 Hrs onwards). Interested FIRMS/AGENCIES may visit OPTCL's official website www.optcl.co.in and www.tenderwizard.com/OPTCL for detail specification.

The tender must be accompanied with requisite EMD in shape of Demand Draft only in favor of Sr. General Manager (Elect), Southern (O&M) Zone, Berhampur, OPTCL payable at Berhampur. The undersigned shall not be responsible for non-receipt or late receipt of tender documents due to postal delay or delay at any stage. Incomplete tender and the tender received after the due date and time shall be liable for rejection.

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

N.B:- All subsequent addendums / corrigendum to the tender shall be hosted in the OPTCL's website www.optcl.co.in and www.tenderwizard.com/OPTCL only.

Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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E-NOTICE INVITING TENDER (e-NIT)

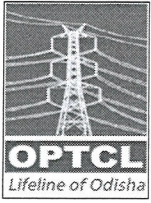
(DOMESTIC COMPETITIVE BIDDING)

TENDER DOCUMENT No: SZ-BAM- e-Tender-Cleaning & Sanitation – 01/2026-27

For and on behalf of Southern (O&M) Zone, Berhampur, OPTCL, the undersigned invites e-Tender through Tender Wizard portal under two part bidding system from reputed firms / agencies for cleaning, up-keeping & sanitation works of various office buildings, control-rooms, grid sub-stations and courtyard areas of various office units under Southern (O&M) zone, Berhampur, OPTCL for a period of 01 (one) year from the date of commencement of the Agreement on contract basis at OPTCL in e-tendering mode only as per the following details. The contract may be extended for further period basing on the mutual consent of both the parties and satisfactory performance of the executing agency.

Sl. No	Tender Specification No.	Lot & Location Details	INDIAN RUPEES			Last date of submission & Date of opening of Tender.
			Earnest Money Deposit	Cost of Tender Document (Including GST)	Tender Processing Fee	
1	E -Tender No. SZ-BAM- e-Tender - Cleaning & Sanitation - 01/2026- 27	LOT- I: EHT (O&M) CIRCLE, JEYPORE (including all units under its administrative control)	Rs. 48,209.00 /- [Only in the shape of DD]	Rs.14,160/- inclusive of GST @18%	Rs. 5900/- (inclusive of 18% GST)	21.05.2026 (17.30 Hrs.) & 22.05.2026 (10:30 Hrs onwards) respectively
		LOT- II: EHT (O&M) CIRCLE, BERHAMPUR & O/O SGM (EL), SOUTHERN (O&M) ZONE, BERHAMPUR (including all units under its administrative control)	Rs. 43,531.00 /- [Only in the shape of DD]			

Bidders would be required to enrol themselves on the tender portal www.tenderwizard.com/OPTCL



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for participation in the above tender. Complete set of bidding documents are available in www.tenderwizard.com/OPTCL from 03/05/2026 (10.30 Hrs.) upto 21/05/2026 (17.30 Hrs.). Opening of technical bid - 22/05/2026 (10:30 Hrs onwards). Interested FIRMS/AGENCIES may visit OPTCL's official website www.optcl.co.in and www.tenderwizard.com/OPTCL for detail specifications.

1. The intending bidder(s) shall have to pay the non-refundable **tender paper cost of Rs.14,160/-** (Rupees Fourteen thousand One hundred Sixty) only including GST@18% for the concerned work (as mentioned in the following TABLE-A), in the form of **Demand Draft /NEFT in favour of SOUTHERNZONE OPTCL BERHAMPUR, SB Account No. 625902010002752, IFSC Code:UBIN0562599, Union Bank of India, Kamapalli Branch, Berhampur** prior to scheduled date & time for submission of bid.
2. The bidder(s) shall have to submit the non-refundable tender processing fee of **Rs.5,900/- (Rupees Five thousand Nine hundred)** only including GST@18% for the concerned work through e-payment mode payable directly to K.S.E.D.C.Ltd, Bengaluru.
(NOTE: For tender processing fee to K.S.E.D.C. Ltd. Bengaluru, the bidder can use various modes of e-payment facility available on Tender wizard Portal, i.e. by Credit Card, Debit Card, and Net Banking).
3. The bidder(s) shall have to furnish Bid Security / EMD in form of DD only in favour of Southern (O&M) Zone, OPTCL, Berhampur as per Tender Schedule.
4. The bidder(s) shall submit Proof of payment of Tender Paper Cost, Tender Processing fees against the tender and shall upload the same in the prescribed attachment in .gif or .jpg format in addition to submitting the original to the undersigned on or before the scheduled date and time for opening of Technical Bid.
5. The prospective bidder(s) are advised to register their user ID, Password, company ID with e-tender portal of OPTCL "www.tenderwizard.com/OPTCL" by clicking on hyper link "**Register Me**".
6. Any clarifications on the project can be heard from the undersigned during office hours prior to the pre-bid meeting.
7. The interested bidder(s) may participate in the bidding process for individual LOT of the work or for both LOT of the work. Accordingly, the bidder shall be required to submit Earnest Money Deposit (EMD) separately for each Lot applied for.

Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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SECTION-III

TABLE-A
TENDER SCHEDULE

Sl No.	Particulars	Details	
1	Name of the work	Lot I	Cleaning, up-keeping & sanitation works of various office buildings, courtyards and control-rooms under EHT (O&M) Circle, Jeypore – 01 (One) Year
		Lot II	Cleaning, up-keeping & sanitation works of various office buildings, courtyards and control-rooms under EHT (O&M) Circle, Berhampur & O/o SGM (EL) Southern (O&M) Zone, Berhampur – 01 (One) Year
2	E-tender Notice No. & spec. No	SZ-BAM-01/2026-27 & SZ-BAM- e-Tender-Cleaning & Sanitation – 01/2026-27	
3	Destination	Southern (O&M) Zone, OPTCL, Berhampur (For details visit tender specification)	
4	Estimated Cost of the Work (IN INR)	Lot I	Rs. 48,20,879.00/-
		Lot II	Rs. 43,53,129.00/-
5	Cost of Tender documents (IN INR)	Rs. 14,160 /- [Rs.12,000/- + GST @18%] (Rupees Fourteen thousand one hundred sixty) Only in the form of Demand Draft / NEFT in favour of SOUTHERNZONE OPTCL BERHAMPUR, SB Account No. 625902010002752, IFSC Code: UBIN0562599, Union Bank of India, Kamapalli Branch, Berhampur prior to scheduled date & time for submission of bid. (non-refundable)	



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Sl No.	Particulars	Details	
6	Tender Processing fees	₹ 5,900/- (Rupees Five Thousand Nine Hundred) only including GST. NOTE: For payment of tender processing fee to K.S.E.D.C Ltd. Bengaluru, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking. (non-refundable)	
7	BID SECURITY/EMD (In DD only)	Lot I	Rs. 48,209.00/-
		Lot II	Rs. 43,531.00/-
8	Request for Online Bid Document	From Dated 03.05.2026, 10:30 Hrs	
9	Issue of Online Bid Document	From Dated 03.05.2026, 10:30 Hrs up to Dated 21.05.2026, 17:30 Hrs	
10	Date, Time and Place for Pre-Bid Meeting	Date – 12.05.2026, Time – 4 PM, Venue – O/o SGM (EL), Southern (O&M) Zone, Berhampur, OPTCL	
11	Receipt of bids	Up to Dated 21.05.2026, 17:30 Hrs	
12	Opening of Technical Bids (Part-I)	On or after Dated 22.05.2026, 10:30 Hrs	
13	Opening of Price Bids (Part-II)	Techno commercially responsive bidder(s) shall be intimated in e-tender portal	

Note: Interested bidders may mail their queries related to tender to zone.berhampur@optcl.co.in on or before Dated 11.05.2026. No queries shall be entertained after scheduled date.

-S/d-
Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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SECTION – IV

INSTRUCTION TO BIDDERS (ITB)

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1.0 GENERAL INFORMATION:

- a. OPTCL requires the service of reputed, well established, financially sound, and registered service providers to provide for cleaning, up-keeping & sanitation works of various office buildings, control-rooms, grid sub-stations and courtyard areas of various office units under Southern (O&M) zone, Berhampur, OPTCL.
- b. The period of contract for providing the aforesaid service will be for 01 (One) year from the date of the contract. The contract may be extended for a period of 01 (One) year or more on mutual consent depending upon the satisfactory performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.
- c. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

2.0 ONLINE e-TENDERING SCHEDULE & SUBMISSION OF BIDS:

- a. The schedule for on line request, issue of bid document, date and time of submission of bid, date and time of opening of Technical bid is as per Table-A in the e-NIT (Section- III).
- b. Date and Time of opening of Price Bids (Part-II) shall be informed to all the eligible bidders at a later date through the e-Tender Portal of OPTCL.
- c. The bidder shall submit the bid in Electronic Mode only i.e. www.tenderwizard.com/OPTCL. The bidder must ensure that the bids are received in the specified website of the OPTCL within the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request from any bidder to the OPTCL to collect the Bids in physical form will be entertained by OPTCL.
- d. OPTCL reserves the right to reject any bid, which is not submitted/deposited according to the instruction, as stipulated in the notification. The participants to the tender should be registered under ODISHA GST.
- e. For all the users it is mandatory to procure the Digital Signatures.
- f. Contractors / Vendors / Bidders / Suppliers are requested to follow the below steps for Registration:
 - i. Click "Register Now", fill the online registration form.
 - ii. Pay the amount of Rs. 2,360/- through e-payment mode only towards registration fees. This registration is valid for one year.
 - iii. Pay the amount of Rs. 5,900/- through e-payment mode only for tender processing fee.
 - iv. Send the acknowledgment copy for verification.



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- v. As soon as the verification is being done the e-tender user id will be enabled.
- g. 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.
- h. If any Bidder wants to participate in the tender he will have to follow the instructions given below:
- a. Insert the PKI (which consist of your Digital Signature Certificate) in your System.
(Note: Make sure that necessary software of PKI be installed in your system)
 - b. Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
 - c. Enter e-tender User Id and Password, click on “Go”.
 - d. Click on “Click here to login” for selecting the Digital Signature Certificate.
 - e. Select the Certificate and enter DSC Password.
 - f. Re-enter the e-Procurement User Id Password
- i. To make a request for Tender Document, Bidders will have to follow below mentioned steps.
- i. Click “Un-Applied” to view / apply for new tenders.
 - ii. Click on Request icon for online request.
- j. After making the request, Bidders will receive the Bid Documents which can be checked and downloaded by following the below steps:
- i. Click to view the tender documents which are received by the user.
 - ii. Tender document screen appears.
 - iii. Click “Click here to download” to download the documents.
- k. After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
- i. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - ii. Note down / take a print of bid control number once it displayed on the screen.
- l. Tender Opening event can be viewed online.
- m. Competitors bid sheets are available in the website for all.
- n. For any e-tendering assistant contact help desk number mentioned below.
- Bangalore – 080- 40482000.



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3.0 SCOPE OF WORK:

Name of the Work: Cleaning, up-keeping & sanitation works of various office buildings, control-rooms, grid sub-stations and courtyard areas of various office units under Southern (O&M) zone, Berhampur, OPTCL

i) Sweeping & cleaning:

- Sweeping and cleaning of entire floor areas (Control Rooms, Offices, Battery Rooms, ACDC Rooms, Carrier Rooms, etc.) twice per day throughout the month using surf water and phenyl of reputed brand.
- Damp mopping of tiles, vitrified floors, staircases, side walls, and entrance areas to ensure floors remain free from dirt, mud, sand, footprints, liquid spills, and other debris.
- Moving chairs, trash receptacles, and other easily movable items to clean underneath.
- Cleaning of doors and windows (glass/wooden), window railings, and all furniture including tables and chairs once per day using Colin and marking cloth.
- Cleaning of telephone sets, computers, printers, outer surfaces of photocopiers, A/C machine covers, light fixtures, fans, and other wall-mounted fittings such as single line diagrams, notice boards, and keyboards as per requirement.
- De-dusting of walls and ceilings and removal of spider webs to keep rooms clean and presentable.
- Sweeping and cleaning of debris from walkways and driveways, including washing with water hose under suitable climatic and water use conditions.
- Cleaning of sewage systems as and when required.
- Daily cleaning of water-cooler trays using Vim powder/liquid throughout the month.
- Spraying of room freshener (Premium/Airwick make) once per day throughout the month to maintain a hygienic environment.

ii) Wash room cleaning:

- Thorough cleaning and sanitization of toilets, bathrooms, and wash basins using suitable non-abrasive cleaners and disinfectants. The toilet should be cleaned



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minimum twice a day throughout the day to maintain utmost cleanliness depending upon the requirements.

- Washbasins, Pan and Floor area has to be washed and cleaned minimum once a day.
- All surfaces shall be free of grime, soap, mud and smudges.
- Shall put naphthalene Balls in the basins, sinks & toilet pans.
- Shall keep air fresheners like odonil at suitable places in the toilets or washrooms or bathrooms.
- Agency shall supply of toilet paper and liquid soap dispenser with liquid soap solution of good /standard brand quality in all bathrooms.

iii) Courtyard (Adjacent and other areas):

- Staircases and surrounding Areas including roads, paths and parking areas to be cleaned every day.
- Overgrowth of grass and shrubs to be cut and cleared daily at the open space and surrounding areas of office and control rooms as per the schedule.
- Daily collection of all dry leaves, garbage and disposal as per instruction of Officer-in Charge.

iv) Trash removal:

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

v) Glass surface /sun mica cleaning:

- All glasses at the entrance door of the premises would be cleaned using damp and dry method.
- Glass tabletops, cabin doors, Sun mica and aluminum cabin partitions and glass accessories would be cleaned.
- Cleaning of mirrors, glass windows, glass doors etc.



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- Removal of grease marks or fingerprints on glass counters and partitions. This cleaning is done using approved all-purpose cleaner and lint free cloth or paper towels.

vi) Cleaning of control room Equipment.

- Cleaning fixtures, fittings of light and fans, AC indoor units.
- Wipe clean all table tops of workstations, computers, Printers etc.
- Cleaning of C/R panels and other equipment panels in the presence of officer in-charge.
- Cleaning of wall mounted fittings (SLD Board, Notice Board, Safety board etc.)

vii) Cleaning of peripheral area of control room:

- Sweep and clean all the adjacent areas of the control room building.
- Remove grasses or any vegetation found in the adjacent area of the control room building.

viii) Cleaning of Store Room.

- Sweep and clean all the floor areas, selves and racks.
- Cleaning of firefighting equipment stored inside.

ix) Scope of Gardening:

- The existing Garden and Plants to be maintained.
- Beautification of the lawns and Garden of Grid s/s & office premises.
- Plantation of seasonal flower plants (the plants will be supplied by the concerned Grid s/s or Office in-charge)

[Any other work not mentioned above but required to be done, to keep the entire premises clean, as per the instruction of Officer-In-Charge.]

x) Timing and manner of execution of above work:-

- The regular up-keep cleaning and sanitation work should start at 7.00 A.M. and shall be completed positively by 9.30 A.M. every day. Unless emergency arises no such work should be taken up during office hours on all working days to avoid any disturbance in office work. However, the contractor shall ensure continuous maintenance of cleanliness, including attending to emergent requirements during working hours.



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- One complaint register is to be maintained by the contractor for each location for taking individual feedback.
- The work should be executed to the full satisfaction of the concerned Authorities strictly as per the direction laid down in the work order / the instruction of the officer In-charge. Any substandard materials supplied/ substandard work noticed / negligence in discharging the entrusted works should be replaced/rectified immediately on receipt of such complaint from concerned officers in charge. Non response to the above complaint may lead to termination of work order with forfeiture of security deposit.

xi) Provision of Materials and Consumables

- The Agency shall arrange and supply all materials, consumables, cleaning agents, appliances, tools and equipment required for effective execution of housekeeping and sanitation services. This shall include, but not be limited to, brooms, brushes, dusters, mops, wipers, buckets, drums, vacuum cleaners and other related cleaning items.
- The detailed list of consumables and materials to be provided by the Agency is specified in the Annexure to this tender document. The Agency shall ensure that all such items, as indicated therein, are of standard quality and suitable for the intended purpose, and shall maintain their adequate and uninterrupted availability throughout the contract period to ensure satisfactory performance of the work.
- In case it is observed that the cleaning material used is of inferior quality or insufficient quantity is used, the Corporation will reserve the right to purchase the same itself and deduct the cost thereof from the monthly bill payable to the agency.

xii) SUPERVISION

- The Agency shall be responsible for proper supervision and execution of the work in accordance with the terms and conditions of the contract.
- The Officer-in-Charge shall monitor and verify the services. In case of any deficiency, negligence, or non-compliance with the contractual requirements, OPTCL may impose penalties as per the provisions of the contract.



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4.0 QUALIFYING REQUIREMENTS (QR) OF THE BIDDER (S):

4.1 Eligibility Criteria

Sl. No.	Description of Criteria	Required Supporting Document
A	Bidder shall necessarily be a legally valid entity registered under appropriate authority, such as 1. Registered under Companies Act, 1956/2013. 2. Registered under the Indian Partnership Act, 1932. 3. Registered under the Indian Trusts Act, 1882. 4. Registered under the Societies Registration Act, 1860. 5. Registered under the Limited Liability Partnership Act, 2008, with minimum 03 (Three) years of experience in providing similar works.	Attested copy of Certificates of Incorporation issued by the respective registrar of Agency/ firms / companies along with copy of Memorandum of Association and Articles of Association indicating business in similar services.
B	Bidder should be registered with the income Tax, Goods and Services Tax and also registered with Employees provident fund Organization, Employees State Insurance Corporation.	1) Attested copies of PAN, GSTIN, IT Returns of the last 3 years. 2) Attested copies of EPF Registration, ESI Registrations.
C	Bidder must not be under any declaration of ineligibility by any authority and should not be blacklisted with any of the government project as on date of proposal.	Undertaking needs to be provided in organization letter head of bidder.
D	The bidder must have at least Three (03) years of experience in providing similar works up to the last date of submission of bid for providing similar type of service to Central/ State Government (Autonomous bodies/ Central PSUs/ state PSUs/ agencies/ societies/corporate bodies.	(1) Attested Copy of supporting work order and work completion certificate as applicable. 2) Copy of labour license (in Form-VI) under the CL (R&A) Act 1970 in support of engagement of contractual maintenance workers if applicable.
E	The registered office / Branch office of the Service provider must be located within the jurisdiction area of Odisha.	Valid address proof of the office. (Electricity bill/ Telephone Bill etc.)
F	The bidder whose Contract/ Agreement with OPTCL had been terminated/ failed to perform will not be eligible to participate in the bidding.	Decision of OPTCL in this regard is final & bidding on all such entities.
G	Bidder must not be under any declaration of ineligibility by any authority and should not be blacklisted by any Central/ State government, or any other public sector	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Annexure- VI & VII) (**Undertaking needs to be provided in letter head of the bidder.)



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	undertaking or a corporation and has no criminal case pending in any court of law as on date of proposal.	
Financial Capability Criteria		
H	The Bidder must have their own Bank Account.	Attested supporting Documents
I	The Bidder must have provided their Bank Details along with IFS Code, Branch Code, RTGS details along with a cancelled cheque.	Attested supporting Documents.
J	The Bidder must have Minimum Average Annual Turn-over of more than Rs. 20 Lakhs for one lot and more than Rs. 30 Lakhs for both lots for last 3 consecutive years.	Certified copy from the statutory auditor / chartered accountant has to be provided certifying Organizations turn over from sanitation services only during last three financial years.
K	The Bidder must be a regular IT return Filer, Copy of IT Returns Acknowledged.	Attested supporting documents. (IT Returns of the last 3 Assessment years)
L	Bidder should have a positive net worth during the previous three financial years.	1) Copies of Audited financial statements should be furnished. 2) Certificate from Chartered Accountant regarding turnover from Cleaning, Up keeping and sanitation activities. 3) Certificate from Chartered Accountant indicating Net worth of the firm/company as per the books of Accounts of Previous Year.
M	The Bidder has to submit their Solvency Certificate.	Certificate obtained from the any Nationalized / Scheduled Commercial Banks.
N	The Bidder must duly authorize their signatory (if any).	Notarised Power of attorney / authorizations in non-judicial stamp Paper must be enclosed along with the tender.
O	Liquidity (Bank Balance & FD)of the bidder	The liquid assets (Cash at Bank & Fixed Deposit) and Un-Utilised credit facility (both Fund & Non Fund based) available from bank(s) duly certified by the Bank(s) within one Month prior to the date of Tender opening should not be less than 15% of estimated cost of the work]. Bidder shall be financially sound and stable. The liquid assets (Cash at Bank & Fixed Deposit) and Un-Utilised credit facility (both Fund & Non Fund based) available from bank(s) duly certified by the Bank(s) within one Month prior to the date of Tender opening. If there is any discrepancy between LA & UUCF certified by the Bank & Chartered Accountant (CA), then bank certified figure shall be taken as final. (Annexure-XII)



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5.0 DEFINITION OF TERMS:

- The “**Company**” shall mean “**ODISHA POWER TRANSMISSION CORPORATION LIMITED (OPTCL, A Government of Odisha Undertaking)**” under the ministry of Department of Energy, Govt. of Odisha having its registered office at Janpath, Bhubaneswar-751022.
- **Senior General Manager (Elec.)** means the Senior General Manager (Electrical), Southern (O&M) Zone, Berhampur, OPTCL and his successors.
- **The Bidder Means:** - the individual / Company / Partnership firm who participates in this tender and submits his/her/their bid.
- **The Goods / Services** means all the equipment, machinery, and /or other materials and or services the contractor is required to supply / execute to the OPTCL under the contract.
- **Work Order:-** means the order placed by the OPTCL for services and / or goods to the Contractor signed by the OPTCL including all attachments and appendices thereto and all document incorporated by reference therein. The work order shall be deemed as “Contract” appearing in the document.
- **Site:** - site shall mean the Control room Building / office / land or other places on, into or through which work / services is to be executed under the contract.
- **Expected risk:-** expected risk are risks due to war (whether declared or not), invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military or usurped power, any acts of OPTCL damages from aircraft, acts of God, such as earthquake, lightning and unprecedented floods and other causes over which, the contractor has no control and the same having been accepted as such, by the Accepting Authority or causes solely due to use or occupation by the OPTCL of the part of the work, in respect of which a certificate of completion has been issued.
- **“Agency / Firm”:-** means successful Bidder whose bid has been accepted and shall include the bidder’s executives, administrators and permitted assignees.
- **“OPTCL”** means OPTCL Management or any Officer authorized by the



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management.

- “**Contract Price**” shall mean the total amount quoted by the successful Bidder inclusive of all statutory dues as applicable, which has been accepted by the OPTCL in issuance of the Work Order.
- “**Terms & Conditions**” shall mean the General Terms and Conditions of contract, stipulated in this tender specification.
- “**Specification**” shall mean the entire bid document.
- “**Month**” shall mean Calendar month.
- “**Writing**” shall include any manuscript, type written, printed or other statement reproduction in any visible form whether under seal or under hand.
- The term “**Contract Document**” shall mean and include General Terms and Conditions of Contract, Notice inviting tender, instruction to Bidder, schedule of prices, and any special conditions, applicable to the contract.
- “**ITEMS**” means specification of cleaning, Up-keeping, sanitation materials, to be provided by the Bidder during the contract period.
- “**Controlling Officer**” shall mean the Senior General Manager (O&M) or his / her authorized representative.
- “**Officer-in-charge**” shall mean the concerned designated officer and his successor., under whom supervision work shall be executed by the Bidder or any Employees’ who is directly involved with the everyday activities of the Offices under the administrative control of Southern (O&M) Zone, Berhampur OPTCL.
- Terms and Conditions not herein defined shall have the same meaning as are assigned to them in the **Indian Contract Act, 1872** failing which that is in the **Odisha General Clauses Act,1937**.

6.0 Commercial Consideration- Schedule of Payment

- a) The bills shall be prepared & submitted by the firm during 1st week of subsequent month for the service rendered for the previous month. The quantity of works / service shall be taken continuously and need not be connected with billing stage. A system of 3 (three) copies of bill & signed by both Firm and employer shall be followed. The bill shall be



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submitted by the firm on monthly basis.

- b) The items of the work for which no rate or price have been entered in bill and which are not paid for by the employer shall be deemed to be covered by other rates & prices in the contract.

7.0 Duration of the Contract

The period of the contract shall be for a duration of **01 (one) year** from the date of agreement in the first phase. Based on satisfactory performance, executing agency and mutual consent of both the parties, the work order may be extended for a further period of 1(one) year or more with same terms and conditions of the original work order.

The Management of OPTCL reserves the right to terminate the contract at any time by giving **30 (thirty) days'** notice to the selected service provider, in case of failure to provide satisfactory quality of services.

8.0 Evaluation Process

The evaluation of the proposal will be completed in 2 Steps:

- **Step 1** – Opening of Technical proposal
- **Step 2** - Opening of Financial Proposal

8.1 The Successful Bidder shall be issued Letter of Award (Work order). After issue of the Work order in writing and acceptance of the same by the successful Bidder within 7 (seven) days, the Successful Bidder shall enter into contract with the OPTCL within 30 (thirty) days of receipt of Work order and carry out his responsibilities/obligations.

8.2 INFORMATION RELATING TO SUBMISSION OF BID:

- i. The part-I (Technical Bids) shall be opened on the date and time fixed by the OPTCL.
- ii. After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shall be sought for from the bidders. The Tenderers shall be allowed 7 days' time for such activity.
- iii. On receipt of technical clarification the bids shall be reviewed / evaluated and the bids not in conformity with the technical



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Specification/qualifying experience shall be rejected. If any of the technical proposals requires modification to make them comparable, discussion will be held with the participating bidders.

- iv. If required all the responsive bidders shall be given opportunity to submit the revised technical and price proposals as a follow up to the clarification on the technical proposals.
- v. The price bids [Part-II] of such of the Tenderers, whose tenders have been found to be technically and commercially acceptable shall be opened on a date and time which will be intimated to all technically and commercially acceptable Tenderers.
- vi. The bidders are required to furnish sufficient information to establish their qualification/capability to execute the work. Such information shall include details of bidder's experience, its financial, managerial and technical capabilities.
- vii. The price bids of the technically and otherwise acceptable bids shall only be evaluated as per the norms applicable.

9.0 Procedure & Opening Time of Tenders:

Tenders will be opened through online mode on the specified date and time.

10.0 Eligibility for Submission of Bids:

Only those service providers who have deposited the Cost of Tender Paper & Tender Processing Fees are eligible to participate in the tender.

11.0 Management's Right to Reject Bids:

The Management reserves the right to reject any or all the tenders without assigning any reasons what so ever.

12.0 Mode of Submission of Bids.

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

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



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13.0 Submission of Bid:

- i. **The bidder(s) shall have to furnish Bid Security / EMD in form of DD only as per Tender Schedule.**
- ii. **The successful bidder / Agency will have to deposit a Security Deposit @ 10% (Ten Percent) of the annual contract value in shape of Demand Draft or Pay Order drawn on any scheduled Bank in favor of the Senior General Manager (Elect.), Southern (O&M) Zone, Berhampur, OPTCL and payable at Berhampur or in the form of Bank Guarantee (B.G) from any Nationalized Bank drawn in favor of Southern (O&M) Zone, Berhampur, Odisha Power Transmission Corporation Limited, and payable / encashable at Berhampur covering the contract period. The same shall be submitted by the agency during office hour to the Senior General Manager (El), Southern Zone (O&M), Berhampur OPTCL.**
- iii. **The Security Deposit amount with validity equal to the period of contract with a claim period of additional two months. The BG is to be submitted within 15 days from the issue of work order and signing of the Agreement. On submission of such Bank Guarantee and signing of agreement, EMD of successful bidder / agency will be refunded without any interest.**
 - **No adjustment of EMD amount towards Security Deposit shall be entertained.**
 - **The Security Deposit shall be refunded only after satisfactory execution and completion of the contract.**
 - **In case, the contract is further extended beyond the initial period, the validity period of the Bank Guarantee shall be extended accordingly.**
 - **No interest will be paid on Performance Security Deposit Amount.**
 - **Whenever any claim against the Agency / Firm for the payment of a sum of money arises out of or under the contract, the OPTCL shall be entitled to recover such sum by appropriating in part or whole of the Security Deposit of the Agency / Firm. In the event of the Security Deposit being insufficient, the balance or the total sum recoverable, as the case may be, shall be deducted from any sum then due or which at any time thereafter may fall due. Agency / Firm shall pay to the Company on demand any balance remaining due.**



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- In the event of any breach of the terms of the contract by the Agency / Firm or occurrence of any loss or damage which in the opinion of the concerned Officer of OPTCL has arisen due to Agency/Firm, the decision of the OPTCL shall be final and binding on the Agency / Firm. In the event of the termination of the contract for any such breach, the Security Deposit is liable to be forfeited. The decision of forfeiture by the Company shall be final and binding on the Agency / Firm. This is without prejudice to any other rights of OPTCL under contract law.
- iv. In case of breach of any terms and conditions of the agreement, the **Security Deposit** of the Bidder / Agency shall be liable to be **forfeited** besides annulment of the Agreement.
- v. Joint Bidding and Consortium based offers will not be accepted.
- vi. No advance amount shall be paid to the Bidder / Agency. The Bidder / Agency shall submit the monthly bill to the **concerned Paying Authority through respective officer-in-charge of each unit** after making payment for the previous month along with the following documents within 1st week of the succeeding month:
 - Tax Invoice in triplicate mentioning the work Order No. and date of OPTCL for such engagement.
 - A certificate of satisfactory execution of work from the Officer-in-Charge/Consignee.
 - The amount towards TDS shall be deducted at source in all Units of OPTCL.
 - The TDS under GST in case of supply of service shall be deducted, as applicable.
- vii. **The agency shall have no claim** whatsoever against **OPTCL** for any loss / damage caused to the contractor / Agency by reasons of **war, riot, commotion, disturbance, pestilence, epidemical sickness, strike, lockout, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatever reasons.**
- viii. **The contractor /Agency shall** resume the work as soon as such accountability has ceased to exist of which the Management of OPTCL shall be the sole judge. If the performance in whole or part any terms / obligations under the contract is prevented or delayed by any such eventuality for a period exceeding **seven days**, the contract may be terminated at the discretion of the executants of **OPTCL**.



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- ix. **The Authority of OPTCL reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.**
- x. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
- xi. The successful contractor / Agency will enter into an agreement with this Department for providing for cleaning, up-keeping & sanitation works of various office buildings, control-rooms, grid sub- stations and courtyard areas of various office units under Southern (O&M) zone, Berhampur, OPTCL as per requirement the above terms and conditions.

xii. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a. Covering letter along with power of attorney on the bidder's letter head
- b. Documentary evidence of Bid processing fee as applicable
- c. Documentary evidence in support of Tender Paper cost as applicable.
- d. Documentary evidence of Bid Security / EMD
- e. Copy of Certificate of Incorporation of the firm / agency
- f. Copy of GSTIN
- g. Copy of PAN
- h. Copies of ESI & EPF registration certificate
- i. Copies of IT returns for the last three assessment years
- j. Copy of Bank Account details
- k. Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- l. Copies of work orders from the previous organizations for providing services during last 3 years.
- m. Undertaking regarding non-blacklisting (On stamp paper)
- n. Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)
- o. NEFT details of the Banker of the agency with complete profile.
- p. Certificates from the clients for satisfactory performance.
- q. All other documents as mentioned in the above technical & eligibility section.



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- r. Schedule of prices in the prescribed proforma in the price bid sheet provided in .xls format.
- xiii.** Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out- rightly rejected.
- xiv.** All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
- The technical Bid will be opened through online mode. Opening Financial bid of the technically qualified bidders shall be intimated by OPTCL through mail/phone/post to the bidders.
- xv.** The bid shall be valid for a period of **180 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
- xvi.** To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
- xvii.** **The quoted rates shall be inclusive of all costs required for execution of the work including all statutory obligations (if any).**
- xviii.** The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

N.B : Bidders are advised to study the Tender documents carefully and the conditions and if interested, also inspect the site.

14.0 Forfeiture of Bid Security (EMD) & Tender Processing Fees

In following cases Bid Security (EMD) & Tender Processing Fees shall be forfeited by OPTCL:

- Any discount offered in a separate envelope.
- If the Bidder withdraws his Bid / Proposal after Technical Proposal opening and during the proposal validity period.



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- In case of a Successful Bidder, if the Bidder fails within the specified time limit to sign the Contract Agreement.
- In case of a Successful Bidder, if the Bidder fails within the specified time limit to furnish the required Performance Security (10 % of the contract value) or fails to start the work within stipulated period.

15.0 Due Diligence, Inspection and Investigation

The Bidders shall be deemed to have conducted a due diligence exercise with respect to all aspects of the work, including a detailed survey of the site and information / data provided by OPTCL in the TENDER Document, when they submit the proposal. Interested Bidders are invited to visit and inspect the site at their own expense. Failure to investigate fully the site or subsurface conditions shall not be a valid ground to relieve the Bidder subsequently after its Proposal nor shall it relieve the Bidder from any responsibility for estimating the difficulty or costs of successfully completing the work.

16.0 Validity of Proposal

- The Proposal shall remain valid for a period for **One Hundred Eighty (180) days** from the due date of submission of proposal (“Proposal Validity Period”). OPTCL reserves the right to reject any Proposal that does not meet this requirement. Validity of Proposal shall be extended for a specified additional period at the request of OPTCL.
- A bidder agreeing to the request will not be allowed to modify his Proposal, but would be required to extend the validity of his Performance Security for the period of extension.
- The Proposal Validity Period of the Successful Bidder shall be extended till the date of execution of the Contract.

17.0 Right to Reject the Proposal

Not with standing anything contained in this tender Document, OPTCL reserves the right to reject any / all proposals including the highest proposal or withdraw the invitation of the proposal at any stage without citing any reason. Nothing contained herein shall confer any right upon a bidder or create any obligation / liability upon OPTCL of any type whatsoever.

18.0 Interpretation



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In case of any ambiguity in the interpretation of the conditions of the engagement and scale of charges, the interpretation of the Senior General Manager (O&M), Southern Zone, OPTCL will be final and binding on the parties to the conditions of engagement.

19.0 Disputes:

- All disputes between the Successful Bidder and OPTCL shall be settled as per the Dispute Resolution procedure elaborated in the Draft Agreement. During the bidding process no dispute of any type would be entertained. Even in such cases where OPTCL asks for additional information from any bidder, the same cannot be adduced as a reason for citing any dispute.
- The courts at Berhampur alone shall have the exclusive jurisdiction to try all the cases arising out of this tender document.
- BG towards Security Deposit submitted by the Firm/Agency should be encashable at Berhampur Branch of the submitted bank.

20.0 Bidder's visit to the site before quoting rates in tender:

Intending bidder should visit Control room Building / office Complex / courtyards and make him thoroughly acquainted with the site condition, nature and requirements of the work, facilities for transportation, operational conditions etc. The costs of visiting shall be borne by the bidder. The rate quoted by the contractor / agency shall take care of all contingencies required for operating efficiently at the Control room Building / office premises. The successful bidder shall not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which, in the opinion of the facility might be deemed to have reasonably been inferred to be so existing before commencement of the Services Contract. It shall be deemed that the contractor/agency has undertaken a visit to the sites and is aware of the operational conditions prior to the submission of the Tender documents.

21.0 Assignment:

The contractor/agency shall not assign, either in whole or in part, its contractual duties, responsibilities, and obligations to a second party to perform the contract. In the event of the contractor/ agency contravening this condition, the in-charge of Control room Building / office Premises shall be entitled to place the contract elsewhere at risk and cost of



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contractor/agency. The contractor/agency shall be liable for any loss or damage, which the office may suffer in consequence of or arising out of such replacement and such shall be recovered from the bills payable to him or the performance security deposited by him.

22.0 Subletting:

The Contractor shall not assign/sublet/lease/transfer/ appoint care taker for the services/work or sub-contracts or any part of it to any other person or party. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

23.0 Execution of Work:

- The Contractor shall be responsible for execution of cleaning, up-keeping and sanitation work as specified in the contract, in a professional and efficient manner, to the satisfaction of OPTCL.
- The Contractor shall make its own arrangements for all inputs required for proper execution of the work, including resources, materials, tools, and equipment, at its own cost and responsibility.
- The Contractor shall be solely responsible for:
 - i. Ensuring the quality and timely completion of the work;
 - ii. Maintaining safety, discipline, and proper conduct at the work site; and
 - iii. Complying with all applicable laws, rules, and regulations in force in connection with execution of the work.
- Nothing contained herein shall be construed to create any relationship of employer and employee between OPTCL and any person engaged by the Contractor. The Contractor shall have exclusive control over the manner and method of execution of the work.

24.0 E- REVERSE AUCTION PROCESS :-

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

- a) Based on “Evaluated Bid Price” determined, the Bids shall be ranked in ascending order as L1, L2, L3-----Ln,
- b) The Indicative Estimated Cost for e-RA for the package(s) is as indicated at in BDS.



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- c) The e-RA shall be conducted, if the variation of lowest evaluated bidder's price (L1) is more than +5% (+five percent) of the Indicative Estimated Cost.
- d) The Applicable Ceiling Price for e-RA for bidders shall be their "Evaluated Bid Price". During e-RA, the bidders shortlisted for participation in e-RA shall be permitted to place their prices lower than their Applicable Ceiling Price.
- e) The e-RA shall be conducted on a designated electronic platform of any Application Service Provider (hereinafter referred to as "ASP"), for and on behalf of the Employer.
- f) The ASP, as and when authorized by the Employer, will intimate the bidders regarding the details of electronic platform, procedure/ modality of e-RA process and other details, prior to e-RA.
- g) Notwithstanding above, the bidder(s) who either do not submit the requisite compliances for e- RA or do not participate in e-RA, their original price bid as opened, if valid, shall be considered for evaluation.
- h) Notwithstanding the e-RA conducted as aforesaid, OPTCL reserves the right to hold negotiations with the bidder with lowest evaluated price after e-RA (L1 bidder), if required, as per prevailing guidelines.
- i) The Employer shall be the sole judge in this regard.
- j) **Procedure for Reverse Auction (e-Reverse Auction (e-RA) shall be resorted to as follows: -**

STRATEGY FOR E-REVERSE AUCTION	
1	Bidders are required to go through the guide lines given below and submit their acceptance to the same.
2	e-Reverse Auction (RA) will be conducted in e-tender portal of OPTCL on specified date and time, while bidders shall quote from their own offices/places of their choice. Internet connectivity shall be ensured by the respective agencies/bidders themselves.
3	KEONICS (Application Service Provider) shall arrange for demonstration/ training (if not trained earlier) of bidder's nominated person(s), to explain all the rules related to e-Reverse Auction/ Business Rule document to be adopted.
4	The strategy to be used for reverse auction shall be "DYNAMIC TEMPLATE BIDDING"
Procedure for electronic Reverse Auctioning (e-RA):	



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5	<p>a. The e-RA shall be conducted on www.tenderwizard.com/OPTCL only.</p> <p>b. Bidder has to submit letter towards agreement to the Process related Terms & Conditions for e-Reverse Auction, as per (Reverse Auction Process Compliance Form-Annexure V). In non-receipt of the same, vendors will not be allowed to participate in e-RA.</p> <p>c. e-RA shall be carried out after opening of Price bids and completion of Price bid evaluation, which will be intimated only to the techno-commercially qualified bidders by OPTCL as per procedure given below.</p> <p>d. OPTCL reserves the right to conduct e-RA and it is obligatory on part of bidder(s) invited to participate in e-RA process once they have responded to the techno-commercial bid.</p>
6	<p>Prior intimation/ Notice for RA invitation will be given to techno-commercially qualified bidders regarding the date & time of opening of the e-RA.</p> <p>The start bid price (SBP) for e-Reverse Auction of each bidder under a particular package shall be the L1 evaluated price for the subject package including Taxes & Duties for the total scope for subject Package. Taking the above discovered L1 price as the upper limit e-RA will be conducted to determine the lowest possible price.</p> <p>Reverse Auction will be conducted amongst first 50% of the technically qualified bidders arranged in order of prices from lowest to highest, as L1, L2, L3-----Ln, and L1 price will be discovered. Minimum of 3 bidders shall be eligible for e RA. (e.g. If 4 bidders are financially evaluated then the L1, L2 and L3 bidders shall be eligible for e-RA). Number of bidders eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L1 to L4).</p> <p>However, in case only two bidders are found to be responsive, e-RA would be carried out with both the parties without any elimination. However, OPTCL reserves the right to invite the evaluated L1 bidder for negotiation without conducting the e-RA.</p> <p>In case of price submitted by any bidder is found to be abnormal, OPTCL reserves the right to reject the bid of the bidder(s).</p> <p>Rank of bidders would be displayed as per the total cost to OPTCL, i.e including Taxes and Duties payable by OPTCL as per the provisions of the bidding document & after e-RA process is over.</p>
7	<p>Names of bidders/ vendors shall not be disclosed during the e-RA process. Names of bidders/ vendors shall be anonymously masked in the e-RA process.</p> <p>In case of RA, start/ reference price and step value of decrement shall be indicated to the bidders at the start of the auction. Any participating bidder can bid one or multiple step decrement lower than the prevailing lowest bid at that time. The Bidder shall be able to view Bid Start Price, Bid Decrement Value, Prevailing Lowest Bid value, last Bid Placed by him and time left for bidding.</p> <p>The step value of decrement in a package to be offered by bidder (the minimum amount of reduction in the total bid price including all taxes & duties during auction), shall be</p>



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	<p>kept at 0.15% of L1 bidder's final evaluated price which will be rounded to nearest rupees (or) at approved amount as decided by OPTCL.</p> <p>Bidders can only quote any value lower than their previous quoted price. However, at no stage, increase in Price will be permissible.</p> <p>At any point during Reverse Auction, bidding Price field shall remain enabled for the bidders. The reverse auction period shall be unlimited and the initial auction period (1st slot) will be of thirty (30) minutes with provision of auto extension by (10) ten minutes from the schedule/ extended closing time. If any fresh lower bid is received in last ten minutes of initial auction period or extended auction period, the auction shall get extended automatically for another 10 minutes. In case, there is no bid received during schedule/extended slot, the auction shall get closed automatically without further extension.</p> <p>(v) However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the period of e-reverse auction to avoid complication related with internet connectivity, network problem, system crash down, power failure etc.</p>
8	<p>After conclusion of e-Reverse Auction i.e. (Closing Price in Reverse Auction will be taken as offered price by the L1 bidder), decrease in price of individual head of the template shall be considered proportionately on all individual line items of the respective head of the price schedule of the successful L1 bidder.</p> <p>Any bid received at the tender wizard server end subsequent to closure of the e-RA shall be summarily rejected and shall not be considered as a valid bid under whatsoever circumstances. For this purpose, tender wizard server log shall prevail.</p> <p>The bidder shall not involve himself or any of his representatives in price manipulation of any kind directly or indirectly by communicating with other bidders.</p> <p>During Reverse Auction, If no bid is received within the specified time, OPTCL, at its discretion, may decide to close the reverse auction process/ proceed with conventional mode of tendering [Evaluation of Part-II (price bid) submitted by bidders earlier].</p>
9	<p>Consequent upon completion of e-Reverse Auction, OPTCL's decision on award of contract shall be final and binding on the bidders.</p> <p>OPTCL shall be at liberty to call the L1 bidder for further process/ negotiation and also at liberty to cancel the e-reverse auction process/ re-tender at any time, without assigning any reason thereof. OPTCL can decide to reschedule or cancel any reverse auction: the bidders shall be informed accordingly.</p> <p>OPTCL/ Service Provider shall not have any liability to bidders for any interruption or delay in access to the e-Tender site/ Reverse Auction link irrespective of the cause.</p>

-S/d-
Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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SECTION-V

CRITERION OF SELECTION

- i) The OPTCL reserves the right to accept or reject any or all bids without assigning any reasons.
- ii) The OPTCL also reserves the right to reject any bid (including the lowest one) which in its opinion is not responsive or violating any of the conditions/specifications or the quoted rate found to be un-reasonable and carrying the intention only to become lowest one in the bidding process.
- iii) Incomplete Tenders would be rejected.
- iv) The financial bids of the bidders shall be opened who have qualified in the technical qualification.
- v) OPTCL also reserves the right to reject the L1 bidder that may be apparently not cover and justify the legitimate expenses of the bidder including other overheads etc.
- vi) If no rates quoted by the Agency / Firm in the bids, the said bid shall be treated as non-responsive.
- vii) Price bids in any other format other than the prescribed one will not be considered for evaluation.
- viii) The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
- ix) **Risk & Cost:** - In case the L-1 bidder does not take up the work/abandoned in between, OPTCL shall have the right to execute the work through another agency at the risk and cost of the former.
- x) The Technical bids would first be taken into consideration by the Tender Evaluation Committee and only those bidders who qualify in the Technical bid would be considered for the Price Bids. In case the numbers of L-1 Bidder will be more than one, then there will be an evaluation for work allocation as per the recommendation of Corporation Authorities. The lowest bidder (L1) in the price bid would be preferred for award of Contract in case otherwise not unsuitable. In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the Committee for negotiation for execution of work at L-1 rate. Corporation Authorities reserves the right to distribute the work amongst other Bidders at L-1 rate without assigning any reason to the Lowest Offered Agencies.



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SECTION-VI

GENERAL TERMS & CONDITIONS OF CONTRACT

1. Commencement of Service:

The contractor/agency shall commence providing his service within **15 (fifteen) days** from date of notification of award of contract. Time is the essence of the contract and should be strictly adhered to by the contractor/agency.

2. Eligible Goods and/ or Services

All goods and/ or services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are grown, produced, mined or manufactured or from where the services are arranged and supplied.

3. Performance Security / Bank Guarantee

- i. Within 15 (fifteen) days from the date of issue of notification of award by the OPTCL, the contractor/ agency shall furnish performance security to the OPTCL for an amount of **10% of the Contract value in shape of Bank guarantee/Demand Draft/Pay Order**. The performance security shall be retained up to **3 (three) months** after the date of completion of all contractual obligations by the contractor/agency.
- ii. The performance security shall be deposited in OPTCL through Demand **Bank Guarantee/Demand Draft/Pay Order** in favour of “**Southern (O&M) Zone, Berhampur, OPTCL**” and payable at **Berhampur** only. **No other form of deposit will be entertained. No interest shall be paid on the performance security.**
- iii. In the event of any failure /default of the contractor/ agency with or without any quantifiable loss to OPTCL, the amount of the performance security is liable to be forfeited.
- iv. In the event of any amendment issued to the contract, the contractor/ agency shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- v. The OPTCL will release the Performance security without any interest to the contractor/agency on completion of the contractor’s / agency’s all contractual obligations after successful completion of contract.



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4. Tender Prices

- i. The bidder shall quote his rates in the space provided and unprotected in the Rate Column only in the price bid. The unit price shall be quoted in Rupees. GST as applicable from time to time shall be paid extra. No additional charges etc. will be paid.
- ii. The bidder shall quote rates on area basis (per square meter) or unit basis. The quoted rate shall be inclusive of costs for all resources required for execution of sanitation work including consumables, cleaning materials, tools & equipment, transportation, statutory compliances and all other incidental expenses necessary for satisfactory completion of the work.
- iii. The period of contract for providing the aforesaid service will be for 1 (One) year from the date of the contract in the first phase. The contract may be extended for a period of 1 (one) year or more on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority.
- iv. The rates quoted by the bidder shall remain firm and unchanged during the initial contract period as well as during any extension thereof, and no escalation shall be payable on any account during such period.

5. Terms and Mode of Payment

- i. Payment shall be made in Indian Rupees subject to recoveries, if any, by way of price reduction or any other charges as per terms and conditions of contract.
- ii. The Contractor/Agency shall submit the monthly bill to the concerned Paying Authority through the respective Officer-in-Charge of each unit within the 1st week of the succeeding month.
- iii. The bill shall be based on area-wise work executed (in square meters)/unit wise during the month and shall include the following documents:-
 - Tax Invoice in triplicate mentioning the Work Order No. and date of OPTCL
 - Unit-wise/area-wise statement indicating the extent of sanitation work carried out (in sq. mtrs.) during the month.
 - Summary of consumables and materials utilized for execution of the work.
 - Certification of satisfactory execution of work from the Officer-in-Charge/Consignee.
- iv. Payment shall be made based on verification of the above and certification by the Officer-in-Charge.
- v. Payment shall be released to the contractor/agency after deduction of Income



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Tax deductible at source and other statutory deductions.

6. Variation, Delay in the Contractor/agency's Performance

- i. The Contractor/agency shall perform the services under the contract as per defined scope, quality, time schedules, frequency, other terms and conditions specified by OPTCL in the relevant clauses of the contract.
- ii. Any unexcused variation in quality, quantity, delay etc. by the Contractor/agency in maintaining its contractual obligations towards performance of services shall render the Contractor/agency liable to any or all of the following sanctions:
 - Imposition of liquidated damages.
 - Forfeiture of its performance security.
 - Termination of the contract for default.
- iii. If at any time during the currency of the contract, the Contractor/agency encounters conditions hindering timely performance of services, the Contractor/agency shall promptly inform OPTCL in writing about the same and its likely duration and make a request to OPTCL for its remedy accordingly. On receiving the Contractor/agency's communication, OPTCL shall examine the situation as soon as possible and at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of Contractor /agency's contractual obligations by issuing an amendment to the contract.

7. Price Reduction:

- i. If the contractor/agency fails to provide "Cleaning, up-keeping & Sanitation works of various office buildings, control rooms and courtyard areas under Southern (O&M) Zone, Berhampur, OPTCL," in accordance with the defined scope, quality standards, time schedules and other terms and conditions of the contract and to the satisfaction of the competent authority of OPTCL, the Officer-in-Charge/Consignee shall, without prejudice to other rights and remedies available under the contract, deduct a sum equivalent to up to maximum 10% (ten percent) of the monthly bill value as liquidated damages per occasion of default from the contractor/agency's monthly bill.
- ii. In case such defaults continue for more than two (2) consecutive months, OPTCL may consider termination of the contract and/or forfeiture of security deposit. In such an event, OPTCL may also arrange alternative services at the risk and cost of the contractor/agency.



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8. Termination for default

- i. 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.
- ii. In the event OPTCL terminates the contract in whole or in part, OPTCL may procure services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Contractor/agency shall be liable to OPTCL for the extra expenditure, if any, incurred for arranging such procurement.
- iii. Unless otherwise instructed by OPTCL, the Contractor/agency shall continue to perform the contract to the extent not terminated.

9. Termination for insolvency

If the Contractor/agency becomes bankrupt or otherwise insolvent, OPTCL reserves the right to terminate the contract at any time, by serving written notice to the 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.

10. Force Majeure

- i. 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.
- ii. 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



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reasonable alternative means for performance not prevented by the Force Majeure event.

- iii. 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.
- iv. 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.

11. 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 currency 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.

12. Modification of Contract

- i. If necessary, OPTCL may issue a written order to the Contractor/agency at any time during the currency of the contract, to amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
 - Requirements and Specifications of the services.
 - Any other area(s) of the contract, as felt necessary by OPTCL depending on the merits of the case.
- ii. In the event of any such modification/ alteration causing increase or decrease in the cost of services to be supplied and provided, or in the time required by the Contractor/agency to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be and the contract amended accordingly. 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.



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ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
OFFICE OF THE SENIOR GENERAL MANAGER (EL),
SOUTHERN (O&M) ZONE, BERHAMPUR
Email ID- zone.berhampur@optcl.co.in
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25.0 Notices

- i. Notice, if any, relating to the contract given by one party to the other, shall be sent in writing. The procedure will provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- ii. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

26.0 Resolution of disputes

- i. If dispute or difference 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.
- ii. 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 Berhampur.

27.0 Applicable Law and Legal Suits

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

28.0 Governing language

The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

29.0 Use of contract documents and information

- i. The Contractor/agency shall not, without OPTCL's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of OPTCL in connection therewith, to any person other than the person(s) employed by the Contractor/agency in the performance of the contract emanating from this TENDER document. Further, any such disclosure to any such employed



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person shall be made in confidence and only so far as necessary for the purpose of performance of this contract.

- ii. Further, the Contractor/agency shall not, without OPTCL's prior written consent, make use of any document or information except for the sole purpose of performing this contract.
- iii. Except the contract issued to the Contractor/agency, each and every other document shall remain the property of OPTCL and, if advised by OPTCL all of copies of all such documents shall be returned to OPTCL on the completion Contractor/agency's performance and obligations under this contract.

30.0 Award Criteria

The contract will be awarded to the evaluated responsive bidder to provide the Services at OPTCL.

31.0 Variation of Quantities at the Time of Award, During Currency of Contract

- i. At the time of awarding the contract, OPTCL reserves the right to increase or decrease the scope of services mentioned in the relevant section(s) in Tender without any change in the unit price and other terms and conditions quoted by the bidder.
- ii. The quantity of goods and/ or services mentioned in the relevant section(s) in tender may be staggered during currency of the contract.

32.0 Extension of Contract

- i. OPTCL reserves the right to extend the contract, initially awarded for a period of one (1) year, for a further period of one (1) year or more based on satisfactory performance of the Contractor/Agency.
- ii. Any further extension beyond the above shall be subject to mutual agreement between OPTCL and the Contractor/Agency on the same terms and conditions, unless otherwise agreed in writing.

33.0 Notification of Award

- i. Before expiry of the Tender validity period or completion of all process of this tender whichever is earlier, OPTCL will notify the name of successful bidder by email / fax / post selected by OPTCL, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods and/ or services and corresponding prices accepted. The successful bidder must furnish to OPTCL the required performance



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security within 15 (fifteen) days from the date of issue of this Letter of Award (WORK ORDER), failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance security have been provided under GCC Clauses.

- ii. The Letter of Award (WORK ORDER) shall constitute the beginning of the Contract and the 01 (one) year contract period shall commence from this date of notification.
- iii. The successful Bidder shall also physically submit original documents/ duly attested Photo-copies of all documents at the time of bidding.
- iv. Within 15 (fifteen) days of notification of award, the successful bidder will sign the contract form as per Annexure – II with OPTCL.

34.0 Non-receipt of Performance Security and Contract by OPTCL.

Failure of the successful bidder in providing performance security and / or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the OPTCL against it as per the clauses of GCC: Termination for default.

35.0 CONSIGNEE/ OFFICER – IN CHARGE/ ENGINEER-IN CHARGE: -

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

36.0 PAYING OFFICER: -

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

37.0 Penalty :-

- In case of any deficiency, non-performance, or sub-standard service, OPTCL may impose penalty by way of deduction from the monthly bill, proportionate to the extent of such deficiency/non-performance, as determined by the Consignee/Officer-in-Charge, subject to an **overall maximum of 10% of the monthly bill amount.**
- In the event of non-performance of the assigned work for **two (2) consecutive days** in a month, a penalty of **Rs. 200/- (Rupees Two Hundred only)** per day for each day of such



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non-performance shall be imposed and recovered from the Contractor's monthly bill, within the above ceiling limit.

- Repeated or continued non-performance for a period of two (2) consecutive months may lead to **termination of the contract and/or forfeiture of Performance Security**, as per the provisions of the contract.
- The decision of OPTCL regarding assessment of deficiency, non-performance, and imposition of penalty shall be final and binding on the Contractor/Agency.

38.0 General/ Miscellaneous Clauses:

- i. Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. OPTCL on the one side and the Contractor/agency on the other side, a relationship of master and servant or principal and agent.
- ii. Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- iii. The Contractor/agency shall notify OPTCL of any material change that would impact on performance of its obligations under this Contract.

39.0 CORRESPONDENCES:

- i) Any notice to the bidder/contractor under the terms of the contract shall be served by Registered Post or by hand at the bidder/contractor's Principal Place of Business.
- ii) Any notice to the Purchaser shall be served at the Purchaser's Principal Office in the same manner.

Official Address of the Parties to the Contract

The address of the parties to the contract shall be specified:-

Purchaser: Sr.GM (EL), Southern (O&M) Zone, Berhampur, OPTCL

Bidder details:

- Address:
- Tele phone:
- Fax:

40.0 Statutory Compliance:

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



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41.0 INDEMNITY BOND :

Contractor shall sign an Indemnity Bond in an approved format as per **Annexure-XII** before starting the work, indemnifying the OPTCL from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the workplace due to non-adherence to safety codes, not following the standard work procedures and for violating rules and regulations for which the contractor shall be solely responsible.

- In case of any damage to property by the contractor, OPTCL shall have the right to recover the cost of such damages from payments due to the contractor and decision of the OPTCL shall be binding on the Contractor.
- In the event of any damage to the loose furniture, interiors, computers and such other equipment or to the existing building structure etc., during carrying out the contract works, the cost of repairing the same including the cost of replacement if any will be recovered from the contractor.
- If the contractor fails to improve the standards of safety in its operation to the satisfaction of OPTCL after being given a reasonable opportunity to do so, and/or if the contractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions regarding safety issued by the authorized OPTCL official, the OPTCL shall have the right to take corrective steps at the risk and cost of the contractor after giving a notice of not less than seven (07) days indicating the steps that would be taken by OPTCL.
- Before commencing the work, the contractor shall appoint/nominate a responsible officer to supervise implementation of all safety measures and liaison with his counterpart of OPTCL.

42.0 Variation in Area / Location of Work:

- During the contract period, in the event of any change in office location, addition or reduction of units, shifting of offices, inclusion of new buildings/rooms, or discontinuation of any existing area under the jurisdiction of the Controlling Officer, the Contractor shall undertake the work for the modified area/location in accordance with the directions and decision of the Controlling Officer/Competent Authority of OPTCL, based on the approved rates and scope of work under the contract, and the decision of OPTCL in this regard shall be final and binding on the Contractor.
- Payment shall be regulated based on the actual area/work executed and approved by OPTCL from time to time.

43.0 Risk & Responsibility:

- i. The Contractor shall be fully responsible for the execution of the work in accordance with the terms and conditions of this Agreement and shall bear all risks and liabilities arising out of or in connection with the performance of the contract.
- ii. The Contractor shall comply with all applicable laws, rules, and regulations and shall ensure safe, orderly, and efficient execution of the work at site without causing any



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hindrance to the functioning of OPTCL.

- iii. The Contractor shall ensure adequate planning, coordination, and supervision of the work so as to achieve the required standards of cleanliness, hygiene, and upkeep as specified in the Contract.
- iv. The Contractor shall take all necessary precautions to prevent any loss, damage, or injury to OPTCL property, installations, or assets during execution of the work and shall be solely responsible for any such loss or damage arising out of its acts or omissions.

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

-S/d-

Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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SECTION-VII (DATA SHEET)

SL No.	Name of the Location	Particulars	Quantity	Unit
O/o Sr. GM (Elec.), Southern (O&M) Zone, Berhampur				
1	O/o SGM(EL), Southern(O&M) Zone, Berhampur	a. Office building	1386.00	Sq.Mtr.
		b. Courtyard	2164.38	Sq.Mtr.
		c. Toilets	15.00	No.
EHT (O&M) Circle, Berhampur				
1	EHT(O&M) Circle, Berhampur	a. Office building	700.00	Sq.Mtr.
		b. Courtyard	0.00	Sq.Mtr.
		c. Toilets	13.00	No.
EHT (O&M) Division, Berhampur				
1	EHT(O&M) Division, Berhampur	a. Office building	74.14	Sq.Mtr.
		b. Courtyard	126.53	Sq.Mtr.
		c. Toilets	7.00	No.
2	220/132/33KV GRID S/S Narendrapur	a. Office building	1080.00	Sq.Mtr.
		b. Courtyard	1906.00	Sq.Mtr.
		c. Toilets	13.00	No.
3	132/33KV GRID S/S Berhampur	a. Office building	910.00	Sq.Mtr.
		b. Courtyard	1420.00	Sq.Mtr.
		c. Toilets	9.00	No.
4	132/33KV GRID S/S Digapahandi	a. Office building	442.00	Sq.Mtr.
		b. Courtyard	784.00	Sq.Mtr.
		c. Toilets	7.00	No.
5	132/33KV GRID S/S Mohana	a. Office building	458.00	Sq.Mtr.
		b. Courtyard	1738.00	Sq.Mtr.
		c. Toilets	7.00	No.
6	132/33KV GRID S/S Chikiti	a. Office building	880.00	Sq.Mtr.
		b. Courtyard	1400.00	Sq.Mtr.
		c. Toilets	10.00	No.



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SL No.	Name of the Location	Particulars	Quantity	Unit
7	132/33KV Grid S/D Hinjili	a. Office building	1629.17	Sq.Mtr.
		b. Courtyard	1141.15	Sq.Mtr.
		c. Toilets	9.00	No.
EHT (O&M) Division, Bhanjanagar				
1	EHT(O&M) Division, Bhanjanagar	a. Office building	262.00	Sq.Mtr.
		b. Courtyard	640.00	Sq.Mtr.
		c. Toilets	6.00	No.
2	220/132/33KV GRID S/S ASKA NEW	a. Office building	1537.00	Sq.Mtr.
		b. Courtyard	1258.00	Sq.Mtr.
		c. Toilets	11.00	No.
3	220/132/33KV GRID S/SBHANJANAGAR	a. Office building	845.00	Sq.Mtr.
		b. Courtyard	1150.00	Sq.Mtr.
		c. Toilets	5.00	No.
4	132/33KV GRID S/S G.UDAYAGIRI	a. Office building	1087.94	Sq.Mtr.
		b. Courtyard	542.00	Sq.Mtr.
		c. Toilets	10.00	No.
5	132/33KV GRID S/S ASKA	a. Office building	384.37	Sq.Mtr.
		b. Courtyard	1034.00	Sq.Mtr.
		c. Toilets	7.00	No.
6	132/33KV GRID S/S Phulbani	a. Office building	345.38	Sq.Mtr.
		b. Courtyard	1606.81	Sq.Mtr.
		c. Toilets	9.00	No.
7	220KV Line S/D Bhanjanagar	a. Office building	210.00	Sq.Mtr.
		b. Courtyard	420.00	Sq.Mtr.
		c. Toilets	5.00	No.
EHT (O&M) Division, Chatrapur				
1	EHT(O&M) Division, Chatrapur	a. Office building	85.00	Sq.Mtr.
		b. Courtyard	380.00	Sq.Mtr.
		c. Toilets	4.00	No.
2	132/33KV GRID S/S Chatrapur	a. Office building	735.00	Sq.Mtr.



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SL No.	Name of the Location	Particulars	Quantity	Unit
		b. Courtyard	856.95	Sq.Mtr.
		c. Toilets	7.00	No.
3	132/33KV GRID S/S Ganjam	a. Office building	576.00	Sq.Mtr.
		b. Courtyard	260.00	Sq.Mtr.
		c. Toilets	4.00	No.
4	132/33KV GRID S/S Balugaon	a. Office building	610.00	Sq.Mtr.
		b. Courtyard	304.00	Sq.Mtr.
		c. Toilets	5.00	No.
5	132/33KV GRID S/S Purusottampur	a. Office building	460.00	Sq.Mtr.
		b. Courtyard	700.00	Sq.Mtr.
		c. Toilets	8.00	No.
E & MR Division, Berhampur				
1	E&MR Division, Berhampur	a. Office building	105.00	Sq.Mtr.
		b. Courtyard	200.00	Sq.Mtr.
		c. Toilets	7.00	No.
2	E& MR Sub- Division, Berhampur	a. Office building	137.00	Sq.Mtr.
		b. Courtyard	176.00	Sq.Mtr.
		c. Toilets	6.00	No.
3	E& MR Sub- Division, Chatrapur	a. Office building	72.00	Sq.Mtr.
		b. Courtyard	306.00	Sq.Mtr.
		c. Toilets	5.00	No.
4	E& MR Sub- Division, Bhanjanagar	a. Office building	68.00	Sq.Mtr.
		b. Courtyard	128.00	Sq.Mtr.
		c. Toilets	6.00	No.
EHT (O&M) CIRCLE, JEYPORE				
1	Multi storied Office Building, Jeypore	a) Office building	1020.00	Sq. Mtr.
		b) Courtyard	488.00	Sq. Mtr.
		c) Toilets	7.00	Nos.



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SL No.	Name of the Location	Particulars	Quantity	Unit
EHT (O&M) Division, Jayanagar				
1	EHT (O&M) Division Office, Jayanagar.	a) Office building	150.00	Sq. Mtr.
		b) Courtyard	0.00	Sq. Mtr.
		c) Toilets	4.00	Nos.
1	220 KV T/L Sub-Division, Jayanagar.	a) Office building	80.00	Sq. Mtr.
		b) Courtyard	120.00	Sq. Mtr.
		c) Toilets	2.00	Nos.
2	132 KV T/L Sub-Division, Jeypore.	a) Office building	100.00	Sq. Mtr.
		b) Courtyard	120.00	Sq. Mtr.
		c) Toilets	2.00	Nos.
3	220/132/33 KV S/S S/D, Jayanagar.	a) Office building	1186.00	Sq. Mtr.
		b) Courtyard	1372.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
4	132/33 KV T/L S/S S/D, Sunabeda.	a) Office building	1260.00	Sq. Mtr.
		b) Courtyard	2102.00	Sq. Mtr.
		c) Toilets	6.00	Nos.
5	132/33 KV T/L S/S S/D, Tentulikhunti.	a) Office building	380.00	Sq. Mtr.
		b) Courtyard	650.00	Sq. Mtr.
		c) Toilets	5.00	Nos.
6	132/33 KV T/L S/S S/D, Dabugaon.	a) Office building	527.00	Sq. Mtr.
		b) Courtyard	650.00	Sq. Mtr.
		c) Toilets	10.00	Nos.
7	132/33 KV T/L S/S S/D, Umerkote.	a) Office building	898.00	Sq. Mtr.
		b) Courtyard	820.00	Sq. Mtr.
		c) Toilets	9.00	Nos.
8	132/33 KV T/L S/S S/D, Podagada.	a) Office building	859.00	Sq. Mtr.
		b) Courtyard	2058.00	Sq. Mtr.



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SL No.	Name of the Location	Particulars	Quantity	Unit
		c) Toilets	9.00	Nos.
9	132/33 KV T/L S/S S/D, Pottangi	a) Office building	670.00	Sq. Mtr.
		b) Courtyard	550.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
10	132/33 KV T/L S/S S/D, Boriguma	a) Office building	592.00	Sq. Mtr.
		b) Courtyard	640.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
11	132/33 KV T/L S/S S/D, Nabarangpur	a) Office building	672.00	Sq. Mtr.
		b) Courtyard	1136.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
EHT (O&M) Division, Rayagada.				
1	EHT (O&M) Division Office, Rayagada	a) Office building	464.00	Sq. Mtr.
		b) Courtyard	172.00	Sq. Mtr.
		c) Toilets	5.00	Nos.
2	220/132/33 KV S/S S/D, Theruvali.	a) Office building	1014.00	Sq. Mtr.
		b) Courtyard	833.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
3	220 KV T/L S/D, Theruvali.	a) Office building	0.00	Sq. Mtr.
		b) Courtyard	0.00	Sq. Mtr.
		c) Toilets	0.00	Nos.
4	132/33 KV T/L S/S S/D, Rayagada	a) Office building	558.00	Sq. Mtr.
		b) Courtyard	186.00	Sq. Mtr.
		c) Toilets	4.00	Nos.
5	132/33 KV T/L S/S S/D, Akhusingh	a) Office building	887.00	Sq. Mtr.
		b) Courtyard	233.00	Sq. Mtr.
		c) Toilets	11.00	Nos.
6	132/33 KV T/L S/S S/D, Paralakhemundi	a) Office building	910.00	Sq. Mtr.
		b) Courtyard	211.00	Sq. Mtr.
		c) Toilets	11.00	Nos.



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ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
OFFICE OF THE SENIOR GENERAL MANAGER (EL),
SOUTHERN (O&M) ZONE, BERHAMPUR
Email ID- zone.berhampur@optcl.co.in
CIN: U40102OR2004SGC007553

SL No.	Name of the Location	Particulars	Quantity	Unit
7	220/33 KV S/S S/D, Laxmipur	a) Office building	915.00	Sq. Mtr.
		b) Courtyard	223.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
8	132/33 KV T/L S/S S/D, Muniguda	a) Office building	676.00	Sq. Mtr.
		b) Courtyard	370.00	Sq. Mtr.
		c) Toilets	7.00	Nos.
9	220/33 KV S/S S/D, Kasipur	a) Office building	1003.00	Sq. Mtr.
		b) Courtyard	230.00	Sq. Mtr.
		c) Toilets	8.00	Nos.
10	220/132/33 KV S/S S/D, Gunupur.	a) Office building	845.00	Sq. Mtr.
		b) Courtyard	891.00	Sq. Mtr.
		c) Toilets	9.00	Nos.
EHT (O&M) Division, Malkanagiri.				
1	EHT (O&M) Division Office, Malkanagiri	a) Office building	75.00	Sq. Mtr.
		b) Courtyard	0.00	Sq. Mtr.
		c) Toilets	5.00	Nos.
2	220/33 KV S/S S/D Malkanagiri,	a) Office building	1035.00	Sq. Mtr.
		b) Courtyard	811.00	Sq. Mtr.
		c) Toilets	3.00	Nos.
3	220/33 KV S/S S/D Balimela,	a) Office building	494.00	Sq. Mtr.
		b) Courtyard	550.00	Sq. Mtr.
		c) Toilets	6.00	Nos.
4	220/33 KV S/S S/D Gobindapali	a) Office building-	880.00	Sq. Mtr.
		b) Courtyard -	900.00	Sq. Mtr.
		c) Toilets	7.00	Nos.



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SL No.	Name of the Location	Particulars	Quantity	Unit
5	220/33 KV S/S S/D Kalimela,	a) Office building-	890.00	Sq. Mtr.
		b) Courtyard -	1150.00	Sq. Mtr.
		c) Toilets	8.00	Nos.
E&MR Division, Rayagada.				
1	E&MR Division & Sub-Division-Office, Rayagada	a)Office building	386.00	Sq. Mtr.
		b) Courtyard	666.00	Sq. Mtr.
		c) Toilets	4.00	Nos.
2	E&MR Sub-Division Office, Jayanagar & E&MR Sub-Division Office, Malkanagiri	a)Office building	107.00	Sq. Mtr.
		b) Courtyard	565.00	Sq. Mtr.
		c) Toilets	3.00	Nos.

-S/d-
Senior General Manager (Elec.)
Southern (O&M) Zone, Berhampur



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SECTION-VIII
[LIST OF ANNEXURES]

Sl. No.	Particulars of the Annexure	Annexure no.
1	Declaration form	ANNEXURE-I
2	Contract form	ANNEXURE-II
3	Composite Bank Guarantee form for security deposit, payment and performance	ANNEXURE-III
4	Bidders' information	ANNEXURE-IV
5	Reverse Auction Process Compliance Form	ANNEXURE-V
6	Proforma of self-declaration-black listing/ debarring action	ANNEXURE-VI
7	Declaration regarding non-pendency of criminal cases and absence of past convictions	ANNEXURE-VII
8	Abstract of general terms and conditions of contract	ANNEXURE-VIII
9	Periodicity chart of the work to be done	ANNEXURE- IX
10	List of consumables to be provided	ANNEXURE- X
11	Checklist form – monthly bill certification	ANNEXURE- XI
12	Indemnity bond format	ANNEXURE- XII
13	Performa for bank balance, fixed deposits and availability of Credit facilities	ANNEXURE- XIII



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ANNEXURE - I
DECLARATION FORM

To,
The Sr.General Manager (Elect.)
Southern (O&M) Zone, OPTCL,
Berhampur.

Sub: - E-Tender Specification No-_____

Sir,

1. Having examined the above specification together with terms & conditions referred to therein * I/We the undersigned hereby offer to take up the cleaning, up-keeping & sanitation works including supply of resources required for execution of sanitation work including supervision, consumables, cleaning materials, tools & equipment, transportation, statutory compliances and all other incidental expenses necessary for satisfactory completion of the work and as per the specification and General conditions, at the rates, entered in the attached contract schedule of prices in the Tender.
2. * I / We hereby undertake to have completed the work within the time specified in the Tender.
3. * I / We hereby guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.
4. * I/We certify to have submitted the bid electronically by remitting *cash/money order /D.D./ remitting the cost of tender, herewith and this has been acknowledged by your letter/ money receipt No._____ Dated_____.
5. In the event of Tender, being decided in *my/our favor, * I/We agree to furnish the Composite B.G. in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to *me/us as per clause-13 of Section-IV of this specification within 15 days of issue of letter of intent/purchase order failing which *I/We clearly understand that the said letter of Intent/Purchase order will be liable to be withdrawn by the purchaser, and the EMD deposited by us shall be forfeited by OPTCL.

Signed this _____ day of _____ 2026.

Yours faithfully

Signature of the Tenderer
With seal of the company

[This form should be dully filled in by the tenderer and uploaded at the time of submission of tender.] * (Strikeout whichever is not applicable).



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ANNEXURE-II

CONTRACT FORM

[NAME OF THE SERVICE]

BETWEEN

[OPTCL]

AND

[SERVICE PROVIDER]

Dt.

[On Stamp Paper]

FORM OF AGREEMENT

This CONTRACT is made on the _____ between, _____ (hereinafter called as the “OPTCL”) which expression shall where the context so requires or admits shall also include its successors or assigns of the **one part** AND, _____

registered under _____ with its principal place of business at _____ (hereinafter called the “Service Provider”) of the **2nd Part** represented by _____, which expression where the context so requires or admits shall also include its successors or assigns of the **other part**

WHEREAS _____ (the Principal) issued tender vide Letter No. _____ Dated _____ to the “**Providing of cleaning, up-keeping & sanitation works of various office buildings, control-rooms, grid sub- stations and courtyard areas of various office units under Southern (O&M) zone, Berhampur OPTCL**” for execution of [Name of the Service] and the Service Provider offered its willingness to execute the work as per terms and condition of agreement vide it’s Letter No. _____ Dated _____.



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AND

WHEREAS above stated offer and willingness conveyed under Letter dated _____ by the Service Provider has been duly accepted by the OPTCL vide its Letter No. _____ dated _____ for execution and completion of facility related services subject to the fulfilment of the terms and conditions.

NOW, THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Scope of Work :

The Contractor shall execute the work of “**CLEANING, UP-KEEPING & SANITATION WORKS OF VARIOUS OFFICE BUILDINGS, CONTROL-ROOMS, GRID SUB- STATIONS AND COURTYARD AREAS OF VARIOUS OFFICE UNITS UNDER SOUTHERN (O&M) ZONE, BERHAMPUR, OPTCL**” at [Name of Service and Location] as described in Section-IV and Section-VI of the Tender Document.

2. Agreement Period :

This Agreement shall remain valid for a period of **1 year** effective from _____ to _____ (both days inclusive) and may be extended further as per terms of the Tender.

3. Contract Value :

- a) The total contract value is _____ [in words] only per Year for the period of contract inclusive of GST (as applicable) etc. pertaining to the [Name of the Service] as per the approved scope of work at Section-IV.
- b) No other terms and conditions put forth by Service Provider shall be considered for accepted during the contract period. However, the above terms of payment against the claimed bills shall be subject to deduction of Non- performance stipulations of the TENDER and the OPTCL is not bound to make the monthly bill within the stipulated deadline of payment on claimed monthly bill.



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4. Terms of Payment :

- [Name of the Office/Heads of Office/Other Office] will make payment on the basis of monthly bills furnished by the agency duly certified by the Officer-in-charge for the purpose by first week of subsequent month for the services rendered for the previous month and payments will be made by the OPTCL with compliance of all documents as mentioned in the tender document. However, the above payment shall be subject to deduction of Non- performance as per the prevailing conditions of the TENDER and the OPTCL is not bound to make the monthly bill within the stipulated deadline of payment on claimed monthly bill.
- **Performance Security Deposit:**
The Service Provider shall have to deposit an amount of equal to 10% of the contract value in shape of Performance Bank Guarantee in favour of OPTCL or Demand Draft/Pay Order in favour of “SGM (El), Southern Zone, OPTCL, Berhampur” payable at Berhampur. This will be treated as Performance Security Deposit and shall be refunded after successful completion of the contract. It shall not carry any interest.

5. Schedule for the Service :

The schedule for the service will be provided by the Service Provider as per the agreed terms and conditions between the parties.

6. Authorized Representative :

- Any notice or intimation by either party to the other pursuant to this Agreement shall be signed by an Authorized Representative of the party giving such notice.
- The Service Provider shall carry out instructions and act upon any guidelines issued in pursuance of the Agreement, if and only if they are given/signed by an Authorized Representative of OPTCL, whose names will be intimated by the said OPTCL.

7. Risk & Responsibility:

The Contractor shall be fully responsible for the execution of the work in accordance with the terms and conditions of this Agreement and shall bear all



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risks and liabilities arising out of or in connection with the performance of the contract.

The Contractor shall comply with all applicable laws, rules, and regulations and shall ensure safe, orderly, and efficient execution of the work at site without causing any hindrance to the functioning of OPTCL.

The Contractor shall ensure adequate planning, coordination, and supervision of the work so as to achieve the required standards of cleanliness, hygiene, and upkeep as specified in the Contract.

The Contractor shall take all necessary precautions to prevent any loss, damage, or injury to OPTCL property, installations, or assets during execution of the work and shall be solely responsible for any such loss or damage arising out of its acts or omissions.

8. Indemnity :

The Contractor shall, before commencement of work, execute an Indemnity Bond indemnifying OPTCL against all damages, claims, legal actions and liabilities arising out of execution of the work due to non-adherence to safety requirements, standard procedures or applicable rules, for which the Contractor shall be solely responsible. Any damage to property, equipment or building shall be made good by the Contractor or recovered from payments due, and the decision of OPTCL shall be binding. In case of failure to maintain required safety standards or to comply with instructions, OPTCL shall have the right, after due notice, to take corrective action at the risk and cost of the Contractor. The Contractor shall appoint a responsible person for supervision of safety measures.

9. Subletting:

The Contractor shall not assign/sublet/lease/transfer/ appoint care taker for the services/work or sub-contracts or any part of it to any other person or party.



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The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

10. Breach of Agreement, Price Reduction & Termination of Agreement :

i. Breach of Agreement :

In case of breach of Agreement or default by the agency, the OPTCL shall have a right of lien and first charge over all the properties of the Service Provider lying in the premises in addition to other remedies like forfeiture of security deposit, legal action for recovery of money with liberty to the OPTCL to terminate the agreement.

ii. Price Reduction :

- If the contractor / agency fails to provide “Cleaning, up-keeping & Sanitation works of various office buildings and control-rooms and courtyard area under Southern (O&M) Zone, OPTCL If the contractor/agency fails to provide “Cleaning, up-keeping & Sanitation works of various office buildings, control rooms and courtyard areas under Southern (O&M) Zone, Berhampur, OPTCL,” in accordance with the defined scope, quality standards, time schedules and other terms and conditions of the contract and to the satisfaction of the competent authority of OPTCL, the Officer-in-Charge/Consignee shall, without prejudice to other rights and remedies available under the contract, deduct a sum equivalent to up to maximum 10% (ten percent) of the monthly bill value as liquidated damages per occasion of default from the contractor/agency’s monthly bill.
- In case such defaults continue for more than two (2) consecutive months, OPTCL may consider termination of the contract and/or forfeiture of security deposit. In such an event, OPTCL may also arrange alternative services at the risk and cost of the contractor/agency.

iii. Termination of Agreement :

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 currency 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.



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ANNEXURE-III

PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY
DEPOSIT PAYMENT AND PERFORMANCE

To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper of appropriate value should be in the name of the Issuing Bank.)

Ref No:-

Bank Guarantee No.

Date:

BG Amount:.....

Validity Period:.....

This Guarantee Bond is executed this..... day of by us the..... Bank at , P.O..... , Dist , State..... and Code No.....

Whereas the ODISHA POWER TRANSMISSION CORPORATION Limited, Janpath, Bhubaneswar, a company constituted under the Companies Act-1956 (hereinafter called OPTCL) has issued Letter of Award (WORK ORDER) No..... Dated..... for the purpose of work under Package No..... (here in after called “the Agreement”) to M/s/Shri _____ , Address..... (herein after called the “Contractor”) for cleaning, up keeping and sanitation works under the above Work order and whereas OPTCL has agreed (1) to exempt demand of security deposit under the terms and conditions of the WORK ORDER (2) to release payment of the cost of the Contract Price to the Contractor on furnishing by the Contractor to OPTCL a Contract Performance Bank Guarantee (CPBG) of the value of 10% of the Contract Price of the said Agreement.

1. Now therefore, in accordance with the terms and conditions of WORK ORDER No. dated _____ for the due fulfillment by the said Contractor of the terms and conditions contained in the said agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____)



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) only, we the bank _____
[Indicate bank Name , Address & Code] (hereinafter referred to as “the Bank”) at the request of M/s/Shri _____ contractor do hereby undertake to pay to OPTCL, an amount not exceeding Rs. _____ (Rupees _____) only .

2. We, the _____ Bank [indicate the name of the Bank, Address & Code] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from OPTCL. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ In Words).
3. We, the _____ Bank also undertake to pay to OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding instituted / pending before any court or tribunal relating thereto, our liability under this present being absolute and irrevocable. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.
4. We, the _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of OPTCL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till OPTCL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

Unless a demand or claim under this guarantee is made on us or our Branch Office at _____ <Mention Name, Address & Code of the Branch Office of issuing Bank> in writing on or before (Date), we shall be discharged from all liability under this guarantee thereafter.

5. We, the _____ Bank [indicate the name of the Bank, Address & Code] further agree with the Board that 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 Bid or to extend time or performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by OPTCL against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Bid and we shall not be



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relieved from our liability by reason of any such variation postponement or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of OPTCL or any indulgence by OPTCL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style or constitution of the Bank and/or of the contractor(s).
7. We, the _____ Bank [indicate the name of the bank, Address & Code] lastly undertake not to revoke this guarantee during its currency except with the previous consent of OPTCL in writing.
8. We, the _____ Bank (Name, Address & Code) further agree that this guarantee shall also be invocable at our place of business at Berhampur (indicate Name, Address & Code of the Branch at Berhampur) in the State of Odisha.

“ Not withstanding anything contained herein”

- a) Our liability under the bank guarantee shall not exceed Rs.------(Rupees in words _____)only.
- b) This Bank guarantee shall be valid up to --.
- c) We or our Branch at Berhampur <Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch a written claim or demand on or before _____,

The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary’s advising bank (ICICI Bank Bhubaneswar, IFSC Code ICIC0000061).

Dated, the _____ Day of _____ For _____ [Indicate name of Bank]

Signature.....

Full Name.....

Designation.....

Power Of Attorney.....

Dated.....



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Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

1. Signature.....

Full Name.....

2. Signature.....

Full Name.....

N.B.:

1. Name of the Contractor.:

2. BG No & Date :.....

3. Amount (In Rs.):.....

4. Validity up to :.....

5. WORK ORDER No.....

6. Package No.....

7. Name, Address & Code of Issuing Bank:.....

8. Name, Address & Code of Bhubaneswar Branch of the Issuing Bank:.....

1. The Bank Guarantee shall be accepted after getting SFMS advice as per details below.

Format for SFMS details

(The Unique Identifier for field 7037 is "OPTCL541405793")

Sl. No	PARTICULARS	TYPE	DETAILS
1	Type of Bank Guarantee	Mandatory	Contract Performance
2	Currency & Amount	Mandatory	
3	Validity Period(from—to --)	Mandatory	
4	Effective Date	Mandatory	
5	End date of lodgment of Claim	Mandatory	
6	Place of lodgment of claim	Mandatory	Bhubaneswar, Branch Name----- of Bhubaneswar, Branch Address
7	Issuing Branch IFSC Code	Mandatory	
8	Issuing Branch name & address	Mandatory	



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9	Name of applicant and its details	Mandatory	
10	Name of Beneficiary and its details	Mandatory	
11	Beneficiary's Bank/Branch and	Mandatory	ICICI Bank Ltd
	IFSC Code		IFSC Code-ICIC0000061
12	Beneficiary's Bank/Branch name and address	Mandatory	ICICI Bank Ltd
			Bhubaneswar Main Branch, Bhubaneswar
13	Sender to receiver information	Mandatory	
14	Purpose of Guarantee	Mandatory	Contract Performance
15	Reference/Description of the underlined tender/contract	Mandatory	WORK ORDER No----



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ANNEXURE-IV

BIDDER'S INFORMATION

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



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ODISHA POWER TRANSMISSION CORPORATION
LIMITED

(A Government of Odisha Undertaking)
OFFICE OF THE SENIOR GENERAL MANAGER (EL),
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Email ID- zone.berhampur@optcl.co.in
CIN: U40102OR2004SGC007553

ANNEXURE-V

REVERSE AUCTION PROCESS COMPLIANCE FORM

To,

The Sr. General Manager (EL.)
Southern (O&M) Zone,
Berhampur

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

Ref:-Tender Specification No.:_____

Dear Sir,

This letter is to confirm that:

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

With regards,

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

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



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ANNEXURE-VI

PROFORMA OF SELF DECLARATION-BLACK LISTING/ DEBARRING
ACTION

(To be filled in non-judicial stamp paper of worth Rs.100/- and to be Notarized)

Name of the Bidder: -----

e-Tender Notice No: -----

Sir,

1. I/We, the undersigned do hereby declare that, I/We have never failed to perform satisfactorily in any work of OPTCL/ Govt. Of Odisha /Central Govt./ in any Govt. funded Project during last three financial years (and the current financial year) and / or I/We **do not have any litigation with OPTCL** and we do not stand currently debarred/blacklisted by any of the Electricity Transmission Utility / Generation Utility /OPTCL / Govt. Of Odisha/ Central Govt. of India.
2. Further, I/We, the undersigned do hereby declare that, I/We have not been declared as Insolvent or referred to National Company Law Tribunal (NCLT) under the Insolvency and Bankruptcy Code (IBC), 2016.
3. In the event, any information is found out contrary to the above either during the finalisation of the tender or during the execution of the contract, My/Our bid / contract shall be liable for rejection / cancellation / termination without any notice with forfeiture of EMD at the sole discretion of OPTCL.

Yours faithfully,

Place-

Date-

Signature of the bidder

With seal

Note: The bidder shall also disclose, if he was debarred/black listed by any utility in the past and if the debar/blacklisting order was subsequently withdrawn by the utility suo-moto or set aside by any court order.

(This form shall be duly filled-up, signed by the bidder (including each of the Joint Venture/Consortium partner) & uploaded as an attachment)



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ANNEXURE-VII

Declaration regarding non-pendency of criminal cases and absence of past convictions

To

The Sr. General Manager (EL.)
Southern (O&M) Zone,
Berhampur

Sub: Declaration regarding non-pendency of criminal cases and absence of past convictions

- We, [Name of the Agency], hereby solemnly affirm and declare that no criminal case is pending against the Agency before any court of law or law enforcement authority.
- We further declare that neither the Agency have been convicted of any criminal offence in the past.
- We affirm that the above-mentioned statement is true and accurate. Any false statement may lead to cancellation of our engagement.

For [Name of the Agency]

Signature: _____

Name: _____

Designation: _____

Date: _____

(Seal of the Agency)

Details of convictions in the past, if any:



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ANNEXURE-VIII

ABSTRACT OF GENERAL TERMS AND CONDITIONS OF CONTRACT

Sl.No.	Particulars to be filled	Remarks
1(a)	Cost of Tender Document: DD/NEFT details & Date.	
1(b)	Earnest money furnished. DD details & Date.	
1(c)	Tender Processing Fee:	
2	Whether scanned copy of Labour License furnished.	Yes/No.
3	Whether scanned copy of PAN Card furnished.	Yes/No.
4	Whether scanned copy of GST Regd. No. furnished.	Yes/No.
5	Whether scanned copy of EPF & ESI Certificate furnished	Yes/No.
6	Contractor's work experience including user's certificate furnished	Yes/No.
7	Scope of work: Whether agreeable to OPTCL's desired Scope of work as indicated in the tender document [As per clause-3 of Section-IV]	Yes/No.
8	Whether agreeable to furnish Security Deposit/Composite B.G. in case his tender be successful [As per clause-3 of Section-VI]	Yes/No.
9	Terms of payment:- Whether agreeable to OPTCL's terms [As per clause-5 of Section-VI]	Yes/No.
10	Nature of price:- FIRM	Yes/No.
11	Penalty:- Whether agreeable to OPTCL's terms [As per clause- 37 of Section-VI]	Yes/No.
12.	Validity: - Whether agreeable to OPTCL's terms [As per clause-17 of Section-IV]	Yes/No.
13.	Whether declaration form duly filled in furnished.	Yes/No.
14.	e-RA:- Whether agreeable to OPTCL's terms	Yes/No



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ANNEXURE-IX

PERIODICITY CHART OF THE WORK TO BE DONE

Sl. No.	Description of Work	Periodicity
1	Sweeping and cleaning of all floor areas including Control Rooms, Offices, Battery Rooms, AC/DC Rooms, Carrier Rooms, etc., including damp mopping using approved cleaning agents	Twice daily
2	Cleaning of staircases, entrance areas, corridors, lobbies and side walls including mopping and removal of dirt, stains and debris	Once daily
3	Cleaning of doors, windows (glass/wooden), window railings and furniture including tables, chairs and fixtures	Once daily / As required
4	Dusting and cleaning of wall-mounted fittings including notice boards, SLD boards, light fixtures, fans and similar installations	Once daily / As required
5	Cleaning of office equipment surfaces including computers, printers, telephones, photocopiers and AC outer units	Once daily / As required
6	De-dusting of walls, ceilings and removal of cobwebs	Once weekly / As required
7	Cleaning of walkways, driveways, roads, parking areas and surrounding premises including washing where required	Once daily
8	Cleaning of sewage lines/drainage systems	As and when required
9	Cleaning of water cooler trays and similar utility fixtures	Once daily / As required
10	Spraying of room fresheners in office areas to maintain hygienic conditions	Once daily
11	Cleaning and sanitization of toilets, washrooms, urinals, wash basins and associated areas using approved materials	Minimum twice daily or as required
12	Provision and replenishment of consumables such as naphthalene balls, air fresheners, toilet paper, liquid soap etc.	Daily / As required
13	Cleaning of courtyard areas including staircases, roads, pathways and open spaces	Once daily
14	Removal of grass, shrubs and vegetation from surrounding and peripheral areas	As per requirement / Periodically



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Sl. No.	Description of Work	Periodicity
15	Collection, segregation and disposal of garbage (dry & wet) from all designated points	Twice daily or as required
16	Cleaning of dustbins including washing/wiping and maintaining hygienic condition	Once daily
17	Cleaning of glass surfaces including entrance doors, windows, partitions, mirrors and glass fixtures	Once daily / As required
18	Removal of stains, grease marks and fingerprints from glass and polished surfaces	As required
19	Cleaning of control room equipment surfaces, panels and associated fixtures in coordination with Officer-in-Charge	As required
20	Cleaning of peripheral areas of control rooms including adjacent open spaces	Once daily
21	Cleaning of store rooms including floors, racks, shelves and firefighting equipment	Once weekly / As required
22	Gardening and maintenance of lawns, plants and green areas including upkeep and beautification	As required / Periodically
23	Disposal of accumulated debris, dry leaves and waste materials from premises	Once daily
24	Any other work required for maintaining overall cleanliness and hygiene of the premises as directed by Officer-in-Charge	As required



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ANNEXURE-X

LIST OF CONSUMABLES TO BE PROVIDED

SL NO	DETAILS OF CONSUMABLE ITEMS TO BE USED FOR CLEANING, UPKEEPING AND SANITATION WORKS OF OFFICES AND GRID SUB-STATIONS PER MONTH.
1	Detergent Powder
2	Glass Cleaner
3	Toilet Cleaner
4	Dish washing liquid
5	Liquid Soap/Hand Wash
6	Phenyl
7	Floor Cleaner
8	Dusting cloth
9	Room freshener
10	Naphthalene Balls/Odonil as per requirement
11	Broom for outside
12	Broom for inside
13	Moping rod, Squishing Mop, Dust pan, scrub brush, bucket, mug etc. Gardening equipment supplied by agency
14	Any other material as required (Example: Rat repellent, Cockroach repellent etc)



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ANNEXURE-XI

CHECKLIST FORM – MONTHLY BILL CERTIFICATION
(Cleaning, Up-keeping & Sanitation Works)

Month: _____ Date: _____

Sl. No.	Item	Yes	No	Remarks
1	Sweeping, cleaning and mopping of office areas including control rooms, corridors and common spaces carried out satisfactorily			
2	Cleaning and sanitation of toilets/washrooms maintained satisfactorily			
3	Garbage collection, segregation and disposal carried out properly			
4	Peripheral/open areas including parking, courtyard and DG set area maintained clean			
5	Drainage/sewage system functioning without blockage or overflow			
6	Removal of grass, shrubs, dry leaves and waste materials carried out			
7	Overall cleanliness and upkeep of premises maintained satisfactorily			

Overall Status: Satisfactory / Not Satisfactory

Name & Signature of Contractor Representative: _____

Certified by Officer-in-Charge (OPTCL): _____



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ANNEXURE-XII

INDEMNITY BOND FORMAT

THIS DEED OF INDEMNITY BOND executed at _____ on this ____ day of _____ month of year Two Thousand and Twenty Six (2026)

BY

M/s _____ duly represented by authorised person / proprietor / one of its partners Shri _____, aged _____ years, son of Shri _____, residing _____ at _____

(hereinafter referred to as “the Contractor”)

IN FAVOUR OF

OPTCL (designated officer with office address)

WHEREAS

Sr GM, Zone _____ on behalf of OPTCL has invited tenders from the contractors for providing _____ Cleaning, _____ Upkeeping & _____ Sanitation work _____.

The Contractor has become successful in securing the subject work through competitive tendering and the work specified in the tender documents has been awarded in favour of Contractor by OPTCL vide their letter _____.

And whereas as per tender documents, the Contractor has to enter into a Contract Agreement with OPTCL and execute an Indemnity Bond before starting the work.

The Contractor has entered into Contract Agreement with OPTCL on _____ (hereinafter referred to as “the Contract”).

NOW THIS DEED WITNESSETH AS UNDER:

In consideration of OPTCL having recommended & awarded the above said Contract, the Contractor hereby undertakes to indemnify and keep harmless the OPTCL from any



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damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations, any possible damage to the building and members of public in course of execution of the work for which Contractor shall be solely responsible.

Further, Contractor hereby indemnifies and keep OPTCL indemnified for any loss or damages incurred or suffered or to be incurred or to be suffered by on account of breach of the terms and conditions of the Contract by the Contractor.

IN WITNESS WHEREOF, the Contractor has executed this Deed on the day, month and year first above written.

Signature of Contractor with seal



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ANNEXURE-XIII

Performa for bank balance, fixed deposits and availability of Credit facilities
BANK CERTIFICATE:-

This is to certify that M/s. (Full Name & Address), who are submitting their bid to **OPTCL** against their Tender Specification vide Ref. No.....& Dateis our Customer for the past..... Years.

Their financial transactions with our Bank have been satisfactory. Their Current A/c Balance & Fixed Deposit Balance as on <Date> <Month> <Year> is also indicated below:

SL.NO.	TYPE OF ACCOUNT(CURRENT/ FD/RD/ANY OTHER)	ACCOUNT NUMBER	BALANCE as on Dt..... (Rs. in)

They enjoy the following fund based and non-fund based limits (Cash Credit, Bank Guarantees, L/C and other credit facilities) with us against which the extent of utilization as on <Date> <Month> <Year> is also indicated below:

SL.NO.	TYPE OF FACILITY	SANCTIONED LIMIT AS ON DATE	UTILISATION AS ON DATE	AVAILABLE AS ON DATE (Rs. in)

This letter is issued at the request of M/s.....

Sd/-
 Name of Bank.....
 Name of Authorised Signatory
 Designation
 Phone No.
 Address
 SEAL OF THE BANK.

N.B. : To be issued by the Issuing Bank in their Letter Head.



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SECTION - IX

PART-II

PRICE BID

1. PRICE:

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

2. PROPER FILLING UP OF THE PRICE SCHEDULE:

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