



**ODISHA POWER TRANSMISSION CORPORATION LTD**

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

JANAPATH, BHUBANESWAR-751022

TEL NO. 0674-2547185, email: [sto.cle.bbs@optcl.co.in](mailto:sto.cle.bbs@optcl.co.in),

**Website:** [www.optcl.co.in](http://www.optcl.co.in), **CIN:**U40102OR2004SGC007553

**e- TENDER SPECIFICATION NO.- SR.G.M.[S&S]- 01 /2020-21**

**FOR**

**ANNUAL ELECTRICAL MAINTENANCE OF OFFICE BUILDING AND  
COLONY QUARTERS OF OPTCL INCLUDING PTC, CHANDAKA / GRIDCO /  
SLDC, BHUBANESWAR WITH PROVISION OF SERVICE PERSONNEL.**

Cost of Tender Paper	: Rs.12,000.00 + 12% GST.
Earnest Money Deposit	: Rs.71,743.00
Last Date & Time of uploading of e-Tender paper	: Dt. 08.06.2020
Date and Time of opening of Tender (Techno Commercial Bid).	: Dt. 09.06.2020

**Sr. General Manager(S&S)**

**OPTCL**

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## **PART-I**

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



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TEL NO. 0674-2547185, email:sto.cle.bbs@optcl.co.in,  
Website:www.optcl.co.in, CIN:U40102OR2004SGC007553

EMC-171 /2016

/Dated.

**e- TENDER CALL NOTICE NO. SR.G.M.[S&S]- 01 /2020-21**

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

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

Sl. No	Tender Specific-ation No.	Description of works.	Cost of Tender Paper (in Rs.)	Earnest Money Deposit (In Rs.)	Last date and time of uploading of tender documents.	Date and time of opening of Techno-commercial Bid
1.	SR.G.M. [S&S]- 01 /2020-21	Electrical Maintenance of office building & colony quarters of OPTCL and PTC, Chandaka / GRIDCO / SLDC, Bhubaneswar with provision of service personnel.	12,000/- +1,440/- (12% GST) = 13,440/-	71,743/-	Dtd.08.06.2020 Up to 01:00 PM	Dtd.09.06.2020 At 04:00 PM

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

**SR. GENERAL MANAGER [S&S]**

## **DETAILS OF TENDER NOTICE**

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

**1. TENDER DOCUMENT COST:**

The bidders who want to submit bids shall have to pay non-refundable amount of Rs.13,440/- (Rupees Thirteen thousand four hundred forty) only including GST @ 12% towards the e-tender document cost, in the form of Demand draft/Pay order, drawn in favour of the “**G. M. Store Circle, OPTCL**” payable at “**Bhubaneswar**”. They have to also submit notarized hard copy of GST registration certificate on or before the date & time of submission of bid.

**2. TENDER PROCESSING FEE:**

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

**3. SUBMISSION OF TENDER DOCUMENT COST AND EMD:**

The bidder shall deposit the tender document cost and EMD prior to last date & time for uploading of bid as notified in tender notice.

**The DD/Pay order towards Tender document cost and DD/Pay order/BG towards EMD are to be submitted at the office of Sr. General Manager (Mech.), S&S, OPTCL, Bhubaneswar-751022 on or before the last date & time of uploading of bid / tender.**

***Non receipt of Tender document cost & EMD prior to the schedule date & time of bid uploading shall be liable for rejection of bid under outright rejection clause of the tender.***

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

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

- 4.** Complete bids will be **received** up to **01:00 P.M.** of **08.06.2020** and the techno-commercial bids will be opened at **04:00 P.M** on **09.06.2020** at the office of Sr. General Manager(Mech.), S&S, OPTCL, Janpath, Bhubaneswar–751022. Date and time of opening of price bids shall be intimated to the Techno-commercially qualified bidders only. In the event of any specified date for submission or opening of bids being declared a holiday for OPTCL, bids will be received / opened up to the appointed times on the next working day. Only one representative of each firm/contractor will be allowed to participate in the tender opening with proper authorization from the bidder and Identity proof of representative.
- 5.** OPTCL reserves the right to accept or reject any or all tenders without assigning any reason thereof, if the situation so warrants.
- 6.** The bids submitted through Fax or Email shall not be accepted.

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

# **INSTRUCTIONS TO TENDERERS**

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

The bidder shall submit the bid through Electronic Mode only i.e. **www.tenderwizard.com/OPTCL**. The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted through telex/telegram/Fax/e-mail will not be accepted. No request from any bidder to receive / collect the Bids in physical form will be entertained by the OPTCL. The OPTCL reserves the right to reject any bid which is not deposited according to the instruction, stipulated above.

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

(a) For all the bidders it is mandatory to procure the Digital Signatures.

(b) Bidders are requested to follow the steps mentioned below for participation in e-tender.

## **2 Registration:**

a. Click "Register", fill the online registration form.

b. Pay the amount of Rs.2,360/- through e-payment in favour of KSEDCL Payable at Bangalore.

c. Send the acknowledgment copy for verification.

d. As soon as the verification is being done the e-tender user id will be enabled.

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

**3** After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.

**4** If any Bidder wants to participate in the tender he will have to follow the instructions given below:

a) Insert the PKI (which consist of your Digital Signature Certificate) in your System.

b) (Note: Make sure that necessary software of PKI be installed in your system).

c) Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).

d) Go to Start > Programs > Internet Explorer.

e) Type **www.tenderwizard.com/OPTCL** in the address bar, to access the Login Screen.

f) Enter e-tender User Id and Password, click on "Go".

g) Click on "Click here to login" for selecting the Digital Signature Certificate.

h) Select the Certificate and enter DSC Password.

i) Re-enter the e-Procurement User Id Password.

- 5 To make a request for Tender Document, Bidders will have to follow the steps mentioned below.
  - 1) Click “Un Applied” to view / apply for new tenders.
  - 2) Click on Request icon for online request.
- 6 After making the request, Bidders will receive the Tender Documents which can be checked and downloaded by the following steps:
  - 1) Click to view the tender documents which are received by the user.
  - 2) Tender document screen appears.
  - 3) Click “Click here to download” to download the documents.
- 7 After completing all the formalities, Bidders will have to submit the tender and they must take care of following instructions.
  - 1) Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
  - 2) Note down / take a print of bid control number once it displayed on the screen.Tender Opening event can be viewed online. Competitors bid sheets are available in the website for all.

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

**Bangalore – 080- 40482000.**

## **8. ELIGIBILITY CRITERIA**

- 8.1) The Agency / Contractor must have been registered with Government Authority.
- 8.2) The Agency / contractor must have minimum 3(three) years of experience in the field of electrical maintenance work in Govt. / PSUs / Corporate sectors with amount more than Rs.70.00 lakh per Annum.
- 8.3) The annual average turnover of the Agency / Contractor during last 3 consecutive financial year ending 31.03.2019 should be more than Rs.80.00 lakhs per year. The bidder shall submit along with the tender, Audited Annual Accounts / CA (Chartered Accountant) certificate indicating the average turnover for the last three years ending on 31.03.2019 in support of meeting the requirement.
- 8.4) The Agency / contractor should have valid ELBO license, GST registration No., EPF No., ESI No., Labour license & Income Tax PAN.
- 8.5) The Agency / contractor must have permanent office in Bhubaneswar.
- 8.6) The Bidder should have his own Establishment / Setup, etc. at his own cost to ensure satisfactory performance of his liabilities and responsibilities under the contract.
- 8.6) The Agency / contractor should have it's own T&P required for electrical maintenance work.

## **9. Tenders shall be in Single stage Two Parts.**

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

## **10. Mode of submission of Tenders.**

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

## 11. DOCUMENTS TO BE SUBMITTED

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

- i. Proof regarding registration with Government Authority.
- ii. Copy of valid LV / MV license from ELBO, Govt. of Odisha.
- iii. Copy of GST Registration Certificate.
- iv. Copy of valid EPF registration.
- v. Copy of valid ESI registration.
- vi. Copy of valid Labour license.
- vii. Copy of Income Tax PAN Card (in the name of Firm or in the name of proprietor).
- viii. Copies of Audited Annual Accounts / CA certificate for last 3 years ending 31.03.2019 in support of annual average turnover during the last 3(three) consecutive Financial years.
- ix. Copies of Income Tax return filed during last 3(three) Financial Years ending on 31.03.2019.
- x. Declaration Form as per the format enclosed at Annexure-I
- xi. An affidavit declaring that Agency/contractor has never been debarred or black listed by any Govt. / PSU / Corporate Sector, shall be submitted along with the bid as per the format enclosed at Annexure-II.
- xii. Scanned copy of the Demand Draft / Pay Order amounting **Rs.71,743/-** drawn in favour of **G.M., Store Circle, OPTCL** payable at **Bhubaneswar** OR BG amounting **Rs.71,743/-** in the prescribed format at Annexure-III from any Nationalised Bank towards **EMD** with the confirmation letter from the issuing Bank is to be uploaded along with techno-commercial bid.
- xiii. Demand Draft amounting Rs.13,440/- drawn in favour of **G.M., Store Circle, OPTCL** payable at **Bhubaneswar** towards **cost of Tender** is to be scanned and uploaded along with Techno commercial bid.
- xiv. In addition to the above, the tenderer has to fill up **One CHECK LIST** format (Excel Format) available under Techno commercial bid of e-Tender.

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

### 11.2 With Price Bid

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

***Bidding in any other manner will not be entertained.***



**12. Earnest Money Deposit:**

Tenderers have to submit refundable **interest free EMD amount of Rs.71,743.00 (Rupees seventy one thousand seven hundred forty three)** only in shape of **Demand Draft / Pay Order** drawn in favour of “**G.M., Store Circle, OPTCL**” payable at **Bhubaneswar OR BG** from any Nationalised / scheduled Bank strictly as per enclosed format at **Annexure-III** for Rs.71,743/- with confirmation letter from the issuing Bank in the office of **Sr. General Manager(Mech.), S&S, OPTCL, BBSR** on or before the last date and time of uploading of bid through e-Tender. The scanned copy of the said DD/Pay Order/BG with confirmation letter from issuing Bank is to be uploaded along with the Techno-Commercial Bid of e-Tender. **Offers without EMD will be out rightly rejected.** The EMD will be released to the unsuccessful bidders after finalization of the Tender. In case of successful bidder the EMD will be refunded only after furnishing of Performance Bank Guarantee for prescribed amount.

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

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

**13. BANK GUARANTEE TOWARDS PERFORMANCE GUARANTEE :**

- i) The successful bidder has to submit a Bank Guarantee @10% of the contract value towards Performance Guarantee in the prescribed format (**Annexure- IV**) valid for a period of 38(thirty eight) months from the date of commencement of AMC.
- ii) No interest is payable on any kind of Bank Guarantee.
- iii) If the successful bidder fails to execute the order, the Performance Bank Guarantee shall be forfeited and the bidder will be debarred for 3 (three) years for participating in any tender in OPTCL.

**14. VALIDITY**

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

**15. Opening of Bids**

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

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

**16. Right to accept / reject bids:**

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

**17. Conditional Offer:**

Conditional offer shall not be accepted.

**18. General: -**

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

# **GENERAL TERMS AND CONDITIONS**

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

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

## **2. SCOPE OF WORK:**

The scope of work pertaining to electrical maintenance at various offices and colony quarters of OPTCL / GRIDCO / SLDC, Bhubaneswar with provision of service personnel are as under :

### **2.1 Scope of work for OPTCL,BBSR**

- a) Maintenance and operation of electrical installations in office rooms and corridors at Multistoreyed Building, Finance building, Technical building, Law Building, Power Club, Power Hospital, Transit House, UGME school and core skills training center and Power Training Center, Chandaka under OPTCL.
- b) Operation of 2 Nos. of lifts at Multistoreyed Building and one no. lift at Finance building.
- c) Operation of 2 Nos. of 75 Ton Central A.C. Plant at Multistoreyed Building, OPTCL, Bhubaneswar.
- d) Operation of Fire Hydrant System at Multistoreyed Building, OPTCL, Bhubaneswar.
- e) Operation of 2Nos. of 320KVA DG Set at Multistoreyed Building, OPTCL, 1Nos. of 125KVA DG Set at Technical Building, 1No. 10KVA DG Set at Power Hospital, Bhoinagar & 1No. of 62.5KVA DG Set at PTC,Chandaka, Bhubaneswar.
- f) Maintenance of official Electrical Installations in all types of OPTCL colony quarters at Bhoinagar & Chandrasekharpur , BBSR.
- g) Operation and maintenance of electrical installations at any other location of OPTCL not mentioned above as per the instruction of Officer-in charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar.

### **2.2 Scope of work for GRIDCO, Bhubaneswar**

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

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

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

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

### **3. Deployment of Work Personnel :**

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

- I. 2 (Two) Nos. Supervisors, 14(Fourteen) Nos. of Electrician & 11(Eleven) Nos. of Electrical Helpers are required for maintenance of the electrical installations at OPTCL Hqrs. Office, Power Club, Power Hospital, Transit House, core skills training center, Power Training Center, Chandaka and colony quarters.
- II. 4 (Four) Nos. of Electrician & 2 (Two) Nos. of Electrical Helpers are required for maintenance of the electrical installations at GRIDCO Office and colony quarters.
- III. 2 (Two) Nos. of Electrician & 2(Two) Nos. of Electrical Helpers are required for maintenance of electrical installations at SLDC Office and colony quarters.

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

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

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

#### **a. For OPTCL :**

- i) From 9.00 AM to 9.00 PM on all working days in shift wise.
- ii) From 9.00 AM to 6.00 PM on Sunday and Holidays.
- iii) In general Shift for lift operation on all working days.
- iv) Multistoreyed Building : Round the clock. (Three Shifts)
- v) For Bhoinagar & CS pur Colonies: 24X7 (Three Shifts)

#### **b. For GRIDCO :**

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

#### **c. For SLDC:**

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

However, on submission of list of personnel with required valid documents for deployment by the successful bidder, D.G.M. (Elect.), Electrical Maintenance Cell, OPTCL Hqrs. shall issue the deployment orders for different locations with due approval from Competent Authority.

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

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

The Agency / contractor shall not be allowed to divert the service personnel deployed for electrical maintenance work against this contract, to any other site / work undertaken by the Agency / contractor in OPTCL/GRIDCO/SLDC or other organization.

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

The agency shall neither deploy or withdraw any service personnel at any time without approval of Officer-in-charge, Electrical Maintenance Cell, OPTCL Hqrs., Bhubaneswar. In case of separation of any existing service personnel due to resignation / termination / death or any other reason whatsoever the same needs to be substituted as per eligibility criteria.

#### 4. **Description of work:**

All types of repairing or replacement of electrical installations including wiring for fan, fittings and other electrical appliances etc. are within the scope of work. The materials with consumables like PVC insulating tapes/ Black tapes / ampere tapes, fuse wires, Lubricant oil, markin cloths, cotton waste etc. will be provided by OPTCL/GRIDCO/SLDC as and when required during maintenance. All types of tools and tackles, testing and measuring instruments required for the work must be provided by the firm / contractor.

#### 5. **Recovery due to damage of materials and defective Workamanship:**

In the event of any damage caused to the materials by the deployed personnel due to defective / bad workmanship during maintenance work, the cost of the material so damaged shall be recovered from the contractor.

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

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

## 6. Payment

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

The bills in triplicate must be submitted within 15<sup>th</sup> of each month to the DDO, EHT Stores Division, OPTCL, Bhubaneswar / DDO, GRIDCO / DDO, SLDC with the documents as mentioned below : -

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

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

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

## 7. EPF & ESI :

It is the responsibility of the firm / contractor to deposit EPF and ESI (as per prevailing Acts) of the personnel deployed for electrical maintenance work at OPTCL/GRIDCO/SLDC by the contractor. The Xerox copy of proof of deposit towards EPF & ESI for each deployed personnel pertaining to the previous month must be submitted along with the bills for verification & release of payment. The health card from ESI must be issued to all deployed personnel by the contractor within three months of issue of the work order. Liability for Workman's compensation if any shall be borne by the contractor and OPTCL/SLDC/GRIDCO shall not have any liability what-so-ever in this regard.

## 8. Wages & Bonus:

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

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

## 9. National Holidays:

- a. Every service personnel employed by the agency/contractor shall be entitled to avail 4 National holidays with wages falling on 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August & 2<sup>nd</sup> October.
- b. A service person deployed by the Agency / Contractor would be entitled to the above National Holidays if he has put at least 15 days of work during the calendar year and has been on roll a day prior to the National Holiday.

#### **10. Leave wages:**

Payment of Leave wages including National Holidays should be made to service personnel by the Agency / contractor @8.55% of monthly wages and the same shall be paid to the Agency / contractor by OPTCL/GRIDCO/SLDC.

#### **11. Uniforms, Identity Card and PPEs:**

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

Payment shall be made @ Rs.3,000.00 (Rupees three thousand) only per person per annum towards cost of **Uniforms, Identity Card and PPEs** to the agency / contractor by **OPTCL, GRIDCO and SLDC** during the contract period. Payment in this effect shall be released by the concerned DDOs annually during contract period on submission of Bill.

#### **12. Tools & Plants (T&Ps) :**

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

Payment shall be made @ Rs.600.00, Rs.500.00 and Rs.250.00 in lump sum per month respectively by **OPTCL, GRIDCO and SLDC** to the Agency / Contractor towards charges of **T&Ps** during the contract period.

#### **13. PRICE:**

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

**Bidders are to quote their monthly "Service and Administrative charges" in '%' of monthly (minimum wages with VDA + Employer's share of EPF & ESI + Leave wages including National Holidays) in the Price Bid format of Price Schedule of e-tender.**

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

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

#### **14. PERIOD OF CONTRACT**

The period of contract is for a period of **03(three)** years from the date of commencement of AMC. On successful completion of the contract, if OPTCL desires, the contract period can be extended for a further period at the prevailing Service and Administrative charges and other terms & conditions subject to satisfactory performance and on mutual consent of the parties.

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

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

**15. Cost Reduction (PENALTY) :**

If the Agency / Contractor fails to attend the assigned AMC work in time as directed by Officer-in-charge, Electrical Maintenance Cell, OPTCL/SLDC, the Paying Authority shall recover from the monthly bills of the Contractor @0.5 per cent of the monthly AMC Bill value for each calendar week of delay or any part thereof maximum up to 5% of monthly AMC Bill value.

**16. Contractor's Default Liability.**

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

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

**17. Contractor's Responsibility.**

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

**18. PROTECTION OF WORKMEN**

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

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

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

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



## **19. Indemnity Bond :**

OPTCL shall not be liable for any compensation whatsoever in the case of accident/injury to the service personnel employed by the agency / contractor. Agency shall pay all claims/compensation/damages/penalty/fine or any amount payable to the individual/authorities payable due to accident/injury to the service person employed by the agency and shall indemnify OPTCL for any liability to pay under any applicable acts or rules.

The successful bidder should indemnify OPTCL/GRIDCO/SLDC against any losses, damage to OPTCL/GRIDCO/SLDC properties and employees or claims arising thereof by producing an **Indemnity** bond in a non-judicial stamp paper amounting Rs.100/- (Rupees One hundred only) as per **Annexure-V**, within 15 (fifteen) days from the date of issue of Work order.

## **20. OTHER TERMS & CONDITIONS :**

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

## **21. STATUTORY LAWS**

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

## **22. Force Majeure:**

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

## **23. TAXES:**

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

## **24. PAYING OFFICER:**

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

**25. OFFICER-IN-CHARGE:**

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

**26. JURISDICTION OF COURT:**

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

**Sr. General Manager(S&S)**  
**OPTCL**

**DECLARATION FORM**

(TENDER CALL NOTICE NO: - \_\_\_\_\_)

To

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

Sir,

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

I/We having the following organization profile pertaining to our firm / agency, hereby offer to undertake Electrical maintenance of office building and colony quarters of OPTCL including PTC, Chandaka / GRIDCO / SLDC, Bhubaneswar, with provision of service personnel, as per the terms and conditions mentioned in this tender document and at the rates entered in the attached Price schedule of prices in the tender.

- i) Name of Agency/Firm \_\_\_\_\_.
- ii) Regd. Address \_\_\_\_\_
- iii) Address of Office at Bhubaneswar \_\_\_\_\_
- iv) Number of Branches in Odisha if any (Please mention place and location)  
\_\_\_\_\_
- v) Name of authorized signatory (in block letters): \_\_\_\_\_
- vi) Specimen signature of authorized signatory:- \_\_\_\_\_
- vii) Telephone /Mobile No. of authorized signatory of Firm: \_\_\_\_\_
- viii) Email Address of firm: \_\_\_\_\_
- ix) Contact Person's
  - a) Name & Design. \_\_\_\_\_
  - b) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
  - c) Email ID \_\_\_\_\_
- x) Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
- xi) Bank Account Number with Branch and name of Bank \_\_\_\_\_
- xii) Registration no. of the Firm/Company: \_\_\_\_\_
- xiii) PAN No.: \_\_\_\_\_
- xiv) GST Regn. No: \_\_\_\_\_
- xv) EPF Regn. No: \_\_\_\_\_
- xvi) ESI Regn. No : \_\_\_\_\_
- xvii) Labour supply License No : \_\_\_\_\_
- xviii) ELBO, Govt. of Odisha License No. \_\_\_\_\_ valid upto \_\_\_\_\_
- xix) Annual Turnover for the last 3 financial years:  
In Indian Rupees.  
2016-17 \_\_\_\_\_, 2017-18 \_\_\_\_\_, 2018-19 \_\_\_\_\_

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

**SIGNATURE OF THE TENDERER(S) WITH SEAL**

**SPECIMEN FORMAT**

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

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

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

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

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

WITNESS 1

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

Signature.....

Name.....

WITNESS 2

Signature.....

Name.....

**PROFORMA FOR BANK GUARANTEE FORM FOR EARNEST MONEY DEPOSIT (EMD)**

Ref : Date : Bank Guarantee No:

1. In accordance with invitation to Bid No. \_\_\_\_\_ Dated \_\_\_\_\_ of ODISHA POWER TRANSMISSION CORPORATION LTD (OPTCL) (hereinafter referred to as the OPTCL) for \_\_\_\_\_ M/S. \_\_\_\_\_  
Address \_\_\_\_\_

wish/wished to participate in the said tender and as a Bank Guarantee for the sum of Rs. (Rupees \_\_\_\_\_) valid for period of 240 days (Two Hundred Forty Days) is required to be submitted by the Tenderer. We the \_\_\_\_\_ (*Indicate the name of Bank*)

(hereinafter referred to as 'the Bank') at the request of M/s \_\_\_\_\_ (hereinafter referred to as Contractor(s) do hereby unequivocally and Un-conditionally guarantee and undertake to pay during the above said period, on written request by the Sr.General Manager (S&S) ODISHA POWER TRANSMISSION CORPORATION LTD. \_\_\_\_\_ (*Indicate designation of the Purchaser*)

An amount not exceeding ` \_\_\_\_\_ to the said OPTCL, without any reservation. The guarantee would remain valid up to 4.00 P.M. of \_\_\_\_\_ (date) and if any further extension to this is required, the same will be extended on receiving instructions from the \_\_\_\_\_ on whose behalf this guarantee has been issued.

2. We the \_\_\_\_\_ do hereby, further undertake

*(Indicate the Name of the Bank)*

to the pay the amounts due and payable under this guarantee without any demur, merely on a demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the OPTCL by reason of any breach by the said Contractor(s) of any of the terms or conditions or failure to perform said Bid. 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 ` \_\_\_\_\_.

3. We undertake to pay the OPTCL any money so demanded notwithstanding any dispute or disputes so raised by the Contractor(s)/Supplier(s) in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there- under and the Contractor(s)/Supplier(s) shall have no claim against us for making such payment.

4. We the \_\_\_\_\_ further agree that the guarantee here-in

*(Indicate the Name of the Bank)*

contained shall remain in full force and effect during the aforesaid period of 240 days (Two Hundred Forty Days) and it shall continue to be so enforceable till all the dues to the OPTCL under or by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till Chairman-Cum-Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.

5. We the \_\_\_\_\_ further agree with the OPTCL that

*(Indicate the Name of the Bank)*

the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time of 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 the 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 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 the OPTCL or any indulgence by the OPTCL to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Contractor(s).

7. We \_\_\_\_\_ lastly undertake not to revoke this

*(Indicate the Name of the Bank)*

guarantee during its currency except with the previous consent of the OPTCL in writing.

8. We the \_\_\_\_\_ Bank further agree that this guarantee shall also be invocable at our place of business at Bhubaneswar branch (Indicate the name of the branch) in the state of Odisha.

9. Not With Standing Clause:

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

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

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

Dated the \_\_\_\_\_ Date of \_\_\_\_\_

**Witness :(With signature, name & address)**

1.

2.

**For** \_\_\_\_\_

*(Indicate the name of Bank)*

**PROFORMA FOR PERFORMANCE GUARANTEE.**

1. In consideration of the Chairman-cum-Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. (Hereinafter called 'The OPTCL') having agreed to exempt M/s. \_\_\_\_\_ hereinafter called 'the said Contractor(s) from the demand under the terms & conditions of an agreement No. \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for \_\_\_\_\_ (hereinafter called 'the said Agreement') for security Deposit for satisfactory performance of materials (as detailed in the said agreement) during the guarantee period (as detailed in the said agreement) and for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said agreement on production of Bank Guarantee for `..\_\_\_\_\_ (Rupees \_\_\_\_\_) only. We \_\_\_\_\_ (*Indicate the name of the Bank*) Bank limited (hereinafter referred to as 'the Bank') at the request of \_\_\_\_\_ Contractor(s) do hereby undertake to pay to the OPTCL an amount not exceeding `..\_\_\_\_\_ (Rupees \_\_\_\_\_ only) against any loss or damage caused to or suffered or would be caused to suffered by the OPTCL by reasons any of breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement.
2. We \_\_\_\_\_ Bank Limited do hereby undertake to (*Indicate the name of the Bank*) Pay the amount due and payable under this guarantee without any demur, merely on a demand from the OPTCL stating that the amount claimed is due by way of loss or damaged caused to or would be caused to or suffered by the OPTCL by reasons of any breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement or by reasons of the Contractor's failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding `..\_\_\_\_\_ (Rupees \_\_\_\_\_).
3. We the \_\_\_\_\_ Bank Limited further agree to pay the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/Suppliers(s) in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, out liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and Contractor(s)/Supplier(s) shall have no claim against us for making such payment.
4. We the \_\_\_\_\_ Bank Limited further agree that the (*Indicate the name of the Bank*) guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be so enforceable till all the dues of the OPTCL under or by virtue of the said agreement, have been full paid and its claims satisfied or discharged or until Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly, discharges this guarantee. Unless a demand or claim under the guarantee is made on us in writing on or before the expiry of Eighteen months from the last delivery of materials or Twelve months from its use whichever is earlier we shall be discharged from all liabilities under this guarantee thereafter.
5. We the \_\_\_\_\_ Bank Limited further agree with the (*Indicate the name of the Bank*) OPTCL that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any such variation, postponement, or extension being granted to the said Contractor(s) or by any such matter or thing what so ever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the Contractor(s)/Supplier(s).
7. We the \_\_\_\_\_ Bank Limited lastly undertake not to (*Indicate the name of the Bank*) revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.



8. We the \_\_\_\_\_ Bank further agree that this guarantee shall also be invokable at our place of business at Bhubaneswar branch (Indicate the name of the branch) in the state of Odisha.

9. Not With Standing Clause:

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

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

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

Dated the \_\_\_\_\_ Date of \_\_\_\_\_

**Witness:(With signature, name & address)**

1.

2.

**For** \_\_\_\_\_  
*(Indicate the name of Bank)*

**INDEMNITY BOND**

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

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

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

For and on behalf of \_\_\_\_\_,

Station:

Date:

Witness:

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

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

(Signature with Name and Designation)  
Indemnifier  
Company Seal

## CHECK LIST

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

ELECTRICAL MAINTENANCE OF OFFICE BUILDING AND COLONY QUARTERS OF  
OPTCL/GRIDCO/SLDC, BHUBANESWAR, WITH PROVISION OF WORK PERSONNEL

**TENDER CALL NOTICE NO:- SR.G.M.[S&S]- 01 /2020-21**

**Mark where necessary (YES / NO)**

Sl. No.	Documents	Yes	No
1	Proof regarding registration with Govt. Authority		
2	Copy of GST Registration Certificate (in the name of Firm or in the name of proprietor).		
3	Copy of Income Tax PAN Card (in the name of Firm or in the name of proprietor).		
4	Copies of Income Tax return filed during last 3(three) Financial Years ending on 31.03.2019.		
5	Copy of ELBO License from Govt. of Odisha (in the name of Firm or in the name of proprietor).		
6	Copy of Labour supply license (in the name of Firm or in the name of proprietor).		
7	Copy of EPF registration (in the name of Firm or in the name of proprietor).		
8	Copy of ESI registration (in the name of Firm or in the name of proprietor).		
9	Audited Accounts/ CA certificate for last 3 Financial years ending 31.03.2019 in support of annual average turnover from business (i.e. 2016-17, 2017-18 & 2018-19).		
10	Proof regarding experience in undertaking electrical maintenance work at any Govt./PSU/Corporate sector during last 3(three) years.		
11	Declaration form <b>Annexure-I</b> .		
12	An affidavit declaring that Agency/Firm/Contractor has not been debarred, disqualified or black listed by any Govt./PSU/Corporate Sector client as per the specimen format enclosed at <b>Annexure-II</b>		
13	Current Landline telephone / electricity bill for proof of having Local Office at Bhubaneswar .		
14	Submission of EMD of <b>Rs.71,743/-</b> in shape of DD/ Pay Order in favour of G.M, Stores circle, OPTCL or BG in the enclosed format at <b>Annexure-III</b> in the O/o Sr.G.M.(Mech.), S&S, OPTCL and uploading the scanned copy of the same with bid documents of the e-Tender.		
15	Submission of Cost of Tender paper, in shape of DD/ Pay Order for <b>Rs.13,440/-</b> in favour of G.M, Stores circle, OPTCL in the O/o Sr.G.M.(Mech.), S&S, OPTCL and uploading the scanned copy of the same with Techno-commercial bid of e-Tender.		

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



**ODISHA POWER TRANSMISSION CORPORATION LTD**

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

JANAPATH, BHUBANESWAR-751022

TEL NO. 0674-2547185, email: [sto.cle.bbs@optcl.co.in](mailto:sto.cle.bbs@optcl.co.in),

**Website:** [www.optcl.co.in](http://www.optcl.co.in), **CIN:**U40102OR2004SGC007553

## **PART-II**

## **PRICE SCHEDULE**

**PRICE BID FOR ANNUAL ELECTRICAL MAINTENANCE OF OFFICE BUILDING AND COLONY QUARTERS OF OPTCL including PTC, Chandaka / GRIDCO / SLDC, BHUBANESWAR WITH PROVISION OF SERVICE PERSONNEL.**

In Rs.

SL NO.	DESCRIPTION	TOTAL WAGES PER MONTH (30days)	OPTCL Hdqrs,BBSR & PTC,Chandaka		GRIDCO Hdqrs,BBSR		SLDC, BBSR	
			NO. OF PERSON	TOTAL WAGES	NO. OF PERSON	TOTAL WAGES	NO. OF PERSON	TOTAL WAGES
1	Supervisor(High skilled)(Min.Wages with VDA) @448.00/per day	13440	2	26880.00	0	0.00	0	0.00
2	Electrician (Skilled) (Min.Wages with VDA)@388.00/per day	11640	14	162960.00	4	46560.00	2	23280.00
3	Helper(Semi skilled) (Min.Wages with VDA )@338.00 /per day	10140	11	111540.00	2	20280.00	2	20280.00
4	<b>TOTAL MONTHLY BASIC WAGES</b>		27	301380.00	6	66840.00	4	43560.00
5	EPF - Employers Share @13.00% on Monthly basic wages			39179.00		8689.00		5663.00
6	ESI - Employers Share @ 3.25% on monthly basic wages			9795.00		2172.00		1416.00
7	Leave wages incl. National Holidays @8.55% of monthly basic wages			25768.00		5715.00		3724.00
8	<b>SUB-TOTAL</b>			376122.00		83416.00		54363.00
9	<b>Service charges &amp; Administrative charges of Agency/ Contractor in '% of SUB-TOTAL.</b>							

**GST Exclusive**