



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ୍.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: OPTCL TECH TOWER, Janpath, Saheed Nagar, Bhubaneswar-751007.

Telephone: (0674) 2540051 (EPABX), Website: www.OPTCL.co.in

CIN: U4102OR2004SGC007553

**TENDER FOR
PROVIDING FACILITY MANAGEMENT
SERVICES
(HOUSE- KEEPING & SANITATION)
AT OPTCL HQ, BHUBANESWAR**



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e- Tender Notice No.- CPC- 27/2026-27

e- Tender is invited through Tender Wizard portal for Providing Facility Management Services (House- Keeping & Sanitation) at OPTCL HQ office, Bhubaneswar for a Period of Two Years. However the agreement shall be done initially for a period of 01 year and the agreement may be extended for another 01 year or more basing on the satisfactory performance of the agency subject to mutual consent of both the parties.

Tenders shall be submitted in accordance with the (i) General information (ii) Instruction to the Tenderers and (iii) Terms & Conditions of Contract, etc., as detailed in the Tender Document.

**S/d
Chief General Manager (CPC)**

TENDER SCHEDULE

Sl No	Particulars	Details
1	Tender Title	Tender for Providing Facility Management Services (House-Keeping & Sanitation) at OPTCL, Bhubaneswar
2	Product Category	Service
3	Tender Value	Rs.93,77,488/- (Rupees Ninety Three Lakh Seventy Seven Thousand Four Hundred Eighty Eight) only per annum.
4	EMD	Rs. 93,775/- (Rupees Ninety Three Thousand Seven Hundred Seventy Five) only (There is no exemption of EMD for any category of bidder.)
5	Cost of Tender Document	Rs. 14,160/- (Rupees Fourteen Thousand One Hundred Sixty) only including GST.
6	Tender Processing Fees	Rs.5,900/- (Rupees Five Thousand Nine Hundred) only including GST.
7	Security Deposit	10% of the Annual Contract Value
8	Tender Type	Service Contract (For 02 Years)
9	Availability of Bid Document	Date: 21.07.2026, Time: 11:00 hrs.
10	Start date of uploading by Bidder	Date: 21.07.2026, Time: 11:30 hrs.
12	Last Date of submission of Bid	Date: 04.08.2026, Time: 17:30 hrs.
13	Technical Bid Opening	Date: 05.08.2026, Time: 11:00 hrs (On or after)

TENDER PARTICULARS

1. The bidders who want to submit bid(s), shall have to pay the tender paper cost (non-refundable) for amount **Rs 14,160/- (Rupees Fourteen Thousand One Hundred Sixty)** only including GST@18% **online through e-payment gateway link provided in e-tender portal (by using Net Banking, Debit Card or Credit Card)**. The online payment can be made prior to last date & time of submission of online tender.
2. The bidders shall also have to pay a non-refundable amount of **Rs.5,900/- (Rupees Five thousand Nine Hundred)** only inclusive of GST @ 18% towards tender processing fee to “K.S.E.D.C.Ltd, Bangalore” in e-payment mode. The e-payment of above amount is to be made to enable the bidder to download the tender documents in electronics mode.
3. The bidders are required to submit the EMD, tender processing fee, tender cost etc. on or before the scheduled date & time of submission of online tender.
4. The bidders shall scan the EMD (Bid Security), Tender Cost & Tender processing fee and upload the same in the prescribed form in .gif or .jpg format in addition to sending the original as stated above.
5. The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/OPTCL by clicking on hyper link “Register Me”.
6. Any clarifications regarding the scope of work and technical features can be heard from the undersigned during office hours.

Contact Persons Particulars

1. Name and Designation: Sri Ranjan Kumar Panigrahi, Chief General Manager (CPC), OPTCL
2. Address: OPTCL TECH TOWER, Janpath, Saheed Nagar, Bhubaneswar-751007
3. Email ID: sgm.cpc@optcl.co.in/hr.rksahu@optcl.co.in
4. Phone No: 9438907028/9438908261

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INFORMATION FOR TENDERERS/BIDDERS REGARDING MODE OF BID SUBMISSION

1. Submission of Bids: -

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 by the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request to collect the Bids in physical form will be entertained by the OPTCL.

The OPTCL reserves the right to reject any bid, which is not submitted according to the instruction, stipulated above. The participants to the tender should be registered under GST Laws.

1. For all the users it is mandatory to procure the Digital Signatures.
2. Contractors / Vendors/ Bidders / Bidders are requested to follow the below steps for Registration.
 - a. Click “Register”, fill the online registration form.
 - b. Pay the amount of **Rs. 2,360/-** through e-payment in favour of KSEDC Ltd. Payable at Bangalore. This registration is valid for one year.
 - c. Send the acknowledgment copy for verification.
 - d. As soon as the verification is being done the e-tender user id will be enabled.
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. (Note: Make sure that necessary software of PKI be installed in your system).
 - b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
 - c. Go to Start > Programs > Internet Explorer.
 - d. Type **www.tenderwizard.com/OPTCL** in the address bar, to access the Login Screen.
 - e. Enter e-tender User Id and Password, click on “Go”.
 - f. Click on “Click here to login” for selecting the Digital Signature Certificate.
 - g. Select the Certificate and enter DSC Password.
 - h. Re-enter the e-Procurement User Id Password
5. To make a request for Tender Document, Bidders will have to follow below mentioned steps.
 - Click “Un Applied” to view / apply for new tenders.

- Click on Request icon for online request.
 - Enter the required fields including details of D.D for tender Processing fee.
6. After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the steps mentioned below:
- Click to view the tender documents which are received by the user.
 - Tender document screen appears.
 - 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.
- Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - Note down / take a print of bid control number once it displayed on the screen
8. Tender Opening event can be viewed online.
9. Competitors bid sheets are available in the website for all.
10. For any e-tendering assistant contact help desk number mentioned below.
- **Bangalore – 080- 40482000.**
Bhubaneswar - 09937040591

ii. INSTRUCTIONS TO THE TENDERERS

1. Tender Notice & Document are available at www.optcl.co.in. OPTCL at its sole discretion may extend the last date of tender submission by issuing a notice at www.tenderwizard.com/OPTCL.
2. The Tenderer is expected to examine all instructions, forms, terms and conditions etc. in the tender document. Failure to furnish any information, document, or clarification required under the Tender Document or submission of an incomplete bid in any respect, may result in the outright rejection of the bid at the sole discretion of OPTCL.
3. Bids along with tender documents duly filled in, signed and sealed on all pages shall be submitted through Tender Wizard Portal only. Bids submitted through Telex, Telegraph, Fax, or any mode other than the Tender Wizard Portal shall not be accepted.
4. Document submitted shall be duly filled in, all schedules and annexure as required, signed and stamped in all pages as a token of acceptance of all the conditions mentioned in the document, while submitting the Tender online.
5. The acceptance of a Tender will rest with the OPTCL Authority who does not bind themselves to accept the highest Tender and reserves to themselves the authority to reject any or all the Tenders received without assigning any reason whatsoever.
6. The tenderer shall complete all the schedules with all the information called for therein and sign with the date and seal on all the pages of the Tender Document and the Schedules. Any Tender not so completed is liable to be rejected. The Tenderer should not submit their offer with any conditions/ counter conditions anywhere in the Tender Document. The conditional Tenders, if any, shall be considered as non-responsive and shall be summarily rejected.
7. The Tender should be written legibly and free from erasures and over writings or conversions of figures. Correction where unavoidable should be duly attested by the signature (s) of the Tenderer (s) with dates.
8. **Duration of the Contract:** The agreement shall be done initially for a period of 01 year and the agreement may be extended for another 01 year or more basing on the satisfactory performance of the agency subject to mutual consent of both the parties with same terms and conditions. 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.
9. ****There is no exemption of EMD for any category of bidder.**

10. The detailed scope of work of the contract is enclosed in Annexure-I.

11. MINIMUM QUALIFICATION CRITERIA- (MQC):

SN	Eligibility Criteria	Supporting Documents to be furnished along with the Technical Bid
A.	The bidder should be registered under appropriate authority, such as i. Registered under the Companies Act 1956/2013 ii. Registered under the Indian Partnership Act 1932 iii. Registered under the Indian Trusts Act 1882 iv. Registered under the Societies Registration Act 1860. v. Registered under the Limited Liability Partnership Act 2008.	Certificate of Incorporation / Registration as applicable
B.	The bidder must have at least five years (05) of experience up to the last date of submission of bid for providing similar type of services to Central / State Government / Autonomous bodies / Central PSU or State PSU/reputed corporate bodies/reputed Banks or the likes.	▪ Relevant contracts or Work orders or Agreement containing the scope of services, the value of Contract or Work order or Agreement. ▪ Performance certificate from their Clients / employers regarding successful completion of the service. ▪ In case, value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the Performance certificate issued by the clients/ employers.
C.	The firm should have experience in similar nature of work (Cleaning & Sweeping / Facade Cleaning/ Garbage Collection / Pest Control) for Govt. / PSU of more than 150000 Sq. ft. (Super Built-up area).	Work specified Orders/ Contracts/ Agreements.
D.	The Registered Office or Branch Office of the bidder must be located within the jurisdictional area of Odisha or preferably in Bhubaneswar.	Valid address proof of the registered office

E.	Bidder should be registered with the income Tax, Goods and Services Tax and also registered with Employees' Provident Fund Organization, Employees' State Insurance Corporation.	Copies of PAN, GSTIN, IT Returns of the last 3 years, EPF Registration, ESI Registrations.
F.	The Minimum Average Annual Turnover (MAAT) of the bidder from similar services for last Three (03) years should not be less than 100% of the estimated cost. Net worth of the Bidder in the last three financial year should be positive as per audited balance sheet. Last Three (03) years shall means FY 2022-23, 2023-24 & 2024-25.	1) Copies of audited financial statements should be furnished with valid UDIN. 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.
G.	The bidder should have a minimum manpower strength of 250 outsourced workers/personnel under its payroll as on date.	▪ Copy of latest Electronic Challan Cum Return of EPF & ESI to be enclosed. ▪ Alternatively, a certificate from the Bidder's statutory auditor certifying the number of workers on the Bidder payroll (as on date of Tender) shall also be considered as valid supporting document. ▪ However, the Bidder shall submit the summary sheet of ECR/ Payment confirmation receipt. OPTCL may carry out verification of the same if required. Certificate from the auditors that: 1. Up to date PF has been deposited with the RPFC authorities. 2. Up to date ESIC dues have been paid to ESIC authorities. 3. Bonus has been paid to all eligible employees for the last accounting year.
H.	The Bidder must have minimum quality certification of ISO 9001:2015 & ISO 45001:2018/OHSAS certification.	Certificate copies should be submitted and it should be valid till the date of bid submission.
I.	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 & binding on all such entities.

J.	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this tender.	An undertaking to this effect to be furnished by the bidder as per the prescribed format.
K.	The agency must not have any pending judicial proceedings for any criminal offence against any Office.	An undertaking to this effect to be furnished by the bidder as per the prescribed format.
L.	The bidders must have ongoing projects in & around Bhubaneswar, Cuttack & Puri.	Work orders, agreements shall be submitted. The authorized officers of OPTCL will make a surprise visit and submit report for Qualification in technical requirements.
M	Capability of providing adequate numbers of skilled manpower including woman employee to attend all types of works for which Tender is floating.	The Agency/Firm has to furnish an undertaking to that extent.
N.	Solvency Certificate.	Certificate obtained from the any Nationalized / Scheduled Commercial Banks.

12. DOCUMENTS TO BE SUBMITTED BY THE BIDDER WITH THE TECHNICAL BID

- a. Technical Bid
- b. Cost of tender paper
- c. EMD in shape of DD drawn in favour of DDO, HQ Office, OPTCL (payable at BBSR) / e-BG in favour of CGM(CPC), OPTCL.
- d. Certified copy of the statement of bank account of agency for the last three years.
- e. Certified copy of Bank Details along with IFS Code, Branch Code, RTGS details along with a cancelled cheque.
- f. Attested copy of PAN Card
- g. Attested copy of the IT return for the last 3 assessment year (AY: 2025-26, 2024-25, 2023-24)
- h. Attested copy of GST registration certificate
- i. Attested copy of the E.P.F. registration letter / certificate
- j. Attested copy of the E.S.I. registration letter / certificate
- k. Certified documents in support of the financial turnover for the last 3 financial years with valid UDIN.
- l. Certified documents in support of Solvency Certificate in original issued by any Nationalized / Scheduled Commercial Bank.
- m. Certified documents in support of Net worth of the Bidder in the last three financial year should be positive as per audited balance sheet with valid UDIN.
- n. Attested copy of the License obtained from the Home Department
- o. Copy of the Tender Document with each page duly signed and sealed in each page by

the authorized signatory of the Bidder / Agency in token of their acceptance.

- p. Annexure I to XI
 - q. Performance certificate obtained from concerned Unit Head (If the agency has supplied manpower/security guards to OPTCL earlier)
 - r. An undertaking regarding blacklisting of the Firm/Company and on criminal case criminal case pending against the Director of the firm/Company/Agency participating in the tender as per attached annexure.
13. **DETERMINATION OF RESPONSIVENESS:** The Tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation. The Port will scrutinize the Tenders to determine whether the Tender is substantially responsive to the requirements of the Tender Documents.
14. **OPENING OF THE TENDERS:**
- i. **Bid Opening – Technical Bid(s)** - Technical Bid(s) shall be opened online in the office of the CGM (CPC), HQ Office, OPTCL as per the date and time fixed in the schedule. If Bid submitted contains any deviation from the Bid Document then the Bid will be rejected and the Bidder will be informed accordingly. The Price Bid submitted in e- mode by such tenderers will not be opened.
- The Technical bids would first be taken into consideration by the authority and only those bidders who qualify in the Technical bid would be considered for the Price Bid.
- ii. **Bid Opening – Price Bid** - The Price bid shall be opened online only. The price bid of the qualified bidders only will be opened on a date intimated by OPTCL Authority.
15. The tender shall remain valid and open for acceptance for 180 days from the last date fixed for receiving the same. OPTCL reserves the right to extend the period of validity for a specific time as may be required by OPTCL. The request and response there to shall be made in writing by email. However, in the event of the tenderer agreeing to the request, they will not be permitted to modify the Tender.
16. OPTCL will determine whether the tender is substantially responsive to the requirements of the “Tender Documents”. For this clause, a substantially responsive tender is one which inter alia conforms to all the terms & conditions of the Tender Documents and technically suitable. The Tenderer shall carefully submit all the documents as required under the Tender, failing which the offer is liable to be treated as non-responsive.
17. To assist in the examination, evaluation and comparison of Tenders, OPTCL may ask Tenderers individually for clarification and response to the same by the Tenderer shall be in writing by email. However, no changes in price or substance of the Tender shall be sought, offered or permitted.
18. Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable, or restrictive practices, as the case may be.

19. ACCEPTANCE OF TENDER:

- i. Price Bid:-
 - a. Price bid would mean Annual Cleaning, Up-keeping and Sanitation cost for 01(one) year.
 - b. Applicable Goods & Services Tax (GST) as per actual shall be reimbursed on production of proof.
 - c. The Bidder would not be paid any other cost apart from above items.
 - d. The Tender is for providing Cleaning, Up-keeping & Sanitation services as per the service Level Requirements. The manpower indicated by the Authority in this Tender is minimum required manpower, however the bidder is expected to evaluate cost of all services, manpower, overheads, equipment and consumables (except) etc. required for providing all services as per the scope of work defined in the Tender document and provide a lump sum quote in the financial bid.
 - e. Price quoted shall remain 'FIRM' during the contract.
 - ii. The tenders that do not fulfil any of the above conditions or are incomplete in any respect are liable to be rejected.
 - iii. The Tender Evaluation Committee constituted for the purpose reserves the right to reject the tender on receipt or on the evaluation of those tenderers whose past performance has been found not satisfactory. The decision of the Tender Evaluation Committee in this respect shall be final.
20. In the event of a tie between two or more bidders, the decision of the Authority/Management shall be final and binding on all bidders.
21. Before the expiration of the period of Tender validity or extended validity, the OPTCL shall notify the successful Tenderer, in writing, that his Tender has been accepted. The contractor shall sign an agreement within 07 days of receipt of the LOA, and after submitting the Security Deposit / Performance BG. Until a formal contract is prepared and executed, the notification of award and form of the tender shall constitute a binding contract. The contractor must commence the work within 07 days of receipt of the LOA. The contractor shall remit the security deposit within 07 days of receipt of LOA.
22. **LANGUAGE OF THE TENDER:** The Tender submitted by the Tenderer and all correspondence and documents relating to the Tender exchanged by the Tenderer and the OPTCL shall be written in ENGLISH LANGUAGE. Any printed literature, other than in the English language shall be accompanied by an English translation, in which case for purpose of interpretation of the Tender, the English translation shall govern.

23. SECURITY DEPOSIT

- i. The successful tenderer shall submit performance security **@ 10% of the annual contract value**, in shape of Performance Bank Guarantee (e-BG) in favour of "the Chief General Manager, CPC, OPTCL" or in the form of DD in favour of DDO, OPTCL Hqrs. Office, payable at BBSR as interest-free Security Deposit for the proper fulfilment of the

terms and conditions of the contract, immediately after the issue of LOA and before the execution of the agreement.

- ii. Failure of the successful bidder in providing performance security and / or signing contract on placement of LOA within stipulated period 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.

Mandatory Electronic Bank Guarantee (e-BG) through NeSL Platform

- iii. All Bank Guarantees required under this Tender, namely (a) Bid Security (Earnest money Deposit) (b) Performance Security (c) Security against Advance Payment shall be submitted only in the form of Electronic Bank Guarantee (e-BG) issued through National E-Governance Services Limited (NeSL) platform.
- iv. Physical/Paper Bank Guarantees will not be accepted. Any Bid submitted with Physical BG shall be treated as non-responsive and rejected.
- v. The Bidder shall ensure that the e-BG is issued by any Scheduled Commercial Bank listed on NeSL platform and is delivered electronically to the OPTCL's official NeSL account : Name of the Organization/ Beneficiary : Odisha Power Transmission Corporation Limited, NeSL ID: AAAC07873L
- vi. Procedure for submission:
- vii. Bidder / Contractor shall request the issuing bank to create and deliver the e-BG directly to the Employer's (OPTCL) NeSL ID
- viii. Upload the e-BG Acknowledgement/Unique Reference Number (URN) against Bid Security / EMD in the Technical bid.
- ix. The Employer (OPTCL) will verify the e-BG instantly on NeSL portal.
- x. Format, Amount and validity of e-BGs shall be strictly as per Tender specification.
- xi. No charges towards stamping, verification or amendment of e-BG shall be borne by the Employer. All such charges shall be borne by the Bidder/Contractor.
- xii. In case of amendment/extension, the Contractor shall submit the amended e-BG through NeSL platform only.
- xiii. A copy of the e-BG against Bid Security / EMD must be uploaded online with the bid documents. A copy of e-BG against Bid Security / EMD with Unique Reference Number (URN) shall also submitted to the office of Chief General Manager (CPC), OPTCL, Tech Tower, Saheed Nagar, Bhubaneswar-751007 on or before scheduled date & time of opening of Tender
- xiv. Information of Beneficiary required for issuance of Electronic Bank Guarantee (e-BG)
- xv. i. Name of Beneficiary's Representative – UMESH KUMAR GUPTA
- xvi. ii. Beneficiary Email ID – sgm.cpc@optcl.co.in
- xvii. iii. Beneficiary Mobile No. – 9438907028
- xviii. iv. Beneficiary PAN / UIN – AAAC07873L
- xix. v. Beneficiary Date of Incorporation/Birth – 29-MAR-2004
- xx. vi. Beneficiary Legal Constitution – ODISHA STATE PUBLIC SECTOR UNDERTAKING
- xxi. vii. Platform – NeSL

24. EXECUTION OF DOCUMENT

- I. **The tenderer shall be deemed to have full knowledge of all documents, visit the premises of OPTCL and the submission of a tender by a tenderer implies that he/she**

has read all the conditions and has made himself aware of the facilities premises of OPTCL and scope, specifications & other factors mentioned in the tender.

- II. The successful tenderer will be required to execute an agreement specified Annexure-II at his expense on non-judicial stamp paper approximate stamp value of Rs.200/-in the prescribed form for the due and proper fulfilment of the contract within 15 working days, on receipt of LOA and after submitting Performance Security.
- III. In case the successful tenderer fails to deposit the Security Deposit / Performance BG and execute the necessary agreements within 15 working days from the date of receipt of letter of acceptance, OPTCL Authority would be entitled to terminate the contract and cancel the Order. In addition, OPTCL Authority will initiate action to suspend the Tenderer to participate in the Tenders invited by OPTCL Authority for a period of two years.

25. DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE EXECUTION OF CONTRACT

- 1. List of Manpower shortlisted by the Bidder / Agency for deployment with OPTCL containing full details i.e. date of birth, blood group, marital status, address, Educational Qualification, PF UAN number, ESI IP number, photograph, ID proof etc. in soft & hard copy.
- 2. Copy of the License in Form-VI & VII under Rule 25 (1) of The Orissa Contract Labour (R &A) Rules 1975.
- 3. Copy of 1st page of S/B account of each deployed personnel.
- 4. Valid EPF & ESI registration certificate.
- 5. Registration of worker in Form-A.
- 6. Issue of I-card to all the personnel engaged.

III. GENERAL TERMS & CONDITIONS OF CONTRACT

1. Documents forming the contract:

- i. General Information.
- ii. Instructions to the bidders.
- iii. Terms & Conditions of the contract.
- iv. The Letters of Acceptance (LOA) for Providing Facility Management Services (House- Keeping & Sanitation) at OPTCL, Bhubaneswar issued by the OPTCL Authority to the successful bidder shall be an integral part of this contract.

2. Initially, the duration of the contract will be for one year from the date of allotment, and only on satisfactory completion, the contract may be extended for another one year or more, which is the sole discretion of the OPTCL, and in such case the contractor shall execute a fresh agreement.

3. On the expiry of the terms of the contract, the contract will be terminated and the Contractor along with the workers employed by him/her shall vacate the premises.

4. SCOPE OF WORK:

- a. The scope of work of the contract generally includes but is not limited to provide FACILITY MANAGEMENT SERVICES (HOUSE- KEEPING & SANITATION) AT OPTCL, Bhubaneswar to maintain the hygienic environment of OPTCL Tech Tower, OPTCL Multi- storied Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, GRIDCO Building, Electrical Maintenance Cell, Pensioner Rest Shed, Parking Area and open spaces etc. within its periphery through housekeeping and sanitation works as per different items of the bill of quantities, NIT conditions and as per the instruction of concerned Officer - in - Charge. (Details enclosed in Annexure-I).

5. Terms of Payment:

- a) Payment shall be made on the basis of monthly bills furnished by the service provider duly certified by Designated Officer for the purpose by first week of subsequent month for the services rendered for the previous month and with compliance of all statutory documents. 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.
- b) Payment shall be made based on verification and certification by the Consignee.
- c) The agency / contractor shall ensure full compliance with Tax laws of India with regard to the contract and shall be solely responsible for the same.

6. Performance Security Deposit:

- a) **The Service Provider shall have to deposit an amount of equal to 10% value for Contract inclusive GST in shape of Performance Bank Guarantee (e-BG) in favour of “the Chief General Manager, CPC, OPTCL” or Demand Draft in favour of “DDO OPTCL Hqrs. Office, Bhubaneswar”.** This will be treated as Performance Security Deposit and shall be refunded after successful completion of the contract. It shall not carry any interest.
- b) 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

7. Paying Officer & Consignee:

- a) DDO, OPTCL Hqrs. & DDO, GRIDCO shall be the paying officer.
- b) The Head of the Concerned Department shall be the consignee.

8. Termination of Contract

- a. **Either party may terminate the contract by giving Thirty (30) days' notice to the other party without assigning any reasons, whatsoever. The contractor shall be liable to make good any loss or damage to such property on the date of such termination or within such reasonable time as may be determined by the Committee.**
- b. The contract may be terminated in terms of any provisions stipulated elsewhere in the contract or in case of any breach of any of the condition of the contract.
- c. Security Deposit will be forfeited in case the Contractor terminates Providing Facility Management Services (House- Keeping & Sanitation) at OPTCL, Bhubaneswar within 06 months period from the award of the contract.
- d. Any breach of terms and conditions above shall result in the forfeiture of the security deposit amount in full and may terminate the contract.
- e. 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.
- f. Any dispute out of contract would be referred to the CMD, OPTCL and the decision of the CMD, OPTCL, shall be final.

9. Price Reduction:-

- a) If the contractor / agency fails to provide Facility Management Services (Housekeeping & Sanitation) at OPTCL as per quality, time schedules, deployable staffs and other terms and conditions incorporated in the contract and to the satisfaction of the competent authority of OPTCL, the latter shall, without prejudice to other rights and remedies available to it under the contract deduct a sum equivalent to 1% (one percent) of the taxable value of services supplied as per services Bill of Contractor/agency's Monthly Bill as liquidated damages per occasion of default from the contractor/agency's monthly bill. If the deductions exceed 5 % (Five percent) of the total value of services supplied in any calendar month, OPTCL may consider termination of the contract and hiring of alternative service at risk and cost of the contractor/agency as laid down in GCC Clause: Termination for contract.
- b) Where there is non-performance/unsatisfactory/sub-standard performance of its obligation in the part of the Service Provider, the OPTCL shall give a written notice of the default and or omission or commission and the Service Provider shall submit its response within 7 (seven) days from the date of issue of such notice.
- c) If the response/explanation is not found satisfactory or inadequate or partly satisfactory, the OPTCL shall have the right to deduct 50% of the supervision charges from the monthly bill of the Service Provider for non-performance/ unsatisfactory/ sub-standard performance of any part of services to be rendered operation as agreed between the parties.
- d) In case of mishap due to wrong operation or manual error, which results in disruption of services, the total cost of down time, along with equipment repair cost shall be borne by the Service Provider.

- e) A quality check procedure will be developed by the OPTCL, against each service and feedback from the designated officer will be obtained for assessment of performance of the service rendered by the Service Provider.

10. Staff to Be Deployed By Contractor/Agency At The Premises: (Minimum Wages & other statutory obligations / compliance as per minimum wages act)

- a) The Service Personnel provided shall be the employees of the Contractor / agency and all statutory liabilities will be paid by the contractor/agency such as ESI, EPF, Workmen's Compensation, etc. The list of staff going to be deployed shall be made available to OPTCL and if any change is required on part of OPTCL, fresh list of staff shall be made available by the agency after each and every change. It will be the responsibility of the contractor/agency to provide details of manpower to the Labour department.
- b) The personnel engaged should have following eligibility criteria :
 - a. **Minimum age of the deployed personnel should be 18 years.**
 - b. Should be physically and mentally fit.
- c) The successful contractor/agency shall submit License under Contract Labour (Regulation and Abolition) Act to the Officer in-charge at the earliest or maximum within one month of commencement of his service.
- d) The contractor/agency shall employ adult workers only. Employment of child labour shall render the contractor/agency liable for termination of the contract under GCC Clauses: Termination for Default. The contractor/agency shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
- e) The antecedents of Service staff deployed shall be got verified by the contractor/agency from local police authority and an undertaking in this regard to be submitted to OPTCL.
- f) The staff deployed by the contractor/agency must wear proper Photo ID Cards during their duty hours, duly issued with approval of competent authority of OPTCL. They should wear clean uniforms during their duty hours. Any staff found without uniform or ID card during duty hours shall be deemed to be absent from duty and the said occasion shall be treated as a lapse in the services being provided by the contractor/agency , liable for deduction of liquidated damages and other remedies available to OPTCL under the contract. **The contractor/agency should provide at least two pairs of uniforms (approved by OPTCL) to its staff deployed at the Premises of OPTCL. The cost of uniforms and ID cards to the deployed personnel shall be borne by the contractor/agency.**
- g) The contractor/agency shall maintain a pool of standby staff, so that he can substitute an absentee staff with a reliever of equal status. If OPTCL suffer due to absenteeism of any required worker on any occasion, Liquidated Damages as per GCC clause shall be imposed.
- h) The contractor/agency at all times should indemnify OPTCL against all claims, damages or compensation under the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, The Employees Compensation Act 1923, Payment of Bonus Act 1965, Industrial Disputes Act 1947, The Equal Remuneration Act 1976, Maternity Benefit Act 1961 or any other law relating thereof and rules made hereunder from time to time and its amendments. OPTCL shall not own any responsibility in this regard.

- i) The contractor/agency shall pay to the deployed personnel, the minimum wages as fixed by the state government for Un-skilled, Semi-Skilled, Skilled and High Skilled workers, EPF, ESI contributions, and any other dues, entitlements etc. as applicable and as per the relevant statutes in vogue and revised from time to time. The contractor/agency shall submit documentary evidence of such payment to OPTCL with the contractor/ agency's monthly bill. The expenses shall be reimbursed to the Agency / Contractor by OPTCL after proper verification. The authority shall not be liable for any dues for availing the services of the personnel. In any eventuality, if the contractor/agency fails to remit employee / employer's contribution towards EPF & ESI Contribution etc. within the stipulated time, OPTCL authority is entitled to recover the equal amount from any money due or accrue to the Contractor/agency under this agreement. The contractor shall also pay Bonus/Gratuity etc. to all eligible employees as per prevailing act and submitted the document evidence to OPTCL.
- j) The contractor/agency shall be absolutely and exclusively responsible for the payment of wages for the staff deployed in OPTCL on or before the 7th day of each succeeding month to protect the interest of these staff and to ensure smooth running of services in OPTCL, irrespective of whether or not he may be able to raise the bills or receive payments from OPTCL by that time.
- k) The staff deployed through contractor/agency at OPTCL shall not claim any benefit of Industrial Disputes Act, 1947 or Contract from time to time. The contractor/agency shall obtain an undertaking from the deployed persons to the effect that the deployed persons are the employees of the contractor / compensation, absorption or regularization of their services in the establishment either under the provisions agency. The contractor / agency shall submit the said undertaking to OPTCL. In the event of any litigation on the status of the deployed staff, OPTCL shall not be a necessary party. However, in any event, either by the deployed persons or on order of a Court of Law, if OPTCL is made necessary parties in dispute to adjudicate the matter, the contractor/agency shall reimburse the expenditure borne by OPTCL for such purpose.

11. Resolution of disputes: (Arbitration Clause)

- a) The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. 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.
- b) 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 Bhubaneswar.

12. Force Majeure:

- a) 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.

- b) If a Force Majeure situation arises, the Contractor/agency shall promptly notify OPTCL in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by OPTCL in writing, the Contractor/agency shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- c) 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.
- d) 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.

13. Deployment and removal of Workmen :

- a) The contractor shall employ only such persons who are careful, skilled, experienced in their trades, dutiful, sober, and well behaved and rules compliant.
- b) Worker(s) in OPTCL shall be deployed after his/her deployment is cleared by the DGM (HRD), General Admin. and for this purpose, the contractor shall provide the details of them including Police verification certificate at the time of signing the agreement, mandatorily. Thereafter, if any addition/alteration in the employees' list, thus the contractor may intimate the DGM (HRD), General Admin. along with the Police verification certificate.
- c) All the workers shall under the control of the Contractor. For all purposes, the contractor is the employer of these workers. **Persons below the age of 18 and above 50 years shall not be engaged for the above work.**
- d) The contractor will be required to post skilled manpower as may be needed to supervise and guide the skilled, semi-skilled as well as unskilled workers for proper completion of the work. The contractor shall issue the identity card, after approving from the Canteen Managing Committee for the employees engaged by the contractor and the identity card must be worn and displayed while the employees are on duty at the canteen. The contractor shall deploy adequate manpower to carry out the above jobs.
- e) The Contractor shall ensure that the deployed personnel wears a clean uniform.
- f) The staff should not consume alcoholic beverages/smoke cigarettes/ chew pan masala etc. while present at OPTCL Premises.
- g) All the workers shall invariably carry their ID Cards (to be provided by the contractor at its/his costs) and shall be produced to the OPTCL Authority whenever asked for.
- h) The Contractor shall be responsible for strict adherence to discipline and good conduct by its workers.
- i) The contractor shall be bound to remove any such worker and disallow him/her from entering into the OPTCL premises that the OPTCL Authority does not deem appropriate to continue within the OPTCL premises for administrative or any other reasons.
- j) The contractor shall have absolute authority regarding the engagement, disengagement, suspension, termination, retrenchment, dismissal and discharge etc. of its workmen and for

all disciplinary actions against them. The contractor shall be responsible for master and servant relationship with its workmen and the OPTCL Authority shall have no concern, whatsoever, with all the above-mentioned matters.

- k) The contractor shall be liable regarding any dispute or other matters concerning its workmen which are initiated in any forum or court of law and shall further be liable to meet and discharge all the liabilities that may arise on account of its relationship with its worker from the decisions of any court including all liabilities as are thrust upon by the provisions of any labour law being in force at the time besides other statutory liabilities.
- l) The contractor shall further be liable to make good the loss to the property of the OPTCL Authority if any that may be caused on account of any non-responsible action on the part of its workers, whether deliberate or otherwise.
- m) The Contractor shall be responsible to remove their staff from OPTCL premises on expiry of this agreement or termination thereof whichever is early.

14. Compliance of Statutory Obligations and Other Provisions:-

- a) It is understood that several enactments and laws would apply to the contractor, which shall mandatorily be complied by the contractor in letter and spirit and in particular to laws relating to minimum wages to worker, employees compensation and Goods and Service Tax or such other Acts, laws or regulations passed by the Central / States, Local Government, agency or authority.
- b) For Employees' Compensation Act, 1923 and other Labour Acts etc., the Contractor shall be treated as an independent employer assuming sole responsibility for the employees working in OPTCL. The persons engaged for work at OPTCL, whether casual or otherwise shall have no lien or claim whatsoever on OPTCL. The Contractor shall be liable to account to the OPTCL for loss caused to it arising in any manner as a result of any act or omission of those engaged for work in the OPTCL. So also OPTCL shall not be involved in any dispute or claims that may arise between the Contractor and those engaged by him/her to work in OPTCL Premises and to those who are the customers in the canteen or due to non-compliances of statutory requirements. OPTCL is not liable for payment of any fees including any charges taxes etc., to the State or Central Government or any other authorities and to obtain permission if any required from any authorities.
- c) The contractor shall be liable to ensure compliance of all enactments, rules, regulations and orders of other authorities, besides the instructions of the OPTCL Authority that may be in force from time to time including all the labour laws, Employees compensation and the minimum wages, EPF & ESI Act etc.
- d) The decision of the CMD, OPTCL in all disputes concerning the interpretation of the terms of the contract shall be final and binding on the Contractor.
- e) The contractor shall indemnify the OPTCL Authority/officers/employees of OPTCL from any third party claim arising in any manner as a result of any act or omission of the contractor or those engaged by him.

15. Contract Documents and their interpretations:-

- a) The original agreement shall remain with the OPTCL while a photocopy thereof may be had by the contractor if it so wishes.

- b) The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the OPTCL Authority through its competent authority to the contractor along-with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

16. Authorized Representative:

- a) 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.
- b) 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.

17. Risk & Responsibility:

- a) The Service Provider shall without limiting to its obligations and responsibilities will ensure and keep insured its personnel so deployed at OPTCL Hqrs. against all liabilities for death and injury whatsoever on account of any accident in the course of performing the services. The OPTCL will not be responsible and be held liable for any such death injury or accident 'to the employees' and any other personnel deployed by the Service Provider.
- b) The Service Provider shall comply all the provisions of prevailing Labour Laws during execution of work. The personnel deployed shall be morally good and physically healthy to carry out the assignments to the satisfaction of the OPTCL.
- c) The Service Provider shall provide qualified uniformed staff to perform the services. The employees of Service Provider entering the premises of the OPTCL shall have proper uniform & badges for Identification and shall display identity proof on their person in course of duty hour.
- d) The Service Provider shall conduct periodic general medical checkup of its employees at its own cost. In the event of any of the staff is found to be suffering from any communicable disease, such employee(s) shall be replaced immediately providing substitute(s) immediately.
- e) The Service Provider shall deploy its authorized representatives and adequate supervisors to be present at the place of work during working hours to ensure satisfactory services under this Agreement. It shall further exercise due and adequate control over such personnel and ensure that appropriate instructions/ directions are issued to them in the course of the performance of the tasks under this Agreement.
- f) The Service Provider shall ensure that its employees, while carrying out their obligations under the Agreement observe all required standards of cleanliness, decency and decorum, safety and general discipline and such other instructions or guidelines as may be issued by the authorized representative of the OPTCL.
- g) "Right man for Right Job" shall be followed to avoid accident at workplace. It shall be the duty of the Facility Management and Supervisor of the Service Provider to get the critical job done by the employees professionally and technically competent enough to perform the said particular task.
- h) The Service Provider should submit attendance of its personnel deployed at the location and the report should be verified by the authorized officer from time to time.

18. Statutory Compliances:

- a) The Service Provider shall be responsible for compliance and coverage of its employees under all necessary statutory obligations under various statutes applicable such as Employees State Insurance (ESI) Act, Employees Provident Fund (PF) Act, Employees Compensation Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, etc. the Service Provider shall maintain proper records & documents and produce them to the authorized representative of the OPTCL as and when required, in proof of compliance of all the relevant and connected laws enacted by the Central & State Govt. etc.
- b) The Service Provider shall obtain all requisite license, permissions, certificates, registrations, etc. to render the required service from all competent OPTCL and shall furnish as and when demanded.
- c) The Service Provider shall alone be responsible for the payment of wages and all other statutory payments/legal dues to its employees deployed under this agreement. The payment/consideration contemplated as per Clause-3 of this Agreement shall be released by the OPTCL only upon the Provider producing online PF & ESI deposits of the payment receipt for the preceding month. Without such a document, no bill shall be passed.
- d) The Service Provider shall provide First Aid facilities at the work place according to applicable laws.
- e) In the event of the Service Provider failing to comply with any of the provision of the statutes applicable to it resulting the Principal incurring any expenditure thereafter including facing litigation, the Service Provider shall indemnify such expenditure and other damages, losses as may be estimated by the OPTCL. OPTCL may take appropriate action to recover the same from the Service Provider, from 'its pending bills. If it does not suffice, the balance shall be recovered under ordinary common law through civil court.

19. Liability and Indemnity:

- a) The Service Provider shall be responsible and liable for and shall indemnify OPTCL and keep OPTCL Hqrs. Office safe and harmless at all time against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to be suffered by the OPTCL directly or indirectly by reasons of.
- b) Any wrongful, incorrect, dishonest, criminals, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation, act or omission by the Service Provider or its facility staff.
- c) Any theft robbery, fraud, or other wrongful action or omission by the firm and /or any of its facility staff

20. Limitation of Liability: In any case the liability of the service provider shall not exceed One month agreed contract price per occurrence.

21. INDEMNITY BOND: Contractor shall sign an Indemnity Bond as per prescribed format (Annexure-VIII) 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.

22. Sub-Contracting: The Service Provider shall itself perform its obligations under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party.

- 23. Loss/ Theft / Damage:** The Service Provider shall responsible for any and all losses, theft, damages caused to any equipment installations in the premises, fittings and fixtures, goods there in and any other properties belongs to the OPTCL because of any act of negligence, commission or omission of its employees whiledischarging their duties.
- 24. Exclusion of Consequential Loss:** The Service Provider will not be liable for any consequential loss that may arise out of the performance of this Agreement.
- 25. Breach of Agreement :** In case of breach of Agreement or default by the Service Provider, the OPTCL shall have a right of lien and first charge over all the properties of theService 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.
- 26. Termination of Agreement:** Where in spite of these efforts, there is continuance of non-performance or improper performance of obligation, OPTCL shall have the right to terminate the contract at any point of time with forfeiture of Security Deposit. Similarly the Service Provider shall have right to terminate the contract in case the OPTCL fails to pay the admissible dues for more than 3 occasions in a calendar year.
- 27. Post Termination Responsibility of the Service Provider:** Upon termination of this agreement, the Service Provider shall immediately deliver all the documents and any/all data, held by it and which are in possession/ custody/control of its facility staff to the OPTCL. The Service Provider shall also forthwith remove all its facility staff together with its machines /equipment whatsoever from the premises of the OPTCL under intimation of the designated OPTCL.
- 28. Jurisdiction:** The Court situated in Bhubaneswar shall have jurisdiction to decide any disputes or litigations, if any between the parties hereto.

IV. SPECIAL CONDITION OF CONTRACT

1. OBLIGATION OF THE CONTRACTOR

- a) Being a job contract, the contractor is required to have strict supervision of the labor force deployed, so as to achieve desired output and quality of work.
- b) Special attention has to be given for collection and removal of the garbage/ wastes etc. and disposal of the same at the BMC designated place. As for example, any garbage/ wastes to be collected, removed from roads, drains, vacant places from inside and/or the surroundings area of any building/ structure, and disposed in the dumping vat/ dust bin, thereafter to BMC's designated place.
- c) OPTCL Tech Tower, its premises and other auxiliary buildings within its premises are to be kept neat and clean as per the corresponding items mentioned in the Bill of Quantity. **Especially total floors, toilets etc. are to be kept neat & clean. Regular steps to be taken to keep the same in good & clean condition throughout the day as per the concerned item and which is to be included in the quoted rate. No extra payment shall be made for the same. The bidders are requested to keep this in mind while quoting rates.**
- d) All tools, tackles such as scrubbing machine, vacuum cleaner and other machineries etc. are to be arranged by the party at any point of time.
- e) **Any complaint received from any department regarding sanitation and related activities as instructed by Officer - in - Charge has to be attended immediately.**
- f) The quality of work should be of acceptable level of standards and performance.

2. SUPPLY OF CONSUMABLES AND EQUIPMENTS

The contractor shall arrange the requisite resources, consumables, equipment that will be used on the contract works for day to day carrying out of the work and to properly control the work during its execution.

All the equipment required for execution like Scrubbing Machine, Heavy Duty Wet Vacuum cleaner, Fogging machine etc. shall be arranged by the contractor at his own cost.

The contractor may make use of power and water available at OPTCL free of cost for cleaning purpose only.

3. QUALITY OF WORK

- a) The toilets should be free from bad odours. The floor should be clean and dust free. Toilets should be cleaned regularly so that yellow stain should not be accumulated on pans, pipelines walls and floors. Naphthalene balls should be available on urinal pans all the time.
- b) A check list as approved by Officer - in - Charge to be maintained and displayed in all common toilets which should be signed every working day by the contractor or his authorized representative after checking of the jobs.
- c) The workers should use hand gloves, nose and mouth mask, suitable apron etc. while carrying out day to day cleaning jobs.

4. MANPOWER DEPLOYMENT

- a) The minimum number of Manpower to be deployed to carry out sanitation and conservancy work as per contract should be as follows:

Sl. No	Manpower Details	Nos.
1	Facility Manager (Highly Skilled)	01
2	Supervisor (Skilled)	02
3	Housekeeper (Unskilled)- For Tech Tower	17
4	Housekeeper (Unskilled)- For Old Building	12
Total		32

- b) It is the responsibility of the contractor to provide his workers with one pair of uniforms, one pair of safety shoes and two pairs of socks in presence of OPTCL's representative every year. Initially this should be provided within one month from the date of award of contract and thereafter within one month after completion of first year. In case of failure in the part of contractor to supply the specified uniform, OPTCL shall supply the same to the contractor's workmen at the contractor's risk and cost.

5. PROGRESS REPORT

The contractor shall kept informed to the concerned Officer - in - Charge regarding day -to- day progress of work either verbally or in written and such other reports on the work as per the instruction of Officer - in - Charge.

6. Bidders may visit OPTCL Tech Tower & other buildings before quoting rates to avoid any ambiguity in future.

Activity Sl. No	Scope of Services with Description
	Housekeeping & Sanitation work at OPTCL
1.	Sweeping and mopping Marble flooring/ IPS/ Granite/ Vitrified tile flooring of all floor areas of OPTCL Tech Tower, OPTCL Multi- storied Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, Electrical Maintenance Cell, Pensioner Rest Shed and Parking Area etc. Sweeping with soft broom and mopping with phenyl using long handle mop and disposal of spoils at dumping yard as per the instruction of Officer - in - Charge. Frequency of Operation – Once daily. However, continuous efforts should be made to maintain cleanliness and keep the area in good condition throughout the day.
2.	Scrubbing all the marble, granite, tiles All type of flooring (Marble, Tiles, Granite & IPS) of all floor areas of OPTCL Tech Tower, OPTCL Multi- storied Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, Electrical Maintenance Cell, Pensioner Rest Shed and Parking Area etc. Scrubbing all the marble, granite, tiles and IPS floors with scrubbing machine to remove spots and stains, using soap/detergent solution of disinfectant floor cleaner and water in appropriate ratio. Frequency of Operation - Once in every 2 months. However, continuous efforts should be made to maintain cleanliness and keep the area in good condition.
3.	Scrubbing the lobby areas, staircase etc. Scrubbing the lobby areas, staircase, reception area, CMD & director's lobby with scrubbing machine to remove spots and stains, using soap/detergent solution of disinfectant floor cleaner and water in appropriate ratio. Frequency of Operation - Once in a week. However, continuous efforts should be made to maintain cleanliness and keep the area in good condition.
4.	Collection of solid waste, papers etc. Collection of solid waste, papers from OPTCL Tech Tower, OPTCL Multi- storeyed Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, Electrical Maintenance Cell, Pensioner Rest Shed and Parking Area etc. Collection of solid waste, papers, stationary etc. from individual dustbin kept in office spaces, chambers, cabins etc. and disposal of the same at the dumping yard as per direction of Officer - in - Charge. Frequency of Operation - Once Daily / as per requirement.

5.	Cleaning of Toilet tiles of all the toilets. Cleaning with detergent powder and water in the ratio of 3:2 along followed by appropriate floor cleaner using soft scrubbed cloth as per instruction of Officer - in - Charge. Frequency of Operation - Twice Daily / as per requirement.
6.	Cleaning of strains. Cleaning using soft brush to remove water stains, yellowish stains, etc. Frequency of Operation - Once in a Week.
7.	Cleaning of Toilets & Urinals pans. Toilet pans & urinal pans of all the toilets of OPTCL Tech Tower, OPTCL Multi- storeyed Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, Electrical Maintenance Cell, Pensioner Rest Shed and Parking Area etc. and within its peripheries. Cleaning with soft scrubber/ soft brush as per instruction of Officer - in - Charge. Frequency of Operation - Twice Daily / as and when required.
8.	Spraying Air/Bathroom freshener of Godrej Brand. Spraying Air / Bathroom freshener in all toilets as per instruction of Officer - in - Charge. Frequency of operation - Twice Daily. However, continuous efforts should be made to keep the area in good condition.
9.	Providing naphthalene balls / cubes Providing and/or Replenishing required quantities of naphthalene balls / cubes in all the urinal pans as per instruction of Officer - in - Charge. Frequency of Operation - Daily once / as and when required.
10.	Cleaning with solution of detergent All sink and wash basin of OPTCL Tech Tower, OPTCL Multi- storeyed Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, Electrical Maintenance Cell, Pensioner Rest Shed and Parking Area etc. Cleaning with solution of detergent mixed with water in all sinks and wash basins and scrubbing the platforms to remove stains as per instruction of Officer - in - Charge. Frequency of Operation - Once Daily. However, continuous efforts should be made to maintain cleanliness and keep the area in good condition.
11.	Providing the liquid soap dispensers Providing and Replenishing the liquid soap dispensers near all wash basin of with Dettol/Lifebuoy liquid soap as per instruction of Officer - in - Charge.

	Frequency of Operation - Weekly once / as per requirement.
12.	Cleaning of Windows & Doors. All glass windows and door shutters of OPTCL Tech Tower, OPTCL Multi- storeyed Building and all Auxiliary Buildings like Technical Wing, Corporate Planning Building, Training Branch, Electrical Maintenance Cell, Pensioner Rest Shed and Parking Area etc. Cleaning and wiping out with soft cloth with required solutions to remove the stains in the glass as per instruction of Officer - in - Charge. Frequency of Operation - Once in a month.
13.	Cleaning with dry duster All pre-laminated board partition. Cleaning with dry duster as per instruction of Officer - in - Charge. Frequency of Operation - Once in a Month / As per requirement and instruction of the Officer - in - Charge.
14.	Cleaning with dry duster and wet cloth All chairs, sofas, tables side gradanians cabinets/Amirah, other furniture, wooden items and computers. Cleaning with dry duster and wet cloth with mild soap solution wherever necessary as per the instruction of Officer - in - Charge. Frequency of Operation - Once in a week / As per requirement and instruction of the Officer - in - Charge.
15.	De-Dusting and cleaning of all venetian/ curtains. De-Dusting and cleaning of all venetian/ curtains blinds with soft brush, cloth etc. including soap solution wherever necessary as per the instruction of Officer - in - Charge. Frequency of Operation - Once in a Month / As per requirement and instruction of the Officer - in - Charge.
16.	Cleaning with aluminum cleaning reagent All Aluminum railings, door & windows frames etc. Cleaning with aluminum cleaning reagents and solvents with soft cloth as per the instruction of Officer - in - Charge. Frequency of Operation - Once in a Month / As per requirement and instruction of the

	Officer - in - Charge.
17.	Removal of cobwebs from all Buildings. Removal of cobwebs and general cleaning of the inside walls and roof surfaces with soft brooms/ Vacuum cleaner wherever necessary as per the instruction of Officer - in - Charge. Frequency of Operation - Once in a month / As per instruction of the Officer - in - Charge.
18.	Sweeping with hand brooms, removal of waste. All roads pavements, parking space etc. Sweeping with hand brooms, removal of waste paper, brickbats, wild grass, shrubs, rubbish etc. & disposal of the same as per instruction of the Officer - in - Charge. Frequency of Operation- Once a Daily / As per instruction of the Officer - in - Charge.
19.	Removal of silts, all floating & deposit. Removal of silts, all floating & deposited materials with spade/shovel and other sanitary appliances. The cleaning includes sweeping out the stagnant waters. After cleaning apply bleaching powder/phenyl. The collected garbage have to be disposed of as per the instruction of Officer - in - Charge. Frequency of Operation - Once in a Week / as per requirement.
20.	Cleaning sewerage pits, gully chambers. All sewerage pits, gully chamber and manholes in the complex Cleaning sewerage pits, gully chambers, duct chambers and manholes of all depths and diameters including removal of silts and other foreign materials etc. with bucket and other sanitary appliances. After cleaning apply bleaching powder/phenyl. The collected materials have to be disposed of as per the instruction of Officer - in - Charge. Frequency of Operation - Twice in a Month.
21.	Sweeping and cleaning of roof tops Roof tops of OPTCL Tech Tower, OPTCL Multi- storeyed Building, Technical Wing, Corporate Planning Building, etc. Sweeping and cleaning of roof tops including removal of Silts, leaves twigs, soils, pebbles, stones and other foreign materials etc. with cleaning mouth of down comer pipes and disposal of rubbish as per the instruction of Officer - in - Charge. Frequency of Operation - Twice in a Month / As and when required.
22.	Cutting/uprooting of shrubs, grass of peripheral areas of OPTCL Buildings. Uprooting of shrubs, grass, weeds and bushes etc. along the boundary wall and disposal of the same as per the Instruction of Officer - in - Charge.

	Frequency of Operation - As and when required.
23.	Supply & providing liquid soap Toilets of all CGM's, Director's, MD & CMD' Office Supply & providing liquid soap of 200ml bottle with nozzle arrangement as per instruction of Officer - in – Charge. Frequency of Operation - As and when required.
24.	Supply & providing Air freshener cake Supply & providing Air freshener cake, net weight 75 gm. as per instruction of Officer - in - Charge. Frequency of Operation - As and when required
25.	Supply & providing approved toilet paper Supply & providing toilet paper roll as per instruction of Officer - in – Charge. Frequency of Operation - As and when required.
26.	Cleaning of Conference Halls & Board Room Conference Halls & Board Rooms. Cleaning of board room and attached pantry with removal of waste, waste papers, polythene and other unwanted materials etc. including cleaning of tables, chairs etc. during and after the meeting and disposal of the garbage as per instruction of Officer - in – Charge. Frequency of Operation - Daily once / as and when required.
27.	Anti-mosquito treatment and repelling mosquito and flies OPTCL Tech Tower & OPTCL Multi- storeyed Building etc. and its Periphery. Spraying of BAYTEX 1000/ SOLFAC WPIO or equivalent and HIT/ Baygon spray or equivalent (application will be as per manufacturer's specification) for Anti-mosquito treatment and repelling mosquito and flies as per the instruction Officer - in – Charge. Frequency of Operation - As and when required.
28.	Spraying of flies control medicines OPTCL Tech Tower & OPTCL Multi- storeyed Building etc. and its Periphery. Spraying of flies control medicines (application will be as per manufacturer's specification) as per the instruction of Officer - in – Charge. Frequency of Operation - As and when required.
29.	Removal of caracas of stray dogs. OPTCL Tech Tower & OPTCL Multi- storeyed Building etc. and its Periphery.

	Removal of carcass of stray dogs, cats and its burials using require quantity of salt etc. as per the instruction of Officer - in - Charge Frequency of Operation - As and when required.
30.	Removing chokage of toilet's water trap Removing chokage of toilet's water trap as per the instruction of Officer - in - Charge. Frequency of Operation - As and when required.
31.	Removing of chokage of WC, wash basin, toilets, waterlines, sewerage pipe etc. Removing of chokage of WC (both in Indian & European), wash basin, toilets, waterlines, sewerage pipe etc. as per the instruction of Officer - in - Charge. Frequency of Operation - As and when required.
32.	Collection of garbage including wastes from Vacant Space Collection of garbage including wastes, brickbats, stone chips, waste papers, rubbish etc. and its disposal as per instruction of Officer - in - Charge. Frequency of Operation - As and when required.
33.	Fogging operation in all areas Vacant Space Fogging operation in all areas including all vacant spaces in OPTCL HQRS and other building premises with fogging machine & required chemical with all man, materials etc. Frequency of operation - As and when required.
34.	Cleaning and emptying of septic tank Cleaning and emptying of septic tank by suction evacuation method with suction pump tanker machine of capacity 4500 litre or more and disposal of the sewage at Govt./ BMC approved place. Frequency of operation - As and when required.
35.	Disposal of Garbage, debris etc. Disposal of Garbage, debris etc. from OPTCL premises to Govt. / BMC approved place using tractor including loading, transporting & un-loading. Frequency of operation - As and when required.
36.	Supply of unskilled worker Supply of unskilled worker for functions, emergency miscellaneous works, etc. Frequency of operation - As and when required.
37.	Supplying and providing dilute carbolic Dispelling of snakes and other reptiles Supplying and providing dilute carbolic acid in 50ml capacity containers and placing the same at different points to dispel snake and other reptiles as per direction of

	Officer - in – Charge. Frequency of operation - As and when required
38.	Spreading of bleaching powder Spreading of bleaching powder to dis-infect public/ common areas at the rate of 250 gms per sqm as directed by Officer - in – Charge. Frequency of operation - As and when required
39.	Cleaning of Overhead Water Tank Complete drainage of the tank before cleaning. Removal of sludge, silt, and scale deposits from tank walls, floor, and ceiling using brushes or mechanical equipment as required. Use of high-pressure water jets to clean inner surfaces. Use of disinfectant (e.g., chlorine solution) to sanitize internal surfaces Frequency of operation - As and when required

**CONTRACT/AGREEMENT
[NAME OF THE SERVICE]**

BETWEEN

**[OPTCL]
AND**

[SERVICE PROVIDER]

[On Stamp Paper of appropriate value]
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 “Provide Cleaning Up-keeping & Sanitation activities at Head Qrs. Office of 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 _____.

And

WHEREAS above stated offer and willingness conveyed under Letter dated by the Service Provider has been duly accepted by OPTCL vide its LOA 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:

- i. **Scope of Work:** The Service Provider shall engage efficient and experienced personnel to render the required service of [Name of the Service and Location] as described in **Appendix-3**.
- ii. **Agreement Period:** This Agreement shall remain valid for a period of 1 year effective from the _____ to _____ (both days inclusive) may extended further.
- iii. **Contract Value:**
 - a) The total contract value is _____ [in words] only per Year for the period of contract except GST (as applicable) etc. pertaining to the [Name of the Service] as per the approved scope of work at Section-II. The list of Equipment to be used to render the service is at Section-II. In case of increase in minimum wages of labour by Government of Odisha, the basic differential cost of minimum wages for Unskilled, semi-skilled, Skilled and high skilled labour together with ancillary implication like EPF, ESI etc., will be paid extra.
 - 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.
- iv. OPTCL shall make payments to the Service Provider in accordance with the provisions of this Agreement.
- v. **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. The Service Provider shall deploy number of personnel for carrying out the services as described in **SECTION IV**.
- vi. **The following documents attached hereto shall be deemed to be form an integral part of this Contract:**
 - **Tender Document.**
 - **All related document as communicated by the OPTCL and Service Provider.**
 - **Performance Security Bank Guarantee.**
- vii. All the terms and conditions as per the Bid document No. _____, dated _____ (including the General Conditions of Contract and Special Conditions of Contract) as well as LoA shall be applicable for this Agreement.

Signature of Authorized Representative

(OPTCL)

Witnesses:

On behalf of OPTCL

2.

On behalf of Service Provider

1.

2.

Annexure-III**LIST OF MATERIALS AND CONSUMABLES PROPOSED TO BE USED FOR HOUSEKEEPING WORK**

Please indicate the list of materials and consumables proposed to be used on monthly basis in carrying out the housekeeping activities at OPTCL, Bhubaneswar. This should be based on the assessment after physical inspection and should be adequate for properly carrying out the housekeeping jobs specified in Annexure-I.

SN	ITEM	UNIT	BRAND	PROPOSED QUANTITY PER MONTH
1	Liquid Soap	LITRE	DETTOL	5
2	Hand Wash (Dettol sensitive / original)	LITRE	DETTOL	10
3	Sanitary Cubes (Sani fresh)	PKT	A1	5
4	Deodorizer	NOS.	LIZOL	2
5	Air Freshener (Godrej air)	NOS.	GODREJ	20
6	Phenyl (Taski)	LITRE	TASKI	15
7	Toilet Roll / Tissue Paper Roll	NOS.	10 LITE ON	20
8	Tissue Box	NOS.	10 LITE ON	10
9	Bleaching	KG	STABEL	5
10	Marbo / Marbol Clean	LITRE	LIZOL	10
11	Naphthalene Ball	KG	PRESTO	5
12	Harpic	LITRE	HARPIC	5
13	Colin	LITRE	COLIN	8
14	Room freshener	NOS.	ODONIL	10
15	Wet & dry mop	SET	SCOTCH BRITE	2
16	Chrome Polish	LITRE	COLIN	2
17	Hard Broom	NOS.	KONARK	10
18	Soft Broom	NOS.	KONARK	10
19	Coir Brush	NOS.	BHAGYALAXSMI	10
20	Dry Mop Stick set	NOS.	GALA	2
21	Dry Mop Refill	NOS.	GALA	2
22	Dust Pan	NOS.	GALA	5
23	Duster	NOS.	GALA	12
24	Floor Liquid (Taski)	LITRE	TASKI	5
25	Glass wiper (Big & Small)	NOS.	GALA	5
26	Gramaxine	KG	UGA00	20
27	Eazy Mop set	NOS.	EAZY	2
28	Easy Mop Set refill	NOS.	EAZY	2
29	Odonil	NOS.	ODONIL	20
30	Toilet Cleaner (Taski)	LITRE	TASKI	5
31	Urinal Cubes	PKT	A1	5
32	Bucket	NOS.	JOYO	2
33	Mug	NOS.	JOYO	2
34	Dust Bin (Big)	NOS.	MILTON	2
35	Dust Bin (Small)	NOS.	JOYO	3

36	Feather Brush	NOS.	GALA	2
37	Garbage Bag	KG	EZEE	5
38	Napkin	NOS.	10 LITE ON	10
39	Hit	NOS.	HIT	2
40	Mosquito Oil	NOS.	GOOD KNIGHT	3
41	Tissue Paper	NOS.	10 LITE ON	10
42	Wiper	NOS.	SCOTCH BRITE	4
43	Good Knight Kit with liquid	NOS.	GOOD KNIGHT	2
44	Flash Cleaner	NOS.	HARPIC	5
45	Oxalic Acid	LITRE	NEYU	5

(Please attach extra sheet if required, duly signed with seal)

The terms and conditions contained in the Tender document are acceptable to us.

Signature of the Authorized Person

Name
Designation
Seal

Annexure-IV

**LIST OF TOOLS, EQUIPMENTS AND GADGETS PROPOSED TO BE
DEPLOYED FOR HOUSEKEEPING WORK**

Sl. No.	Item	No.
1	Single Disc Scrubbing Machine	Ergo disc Duo or equivalent
2	Wet and dry vacuum cleaner	TASKI Vacumat22 T 230V / 50 Hz or equivalent
3	Cold Water Jets	Danubio 1211 LP or equivalent

Along with above items the agency may also include equipment, machinery and /or other materials to execute the contract.

The terms and conditions contained in the Tender document are acceptable to us. The above sheet shall be submitted with the Price Bid along with the details.

Signature of authorized person

Name

Designation

Seal

PRO FORMA OF BANK GUARANTEE FOR BID SECURITY (EMD)

(To be stamped in accordance with Stamp Act Digital e-stamping of appropriate value should be in the name of Issuing Bank)

Ref No:

e-Bank Guarantee No.

Date:

e-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 invited Tender vide e-NIT No..... Dated..... for the purpose of work under Package(s) No...../ purchase of ----- .

Now, therefore, in accordance with Notice Inviting Tender (e-NIT) No..... Dated of OPTCL, Ms/Shri.....Address..... Wish / wishes to participate in the said tender and as a Bank Guarantee for the sum of Rs. [Rupees in words-----] valid for a period ofdays is required to be submitted by the bidder, as per Tender Specification, we the _____) [indicate the name, Address & Code of the bank] [hereinafter referred to as "Bank"] at the request of Ms/Shri..... [hereinafter referred to as "Bidder"] do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period on written request by the <Tender Issuing Authority, Central Procurement Cell (CPC) ODISHA POWER TRANSMISSION CORPORATION Ltd. , Bhubaneswar an amount not exceeding Rs..... to OPTCL., without any reservation. The guarantee would remain valid up to [Date] and if any further extension to this is required, the same will be extended on receiving instruction from ----- on whose behalf this Bank Guarantee has been issued.

2. We, the _____ [indicate the name of the Bank, Address, Code] do hereby further 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 undertake to pay to OPTCL any money so demanded notwithstanding any dispute or disputes so raised by the bidder 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 thereunder and the bidder 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 [in words].....

(as per Tender Specification) and it shall continue to be so enforceable till all the dues of OPTCL under or by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till OPTCL certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us or our Branch Office at Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar of Issuing Bank> in writing on or before _____ we shall be discharged from all liability under this guarantee thereafter.

5. We the _____ Bank further agree with OPTCL 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 of performance by the said Bidder 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 Bidder 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 granted to the Bidder or for any forbearance, act or omission on the part of OPTCL or any indulgence by OPTCL to the said Bidder 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 and constitution of the Bank and/or of the Bidder.

We _____ [indicate the name of 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 invokable at our place of business at ----- Branch of Bhubaneswar (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.”
“Notwithstanding 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 Bhubaneswar <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 of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee is issued in **e-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 No.

Date.....

Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

(1)

Signature

Full name

(2)

Signature

Full name

N.B.:

Name of the Bidder.:

e-BG No & Date :.....

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

Validity up to :.....

E-NIT No.....

Package/Works No.....

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

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

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")

S l. N o	PARTICULARS	TYPE	DETAILS
1	Type of Bank Guarantee	Mandator y	EMD
2	Currency & Amount	Mandator y	
3	Validity Period(from—to --)	Mandator y	
4	Effective Date	Mandator y	
5	End date of lodgment of Claim	Mandator y	
6	Place of lodgment of claim	Mandator y	Bhubaneswar, Branch Name----- of Bhubaneswar Branch code----- of Bhubaneswar Branch Address ----- at Bhubaneswar
7	Issuing Branch IFSC Code	Mandator y	
8	Issuing Branch name & address	Mandator y	
9	Name of applicant and its details	Mandator y	
10	Name of Beneficiary and its details	Mandator y	
11	Beneficiary's Bank/Branch and IFSC Code	Mandator y	ICICI Bank Ltd IFSC Code-ICIC0000061
12	Beneficiary's Bank/Branch name and address	Mandator y	ICICI Bank Ltd Bhubaneswar Main Branch, Bhubaneswar

1 3	Sender to receiver information	Mandator y	
1 4	Purpose of Guarantee	Mandator y	EMD
1 5	Reference/Description of the underlined tender/contract	Mandator y	NIT No

For the purpose of executing the Bank Guarantee, the Digital e-Stamping of appropriate value shall be purchased in the name of Bank who issues the 'Bank Guarantee'(as per Mandatory Electronic Bank Guarantee (e-BG) through NeSL Platform)

PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE (CPBG)

(To be stamped in accordance with Stamp Act Digital e-Stamping of appropriate value should be in the name of the Issuing Bank.)

Ref No:-

e-Bank Guarantee No.

Date:

e-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 (LOA) No..... Dated..... for the purpose of work under Package No..... (herein after called “the Agreement”) to M/s/Shri , Address..... (herein after called the “Contractor”) for providing watch & ward service to OPTCL under the above LoA and whereas OPTCL has agreed (1) to exempt demand of security deposit under the terms and conditions of the LOA (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 LOA 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 _____) 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 not withstanding 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 Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar 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 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 invokable at our place of business at Bhubaneswar (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.

“Notwithstanding 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 Bhubaneswar <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 of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee is issued in **e-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.....

Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

1. Signature.....

Full Name.....

2. Signature.....

Full Name.....

N.B.:

Name of the Contractor.:

e-BG No & Date :.....

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

Validity up to :.....

LOA No.....

Package No.....

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

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

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 code----- of Bhubaneswar Branch Address ---- -- at Bhubaneswar
7	Issuing Branch IFSC Code	Mandatory	
8	Issuing Branch name & address	Mandatory	
9	Name of applicant and its details	Mandatory	
10	Name of Beneficiary and its details	Mandatory	
11	Beneficiary's Bank/Branch and IFSC Code	Mandatory	ICICI Bank Ltd 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

1 5	Reference/Description of the underlined tender/contract	Mandat ory	LOA No----
--------	---	---------------	------------

Note:

1. Contractor shall furnish single CPBG for the contract (providing watch & ward service to OPTCL).
2. Strikeout the portion which are not required.
3. For the purpose of executing the Bank Guarantee, Digital e-Stamping of appropriate value shall be purchased in the name of Bank who issues the 'Bank Guarantee' (as per Mandatory Electronic Bank Guarantee (e-BG) through NeSL Platform)

ANNEXURE- VII

PROFORMA OF EXTENSION OF BANK GUARANTEE

(To be stamped in accordance with Stamp Act Digital e-Stamping of appropriate value should be in the name of the Issuing Bank.)

Ref No: -

Date: -

Sub: Extension of Bank Guarantee No.for Rs. favouring yourselves, expiring onon account of M/s. in respect of LOA No. dated (herein after called original Bank Guarantee).

At the request of M/s., we..... Bank, branch office atand having its Head Office at do hereby extend our liability under the above mentioned Guarantee No. Datedfor a further period ofyears / months/ days from to expire onexcept as provided above, all other terms and conditions of the original Bank Guarantee No. dated shall remain unaltered and binding.

Please treat this as an integral part of the original Bank Guarantee to which it would be attached.

“ Notwithstanding 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 Bhubaneswar <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 of Bhubaneswar a written claim or demand on or before,

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

Dated this Day of20..... at

For[Indicate name of the Bank]

Signature.....

Full Name

Designation

Power Of Attorney No.....

Seal of the Bank.....

NOTE: i) 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	EMD/Contract Performance/
2	Currency & Amount	Mandatory	

		ory	
3	Validity Period(from— to --)	Mandat ory	
4	Effective Date	Mandat ory	
5	End date of lodgment of Claim	Mandat ory	
6	Place of lodgment of claim	Mandat ory	Bhubaneswar, Branch Name----- of Bhubaneswar Branch code----- of Bhubaneswar Branch Address ---- -- at Bhubaneswar
7	Issuing Branch IFSC Code	Mandat ory	
8	Issuing Branch name & address	Mandat ory	
9	Name of applicant and its details	Mandat ory	
1 0	Name of Beneficiary and its details	Mandat ory	
1 1	Beneficiary's Bank/Branch and IFSC Code	Mandat ory	ICICI Bank Ltd IFSC Code- ICIC0000061
1 2	Beneficiary's Bank/Branch name and address	Mandat ory	ICICI Bank Ltd Bhubaneswar Main Branch, Bhubaneswar
1 3	Sender to receiver information	Mandat ory	
1 4	Purpose of Guarantee	Mandat ory	EMD/Contract Performance/
1 5	Reference/Description of the underlined tender/contract	Mandat ory	NIT No/LoA No

Annexure - VIII

INDEMNITY BOND (On Non-judicial Stamp Paper of appropriate value)

THIS INDEMNITY BOND is made this day of,202__ by

(herein after called as "Service Provider" 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-751007, Odisha and having its offices throughout the State of 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 agreement dated _____

to provide FACILITY MANAGEMENT SERVICES (HOUSE-KEEPING & SANITATION) AT OPTCL HQRS. OFFICE, BHUBANESWAR of ODISHA POWER TRANSMISSION CORPORATION LIMITED.

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 manpower 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 their engagement 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 _____,

Authorized Signatory

Witness:

1. Name	Signature
2. Name	Signature
3. Name	Signature

ANNEXURE- IX

SELF-DECLARATION-NO BLACKLISTING

(On a non-judicial stamp paper)

(Date:)

**To,
The CGM (CPC)
OPTCL, Hqrs. Office,
Bhubaneswar**

Dear Sir,

Ref: e-Tender Notice No-CPC-27/2026-27

I/We hereby declare that presently our Company/ firm/Agency _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm/Agency _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our **earnest money deposit/security deposit** may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature of authorized person

Date:

Full Name:

Place:

Seal:

SELF-DECLARATION-NO PENDING CRIMINAL CASE
(On Company Letter Pad)

(Date:)

To,
The CGM (CPC)
OPTCL, Hqrs. Office,
Bhubaneswar

Sub: Declaration regarding non-pendency of criminal cases.

Dear Sir,

Ref: **e-Tender Notice No-CPC-27/2026-27**

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. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our **earnest money deposit/security deposit** may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature of authorized person

Date:

Full Name:

Place:

Seal:

FINANCIAL CAPABILITIES OF THE BIDDER

Bidders are required to complete the information in this form. The information supplied shall be the annual turnover of the Bidder, in terms of the amount billed to clients for each year for work in progress or completed.

<Name of Applicant >

FINANCIAL CAPACITY OF APPLICANT

Sl. No	Financial Year last 03 FYs	Financial Turnover from the similar service	Net Worth
(1)	(2)	(3)	(4)
1	2022-23		
2	2023-24		
3	2024-25		

This is to certify that (name of the Bidder) has received the payments shown in column 3 above against the respective years on account of providing similar service i.e. Cleaning, up-keeping and sanitation activities and has net worth as shown in column 4 above.

Date:

Certificate from the Chartered Accountant with valid UDIN

Place:

Name:

Seal: