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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)
OFFICE OF THE SUPERINTENDENT ENGINEER
CIVIL WORKS CIRCLE, BHUBANESWAR
UNIT-IX, OPTCL COLONY, Bhoinagar, BHUBANESWAR-751022
CIN-U40102OR20004SGC007553 E-mail: cvl.cle.bbs@optcl.co.in

NO: 1053

Date: 20/12/24

QUOTATION CALL NOTICE - 03 of 2024-25

For and on behalf of Odisha Power Transmission Corporation Limited, the Superintending Engineer, (Civil) Civil Works Circle, OPTCL, Bhubaneswar invites sealed quotation for Annual Maintenance Contract (AMC) for cleaning, up-keeping and sanitation works of office building of Civil Works Circle, OPTCL, BBSR.

The bidders are invited should follow the terms and conditions laid down in the contract for the following works to be executed under Civil Works Circle, OPTCL, Bhubaneswar.

Sl no.	Scope of the work	Class of Contractor	Value of work in (Rs.) put to tender	Contract Period	EMD
1	Annual Maintenance Contract (AMC) for cleaning, up-keeping and sanitation works of office building of Civil Works Circle, OPTCL, BBSR.	D & C Class	Rs.78,809/-	12 Months	1 % of the Tender Amount

Scope of Work:

The contractor will attend the following works:

1. Sweeping of entire room floor, corridor, veranda and staircase twice per day throughout the month.
2. Cleaning of the entire room flooring, veranda, corridor etc, once per day with surf water and phenyl throughout the month with cleaning of cob-webs from all corners and ceiling with supply of required material.
3. Cleaning of Computer, printer machines etc, with application of scented perfumes daily.
4. Cleaning of doors and windows (glass/ wooden & window railings) every day.
5. Spraying of room fresheners in rooms and bathrooms daily.
6. Cleaning of fixtures, fittings, lights and fans, A/C machines etc. once weekly.
7. The bid documents shall be obtained from this office starting from **24.12.2024 to 06.01.2025** up to **1.30 PM**, everyday & receipt the same also start from **24.12.2024 to 06.01.2025** up to **5.00 PM** except on holidays.
8. The bid will be opened on **07.01.2025 at 11.00 AM** in the office of the undersigned in the presence of the empanelled bidders or their authorised agent who wish to attend. If the office happens to be closed on the last date of receipt and opening the bids will receive and opening on the next working day at the same time and venue.

9. Bid document can be obtained from office of undersigned. The bidders have to submit & filled in bid document mentioning his/her Quoted rate in required column only.
10. Bid must be delivered in the tender box having identification No.SE-CWC-QCN-03/24-25.
11. **The documents may be submitted to the office of the undersigned physically or by post (speed post/registered post only) on or before 5.00P.M on dated 06.01.2025 .The undersigned shall not be responsible for any postal delay.**
12. All other facilities as per OPTCL norms will be available to the eligible Bidders.
13. The tender amount is excluding of GST, while passing the bills, GST will be included at the applicable rates observing reverse charge procedure in the bill. The contractors have to deposit the GST amount which are paid by OPTCL along with the contractor bill to the respective Govt. Department within due date and time.
14. The bidders are requested to submit their PAN, GST registration while submitting the quotation document in shape of hard copy.
15. Bid document must be accompanied by EMD/Security of the amount as specified in the above table in shape of NSC/KVP/Postal Savings Pass Book/TDR of any scheduled Nationalised Bank/Post Office, duly pledged in favour of **SE, Civil Works Circle, OPTCL, BBSR**. The EMD must be valid i.e. maturity period should be at least 4 months after date of notice.
16. **ISD (Initial Security Deposit) value is 1%** of the bid amount and is to be deposited by the contractor before drawl / signing of the agreement in the shape NSC/KVP/Term Deposit Receipt pledge in favour of **SE, Civil Works Circle, OPTCL, BBSR** at the time of agreement.
17. Exemption holder like SC/ST contractors should submit attested copy of caste certificates and an application for rate preference and for availing the facilities. The Security Deposit (Earnest Money & Initial Security) at half the usual rate may be deposited/ realised by/ from the Scheduled Caste or Scheduled Tribe Contractors coming under the categories up to "C&D" Class only as against the prescribed percentage.

Memo No. 1054⁽²⁾

/ Date. 20-12-24

Memo
20/12/24
SUPERINTENDING ENGINEER, CIVIL

Copy to the Executive Engineer, Civil Works Division No.I, OPTCL, BBSR / Sub-Divisional Officer, Civil Works Sub-Division, OPTCL, Bhubaneswar for wide circulation.

Memo
20/12/24
SUPERINTENDING ENGINEER, CIVIL