

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

E.H.T. CONSTRUCTION, DIVISION, BERHAMPUR

**220/132/33 KV GRID SUB STATION CAMPUS, NARENDRAPUR**

AT: SANAKUSHASTHALI, PO: BADA KUSASTHALI, BERHAMPUR,

**DIST: GANJAM, ODISHA – 760007, Ph. 9438907187,****Email: [ehhc.div.bam@optcl.co.in](mailto:ehhc.div.bam@optcl.co.in)**No. EHTCD/BAM/Tender.....**688**Date.....**06-09-17****TENDER CALL NOTICE NO.- 03/2017-18**

On behalf of the General Manager, EHT (C) Circle, OPTCL, Bhubaneswar, Sealed Tenders are invited from reputed bidders fulfilling the eligibility criteria and having valid Good and Service Tax registration certificate, Labour Contract License, EPF registration certificate & ESI registration certificate for the work of **"AMC FOR CLEANING, UPKEEPING, SANITATION AND HOUSE KEEPING WORKS AT DIFFERENT OFFICES UNDER EHT(C), DIVISION, BERHAMPUR"**. Sale of tender documents will be starting in every working day 10AM to 5PM from 08.09.2017 to 15.09.2017 and last date receipt of tender documents on or before 16.09.2017 by 3.00PM. The Tender will be opened at 4.00PM on the same day in presence of the tenderers or their authorized representatives if any. The Tenderers will have to deposit EMD @ 1% of the estimated cost i.e. Rs. 4232.00(Rupees Four Thousand Two Hundred Thirty Two) only in the shape of bank draft/ pay order drawn on any Nationalised bank payable at Berhampur in favour of **"DGM (Elect), E.H.T. Construction Division, OPTCL, Berhampur"**, along with the Tenders, failing which the tender would be liable for rejection. The under signed reserves the right to accept or reject any or all the tenders without assigning any reason there of if the situation so warrants. OPTCL shall not be responsible for any delay for submission of tender at any stage.

**SCOPE OF WORKS:-**

Sl. No	Description of works	Units
A.	<p><b>Cleaning of office building and rest room:-</b></p> <p>The contractor will attend the following works along with supply of all required labour and material:</p> <ol style="list-style-type: none"><li>1. Sweeping of entire offices/rest rooms along with varandha /staircase and corridor flooring twice per day throughout the month.</li><li>2. Cleaning of entire offices/rest rooms /veranda / corridor/staircase floors etc once per day with surf water and phenyl throughout the month with cleaning of spider nets in walls and ceilings .</li><li>3. Cleaning of Telephone, Computer, Printer and fax machine daily with application of scented perfumes</li><li>4. Cleaning of doors &amp; windows (glass/ wooden &amp; Window railings) daily.</li><li>5. Spraying of perfumes in offices/ rest rooms daily.</li><li>6. Cleaning of furniture, fixtures, fittings, light and fans, A/C machines covers and any other wall mounted fittings (Such as single line diagram, keyboard, notice board etc.) by applying Colin &amp; marking cloth as per instruction of Engineer-in charge of the office daily</li><li>7. Application of room freshener in all rooms including toilets and bath rooms twice daily.</li><li>8. Washing of bed sheets and other housekeeping items of rest rooms daily.</li></ol>	Sq. ft.

B	<b>Cleaning of outside office area &amp; approach road including supply of all labour and material</b> 1. Cleaning & sweeping once per day of outside office room area up to a distance of 10 mtrs. Surrounding the office room along with uprooting grasses weeds wherever necessary. 2. Cutting of small bushes and trees up to 10 mtrs surrounding of the office room (beyond concrete area) as per instruction of engineer-in charge. 3. Cleaning of approach road as per instruction of Engineer- in charge.	Sq. ft
C	<b>Cleaning of toilet, wash basin &amp; Bathroom with supply of all labour and materials</b> Cleaning of bath rooms, toilet tiles, floors, along with adjacent area where ever required, wash basins , toilet pans urinal pans, mirrors, soap stand, hangers etc twice per day with application of HARPIC, scented phenyl and other detergents. Naphthalene balls and Odonils should regularly be supplied in the urinals once in a fortnight. All wash basins and sinks should be cleared and stains removed the water cooler waste tray should be cleared with Vim etc.	Nos.

**Breakup of schedule of quantity**

Sl. no.	Name of the office	No. of persons to be deployed	Office area in sq. ft. (A)	Outside area in sq. ft.(B)	Toilets in nos.	Wash basins in nos.
1	EHT(C) Subdivision office , Aska	01	1350	520	2	2
2	EHT(C) Subdivision office , Baliguda	01	1380	1040	2	2
3	EHT(C) Subdivision Division office Berhampur and Rest Rooms at Narendrapur	02	4263	12938	10	10

**Terms and Conditions:-**

1. Tenders shall be submitted in duplicate signed in each page by the authorized signatory in a sealed cover envelope addressed to the **"Deputy General Manager (Ele.), EHT(C) Division, OPTCL Berhampur, 220/132/33 KV grid S/S campus, Narendrapur, Berhampur, Pin code-760007"**.All documents submitted along with the tender must be signed and certified by the authorized signatory of the bidder.
2. No telegraphic tenders/forwarding by FAX will be accepted.
3. This office will not be responsible for non-receipt/late receipt of the tender documents due to postal delay.
4. The tenders shall be furnished strictly as per the terms and conditions of the tender specification. Incomplete tenders will be rejected.
5. **The Authority may alter the quantum of work at the time of placing orders. Orders may also be split up among more than one tenderer depending upon necessity & urgency in order to get better service.**
6. Only those, who have purchased the tender specification from this office by their name/Firm's name, can submit their tender. Tenders submitted by others will be rejected.

7. Tenders will be submitted in person/by registered post with A.D.. Tenders submitted by any other means shall not be accepted. Postal delay shall not be considered. Tenders received after due date and time shall be returned un-opened.
8. (i) The tender shall be accompanied with earnest money of **Rs.4232/-** in shape of Bank draft drawn in favour of the, M/S EHT CONSTRUCTION DIVISION, OPTCL LTD, Berhampur, payable at Berhampur without which their tender shall be rejected. Cheques will not be accepted.  
  
(ii) No interest shall be paid on E.M.D and shall be returned to the bidder after finalization of the tender.
9. The authority reserves the right to reject the lowest or any other tender or all tender without assigning any reason what-so-ever.
10. Offers should be neatly typed without any overwriting and corrections. In case of any correction, the same should be authenticated with signature of the authorized person.
11. In the event of discrepancy or arithmetical error in the bid, the decision of the purchaser shall be final and binding on the tenderer.
12. For evaluation, the price mentioned in words shall be taken, if there is any difference in figure and words in the price bid.
13. Conditional tender shall not be accepted and no discount other than the quoted price will be allowed as mentioned in the original offer.
14. The owner shall have the right to deduct (TDS) taxes from the amount payable to the job contractor without any prior notice.
15. The owner shall have the right to inspect the job work during the cleaning period and shall have the right to issue such order and direction to the job contractor as may be considered necessary in conformity with agreement.
16. The payment of minimum wages in respect of labourers engaged by the job contractor and all statutory payments (EPF&ESI) and contributions thereof shall be the responsibility of the job contractor and the owner shall no way be responsible for any dues including any statutory dues by the job contractor.
17. The owner shall not be liable to the job contractor and his man in any manner for any loss damage caused to them in course of performance of this agreement by the job contractor in the office premises of the owner or otherwise.

The bidders are advised to visit the site and make them acquainted with the site conditions before submission of tender.

  
Dy. General Manager (Elect.)

Memo No- 689<sup>(3)</sup> /Date 06.09.17

Copy to the SDO, EHT(C) Sub-Division, Berhampur/Aska/Baliguda for information. They are requested to display the tender notice in their office notice board for wide circulation.

Memo No- 690<sup>(2)</sup> /Date 06.09.17

*Durkaulg 06/09/17*  
Dy. General Manager (Elect.)

Copy to the Dy. GM EHT, (C) Division, Bhubaneswar/Cuttack for information and necessary action. They are requested to display the tender notice in their office notice board for wide circulation.

Memo No- 691 /Date 06.09.17

*Durkaulg 06/09/17*  
Dy. General Manager (Elect.)

Copy to the GM, EHT (C) Circle, Bhubaneswar for favour of information with reference to his Letter No- 641<sup>(5)</sup> dated-19.06.2017.

Memo No- 692 /Date 06.09.17

*Durkaulg 06/09/17*  
Dy. General Manager (Elect.)

Copy to the Sr. GM (C) Zone -1, OPTCL, Bhubaneswar for favour of information.

Memo No- 693 /Date 06.09.17

*Durkaulg 06/09/17*  
Dy. General Manager (Elect.)

Copy to office Notice board for wide circulation.

*Durkaulg 06/09/17*  
Dy. General Manager (Elect.)