



ODISHA POWER TRANSMISSION CORPORATION LTD.

(A Government of ODISHA Under Taking)

Regd. Office: Janpath, Bhubaneswar-751022, Odisha

OFFICE OF THE GENERAL MANAGER: ELECT.

EHT (O&M) CIRCLE: CHAINPAL

AT/PO: CHAINPAL COLONY, PIN-759104, and DIST: ANGUL (ODISHA)

[CIN:U40102OR2004SGC007553](#)

Email: ehtm.cle.chp@optcl.co.in

TENDER SPECIFICATION NO. CHP-29/2016-2017

FOR

AMC OF CLEANING, UP KEEPING & SANITATION WORK OF VARIOUS  
GRID S/S, DIFFERENT OFFICE BUILDING, COURTYARD AND APPROACH  
ROADS, ETC UNDER EHT (O&M) CIRCLE, CHAINPAL

Request for online tender documents:-

**From dt-16.03.2017 (10.00 Hrs)  
to dt-26.03.2017 (12.30 Hrs)**

Last date of submission of online tender: -

**up to dt-26.03.2017(17.00 Hrs)**

Date of opening of Tender: -

**27.03.2017(11.30 Hrs)**

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# [SECTION-1]

## TENDER CALL NOTICE



**ODISHA POWER TRANSMISSION CORPORATION LTD.**  
(A Government of ODISHA Under Taking)  
Regd. Office: Janpath, Bhubaneswar-751022, Odisha  
**OFFICE OF THE GENERAL MANAGER: ELECT.**  
**EHT (O&M) CIRCLE: CHAINPAL, AT/PO: CHAINPAL COLONY,**  
DIST: ANGUL (ODISHA), Pin-759104, [Email-ehm.cle.chp@optcl.co.in](mailto:Email-ehm.cle.chp@optcl.co.in)  
**CIN:U40102OR2004SGC007553**

### e-TENDER NOTICE NO. CHP-29 / 2016-17

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD General Manager, EHT (O&M) Circle, Chainpal, invites Tenders from reputed Bidders in **One part** bidding system for “AMC of Cleaning, Up keeping & sanitation work of various Grid S/S, different office building, courtyard and approach roads, etc under EHT (O&M) Circle, Chainpal including office of SGM, O&M-II, Meramundali. The interested bidders would be required to enroll themselves on the tender portal [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL). Complete set of bidding documents are available at [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) from **16.03.2017 (10.00 Hrs) up to 26.03.2017 (12.30 Hrs)**. Interested Bidder may visit OPTCL’s official web site <http://www.optcl.co.in> and [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) for detail specification.

**Submission of Bids: -A.** The bidder shall submit the bid in Electronic Mode only i.e [www.tenderwizard.com/OPTCL](http://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 IT Act / Service tax Act. So the interested bidder followed the above website for registration. **For any e-tendering assistant contact help desk number mentioned below. (Bangalore – 080- 40482000.) & (Odisha-MR.Satya-09937140591)**

N.B:- All subsequent addendums/corrigendum to the tender shall be hosted in the OPTCL’s official web site <http://www.optcl.co.in> and [www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL) only.

### **NOTICE INVITING TENDER**

For and on behalf of the ODISHA POWER TRANSMISSION CORPORATION LTD., the undersigned invites bids under **One-part** bidding system in e- tendering mode only as per the following details. The bidders can view the tender documents from website free of cost. The bidders who want to submit bid shall have to pay a nonrefundable amount **including VAT @ 5%) towards Tender Paper** cost, in the form of DD only, drawn in favour of EHT (O&M) Circle Chainpal, Payable at UCO Bank, TTPS Branch **(In case the D.D made from any other nationalized bank payable at any clearing branch at Talcher/Angul will be allowed, But the bidders have to deposit the collection fee (Bank transaction fee) along with the paper cost. The collection fee & Paper cost is Nonrefundable)** at the office of the undersigned on or before the opening of tender.

The bidders shall have to pay EMD amount as above & submit the copy of proof/payment documents at the office of the undersigned on or before the opening of tender.

The bidders shall have to pay a nonrefundable amount in the table below to K.S.E.D.C.Ltd, towards the tender processing fee through e-payment gateway.

Sl. No	Description of work/Item	Estimated Cost	Earnest Money Deposit.	Cost of Tender Paper+ VAT@5%	Tender Processing Fee.
1	for AMC of Cleaning, Up keeping & sanitation work of various Grid S/S, different office building, courtyard and approach roads, etc under EHT (O&M) Circle, Chainpal including office of SGM, O&M-II, Meramundali	<b>₹ 16,63,677.49</b>	<b>₹ 16,637.00</b>	<b>₹ 6300.00 (6000+300)</b>	<b>₹ 1914.00</b>

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

Any clarifications regarding the scope of work and technical features of the tender can be had from the undersigned during office hours.

**Detail Documents of bidders required: AS STIPULATED IN SECTION-II, OF THE TENDER SPECIFICATION.**

**N.B:-**

- i) All the materials required for work shall be of good quality relevant to concern IS. Engineer in charge shall ensure the quality of material supplied.
- ii) The Rate quoted by the bidder will be judged as per the recent OPWD code.
- iii) The Bidder must fill the price bid for the work as above. So the bidder has to submit the bid, deposit the EMD, Paper cost & Tender processing fee separately as described above.
- iv) Additional performance security shall be obtained from the bidder when the bid amount is less than the estimate cost put to tender, in such an even the bidder who have quoted less bid price/rates than the estimate cost put to tender shall have to furnish the exact amount of differential cost i.e. estimate cost put to tender minus the quoted amount as Additional Performance Security in Shape of Demand Draft in favour of EHT (O&M) Circle Chainpal, Payble at UCO Bank, TTPS Branch in the sealed envelope along with the Tender Cost & EMD. Failing which the bid will be rejected.

GENERAL MANAGER (Ele)  
EHT (O&M) CIRCLE, CHAINPAL

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**Energy is precious. Save it.**

**The Quantum of Work as in Table below.**

AMC of Cleaning, Up keeping & sanitation work of various Grid S/S, different office building, courtyard and approach roads, etc under EHT (O&M) Circle Chainpal including office of SGM, O&M-II, Meramundali.

SN	Name of office	Control Room/ Office room area (Sqm.)	Court yard/ rest shed area (Sqm.)	Different unit in nos.				Remarks
				W/C (Toilet)	Wash Basin	Urinal	Total	
A	O/o SGM, O&M-II, Meramundali	200	1800	4	6=2	-	6	Each W/C shall be taken as 01 unit, 02 Urinals as 01 unit & 04 Wash basins as 01 unit
B	O/o GM (O&M) Circle, Chainpal	304	1216	4	4=1	4=2	7	
	EHT (O&M) Division, Chainpal (Office)	183.3	100	1	2=1	1	2	
1	132KV Grid S/S Angul	304	1088	3	3=1	2=1	5	
2	132KV Grid S/S Boinda	400.6	1498	2	2=1	2=1	4	
3	132KV Grid S/S Chainpal & Guest House Chainpal	492.9+ 109.6 = 602.5	592+ 108 = 700	4	8=2	4=2	8	
4	Grid S/S Rengali	484	683	2	2=1	1	4	
5	Line S/D Chainpal	65.6	288	2	2=1	2=1	4	
6	DMK Line S/D Chainpal	59.3	188	1	1	-	2	
C-Sub Total of EHT (O&M) Division, Chainpal		2099.3	4545				29	
	EHT (O&M) Division, Meramundali (Office)	100	-	2	3=1		3	
1	400KV Grid S/S Meramundali & Guest House Meramundali	1528.5 +221.9=1750.4	1807+160=1967	5+3=8	7+3=10=3	6=3	14	
D-Sub Total of EHT (O&M) Division, Meramundali		1850.4	1967				17	
	EHT (O&M) Division Dhenkanal (Office)	220	250	1	2=1	2=1	3	
1	132KV Grid S/S Dhenkanal	353.2	949	3	1	1	5	
2	132KV Grid S/S K.Nagar	538.2	525	4	-	-	4	
3	Switching Station K.Prasad	426.6	470	5	4=1		6	
E-Sub Total of EHT (O&M) Division, Dhenkanal		1538	2194				18	
	Grand Total = A+B+C+D+E	5991.7	11722				77	

GENERAL MANAGER  
EHT (O&M) CIRCLE, CHAINPAL

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## [SECTION-II]

### INSTRUCTION TO BIDDER

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

**A.** The bidder shall submit the bid in Electronic Mode only i.e [www.tenderwizard.com/OPTCL](http://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 IT Act / Service tax Act. So the interested bidder followed the above website for registration.

**For any e-tendering assistant contact help desk number mentioned below.(Bangalore – 080- 40482000.) & (Odisha-MR.Satya-09937140591)**

#### **2. Division of Specification.**

- |                 |  |
|-----------------|--|
| 1. SECTION –I   | :TENDER CALL NOTICE                    |
| 2. SECTION –II  | :INSTRUCTION TO THE BIDDER             |
| 3. SECTION –III | :GENERAL TERMS & CONDITION OF CONTRACT |
| 4. SECTION –IV  | :TECHNICAL & PRICE BID                 |
| 5. SECTION –V   | :LIST OF ANNEXURE                      |

#### **3. Purchaser's Right Regarding Alteration of Quantities Tendered.**

The Purchaser may alter the quantities of work at the time of placing orders. Initially the purchaser may place orders for lesser quantity with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders. Orders may also be split among more than one bidder for any particular item, if considered necessary in the interest of the OPTCL.

#### **4. Purchaser's right to accept/reject bids:**

The purchaser reserves the right to reject any or all the tenders without assigning any reasons what so ever if it is in the interest of OPTCL, under the existing circumstances.

#### **5. Mode of submission of Tenders.**

[A] Tenders shall be submitted in electronic mode only. ([www.tenderwizard.com/OPTCL](http://www.tenderwizard.com/OPTCL)).

[B] **Telegraphic or FAX tenders** shall not be accepted under any circumstances.

#### **6. Earnest money deposit:**

The Tenders shall be accompanied by Earnest Money deposit of value specified in the notice inviting tenders. Tenders without the required EMD will be rejected out rightly

The earnest money deposit shall be furnished in shape of

- (i) **DD** in favour of EHT (O&M) Circle, Chainpal, (In case the DD made from any other nationalized bank payable at any clearing branch at Talcher/Angul will be allowed, But the bidders have to deposit the collection fee(Bank

transaction fee) along with the paper cost. The collection fee & Paper cost is Nonrefundable)

**NOTE:-**

- (i) No adjustment towards EMD shall be permitted against any outstanding amount with the **ODISHA POWER TRANSMISSION CORPORATION LTD.**
- (ii) In the case of un- successful bidder, the EMD will be refunded after finalization of the tender. In the case of successful Bidder, this will be refunded only after award of contract & on submission of BG/DD as security deposit.
- (iii) Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of High Court of ODISHA extends.
- (iv) EMD will be forfeited if the bidder fails to accept the purchase order and/or work order issued in his favour or to execute the order, placed on them.
- (v) Tenders not accompanied by Earnest Money shall be disqualified.

**7. Validity of the Bids: -**

The tenders are requested to keep the validity of their offer for a period of **180** days from the date of opening of the tender, failing which the tenders will be rejected.

**8. PRICE: -**

The bidders are advised to quote their rate as per the price schedule attached with this specification and shall remain firm inclusive of all taxes & duties, labour charges etc. within the validity of the tender. However Service tax will be paid extra as per Govt. Prevailing rule.

**9. Bidders to be fully conversant with the clauses of the Specification:**

Bidders are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tenders. In case of doubt regarding the meaning of any clause, the bidder may seek clarification in writing from the GM EHT (O&M) Circle, Chainpal, This, however, does not entitle the bidder to ask for time beyond due date, fixed for receipt of tender.

**10. Documents to Accompany Bids.**

Bidders are required to submit tenders in the following manner:

- [i] All the relevant documents scanned copy, EMD & Paper cost proof scanned copy should be uploaded.

**11. Conditional Offer:**

Conditional offer shall not be accepted.

### **13. Qualification of Bidder:**

**The bidder must have the following documents to qualify.**

**i) CIVIL License (Optional)**

- ii) Service Tax Registration Certificate from the Central Excise Deptt.
- iii) Valid PAN/ TIN.
- iv) Labour License.
- v) VAT Regtd./VAT CC
- vi) Experience Certificate (Optional but weightage may be given)

### **14. CONSIGNEE:-**

The Assistant Managers/Deputy Managers/AGMs/Estimators/TA, in charge of Respective Sub-divisions, Divisions, Circle & Zone is the consignee for the contract to be issued to the Contractor for above work.

### **15. PAYING OFFICER:-**

The Unit Head of EHT (O&M) Division, Chainpal/Meramundali/Dhenkanal is the paying officer for the respective Sub-divisions under his Division including his own office & DDO of EHT (O&M) Circle, Chainpal & DDO of Zone office is the paying officer for Circle & Zone office respectively for the contract to be issued to the Contractor for above work.

### **16. General: -**

- (i) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the Bidder.
- (ii) Notice inviting tender shall form part of this specification.
- (iii) The EMD, if any, shall be returned to the unsuccessful bidders.
- (iv) It should be distinctly understood that the price bid shall contain only details/documents relating to price, as mentioned herein above.
- (ix) **The bidder must submit the EMD amount, cost of tender document and Tender processing fee in a sealed cover envelope super scribing the tender specification number, Tender Notice No & Date opening of tender clearly on the envelope cover. The said envelope is to be submitted in the office of the purchaser on or before the opening of tender.**



**[SECTION-III]**  
**GENERAL TERMS AND CONDITIONS OF CONTRACT [G.T.C.C.]**

**1.0 Scope of the contract:**

**A. The contractor will attend the following work:**

1. Sweeping of entire control room and office building flooring once per day throughout the month
2. Cleaning of entire control room and office building flooring once per day with surf water and phenyl throughout the month
3. Cleaning of door & windows (Glass/wooden & window railings) every day
4. Cleaning of telephones and apply of scented perfume as well as computer, fax machines etc. should be properly cleaned.
5. Spraying of perfumes in the control room
6. Cleaning of fixtures, fitting light & fans, A/C machine covers and any other wall mounted fittings (such as single line diagram, key boards, notice boards etc.)

**B. The contractor will attend the following work:**

1. Cleaning & sweeping once per day of outside control room and office building area up to a distance of 10 mtrs. Surrounding the control room along with uprooting grasses, weeds wherever required.
2. Cutting of small bushes & trees.
3. Cleaning of approach road.

**C. The Contractor will attend the following work:**

1. Cleaning once per day of Bath rooms, Toilets along with adjacent area where-ever required, wash basin, toilet pan, urinal pans, mirror, soap stand, hangers etc. with apply of harpic, scented phenyl & other detergents.  
Naphthalin balls and odonyl should regularly be supplied in the urinals once in a fortnight  
All washbasins and sinks should be cleaned with VIM  
The water cooler tray should be cleaned with Vim etc.

**1.1. Deployment of personnel's:**

The workmen engaged are to be issued with ID card. A supervisor is to be engaged to supervise the work. Adequate and proper personnel as required should be arranged during any emergency apart from the regular personnel available at specified sites. In case the workmanship of any deployed personnel is found unsatisfactory and reported, the person will be replaced immediately. It is the responsibility of the contractor to depute substitute staff for the earmarked staff if found remaining absent from the duty.

One complaint registers is to be maintained for each Grid Sub-station & Office. You shall maintain the attendance registers for the staff deployed: which the shift engineer of the grid substation, OPTCL, will periodically check. A deployment chart for each month is to be furnished by you. In case the performance is found unsatisfactory, the contract will be terminated on serving one month's notice from OPTCL side.

The regular up-keep, cleaning and sanitation work should be taken up before 9.00 AM in the morning daily. Unless emergency arises no such work should be taken up during office hours i.e from 10.00 AM to 5.00 PM. Besides, the sanitation service should also be available on holidays. Minimum persons are to be deployed in the following manner.

Inside building  
Upto 500 Sqmtr. 2 persons  
Upto 1000 Sqmtr. 3 persons  
Above 1000 Sqmtr. 4 persons

**1.2. Supply of materials:** The supply of materials required for day-to-day maintenance should be good quality and reputed make. No extra amount will be paid towards transportation, handling, storage and overhead expenses.

**1.3.**

- a) The price should be firm and breakup for each item should be furnished along with the bid.
- b) EPF & ESI: It is your responsibility to deposit EPF and ESI of personnel engaged for the work by you.
- c) Liability for workman's compensation if any shall be borne by you and OPTCL shall not have any liability what-so-ever in this regard.

**1.4. Wages & Bonus:** All the employee engaged in this office should get wages as per minimum wages rules of Govt. of Orissa.

**1.5. Uniform:** A good looking uniform with identity card should be provided to all employees for easy identification.

**1.6. Submission of documents:** Xerox copy duly attested of updated documents in support of IT, EPF & ESI should be submitted along with the bid.

**1.7. Rejection of materials:** Any substandard work noticed by the field office & in case non respond to the correspondences to the communications of field officer in this regard, the agreement will be liable for cancellation & forfeiture of EMD thereof.

**2.0 Definition of terms:**

For the purpose of this specification and General Terms and Conditions of contract [GTCC], the following words shall have the meanings hereby indicated, except where otherwise described or defined.

- 2.1 "The Purchaser" shall mean the General Manager, EHT (O&M) Circle, Chainpal for and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD., Bhubaneswar.
- 2.2 "The Engineer" shall mean the Engineer appointed by the Purchaser for the Purpose of this contract.
- 2.3 "Purchaser's Representative" shall mean any person or persons or consulting firm appointed and remunerated by the Purchaser to supervise, inspect, test and examine workmanship and materials of the equipment to be supplied.
- 2.4 "The Contractor" shall mean the bidder whose bid has been accepted by the purchaser and shall include the bidder's executives, administrators, successors and permitted assignees.
- 2.5 "Equipment" shall mean and include all machinery, apparatus, materials, articles to be provided under the contract by the Contractor.
- 2.6 "Contract Price" shall mean the sum named in or calculated the bid.
- 2.7 "General Condition" shall mean these General Terms and Conditions of Contract.
- 2.8 "The Specification" shall mean both the technical as well as commercial parts of the specification annexed to or issued with GTCC and shall include the schedules.
- 2.9 "Month" shall mean "Calendar month".
- 2.10 "Writing" shall include any manuscript, type written, printed or other statement reproduction in any visible form and whether under seal or under hand.

- 2.11 “FOR Destination costs” shall mean the cost at our work site. The cost is inclusive of all taxes & duties etc. , but excluding Service tax.
- 2.12 The term “Contract document” shall mean and include GTCC, specifications, form of tender, Notice Inviting Tender, covering letter, schedule of prices or the final General Conditions, any special conditions, applicable to the particular contract.
- 2.13 Terms and conditions not herein defined shall have the same meaning as are assigned to them in the Indian Contract Act, failing that in the ODISHA General Clauses Act.

3. **Manner of execution:**

The work should be executed to the full satisfaction of the owner asked and as per direction of the field in charge or consignee.

4. **Language and measures:**

All documents pertaining to the contract including specifications, schedule, notices, correspondence, operating and maintenance instructions or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract.

5. **Right to reject/accept any tender:**

The Purchaser reserves the right either to reject or to accept any or all tenders if the situation so warrants in the interest of the OPTCL. Orders may also be split up between different Bidders on individual merits of the Bidder. The Purchaser has exclusive right to alter the quantities of work at the time of placing final work order.

6. **Carry out the work**

The works awarded should be commenced from 15 days of the award of the contract and throughout for one Year from the date of issue of work order. Also Time being essence of the contract, the cleaning works shall be completed in time so as to keep the S/S & Offices of Sub-Division, Division & Circle cleaned at any time as specified in the contract.

7. **Force Majeure:**

The Contractor shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of god, acts of the public enemy, acts of Govt., Fires, floods, epidemics, Quarantine restrictions, strikes, Freight Embargo and provided that the Contractor shall within Ten (10) days from the beginning of delay on such account notify the purchaser in writing of the cause of delay. The purchaser shall verify the facts and grant such extension, if facts justify.

8. **Extension of time:-**

If the Commencement of work is delayed due to reasons beyond the control of the Contractor, the Contractor shall without delay give notice to the purchaser in writing of his claim for an extension of time. The Purchaser on receipt of such notice may or may not agree to extend the contract period date as may be reasonable but without prejudice to other terms and conditions of the contract.

#### **09. SERVICE TAX REGISTRATION No., PAN/TIN CARD & CIVIL LICENSE:**

Scanned copies of PAN/TIN, Service Tax Registration no. & CIVIL License (OPTIONAL) with Labour License valid on the date of opening of tender should be uploaded along with tenders, failing which the tender will be rejected. The contractor or their authorized representatives should produce the original documents for verification within 10 days from the date of opening of tender. Those who fail to produce the same and found not to be valid at the time of tender opening, their tenders will be rejected.

#### **10. Security deposit against 100% payment:**

The bidders whose offer qualifies for acceptance will be awarded work order for execution of the works and the bidder shall have to deposit security amount equal to 10% (ten percent) of contract value for one month in shape of cash/bank draft drawn in favour of respective paying officer, of OPTCL and this security amount renewed in every month upto expire/cancel of the contract. The security deposit shall be released after contract period is over on receipt of application for this purpose. No Interest shall be paid to the bidder towards the security deposit so deposited by the Bidder. The security deposit shall be deposited with the respective paying officer of OPTCL with making an agreement prior to commencement of work. In case of Non fulfillment of contractual obligation by the bidder, the same so deposited shall be forfeited without notice to the bidder. The Security Deposit should be submitted separately in for each Division wise/Circle wise/Zone wise.

#### **11. Terms of Payment.**

The full **100%(One Hundred Percent)** payment for full month work (or fraction of payment as per actual days work) will be made in monthly billing basis by the Paying Officer of Concern O&M Divisions/Circle/Zone, OPTCL in each month and after receipt of verification report from Consignee duly countersigned by SDO of Grid Sub-stations in Case of Grid S/S and In case of Division /Circle/ Zone the bill will be paid after receipt of verification report from consignee duly countersigned by unit head subject to submission & acceptance. The Bill should be submitted separately in for each Division wise/Circle wise/Zone wise.

**N.B-** Full costs for the damages, caused to equipments/materials during execution of work will be recovered from the monthly bills/or by encashment of their Security Deposit (if required). The bill will be paid as per actual days working by the worker. In Sunday & holidays, the work or attendance of worker shall be supervised by Security personnel deployed in the Division office, Circle office & Zone office or any employee authorized by the unit head in absence of Consignee as per requirement.

#### **12. Penalty for Delay in Completion of Contract**

If the contractor fails to provide service as per contract, an amount of twice the calculated daily billed amount for the period, will be recovered from the monthly bills or Forfeit of Security Deposit (if required) of the contractor. The unsatisfactory performance for a period of continuous Two months or more than one month in a quarter will be liable for termination of contract with forfeiture of security deposit of that particular Unit.

**13. Validity of Price.**

Prices and conditions contained in the offer should be kept valid for a minimum period of 15months from the date of opening of the tender, failing which the tender shall be rejected.

**14. Jurisdiction of the High Court of ODISHA.**

Suits, if any, arising out of this contract shall be filed by either Party in a court of Law to which the jurisdiction of High court of ODISHA extends.

**15. Correspondences.**

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

**Official Address of the Parties to the Contract**

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

- [i] **Purchaser:** General Manager EHT (O&M), Circle, OPTCL, Chainpal,(Odisha)

Telephone No. 9438907320

Email id:- ehtm.cle.chp@optcl.co.in

- [ii] **Contractor:** Address

Telephone No.

Fax No.

**16. Outright Rejection of Tenders**

Tenders shall be out rightly rejected if the followings are not complied with.

- [i] The bidder shall submit the bid in electronic mode only and shall submit the cost of tender document and Tender processing fee on or before the date and time of opening of the bid.
- [ii] The Tender shall not be submitted telegraphically or by FAX.
- [iii] The prescribed EMD shall be submitted on or before the last date and time of submission of the bid.
- [iv] The Tender shall be kept valid for a minimum period of 15Months from the date of opening of tender.
- [v] The schedule of prices should be filled up fully to indicate the break-up of the prices including taxes and duties. Incomplete submission of this schedule will make the tender liable for rejection.
- [vi] The Bidder should quote 'FIRM' price only and the price should be kept valid for a minimum period of 15Months from the date of opening of the tender.

**17. SAFETY PRACTICE:-**

The Bidder must be followed the OPTCL safety Rule while performing the work. The workmen must provided Safety Helmet, safety belt, safety shoe, etc by the contractor while performing the works. No deviation will be allowed and the consignee has got any power to stop the work at any time on the beach of safety practical.

**18. CONTRACTORS' RESPONSIBILITY:-**

- a) Notwithstanding anything mentioned in the specification or subsequent approval or acceptance by the owner, the ultimate responsibility for satisfactory performance in keeping the allotted portions shall rest with the Bidders.
- b) Clear-cut instructions to be issued to the persons deployed regarding their working place which is EHV premises.
- c) The contractors should be completely responsible for any Electrical accident met by the deployed personnel's due to their negligence during execution of work as per the prevailing Labour Act, Orissa.

**19. EVALUATION & COMPARISON OF BIDS:-**

Weightage shall be given to the following factors in the evaluation & comparison of bids.

- a) Past track records in AMC work of similar items to OPTCL, if any.
- b) Track record in performance of similar work done to other utilities other than OPTCL
- c) Deviation in the bid vis-à-vis in the stipulation in the bid specification both in Technical and Commercial
- d) In comparing bids and in making awards, the purchaser may consider such factors as compliance with specification, relative quality & adaptability of supplies or services, experience, financial soundness, record of integrity in dealings, performance of materials/equipments earlier supplied, ability to furnish repairs and maintenance services, the time of delivery, capability to perform including available facilities such as adequate shops, plants, equipment and technical organization.

## **[SECTION-IV]**

### **Technical Bid**

All the technical details mentioned in GTCC of SECTION-III

### **PRICE BID**

#### **1. PRICE:**

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

#### **2. PROPER FILLING UP OF THE PRICE SCHEDULE:**

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

**1. The Bidder must fill the price bid for complete work; no partial bid will be accepted.**

## **[SECTION-V]**

### **[LIST OF ANNEXURES]**

1	Supplier information form	ANNEXURE-I
2	Abstract of terms and conditions to accompany Section-II	ANNEXURE-II
3	Declaration Form	ANNEXURE-III
4	Bank Guarantee Form	ANNEXURE-IV



## **ANNEXURE – I**

### **SUPPLIER INFORMATION (Fill in Excel sheet provided in Price Bid)**

<b>SL No</b>	<b>The bidder shall furnish general information in the following format</b>	
1	<b>NAME OF THE BIDDER</b>	
2	<b>Address:-</b>	
3	<b>City</b>	
4	<b>Pin Code</b>	
5	<b>Contact person's Name :-</b>	
6	<b>Telephone No. office &amp; Residence:-</b>	
7	<b>FAX No:-</b>	
8	<b>EMAIL:-</b>	
9	<b>VAT/CST REGD. No:</b>	
10	<b>VAT CLEARANCE CERTIFICATE</b>	
11	<b>Labour License</b>	
12	<b>PAN NO.</b>	
13	<b>Service Tax Regd. Certificate</b>	
14	<b>CIVIL License</b>	

## ANNEXURE-II

ABSTRACT OF GENERAL TERMS AND CONDITIONS OF CONTRACT [COMMERCIAL] TO  
ACCOMPANY (Fill in Excel sheet provided in Technical Bid)

1	(a) Cost of tender document D.D. No. & Date	
	(b) Earnest money deposit furnished D.D. No. & Date.	
	© Tender processing fee (E-Payment Only)	
2	Deviations to the Specification in any (list enclosed or not)	Yes/No
3	Whether agreeable to OPTCL's terms	Yes/No
4	Whether agreeable to furnish Security Deposit / BG in case his tender is successful.	Yes/No
5	Whether agreeable to contractor responsibility clause	Yes/No
6	Terms of Payment : Whether agreeable to OPTCL's standard terms of payment or not	Yes/No
7	Penalty & Recovery : Whether agreeable to OPTCL's terms or not	Yes/No
8	Validity: - Whether agreeable to OPTCL's terms or not.	Yes/No
9	Completion Period: - Whether agreeable to OPTCL's terms or not.	Yes/No
10	Guarantee: - Whether agreeable to OPTCL's terms or not.	Yes/No
11	Xerox copy of Service Tax Registration no.(submitted)	Yes/No
12	Xerox copy of PAN card (submitted)	Yes/No
13	Xerox copy of VAT registration certificate (submitted)	Yes/No
14	Xerox copy of valid VAT clearance certificate (submitted)	Yes/No
15	Xerox copy of CIVIL License (submitted)	Yes/No
16	Labour License (submitted)	Yes/No
17		

## **ANNEXURE-III**

### **DECLARATION FORM (Fill the Form & Scanned copy have to upload)**

To

General Manager (Elect.)  
E.H.T. (O&M) Circle, OPTCL, Chainpal

Sub:- Tender Specification No. - \_\_\_\_\_

Sir,

1. Having examined the above specification together with Tender conditions referred to therein I/We the undersigned hereby offer to supply the materials covered thereon complete in all respects as per the Specification and General Conditions, at the rates entered in the attached contract schedule of prices in the Tender.
2. \*I/We hereby undertake to have the materials delivered within the time specified in the Tender.
3. \*I/We here Guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.
4. \*I/We certify to have submitted the bid electronically by remitting (Strike out whichever is not applicable) Cash / Money order / D.D. / remitting the cost of tender, and this has been acknowledged by your letter No. \_\_\_\_\_ Dated: \_\_\_\_\_ here with.
5. In the event of Tender being decided in my / our favour, I / We agree to furnish the DD/Composite B.G. towards Security Deposit in the manner of acceptance of PO/WO of ODISHA POWER TRANSMISSION CORPORATION LTD. and for the sum as applicable to me / us per **Clause – 11 of Section – III** of this Specification within 15 days of issue of Letter of intent / Purchase order failing which I / We clearly understand that the said letter of intent / Purchase order will be liable to be withdrawn by the Purchaser and the EMD deposited by us shall be forfeited by OPTCL .

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 15\_\_\_\_\_

Yours faithfully,

Signature of Tenderer  
with Seal of the Company

(This form should be fully filled up by the Tenderer and uploaded at the time of submission of tender)

\*( strike out whichever is not applicable)

## **ANNEXURE-IV**

### **PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT PAYMENT AND EMD.**

This Guarantee Bond is executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by us the \_\_\_\_\_ Bank at \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_

WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD., a body corporate constituted under the Electricity Act, 2003 [hereinafter called "the OPTCL" which shall include its successors and assigns has placed orders No. \_\_\_\_\_ Date \_\_\_\_\_ [hereinafter called "The Agreement"] on M/s. \_\_\_\_\_

[Hereinafter called "The Contractor"] which shall include its successors & assigns for execution of the work.

AND WHERE AS the bidder has agreed to execute the work for OPTCL in terms of the said agreement AND

WHEREAS the OPTCL has agreed [1] to exempt the bidder from making payment of Security [2] to release 100% payment of the cost as per the said agreement and [3] to exempt from performance guarantee on furnishing by the bidder to OPTCL, a Composite bank Guarantee of the value of 10 % [ten percent] of the contract price of the said agreement.

NOW THEREFORE, in consideration of the OPTCL having agreed [1] to exempt the bidder from making payment of Security [2] releasing 100% payment to the bidder and [3] to exempt from furnishing performance guarantee in terms of the said agreement as aforesaid, we, the

\_\_\_\_\_ [Bank][hereinafter referred to as 'the Bank'] do hereby undertake to pay to the OPTCL an amount not exceeding Rs. \_\_\_\_\_

[Rupees \_\_\_\_\_] against any loss or damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Bidder [s] of any of the terms or conditions contained, in the said agreement.

We the ( \_\_\_\_\_ Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Supplier [s] of any of the terms or conditions, contained in the said agreement or by reason of the bidder's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_

[Rupees \_\_\_\_\_]

3. We the \_\_\_\_\_ Bank} also undertake to pay to the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor [s] shall have no claim against us for making such payment.

4 We, (\_\_\_\_\_ Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till General Manager , E.H.T.(O&M) Circle, OPTCL, Chainpal, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor [s] and accordingly discharges this Guarantee.

Unless a demand or claim under this guarantee is made on us in writing on or before the [Date\_\_\_\_\_], we shall be discharged from all liability under this guarantee thereafter.

5. We,(\_\_\_\_\_ Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor [s] and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Contractor [s] or for any forbearance, act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Contractor [s] or by any such matter or thing whatsoever which under the law relating to sureties would but these provisions have effect of so relieving us.

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

7. We,[\_\_\_\_\_ Bank] lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.

8. We the \_\_\_\_\_ Bank further agree that this guarantee shall also be invoked at our place of business at Angul ( indicate the name of the branch)in the state of ODISHA. Not with standing anything contained herein.

1) Our liability under this bank guarantee shall not exceed Rs.------( Rupees----- ----).

2) The bank guarantee shall be valid up to dt.-----

3) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only & only if you serve upon us at -----branch at Angul(ODISHA) a written claim or demand on or before dt.-----.

Dated \_\_\_\_\_ Day of \_\_\_\_\_

For \_\_\_\_\_  
[Indicate the name of Bank]

Witness ((Signature, names & address)

1.

2.