

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar- 751022

Phone: (0674) 2540051 (EPABX)

Website: www.optcl.co.in



TENDER DOCUMENT FOR
“HOUSE-KEEPING, MAINTENANCE AND DINING
SERVICES OF OPTCL, TRANSIT HOUSE”

TENDER CALL NOTICE NO.HRD-TH-2/2013-14 DATED/07.10.2013

SALE OF TENDER PAPER FROM DATE : 07/10/2013 10.30 AM

LAST DATE OF SALE OF TENDER PAPER : 28/10/2013 (up to 01:00 PM)

LAST DATE OF RECEIPT OF TENDER DOCUMENT :28/10/2013 (up to 01:30 PM)

DATE OF OPENING OF TENDER : 28/10/2013 (at 03:00 PM)

(TECHNO COMMERCIAL BID)

NAME & ADDRESS OF THE FIRM / AGENCY :

COST OF THE TENDER PAPER : Rs. 2,000/- + VAT @ 5%



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(A Govt. of Odisha undertaking)

Regd. Office: Janpath, Bhubaneswar-751022, Odisha

Tel(0674)2540051(EPABX) Fax: (0674)-2545664

NOTICE INVITING TENDER

No.HRD-TH-2/2013-14.

Dated.07.10.2013

Sealed Tenders are invited from competent & experienced firms for Housekeeping & dining services of OPTCL Transit House, situated at Bhubaneswar on outsource basis.

The Agency having executed identical assignments of managing a Transit House/ Guest House / Staff Canteen for at least five years shall be eligible to participate in the tendering process. The tender specification may be obtained from the office of the undersigned on payment of Rs.2000/- + 5% VAT only in shape of crossed Bank Draft, payable at Bhubaneswar drawn in favour of '**DDO OPTCL Hqrs, Bhubaneswar**'. The Agency may also download the tender specification from the OPTCL Website: **www.optcl.co.in** and submit the tender along with the cost of the tender paper in shape of Bank Draft only.

Sale of tender specification shall commence from **07.10.2013 at 10.30 AM.** and close on **28.10.2013 at 1.00 PM.** The offer shall be submitted at OPTCL Hqrs on or before **28.10.2013 at 1.30 PM** in conformity with tender specification No.**HRD-TH-2/2013-14.**

Tender shall be furnished in two parts i.e. Techno Commercial Bid (Part-I) & Price Bid (Part-II) in separate sealed envelopes. Part-I containing Techno Commercial offer will be opened on **28.10.2013 at 3 PM in the Chamber of AGM(HRD)-I, 2nd Floor, OPTCL Corporate Office** in the presence of authorised representatives of the Agency i.e who opt to remain present. The date of opening of Price bid shall be intimated separately to the firms/agencies, which shall qualify in terms of Techno Commercial specifications. The tenders received in incomplete form or after the scheduled date & time shall be summarily rejected. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

Assistant General Manager (HRD) -I

TENDER DOCUMENT

HOUSE-KEEPING, MAINTENANCE AND DINING SERVICES OF OPTCL, TRANSIT HOUSE

1. DEFINITION OF TERMS

- The **company** shall mean “ODISHA POWER TRANSMISSION CORPORATION LIMITED (A Government of Odisha Undertaking)” having its registered office at Janpath, Bhubaneswar-751022.
- **Contractor/ Party** means successful tenderer whose bid has been accepted and shall include the bidder’s executives, administrators and permitted assignees. **OPTCL – means** – OPTCL Management or any Officer authorized by the management.
- “**Contract Price**” shall means the sum rounded in or calculated in accordance with the provisions of the contract as the “Contract Price” which shall included all taxes and duties.
- “**General Condition**” shall means the General terms and Conditions of contract, stipulated in this tender specification.
- “**Specification**” shall means the entire bid document.
- “**Month**” shall mean Calendar month.
- “**Writing**” shall include any manuscript, type written, printed or other statement reproduction in any visible form whether under seal or under hand.
- The term “**Contract Document**” shall mean and include GTCC, Notice inviting tender, covering letter, schedule of prices, any special conditions, applicable to the contract.
- **Items** means Tiffin items and meal items.
- 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.

2. SCOPE

House Keeping & Dining Services at OPTCL Transit House situated near OPTCL Headquarters Office Janpath, Bhubaneswar on contract basis for Two years. The details about the House Keeping & Dining Services have been elaborated elsewhere within this specification. The scope also covers termination of contract within the contract period by issuing 15 (fifteen) days advance notice and by forfeiting Security Deposit if any deviation from terms and conditions of the contract will be found/ noticed by the OPTCL management (Officer-in-Charge of Transit House).

3. ELIGIBILITY

- i) The firm/person (called Contractor) should have at least 5(five) years experience of House Keeping of any Transit House/ Guest House/ Staff Canteen with experience of cooking and serving Breakfast, Lunch, Tiffin, Dinner, out of which at least one should be from Government Department or Central or State Govt. PSU or Govt undertaking.
- ii) Only those who have purchased the tender papers from OPTCL or downloaded the tender document from OPTCL website and submitted requisite tender paper cost along with the bid documents are eligible to participate in the Tender. No other application form shall be accepted.
- iii) The party should have sufficient manpower for carrying out the cooking and housekeeping and cooking activities. They should furnish documentary evidence in support of their claim.
- iv) The firm/person (called Contractor) shall furnish the experience certificate from the Organization where they have executed/ are executing such contract.

4. VALIDITY

The Tender should be kept valid for a minimum period of 120 days from the date of opening of the Tender, failing which the Tenders will be rejected.

5. MODE OF SUBMISSION OF TENDER

Sealed tender papers completed in all respect shall be received at the office of the AGM (HRD)-I, OPTCL Hqrs. Office on or before **28.10.2013 up to 01.30 PM**. Tenders received after the due date and time shall not be taken into consideration. Tender not accompanied by requisite EMD shall also be summarily rejected. The tender should be submitted in a sealed envelope superscribed as **“TENDER FOR HOUSE-KEEPING, MAINTENANCE AND DINING SERVICES OF OPTCL, TRANSIT HOUSE”**. Tenderer must fill up the required information as per annexures at “A” and “B”. All pages of the Tender should be signed by the tenderer. Tender will be opened on **28.10.2013 at 03.00 PM in the Chamber of AGM(HRD)-I, 2nd Floor, OPTCL Corporate Office**. No post tender correspondence will be entertained/ allowed.

6. BID PRICE

- i) **Tenderers are requested to quote-‘FIRM’ price. No deviation from firm price will be entertained.**
- ii) The rate quoted should be inclusive of cost of materials, labour charges, taxes, duties (if any) and FIRM. No escalation of rate shall be allowed during the currency of the contract. Quoted rates shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in execution and completion of the contract.

7. PERIOD OF CONTRACT

Contract period shall be two(2) years from the date of issuance of order. But any deviation if found within the contractual period, then the contract will be terminated on issuing 15 days' notice to the contractor by the OPTCL Management/ Officer-in-Charge.

8. EMD

EMD of Rs. 5,000/- (Rupees Five Thousand) only in shape of Bank Draft in favour of "Drawing & Disbursing Officer, OPTCL Headquarters" Payable at Bhubaneswar to be deposited along with the Tender. EMD of successful bidder shall be returned after furnishing the Security Deposit. If the successful bidder will not execute the contract within 15 (fifteen) days from the date of issuance of the order, then the EMD amount will be forfeited without intimating the bidder (contractor) along with debarring the bidder from participating in future tenders of the Company. EMD of unsuccessful bidder will be refunded immediately after the tender is decided..No interest shall be paid on Earnest Money Deposit.

9. SECURITY DEPOSIT

The successful Tender (bidder) is required to deposit the amount of **Rs. 50,000/- (Rupees Fifty Thousand) only** towards Security Deposit within 7(seven) days from the date of award of the contract failing which the contract shall stand cancelled with forfeiture of EMD amount.

Whenever any claim against the contractor for the payment of a sum of money arises out of or under the contract, the Company shall be entitled to recover such sum of appropriating in part or whole the security deposit of the Contractor. In the event of the security deposit being insufficient the balance or the total sum recoverable as the case may be shall be deducted from any sum then due or which at any time there after may fall due. The Contractor shall pay to the Company on demand any balance remaining due.

In the event of any breach of the terms of the contract by the Contractor or any loss or damage occurred to the Company which in the opinion of the Company has arisen due to Contractor, the decision of the Company shall be final and binding on the Contractor or in the event of the termination of the contract or for any such breach, the security deposit is liable to be forfeited. The decision of forfeiture by the Company shall be final and binding on the Contractor. This is without prejudice to any other rights of OPTCL under contract law.

10. (A) HOUSE-KEEPING

- a. Housekeeping of the OPTCL Transit House includes sweeping, cleaning and sanitation of the Transit House consisting of 14 Double Rooms and 4 Single Rooms with attached toilet and two separate toilets, one Dining hall, Veranda .
- b. Taking total charge of the Transit House along with all fixtures/furniture and other assets and ensure proper layout of furniture and fixtures in the said premises.
- c. The contractor shall also be responsible for maintenance of account of all the furniture's and fixtures provided and account for the replacement, issues and receipt of the same.
- d. Sweeping of entire flooring of OPTCL Transit House and it's surrounding areas(five meters from the plinth of the building) including approach roads, paths and parking area once per day. Over growth of grass and shrubs be cut and cleaned daily at the open space and surrounding areas of transit house. Daily collection of all dry leaves, garbage and disposal of same as per instruction of Officer-in-Charge.
- e. Cleaning of entire flooring of OPTCL Transit House twice daily be done with surf water and scented phenyl.
- f. Cleaning of all furniture (including TV stand, Chairs, Tea table) door, Windows (Glass/ Wooden), Window railing with colin and markin cloth once per day.
- g. De-dusting of all the walls & ceiling. Rooms be made free from spider nets.Cleaning, Washing and Disinfecting of the floors of bathrooms, toilets withHarpic& scented phenyl disinfectant.
- h. Supply of washed and ironed bed sheets, pillow covers, towel, mosquito repellent, soap, shampoo etc. as and when guestoccupies a suite and on alternate day if he/she continues to stay for more than two days at a stretch. Bed cover, Bed sheets, Pillow cover, Blanket etc are to be properly maintained Naphthalene ball, Odonil, liquid soap must be kept in every toilet. The curtains and blankets shall be dry cleaned minimum once in a quarter i.e four times in a year. Room fresheners of good quality must be sprayed in rooms and toilets regularly.
- i. Maintenance of all sanitary fittings (inside) such as repair or replacement of water taps, connecting tubes/ pipes, valves, cistern, shower, geyser attachment as and when required with reputed make spares and fittings. Any minor repair within Rs. 500.00 PM shall be met by the Contractor.
- j. Work Specification:
 - (i) The party/contractor shall be responsible for attending the guest(s) in the Transit House for all the 24 hours of the day.
 - (ii) Attendants shall be deployed round the clock.
 - (iii) The attendants will change/ arrange the bed sheets/ decorate the rooms, clean the rooms, serve bed tea, Tiffin, tea, coffee, water and meals when it will be required at the lunch, dinner, breakfast and Tiffin times by the guests on request.

- (iv) Attendance will also call the doctor in case of emergency and attend the guest at the hospital if such a situation arises.
- (v) Attendant will take orders from the guests for food, tea/ coffee etc..
- (vi) Receptionist posted by the OPTCL, at the Transit House, will be responsible for the room allotment to the guests as per the instructions of Office-in-Charge. But attendants engaged by the contractor will be responsible for hospitality of the guests in the transit house i.e. from the time of arrival till his check out.
- (vii) Attendants will attend the guests, keep the rooms clean, serve foods, tea, water under supervision of the transit house receptionist.
- (viii) Receptionist will be responsible for allotment of rooms/suits, collection of rent from the guests and recovery charges towards any damages caused by the guests. But if any damage will be caused by the attendants/contractor, then it will be recovered from the contractor. Attendant will collect Tiffin/ Tea/ meal charges from the guests after serving the same to the guest as per the contract rate. OPTCL will not be responsible for collection of tea/tiffin/meal charges from the guests.
- (ix) The receptionist and contractor (House Keeping) will be responsible for any damage caused to any items/accessories/equipments of the guest house. The receptionist being the overall charge of the transit house or the Supervisor (engaged by the contractor) will immediately intimate the Officer-in-Charge, pertaining to damages caused by the contractor/attendants/any of the persons engaged by the contractor. If such a damage is found in the later stage, then Contractor will also be held responsible for such damages .
- (x) Since, Aquagaurd, TVs, Refrigerator, Air Conditioners, Fans, Tube Lights, Utensils, Room Decorations, Bed & Cot cleaning, Mirror cleaning, DiningTable, Chair Cleaning etc. are all coming under the purview of housekeeping by the contractor, the contractor will be responsible for any damage caused to these equipments.
- (xi) The following facilities will be provided to the contractor to be used for this purpose without any charges.
 - i. Water
 - ii. Electricity
 - iii. One room
 - iv. Limited utensils
 - v. One freeze
 - vi. Aqua guard
 - vii. Dining hall with table and chair.
 - viii. Kitchen

10(B) DINING SERVICES

- i) The Dining Hall shall remain open on all 7 days in a week.
- ii) The contractor shall serve Breakfast / Lunch / Dinner, Tea /Coffee / Cold drink, Snacks etc.as required during the day. However; there is no commitment for minimum or maximum number of meals /tea / snacks etc. required to be served. It depends upon programme and occupancy.
- iii) Lunch / dinner to be served in the dining hall or the place specified by OPTCL. It shall be as per menu out of list in Part II.
- iv) The contractor shall be required to serve water in jugs at the different locations and will also keep the jug / thermos and glasses in hygienic conditions. Contractor is required to provide drinking water as and when required.
- v) Bed tea will be served in the morning, in the rooms as per convenience of guests.
- vi) The contractor shall prepare meals, snacks, and tea/coffee at the kitchen attached to the dining hall as per menu fixed beforehand.
- vii) The party/Contractor shall ensure provisions for breakfast, lunch, dinner, tea, coffee and soft drinks (on requested) for the guests. The party/contractor should be able to honor special order during meetings, conference, VIP visits. Contractor shall able to provide Tiffin or meals for order of minimum 10 nos. packets to 100 nos. packets.
- viii) Good quality ingredients shall be used for preparation of edibles and it shall be indicated in the offer.
- ix) Food items shall be prepared and in served in clean and hygienic conditions.
- x) The party/contractor shall take all the responsible steps to avoid contamination of food and water.
- xi) The party/contractor shall stick to the quality, quantity and weight of the items served as per information furnished in the tender.
- xii) Any deviation from the above will be viewed seriously and the OPTCL Management will terminate contract by issuing 15 days notice to the party/contractor at any point of time during the two year contract period.
- xiii) The contractor shall arrange out-door catering for training, meeting and conference etc. if required and also provide food and beverage services for such purposes at venues such as MTC, Hqrs. Office within OPTCL as directed by Officer-in-charge. However; there is no commitment for minimum or maximum number of meals required to be supplied He will have to make his own arrangement for transport and supply. In addition, if required by the company the contractor shall arrange to provide the same on holidays also for which intimation shall be given in advance by Officer-in-charge .

11. STAFF REQUIREMENT

- i. The Contractor shall be responsible for engagement of required number of employee's for House Keeping and Maintenance of the Transit House. The contractor shall be responsible for payments made to the worker. OPTCL shall not be responsible for any labour unrest caused by the workers on account of the engagement by the contractor. **Number of employee to be deployed by the contractor with a brief description of nature of work to be dealt with by each employee and wage requirement shall be furnished along with the bid.** Minimum one attendant will be available for the ground floor and one for the first floor at the Transit House on round the clock basis for service.
- ii. The contractor shall maintain a team of well-trained, professional and experienced employee's for effective and smooth running of the Transit House.
- iii. The persons engaged on duty at Transit House by the contractor shall be polite, have pleasing personality and must be prompt in delivery of service to the guests. They must understand Oriya language.
- iv. The contractor shall be responsible for the proper behavior of all his staff and others, shall exercise proper degree of control over them and in particular without prejudice to the said generality the contractor shall be bound to prohibit / prevent any employees from trespassing or acting in any way detrimental or prejudicial to the interest of the community or the properties or occupiers of land or properties in the neighborhood. In the event of such trespassing, the contractor shall be responsible for all consequent claims or actions for damages or injury or any other grounds whatsoever. The decision of the Officer-in-charge upon any matter arising under this clause shall be final.
- v. Any person not found suitable for such services must be replaced by the contractor forthwith without affecting the normal running and maintenance of Transit House.
- vi. The colour of the uniform of your staff at Transit House shall be decided by the Management and shall be intimated to the contractor.
- vii. If and when required by the Officer-in-charge, the contractor's personnel entering upon the Transit House's premises shall be properly identified by badges of a type acceptable to the Officer-in-charge which must be worn at all times in Transit House's premises. It is the responsibility of the contractor to issue Identity Cards to the employee's engaged.
- viii. The contractor has to provide an experienced cook having culinary skills of preparing all types of dishes on prior approval of the Officer-in-charge.
- ix. The workers engaged by the contractor should be free from all communicable disease and any health hazards. It is responsibility of contractor to ensure that the workers should not be under influence of liquor or other addictions while on duty. The contractor shall be responsible for and pay the expenses for providing medical treatment to their employees who may suffer and bodily injury / loss of life during the course of business while carrying out the contractual obligations as a result of any accident within the company's premises.

- x. All the contractor's employees shall have to undergo medical examination by the OPTCL's medical officer from time to time. On such examination, if the OPTCL feels that any employees are not suitable for deployment in the Transit House, Contractor shall have to remove such employees forthwith. The contractor shall be responsible for any compensation to such employee.
- xi. Arrangement of accommodation for the operating and maintenance staff, cleaners, helpers etc. shall have to be made by the Contractor at his own cost.

12. RIGHT TO ACCEPT/ REJECT OFFER

Authority reserves the right to either accept or reject any or all the offers without assigning any reason thereof.

13. PENALTY

OPTCL shall be competent to recover any loss of assets from the Security Deposit of the successful tender/ contractor/ party as under.

- | | |
|--|-------------------|
| a) For failure to provide catering/ room service | Rs.200/-per day |
| b) If any of the cooking utensils, crockery, Cutleries are found in dirty condition. | Rs.100/- per day. |
| c) If any portion of the Transit House is kept dirty | Rs.50/- per day |
| d) For non-provision of clean linen including towels | Rs.20/-each |
| e) For non-provision of soap in the Occupied room as stipulated. | Rs.2/- each |
| f) Negligence to provide Odonil,use of Phenyl spraying the room per day With insecticide etc at each location. | Rs.50/- |
| g) Delayed Service resulting in any discontentment among the Occupants of the Transit House per day | Rs 100/- |
| h) Non-dumping of wastes in proper place. per day | Rs 200/- |

14. OUTRIGHT REJECTION

The Tenderer are required to enclose the photocopies of the documents as mentioned in Clause-28 of the tender document, along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.

15. SUBLETTING

The work shall not in any manner or degree be sublet except dry-cleaning/laundry service/cloth ironing.

16. PAYMENT OF BILL

- i) The Contractor shall submit the monthly House Keeping and Maintenance charges bills within 7th day of the following month to the Officer-in-charge for payment alongwith the labour payment sheet, muster roll and other documents related to statutory dues.
- ii) All the statutory dues shall be deducted from your running bills at the rate prevailing at the time of payment of the bills. You are required to submit PF deposit Challan & ESI deposit Challan for previous month along with monthly bills. If the same is not submitted the bill shall not be released.
- iii) Payment after statutory deductions and other deductions like taxes as applicable, duties, penalties etc. shall be released after due certification of the running bills by the officer-in-charge. Payment shall be made in shape of crossed A/c Payee cheque/ Demand Draft (less bank charges) only to the contractor or his authorized representative.
- iv) In case of any complaint of non-fulfillment of any obligation under the contract, the officer-in-charge reserves the right to withhold payments due to the contractor and out of such amounts or amount of security held, if any or the amounts likely to fall due to the contractor (but without obligation to do so) to make such payments as it may be considered necessary.

17. OFFICER-IN-CHARGE

AGM (HRD) i/c Transit House or his authorized representative is the officer-in-charge for this work.

18. PAYING OFFICER

DDO(Hqrs) OPTCL is the Paying Officer.

19. SAFETY CODE

- (i) The contractor shall provide first-aid and emergency medical facilities for his employees. The contractor has to ensure all precautionary measures and exercise utmost care in handling the inflammable gas cylinders/inflammable liquid etc. as required under the law and/or as advised by the Officer-in-charge of the Training Centre.
- (ii) The contractor shall take requisite precautions and use his best endeavors to prevent any riot and unlawful behavior by or amongst his employees and others employed by him for the preservation of peace and protection of properties of OPTCL.

20. OTHER TAX LIABILITY.

Tax on works contract, TDS under Income Tax Act, Reverse Charge of Service Tax as applicable shall be deducted at source from the monthly running bills of Contractor.

21. FORCE MAJEURE

In case OPTCL does not require contractors services due to unforeseen and unavoidable events beyond the control of the OPTCL, contractor will not be paid any remuneration for such period.

22. DISPUTE SETTLEMENT.

Any dispute or difference arising out of this contract shall be mutually settled, but if you disagree to such settlement, the decision of CMD, OPTCL or his authorized representative shall be final & binding.

23. TERMINATION OF CONTRACT

The management reserves the right to terminate the contract without assigning any reason thereof at any time during the period of contract by giving 15 (fifteen) days notice, if it is in the interest of OPTCL under existing circumstances. **Also in case of failure on the part of the contractor for fulfilling any contractual obligation, the officer-in-charge reserves the right to terminate the contract by issuing 15 (fifteen) days notice in which case Security Deposit shall stand forfeited and be absolutely at the disposal of Officer-in-Charge.**

24. CONTACT ADDRESS

Complete postal address with telephone number, fax no., mobile no., shall be given with the Tender for immediate contact. Also a residential certificate from the appropriate authority to be furnished along with the bid.

25. JURISDICTION

Suits, if any arising out of this contract shall be filed by either party in a Court of Law to which jurisdiction of civil court at Bhubaneswar, Odisha extends.

26. LEGAL OBLIGATIONS.

- i) Contractor shall obtain a labour license from the concerned authorities under the Contract Labour (Regulation and Abolition) Act 1970 and furnish copy of the same to the Officer-in-charge within 30 days of award of contract.
- ii) The Contractor shall comply with the provisions of The Employees' Provident Fund and miscellaneous Provisions Act 1952 and The Employees' State Insurance Act 1948. The contractor shall deposit Employees and Employer's contribution with the appropriate authority every month regularly in respect of the Manpower deployed by him in his own PF/ESI number.

- iii) The Contractor shall also comply with the provisions of The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Employers Liability Act 1938, The Employee's Compensation Act 1923, The Industrial Dispute Act 1947, The Maternity Benefit Act 1961, The Employees Provident Fund miscellaneous Provisions Act 1952 and The Contract Labour (regulation and abolition) Act 1970, The child labour (Prohibition & regulation) Act 1986, or any modifications thereof or any other law relating thereto and rules made there-under from time to time.
- iv) No person below 18 years will be employed.
- v) The contractor will take insurance policies for sufficient amounts to cover himself against third party risks, employee's compensation Act, contractors all risk policy, and keep OPTCL indemnified and continuously keep indemnified till the currency of contract.
- vi) The contractor shall recruit his own staff for the contract work. The contractor's staff will not be treated as OPTCL staff for any purpose whatsoever and facilities/benefits applicable to OPTCL staff will not be applicable to contractor's employees. The contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time and particularly for carrying out of the above job. If due to any reason whatsoever OPTCL is made liable to meet any obligation under any of the said laws and enactment's etc. for any reason whatsoever the same shall be recovered from the Security Deposit of the contractor with OPTCL or from the bills payable to him or failing which it shall be recovered as per law. It is made clear that the contractor shall have PF Account No allotted by RPFC and extend PF benefits as provided under EPF Scheme,1952 to his entire employee. He shall also allow ESI provisions to his employees.
 - a. The contractor shall not pay less than minimum wages to the employee's notified by Govt. of Odisha from time to time under the minimum wages Act and Rules.
 - b. Payment to the employee's deployed by the contractor shall be disbursed before 7th day of every month in presence of Officer-in-charge or his duly authorized representative irrespective of whether the bill for the service rendered has been paid by OPTCL or not. The Officer-in-Charge shall certify on the payment sheet/register for fulfillment of provision of Law.
- vii) Besides wages PF & ESI contribution, Annual Leave, Holiday wages etc. shall be paid to the employees engaged by the contractor as per statutory provisions.
- viii) The contractor shall allow the food Inspector to inspect the food items as per the provision of food Adulteration Act. The contractor shall abide by all laws applicable.
- ix) Any failure by the OPTCL at any time or from time to time to enforce or require strict keeping and performance of any of the terms and conditions of agreement, or to exercise a right hereunder shall not constitute a waiver of such terms and conditions or rights and shall not affect or impair the same or the right of the Company at any time to avail itself of the same.

27 .OTHER INFORMATION

- i) The contractor shall be provided with utensils, crockery and cutlery items Gas Chullah (except furniture's) etc. All ingredients for preparation of good stuff shall be the responsibility of the party.
- ii) Safety of electrical fitting and fixture shall be the responsibility of the contractor.
- iii) The contractors shall engage required manpower of the house keeping of the transit house. Disputes related for their wages, labour related matters and payment of taxes, duties if any, shall be the liability of the contractor. The contractor should also specify the skilled category of the manpower deployed.
- iv) Statutory dues as applicable in respect of workman deployed by the contractor shall be in no way OPTCL's liabilities.
- v) The party/contractor shall be responsible for proper behavior of the staff and shall exercise proper control over them.
- vi) The contractor shall have to execute the contract by himself and not by any sub-contractor. If at any time the contractor will be found to have engaged sub-contractor, then the contract will be terminated by the OPTCL with forfeiture of security deposit.
- vii) After completion of contract period the firm shall have to submit proof of clearance of any bill payable by him to OPTCL, after which security deposit will be released. In case of termination of contract from OPTCL side within the contract period to the contractor has to final/settle all his dues with OPTCL within 7(seven) days from the date of issuance of contract termination notice or else his security amount will be settle by the OPTCL by deducting any outstanding dues with OPTCL (i.e. any damages to OPTCL properties) or else termination of contract due to deviation in quality of foods, neatness of canteen of any other reasons due to the contractor, the security deposit will be forfeited and not to be returned to the contractor.
- viii) OPTCL reserve the right to add/delete and alter terms and conditions, if deems fit in the interest of the organization.
- ix) Use of electric heater is strictly forbidden.
- x) The timing of services shall be as follows:
 - a. Breakfast from 8.00 AM to 10.00 AM
 - b. Lunch from 1.00 PM to 3.00 PM
 - c. Tiffin from 5.00 PM to 7.00 PM
 - d. Dinner from 9.00 PM to 10.00 PM
 - e. Bed Tea 6.00 AM to 7.00 AM.
- xi) The contractor has to furnish list of orders of other organization in hand to be executed.
- xii) Tenderer/ Bidder to note that :-
 - a. Overwriting shall be avoided,
 - b. Eraser and other changes shall bear the dated initial of the person signing the tender.
 - c. In the event of the discrepancy or arithmetically error in the schedule of price, the decision of the purchaser shall be final and binding on the tender.

28. BASIS OF EVALUATION

The tender will be evaluated on the basis of the following:

- i) Price quoted for Housekeeping charges.
- ii) Fooding charges per month calculated on an average 50 persons per day for 30 days.
- iii) If the tenderers do not quote for any of the items, the bid will be treated as non-responsive

29. LIST OF DOCUMENTS TO BE SUBMITTED

The bidder to furnish the following along with the Part-I of the bid or else bid will not be considered for evaluation.

- i) Copy of the receipt in support of purchase of Tender Document/ DD towards tender paper cost.
- ii) Copy of the PAN/GIR Card.
- iii) Copy of the Sales Tax Registration Number.
- iv) Copy of VAT Clearance (VAT 612).
- v) Copy of the Service Tax registration Certificate.
- vi) Copies of the EPF and ESI Certificate.
- vii) Copy of the IT return filed for the last two financial years.
- viii) Experience certificate from the organization with signature and seal of issuing authority, name of the organization and duration of work and one of them should be from Government Department or Central or State Govt. PSU or Govt Undertaking
- ix) Signed copy of the tender document in support of their willingness to execute the contract as per the provision (terms) of the tender documents if contract will be awarded to them.
- x) List of works performed in any organization during last five(5) years or before with duration of execution of works and nature of work.
- xi) EMD amount Rs. 5,000/- in shape of Bank Draft in favour of “Drawing & Disbursing Officer, OPTCL Headquarters” Payable at Bhubaneswar.

Part – I (Techno Commercial Bid)

ANNEXURE - I

DECLARATION FORM

To

Sir,

1. Having examined the above specification together with tender conditions referred to therein. I/ We the undersigned hereby declare the prices / rates quoted by us shall remain firm during currency of contract & shall not be subject to any escalation and the quoted rates shall be deemed to include and cover all costs, expenses & liabilities of every description and all risks of every kind to be taken in executing and completion of work.
2. I/ We undertake to abide by all the terms & conditions of the tender / job contract scrupulously.
3. I/ We hereby guarantee the particulars given in the tender supported with necessary documents from concerned authorities.

Signed this

Day

Year 2013

Signature of the Tenderer with seal of the firm

(This form should be duly filled up by the tenderer and submitted along with the original copy of the tender)

DETAILS OF TENDERER

1. Name of the Tenderer / Firm :
2. Permanent Address
3. Mailing Address (with Telephone No. / Mobile No. / Fax No.)
4. Copy of service tax registration No. :
5. Copy of Sales Tax Registration No.
6. Permanent Provident Fund Account No. :
7. Permanent ESI Account No. :
8. Experience in similar type of works :
9. Name of the person authorized to sign the tender and Bills in case of successful tenderer. :
10. Whether the tenderer / firm executed the previous similar order awarded In their favour by OPTCL / GRIDCO fully and satisfactorily. YES / No
 - (a) If No, then give details

Signature of the Tenderer with seal

ABSTRACT OF TERMS AND CONDITIONS

(This proforma should be filled up with all information and should be furnished alongwith the tender)

1. (a) Tender Paper Cost: Rs. _____
Money Receipt/ DD/ Banker's ChequeNo.Date.
(b) Earnest Money Deposit :-
(Submitted in shape of Bank Draft / Bankers cheque)
 - a) Name of the Bank :-
 - b) Amount :-
 - c) Bank Draft / Bankers chequeNo. & Date :-
2. Nature of Price :-Firm –Yes/No
3. Security deposit (whether agreeable to OPTCL terms) :- Yes / No
4. Penalty (Whether agreeable to OPTCL terms) :- Yes / No
5. List of similar type of order(s) executed :-Yes/No
(Attach separate sheet & photocopy of orders)
6. Terms of payment (Whether agreeable to OPTCL terms) :- Yes / No
7. Validity:- Whether agreeable to OPTCI's term or not. :- Yes / No
8. Whether declaration form duly filled in furnished or not. :- Yes/No

Signature of the Tenderer with seal

Place:

Date:

ANNEXURE-IV

Abstract of Manpower Deployment

Sl No	Nature of job to be dealt with category	Skilled Category	No of person to be deployed	Rate of minimum wages per day (in Rs.)	Total Wages per month (in Rs.)	Employer share of EPF contribution @ 13.61% (in Rs.)	Employer share of ESI contribution @ 4.75% (in Rs.)	Total per month
1	Supervisor / Manager							
2	Cook							
3	Attendant							
4	Sweeper cum Cleaner							

Signature of the Tenderer with seal

PART – II(PRICE BID)
For House-Keeping, Maintenance and Dining Services of OPTCL Transit House

Tender Specification No:

Name of Tendering Agency:

(A) House Keeping charges per month (without meals, Tiffin's charges): Rs

(B) The following rate chart should be filled and furnished alongwith the Bid.

SL No.	FOOD ITEMS	Unit of Measurement	IN RUPEES
1	Poori-6 pc. (30 gms. Per pc.) or Parata – 4 nos. (50 gms per pc.) with 200 gms. Curry/ curd and Tea/ coffee 1 cup (100ml) for one person	No	
2	6 slice bread with butter and jam, 2 nos egg cook to order/ cornflakes 50 gms. With 100 ml. Of milk & sugar and Tea/ Coffee 1 cup (100 ml.) for one person	No	
3	Idli-6 pc (50 gms per pc.) with 150 gms Samber & 50 gm Chutney (dry) or Masala Dosa-1 pc (250 gms.) with 150 gms Samber & 50 gm Chutney (dry) or Upma (250 gms.) with 150 gms Samber & 50 gm Chutney (dry) or Chhole Bhature – 2 pc. (each 100 gms) with Chhole 100 gms. With Tea / coffee 1 Cup (100 ml.) for one person	No	
4	Paneer Butter Masala with 100 gms. Paneer	1 plate	
5	Matar Paneer with 10 gms. of paneer	1 plate	
6	Mushroom (chili/ masala/Do piyazi/ curry) with 100 gms. Mushroom	1 plate	
7	Mixed vegetable curry	200 gms.	
8	Chana Masala/ cholle	150 gms.	
9	Chili Gobi/CAULI FLOWER/CABBAGE CURRY	200 gms.	
10	Green salad	100 gms.	
11	Dal Fry	150 gms.	

12	Omelet / Bhujia of Eggs	2 nos.	
13	Fish Curry / Fry (2 pieces)	150 gms.	
14	Mutton curry	150 gms.	
15	Chicken Butter Masala/CHICKEN CURRY	150 gms.	
16	Plain Rice	200 gms.	
17	Plain Rice (Basumati)	150 gms.	
18	Zeera Rice	200 gms.	
19	Vegetable Fried Rice (Basumati)	200 gms.	
20	Pickle	2 piece	
21	Roti (40 gms)	1 piece	
22	Paratha (50 gms)	1 Piece	
23	Samosa/ Piazi/ Aluchop with sauce	100 gms	
24	Vada 75 gms per piece with chutny of 50 gms.	2 pcs	
25	DahiBada	150 gms.	
26	Idli (50 gms. Per piece) with 150 gms. Samber and 50 gms. Of Chutney (dry)	4 piece	
27	Masala dosa (250 gms.) with 150 gms. Samber and 50 gms. Of Chutney (dry)	1 piece	
28	Paratha each of 50 gms. With sabji 50 gms.	1 plate	
29	Papad (large) (roasted/ fried)	2 nos.	
30	Tea (100 ml.)	1 Cup	
31	Coffee (100 ml.)	1 Cup	
32	Mineral water	1 ltr.	
33	Indian sweet (Rosagola, Golapjam, etc.)	100 gms.	
	STANDARD LUNCH / DINNER (THALI)		
34	Vegetarian Rice / Roti, Dal,/Dalma ,Dry veg, Santula,Veg curry, pickle, papad ,SAG& salad for one person	No	
35	Non- vegetarian Rice / Roti, Dal/DALMA, Dry veg, Veg curry, pickle, papad,SAG& salad and Fish 50 gms. / Egg 2 nos. for one person	No	

Certified that above price quoted are final and inclusive all Taxes and duties.

SIGNATURE OF THE TENDERER