



Punjab State Transmission Corporation Ltd.

(Regd. Office: PSEB Head Office, The Mall, Patiala)

Corporate Identity Number : U40109PB2010SGC033814, Web Site : www.pstcl.org
O/o S.E /SLDC (P&S) SLDC Building ,220KV Grid Sub-Station, Ablowal, (Patiala-147001)
Tel. No. 0175-2365901 Fax No. 0175-2365340, 2367490 Email :-sldcprojects@punjabsldc.org

From

SE/SLDC (P&S)
Ablowal (Patiala).

To

As per list overleaf

Memo No:

Dated:-

Subject: Quotation for cleaning & general housekeeping of SLDC building & its complex area at Ablowal (Patiala) for the year 2018-2019.

Dear Sir,

PSTCL intends to hire service on contract basis (DC labour rates plus contractor premium plus consumable charges) for cleaning & general housekeeping of SLDC building & its complex area as per following scope of work and term & conditions. You are hence requested to submit your quotation indicating the rates, taxes & duties as applicable etc. in a sealed envelope to this office by **26.02.2018** before 15:00hrs

1. Scope of Work/description:

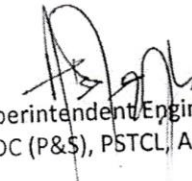
- (i) Sweeping & cleaning of control room, computer rooms etc. located in Technical area of SLDC building including its pantry, toilets, foot mats etc., twice a day on all seven days of the week.
- (ii) Sweeping & cleaning of offices, all the rooms and toilets located in non-technical area including all stairs cases, inside and outside common/paved area (s) of the SLDC building once a day on all working days.
- (iii) Cleaning / dusting of computer, communication and other SLDC equipment installed in the Technical Area under the supervision of engineer in-charges as and when necessary. (at least once a month).
- (iv) Cleaning of drinking water coolers by dewatering of water & cleaning of inside space of the cooler tank to the entire satisfaction of officer-in-charge (as and when required).
- (v) Cleaning and up-keep of open/paved floors at selected locations in the building.
- (vi) To maintain flower pots at selected location in the building.

2. Approximate expenditure of above work **Rs. 4,40,000.00**
3. Period of Contract **1/4/2018 to 31/3/2019**
4. Last Date & Time of receipt of quotations **16/03/2018 upto 15:00hrs**
5. Date & Time of receipt & opening the quotations **16/03/2018 at 15:30hrs**

6. Term & Conditions:-

- (i) The bidder should be registered with PSPCL/PSTCL.
- (ii) The bidder shall be required to provide necessary T& P for sweeping cleaning moping etc. including cleaning floor carpets, removal of cobwebs, cleaning of window panes, fans, portion walls / glasses and consumable like detergents, acid, harpiks, phenyl, Pocha and Brooms will be provided by the contractor. He will also maintain flower pots etc. placed at selective points.
- (iii) Sweeping & cleaning shall be carried out from 7.30 a.m. to 9.30 a.m in the morning and 4.00 p.m to 6.00 p.m in the evening or any other time of the day as per the specific requirement. The bidder or his authorized representative Supervisor will ensure his presence working hours to get the work done from his workers.
- (iv) Minimum 3 no. part time sweeper for 4 hours a day in the morning (for 2 hours) & evening (for 2 hours) and additional one person for full day i.e. from 9.00 a.m to 5 p.m with usual lunch break for carrying out the urgent cleaning and sweeping works and other jobs. Payment of part time sweeper & regular will be made on the basis of actual deployment of labour at site.
- (v) The contractor shall be responsible for proper attendance record of sweepers and may be checked any time by JE/SLDC(Imp Cell).
- (vi) Bidder whose work order has been cancelled in the past due to unsatisfactory work, are not eligible to apply.
- (vii) The bidder must execution an agreement on a non-judicial stamp paper (100/-) failing which payment cannot be released.
- (viii) The technical portion of the two stories SLDC building houses main SCADA / EMS equipment, communication equipment power supply system, boundary metering related equipment's, DG set, indoor substation, AC plants etc. besides office of SE/SLDC (operation) in the main control room. The non-technical part of this building CE/SLDC office and its staff, SE/SLDC (P&S), Dy. CE/SLDC (Open access) conference room, store etc. There is a covered parking, lot at the main entry of the building. There is also an annexe building in the complex, all roads & paths in side SLDC complex. The bidder may visit the SLDC complex at his own cast on any working day from 9.00 am to 5.00 pm to assess the total area covered in the contract, before submitting the quotation.
- (ix) The rates should be valid for 120 days from the date of opening of tenders.
- (x) Tenders received through telex / telegraphically or through fax shall not be accepted.
- (xi) The undersigned reserved the right to cancel the quotation without mentioning any reason.
- (xii) If the date of opening of tender happens to be holiday, quotations shall be received and opened at the same time of next working day.
- (xiii) The bidder will ensure proper cleaning / dusting of computers, communication and other SLDC equipment installed in technical area rounded the clock on all days of the week and also insure cleaning of non-technical area during working days of week (i.e. Monday to Saturday).
- (xiv) In case of work is not satisfactory a warning shall be issued. In case if negligence still persists, the penalty will be charged at the double of the rate on prorata basis.
- (xv) The bidder will ensure the working & cleaning of sewerage up to the first main hole.
- (xvi) The bidder is required to submit an Earnest money Deposit (EMD) of 2% of the tender value rounded off to multiple of Rs. 10/- on the higher side subject to minimum of Rs.

- 5000 in the shape of demand draft in favour of A.O/SLDC, PSTCL, Patiala. Tender offered without EMD will not be accepted.
- (xvii) The earnest money of successful bidder deposited with the quotation shall be converted into security deposit after successful allotment of work order and shall be released after successful completion of contract (i.e. after 1 year). Further, EMD shall be returned to unsuccessful bidders by this office after allocation of work order to lowest bidder.
- (xviii) Office of ASE/SLDC, IMP. Cell, PSTCL, Ablowal, Patiala will monitor the work.
- (xix) The bidder will be responsible for any damage done to the building or other installation in the office complex.
- (xx) The bidder should engage major (i.e. age above than 18 years) labour
- (xx) The bidder will be engaged labour which should be of good character and honest hence he will be responsible for any theft on behalf of them.
- (xxii) If the bidder fails to carry out said work satisfactory his work order may be cancelled by under signed at any time. His security and earnest money will stand forfeited.
- (xxiii) The bidder will be registered with Regional Provident Fund Commissioner's per the provisions of EPF Act-1952. The bidder will be solely responsible for compliance of various provisions of EPF Act-1952 being the principle employer. All obligations arising on this account will be responsibility and PSTCL will have nothing to do with it.
- (xxiv) The contractor will submit monthly bill along with EPF , ESI , GST Challans of preceding month with details of employees.
- (xxv) Payment will be made after deduction of TDS @ 2%.
- (xxvi) GST and other taxes will be applicable as per statutory Law.
- (xxvii) The tender document can be collected from O/o SE/SLDC (P&S) PSTCL, Ablowal Patiala during office hours. The cost of tender document is Rs 500/-(Non-refundable) and bidder required to deposit the same in shape of Bank draft in the favour of AO/SLDC, PSTCL Patiala. Quotations of the bidder which do not accompany the said amount shall not be opened/ considered.
- (xxviii) All statutory rules and regulation such as EPF, ESI act, labours rule and regulations, wages etc as per department of Punjab shall be followed by contractor. The contractor will be fully responsible for any kind of penalty levied by Central/State Got.
- (xxix) All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
- (xxx) If at any time any question, dispute or difference, what so-ever arise between the Vendor and PSTCL, upon or in relation to, or in connection with the order/contract, he may go for arbitration clause contained in Work Regulations 1997, as amended from time to time.


Superintendent Engineer,
SLDC (P&S), PSTCL, Ablowal (Patiala).

CC:

1. Chief Engineer/SLDC,PSTCL, Ablowal (Patiala)
2. Sr.AO/SLDC, PSTCL, Patiala
3. Notice Board