Sealed Short Term Quotations are invited by Manager (T) O&M S-03, for the following works:

**Table-1**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Tender/Quotation Enquiry No.</th>
<th>Name of the Work.</th>
<th>Estimated Cost (RS)</th>
<th>Earnest Money Deposit (EMD) (RS.)</th>
<th>Quotation Fee (RS.)</th>
<th>Work Completion Period</th>
<th>Scheduled Date/Time (24 Hrs Format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Quotation No. F.DTL/208/2016-17/ Manager (T) O&amp;M-S03/Q17/17 Dt. 24.10.2016</td>
<td>Sweeping &amp; Cleaning Work at 220kV Substation Vasant Kunj for one month.</td>
<td>800/-</td>
<td>500/- (NON REFUNDABLE)</td>
<td>30 DAYS</td>
<td>START SALE OF TENDER/QUOTATION 25.10.2016 FROM 10:30 HRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>END SALE OF TENDER/QUOTATION 05.11.2016 UP TO 16:30 HRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>START BID SUBMISSION 25.10.2016 FROM 10:30 HRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>END BID SUBMISSION 07.11.2016 UP TO 10:30 HRS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OPENING OF TENDER/QUOTATION* 07.11.2016 AT 11:30 HRS</td>
<td></td>
</tr>
</tbody>
</table>

*If the date of opening is declared Govt. holiday then the next working day will be treated as opening date.

1. Quotation can be obtained against the requisite amount paid in the form of Pay Order/Demand Draft, drawn in favor of Delhi Transco Ltd., from the office of Manager (T) O&M-S03 and same will be submitted and opened in the office of Dy. General Manager (T) O&M-SOUTH. The addresses are mentioned below:

**Table-2**

<table>
<thead>
<tr>
<th>Place of Sale of Tender</th>
<th>Place of Submission and Opening of Quotation</th>
</tr>
</thead>
</table>

2. The request application on letterhead along with prerequisite cost for purchase of sealed tender/quotations document should accompany valid copies of the following documents: (1) PAN (2) TIN. (3) Copy of VAT and Service Tax Receipt.

3. Complete quotation documents can also be downloaded from the websites of DTL [HTTP://WWW.DTL.GOV.IN](http://www.dtl.gov.in). In the event of quotation being downloaded from the website, then requisite amount quotation fee must be deposited along with the offer. Bidder shall submit the quotation in a book form, each page must be numbered and signed by the bidders.

Designation /DEPTT: MGR (T) O&M- S03
DELHI TRANSCO LIMITED  
(A GOVT NCT OF DELHI UNDERTAKING)  

QUOTATION/TENDER NO. F.DTL/208/2016-17/ Manager (T) O&M-S03/ Q17/ 17    Dt 24.10.2016  

DATE OF OPENING: ________________________________  

PLACE OF OPENING/ SUBMISSION: Office of DY. GENERAL MANAGER (T) O&M-SOUTH, Delhi Transco Limited, Room No. 48, Shaktideep Building, Jhandewalan Extension, New Delhi-110055.  

<table>
<thead>
<tr>
<th>NAME OF BIDDER</th>
<th>ADDRESS OF BIDDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBJECT: Sweeping & Cleaning Work at 220kV Substation Vasant Kunj for one month.  

TENDER/ SEALED SHORT TERM QUOTATIONS WILL BE RECEIVED AND OPENED AS PER THE DETAILS GIVEN AT TABLE-2, AS PER TERMS AND CONDITIONS MENTIONED HERE UNDER:-  

<table>
<thead>
<tr>
<th>SR.NO.</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>UNIT</th>
<th>UNIT RATE (RS.) (BIDDER TO QUOTE FOR EACH ITEM SEPARATELY)</th>
<th>TAXES IF ANY</th>
<th>TOTAL AMOUNT (RS.) (INCL. OF TAX)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cleaning of Developed Area</td>
<td>19000</td>
<td>Sq.m</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Sweeping/Mech. Sweep of Open Area</td>
<td>2400</td>
<td>Sq.m</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Mech. Housekeeping of covered area</td>
<td>1400</td>
<td>Sq.m</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GRAND TOTAL IN FIGURES (INCLUSIVE OF ALL TAXES & DUTIES):  

1. THE QUOTATION FORM & OTHER DOCUMENTS CAN BE OBTAINED FROM THE OFFICE OF THE MANAGER (O&M-S03), AT 220 KV VASANT KUNJ S.STN  AFTER FURNISHING A REQUEST & REQUISITE AMOUNT QUOTATION FEE WHICH IS NOT-REFUNDABLE IN THE FORM DRAFT/ PAY ORDER IN FAVOUR OF DELHI TRANSCO LIMITED. THE QUOTATION DOCUMENT CAN ALSO BE DOWNLOADED FROM DTL WEBSITE WWW.DTL.GOV.IN. IN CASE OF QUOTATION DOCUMENT ARE DOWNLOADED FROM WEBSITE THEN REQUISITE AMOUNT FOR THE COST OF QUOTATION DOCUMENTS FEE IN THE FORM OF BANK DRAFT/PAY ORDER IN FAVOUR OF DELHI TRANSCO LIMITED MUST ALSO BE ENCLOSED ALONG WITH THE SEALED ENQUIRY AND THE SAME SHOULD ALSO BE MENTIONED ON THE FACE OF THE SEALED ENVELOPE OTHERWISE THE OFFER IS LIABLE TO BE REJECTED. IN CASE OF ANY DESCREPANCY IN THE DATED WITHIN THIS DOCUMENT, THE DATES AS MENTIONED IN WEB NOTIFICATION TABLE-1 SHALL PREVAIL.
2. The following details are necessary to be filled by the contractor and also to be indicated on the face of envelope failing which the offer is liable to be rejected.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>DESCRIPTION</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>DATE OF OPENING</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>VALIDITY OF OFFER (OFFER SHOULD BE AT LEAST 120 DAYS FROM THE DATE OF OPENING OTHERWISE OFFER IS LIABLE TO BE REJECTED</td>
<td>120 DAYS.</td>
</tr>
<tr>
<td>III</td>
<td>EARNEST MONEY</td>
<td>AMOUNT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DD No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DATE OF ISSUE:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NAME OF BANK:</td>
</tr>
</tbody>
</table>

3. All the bidders are requested to submit earnest money of Rs. 800/- in the shape for DD/ Pay order in favour of Delhi Transco limited drawn in Delhi. Offer without earnest money is liable to be rejected.

4. The offer must be submitted signed by the authorized signatory with official seal on each page of the quotation otherwise offer is liable to rejected.

5. All other terms & conditions as per annexure ‘A’. (Enclosed)

Signature of the bidder with stamp.
DELHI TRANSCO LIMITED  
ANNEXURE ‘A’  
Terms & Conditions

1. The rates should be valid for a period of minimum of 120 days and should be inclusive of all taxes.
2. Earnest money equivalent to the specified amount, prescribed in the NIQ letter i.e. Rs 800/- only is required to be submitted along with quotation documents by means of DD/BC/PO etc in F/O of DTL.
3. Apart from earnest money the successful party will have to deposit security amount @ 5% of the ordered amount within 10 days of the receipt of the written order by means of DD/BG or in the shape of FDR in F/O Delhi Transco Limited.
4. The successful bidder will have to execute an agreement on non-judicial stamp paper within 07 days of receipt of P.O, failing which a penalty @1% of the contract price will be imposed for delay of every week.
5. All the materials for regular sweeping cleaning will be provided by contractor. Contractor will depute sufficient manpower to execute regular sweeping and cleaning and maintain the station premises neat and clean.
6. Duration of the work is one month. Work shall be started by 07 days of receipt of order failing which a penalty @1% per week or part there of subject to a maximum of 10% of the value of the contract.
7. If the date of opening happens to be a holiday or declared as holiday then the next working day will be the date of opening or can be postponed by the officer opening authority.
8. If any dispute/ question of controversy arises between DTL & contractor relating to the contract/ order or any clause or thing contained therein the dispute shall be referred at the arbitration of DGM (T) South, DTL or his nominee and the decision of the DGM (T) South or his nominee shall be final and binding on both the parties.
9. The contractor must hold and require submit copy of PAN, TIN, and SERVICE TAX RECEIPT.
10. The payment shall be made as per DTL norms after satisfactory completion of the work & submission of bill by the party.
11. Delhi Transco Limited reserves the right to reject the offer/offers without assigning any reason.
12. In the event of non submission of DD/PO/BG or FDR towards Security Deposit Amount within the stipulated period penalty @ 0.05% per week up to maximum of 2% of the ex-works cost shall be levied.
13. Delhi Transco Limited reserves the right to cancel the order if found unsatisfactory performance & will have the right to hire the service from other party at the Risk & Cost of the contractor.
14. Experience: Contractor has to submit P.O copy for past supply of electrical items in DTL/ Govt./PSU/ Power utility.

Signature of the contractor with Rubber Stamp                                Mgr (T) 220KV O&M-S03