**Short Term Tender/Sealed Quotations** are invited by Manager (T) O&M-W02, 220kV S/Stn. Pappankalan-2, single bid system from working contractors for the following works:

<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</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>F.DTL/206/Oprn.O&amp;M/2016-17/Mgr(O&amp;M)-W02/Q-17/117 dated: 27.03.2017</td>
<td>Providing of housekeeping services for the developed and undeveloped yard of 220kV grid substation PPK-II</td>
<td>-----</td>
<td>650/-</td>
<td>500/- (Non Refundable)</td>
<td>60 Days</td>
<td>Start Sale of Tender/Quotation 06.04.2017 from 10:30 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Sale of Tender/Quotation 19.04.2017 up to 10:00 Hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start Bid Submission 06.04.2017 from 10:30 Hrs.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Bid Submission Up to 10.30 Hrs. Dt.19.04.2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Opening of Tender/Quotation At. 11.30 Hrs. Dt. 19.04.2017</td>
</tr>
</tbody>
</table>

1. Tender/Quotation document can be obtained from the office of Mgr(T)O&M-W-II, 220kV S/Stn. Pappankalan-2, New Delhi-110078, against the requisite amount paid in the form of pay order/Demand Draft, drawn in favor of Delhi Transco Ltd. The request application on letterhead along with prerequisite cost for purchase of sealed Tender/quotation document should accompany valid & legible copies of the following documents:
   1. PAN.
   2. Copy of latest chalan of ST deposit in Govt.
   3. Service tax registration copy
   4. Copy of the PO for the works carried out in DTL and in other govt. agencies/oranizations.

2. Complete Tender/quotation document can also be downloaded from the website of DTL http://www.delhitransco.gov.in (Unique No. DTL--

3. The Bid documents complete in all respect can be dropped in the Tender Box available in the office of Dy. G.M. (T) West, Anarkali complex, Shakti Deep Building, 1st Floor, Jhandewalan Extension, New Delhi 110055, on any working day on or before 10.30 hrs on 19.04.2017 and same shall be opened on same day at 11.30 Hrs.

Name : S.K. Garg
Designation/Deptt. : Mgr (T) O&M-W-II
220kV Sub-Station Pappankalan-2, Sector-16B, Near Metro Station Sector-14, Dwarka, New Delhi--110078
Sub Providing of housekeeping services for the developed and undeveloped yard of 220kV grid sub-station PPK-II

Tender/Sealed quotations will be received up to 10.30 Hrs on 19.04.2017 , in the office of Dy. G.M. (T) West, Anarkali complax, Shakti Deep Building, 1st Floor, Jhandewalan Extension, New Delhi110055, for Providing of housekeeping services for the developed and undeveloped yard of 220kV grid sub-station PPK-II subject to special terms and conditions mentioned here under:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of work</th>
<th>Qty.</th>
<th>Unit</th>
<th>Rate (Rs.)</th>
<th>Rate (Rs.) in Words</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Daily Sweeping, cleaning and moping of all the rooms on ground &amp; floor, staircases, toilet blocks in ground including Manager(T) office, corridors etc. i.e cleaning of windowpanes, Venetian blinds, PVC partitions, doors removal of jallahs (cobweb) washing of dodo/pot in toilet blocks, was basins by manual labour and sweeping of approach roads, metalled/CC open space, vehicle parking space/area around the building completely daily. It also includes removing of chock age from drainage and disposal system and removal of mulba/rubbish so received to MCD dumping ground including spraying/placing of chemical materials such as liquid phenyle, vim, surf, acid, naphthalene balls, odonil and gamaxine powder etc. daily at required places at each work site i.e supply of these chemicals and other sweeping/cleaning material such as broom, moping cloth etc. required daily to complete the job. The scope of work shall include the sweeping and cleaning of the following 1. Control Room, 2.O/o of Mgr(T), AM(T), JE(T) and other covered office complex including staircase and verandah. 2. Cleaning of developed and un-developed yard including uprooting of wild vegetation on SoS basis. 3.Cleaning of toilets by supplying and utilising adequate chemicals such as phenyl/colin etc. and providing moth balls in the toilets and wash basins.</td>
<td>2</td>
<td>Per month</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
approach roads in the yard and office complex and in open space in the developed and undeveloped yard. The above work shall be carried out daily and seven times a week till the completion of whole two months. Adequate manpower to fulfill the above scope shall be provided by the contractor including all materials and tools.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (Rs.)</td>
<td></td>
</tr>
<tr>
<td>Taxes (if any)</td>
<td></td>
</tr>
<tr>
<td>Total Amount (Rs.)</td>
<td></td>
</tr>
<tr>
<td>Grand Total Amount Rs. (in words)</td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE OF THE BIDDER WITH STAMP.
01. Tender/Sealed quotation must reach in the office of Dy. G.M. (T) West, latest by 10.30 Hrs on 19.04.2017 and the same will be opened on the same day at 11.30 Hrs. in the presence of the representatives of the bidders, if any.

02. Sealed envelopes of the tender/quotations must have the following details on the envelopes itself failing which the offer is liable to be rejected:
   i) Enquiry No.
   ii) Date of opening
   iii) Name of the party
   iv) Validity period (120 days from the date of opening)
   v) Details of earnest money i.e. DD/Pay order No. date & amount, should be valid for 120 days from date of opening.
   vi) Details of tender/quotation fee, if downloaded. **The bidders are required to quote for each and every items of the BOQ. In case, the bidders quotes for less items of the BOQ and leaves other items of BOQ unquoted, his tender/quotation shall be rejected.** In case, the day of opening of tender happens to be a holiday, tender will be opened on next working day.

03. All the bidders are required to submit earnest money of Rs.650/- in the shape of DD/Pay orders only drawn in favor of “Delhi Transco Limited”. Offer without Earnest money will not be considered.

04. All other terms & conditions as per Annexure ’A’. (enclosed)

<table>
<thead>
<tr>
<th>Details of Earnest money</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name &amp; Address</td>
<td>:-</td>
</tr>
<tr>
<td>Amounts</td>
<td>:-</td>
</tr>
<tr>
<td>Pay order No.</td>
<td>:-</td>
</tr>
<tr>
<td>Date</td>
<td>:-</td>
</tr>
</tbody>
</table>

**Details of quotation fee (If downloaded)**

<table>
<thead>
<tr>
<th>Details, Bank Name &amp; Address</th>
<th>:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts</td>
<td>:-</td>
</tr>
<tr>
<td>Pay order No.</td>
<td>:-</td>
</tr>
<tr>
<td>Date</td>
<td>:-</td>
</tr>
</tbody>
</table>

**SIGNATURE OF THE BIDDER WITH STAMP.**
ANNEXURE –‘A’

Quotation/Tender No F.DTL/206/Oprn.O&M/2016-17/Mgr(O&M)-W02/Q-17/117 dated: 27.03.2017

Sub. : Providing of housekeeping services for the developed and undeveloped yard of 220kV grid sub-station PPK-II

TERMS & CONDITIONS :-

01 Completion Period

60 Days from the date of receipt of PO/ Issuance of regular PO from C&MM for the same work whichever is earlier.

02 EMD

Rs.650/- in the shape of BG/FDR( Fixed Deposit Receipt) Draft/DD/PO drawn in favor of Delhi Transco Limited, New Delhi. Without EMD, no tender/quotation would be entertained.

No interest is payable by DTL on the amount of EMD deposit. EMD of successful bidder is held by DTL till obligations are satisfactorily and completely discharged by the tenderer/contractor and shall be released as per requested of the bidder. After award of order it can be converted in Security Deposit, if requested by the Contractor/bidder.

03 Validity Period

Tender/quotation should be valid for 120 days from the date of opening. The tender/quotation with shorter validity will not be considered for opening. If the day which the offer is to be open has been declared to be closed/holiday for the DTL, the offer shall be opened for acceptance till the next working day.

04 Quotation fees

Rs. 500/- . In case Tender/quotation document is downloaded from website then the cost of the quotation document should also be submitted along with Bids in the form of DD/Pay order in f/o of Delhi Transco Ltd., New Delhi and same shall be kept in envelope and also mention on the face of the envelope. The quotation fees is non refundable.

05 Rejection of Tender/Quotation

Tender/quotation which are received or posted after the due date and time of closing may not be accepted.

06 Prices

The contractor must indicate specifically, if the prices include service tax , E.D. and other taxes, failing which it shall be presumed that the prices include all such charges and no claim for the same will be entertained. Prices must be quoted in Figures as well as in words. In case of any difference between these the lower amount will be considered which will be binding upon tenderer/contractors.

07 Rate

The quoted rates should be firm.

08 Quality

The services used for fulfill the contract should be of timely provided for 220kV Substation PPK-II.

09 Requisite Documents for qualification

1) PAN 2) Service Tax copy . 3) Latest service tax deposit slip/ Challan Slip in Govt. 4) Copy of the PO for works carried out in DTL and in other govt. agencies/organizations.

10 Security Deposit

The successful tender/contractor should have to deposit the security @ 5 % of the order price in favor of Delhi Transco Limited payable at New Delhi in shape of BG/FDRC Draft/DD/P.O. for the proper performance of the contract within 07 Days of receipt of Purchase Order in the office of 220kV Sub-Station Pappankalan-2, Sector-16B, Near Metro Station Sector-14, Dwarka, New Delhi—110075.

The Security amount in whole or any part there is liable for forfeiture in case of unsatisfactory executive delay or bad supplies. In event of non submission of Security Deposit with the stipulated period, penalty @ 0.05 % per week upto maximum of @ 2% of Ex-work cost shall be levied after expiry of the period as stipulated. The security money shall be valid for the duration as mentioned in the guarantee clause. After successful completion of the said clause, the Security money shall be refunded after receipt of the request.

11 Agreement

An Agreement is to be executed on Rs 100 non judicial stamp paper within seven days after receipt of PO.

12 Guarantee

Work executed by the contractor shall be guaranteed for 6 months from the date of execution of work.

13 Warranty

As per Guarantee clause .

14 Payment

Payment shall be made within 30 days after satisfactory completion of work & submission of bill. Through electronic clearance system. The successful tenderer/contractor shall have to provide their Bank Account No., Name of Bank, Branch, MICR No. etc.

SIGNATURE OF THE BIDDER WITH STAMP.
Replacement of defective and rejected material: Applicable.

T&P: All required T&P for execution of work shall be arranged by Party.

Safety: The contractor shall make all the arrangements for the safety of his staff. DTL shall not be responsible in any way for injury/disability, accident to any worker/men of this account and will be free from any legal bindings in this regard. DTL will not be responsible to pay any damages to the workmen or the contractor or any outside agencies.

Rejected material: Applicable.

Risk Purchase: Applicable.

Liquidate Damages/Penalty: In case of any delay in the execution of the order beyond the stipulated date/time of work including any extension permitted in writing, the purchaser reserves right to recover from the vendor a sum equivalent to 0.5% of the value of the delayed materials/equipment/work for each week of delay part thereof subject to a maximum of 10% of the delayed materials of the order.

The bidder is requested to visit the site personally before quoting rates for proper analysis of quantum of work, otherwise it will be pre-assume that the bidder is well aware about the requirement/design etc. and no deviation will be accepted.

The documents/copies submitted in support of tender/quotation should be valid & legible.

The contractor is required to provide sufficient manpower at every work site for speedy and efficient completion of the work. The provided workman shall be covered under labour law & all the liability towards the same would be borne by the bidder. The bidder’s workmen shall be required to work on the above S/Stn. with utmost safety & precautions in case of any accident causing death or injury or permanent disability to the bidder’s workmen during work, DTL will not be responsible for any compensation to be given to the workmen due to above and all responsibility lies with the bidder.

Conditional bids would not be considered.

DTL reserves the right to revise or amend the specifications and other condition prior to the date notified or opening of tender/quotation.

In case of any dispute, decision of GM(O&M)-I, shall be final and binding on both the parties.

Scope of work is as per description of work mentioned above.

Bidders/contractors may note and keep in mind that any change in date of opening and other changes, the corrigendum to this effect shall be upload on DTL website in Tender columns. No communication to this effect through post will be made with the prospective bidders. As such vendors are requested to check DTL website for any change, if any in regards to this NIQ.

The address of the substation s are as under:-
1. Delhi Transco Limited, 220kV Sub Station, Pappan kalan-2, Near DMRC 14 Metro Station, New Delhi-110078.

The services shall be provided daily and seven days a week for the entire 02months during the duration of the PO

SIGNATURE OF THE BIDDER WITH STAMP.

MANAGER(TECH), 220KV S/STN, O&M-W-II