(WEB NOTIFICATION) / NOTICE INVITING QUOTATION

M/S____________________
____________________

Subject: Providing unskilled manpower -01 no for housekeeping activities of developed area at Maharanibagh substation..

Sealed quotation is invited, by the office of Manager (T) O&M -220KV, S-4, on behalf of Delhi Transco Limited, from the experienced companies/contractors in the relevant business for the following work:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Quotation / Tender Enquiry No.</th>
<th>Name of work</th>
<th>Estimated Cost(Rs)</th>
<th>Earnest Money Deposit (EMD)</th>
<th>Quotation Fee (Rs)</th>
<th>Work Completion Period</th>
<th>Scheduled date, time &amp; location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>F.DTL/206/F.6/2017-18/ O&amp;M-II/ Mgr(T)S-4 &amp; SAS/ Q.No.08/04</td>
<td>Providing unskilled manpower -01 no for housekeeping activities of developed area at Maharanibagh substation.</td>
<td>(Rs) 800/-</td>
<td>500/- (Non-refundable)</td>
<td>60 days</td>
<td></td>
<td>Website/Office of Manager (O&amp;M-II) South-IV</td>
</tr>
</tbody>
</table>

Dated:-12.04.17

NOTE:
1. Quotation fee needs to submitted in the both the case, either document downloaded from website or purchased from DTL office.
2. The bidders (with experience of similar work in the past) with PAN & Tax registration (sales/Service/VAT) are eligible to participate.
3. Bids/Offers shall be accepted in a Bounded Book Format (each page numbered and signed by the Bidders). Submitted offers, which will not in the bound book format, shall be rejected immediately.

Enclosures: Annexure A (General T &C), Annexure –B (Specific T & C), Price Bid & Format for Envelope

Manager (Technical) (O&M-II) South –IV
General Terms & Conditions

The contractor shall strictly follow the terms and conditions given hereunder for the works:

1. **SCOPE OF WORK:** Contractor will satisfy himself with the details of the work to be executed and if considered necessary contractor should visit the site (on any working day) and collect any other information/details required in this connection and also acquaint with the site conditions.

2. **T&P:** The contractor shall use his labour/manpower, tools and plants, petty materials required for the successful completion/execution of work unless specifically mentioned.

3. The work has to be carried out according to the specifications given in this quotation document.

4. **ACCEPTANCE/REJECTION:**
   a) The Delhi Transco Limited reserves the right to accept or reject any offer in whole or part without assigning any reasons.
   b) Bids without quotation fee and EMD will not be accepted.
   c) Incomplete tender/quotations will be rejected summarily.

5. **OFFER VALIDITY:** The offer shall be valid for a period of minimum of 120 days.

6. **SAFETY:** The contractor shall make all the arrangements for the safety of the staff/s to be employed during the contract period. The DTL shall not be responsible in any way for injury/disablement, accident to any workman on this account and will be free from any legal bindings in this regard. DTL will not be responsible to pay any damage to the workman of the contractor or any outside agencies.

7. **RESPONSIBILITY towards DTL property:**
   a. Safety of DTL material & property handed over to the contractor will be responsibility of the contractor. Any damage to DTL property/material during the course of transportation shall be recovered from the contractor’s bill.
   b. The contractor shall accept all risks of stoppage of hindrances to his work by outside interferences.
   c. Contractor shall take necessary steps to ensure that all the electrical installations, other services like water connections pipe lines, sewer pipelines, open drains, telephone cables, etc. are not damaged by his workers in any way. Contractor will be responsible for all such damages and shall have to repair the same immediately. Failing which he has to pay entire cost of repair/replacement cost to DTL. Any damage caused to material/tools of DTL will be recovered from the security deposit/earnest money or other running bills.

8. **PAYMENT:** The payment shall be made through ECS & as per the DTL rules. The payment (subject to any deductions applicable) shall be processed within one month of receipt of bills from the contractor after the completion and approval of the work as mentioned in the NIQ. The payment shall be sanctioned after verification is made as per rules of the DTL. However, any specific clause of payment quoted by the contractor for doing work, the penalty on DTL account for loss to the Contractor will not be entertained.

9. **PENALTY:** A token penalty of 1% per week of period of delay subject to maximum of 10% of the unexecuted portion of the contract would be levied in case of delay in execution of the work beyond the stipulated completion period of extension if any, granted to them by DTL.

10. **Force Major:** This penalty amount will be deducted from the penalty delayed by Strikes, fire accidents or any other case, beyond the control of the contractor, a reasonable extension would be granted, subject to satisfactory proof furnished in time and accepted by the DELHI TRANSCO LIMITED.

11. **RISK PURCHASE:** This office reserves the right to execute the work from any outside agency at contractor cost and risk if work is not executed as per scope & to the satisfaction of DTL representative.
12. **RATES:** The rates needs to be quoted *(without any cutting)* in the “RATE PERFORMA” i.e. Unit Rate/Per number/Per Meter etc and all the applicable taxes also needs to be quoted separately in the “Rate Performa”. The rates should be firm in all respects.

13. **ARBITRATION:** If any dispute/question of controversy arises between DTL and contractor relating to the contract/order or any clause or thing contained therein, the dispute shall be reffered at the arbitration of GM(O&M)-II or his nominee and the decision of GM(O&M)-II or his nominee shall be final and binding of both the parties. Arbitration proceedings shall be under jurisdiction of Delhi courts.

14. **EMD (Earnest money Deposit):** EMD as prescribed in the NiQ (Notice Inviting Quotation) is required to be submitted along with the quotation documents by means of DD/BC/PO etc in f/o of DTL. No interest is payable by DTL on EMD amount deposited by the bidder/Contractor. EMD will remain held by DTL till obligations are satisfactorily and completely discharged by the bidder/Contractor. EMD amount shall be refunded to the unsuccessful bidders immediately either after award of contract to successful bidder or in case of dropping of quotation.

15. **Completion Period:** The work shall start within one week from the date of **signing of agreement.** The work must be completed as per completion schedule from the date of agreement failing which a penalty @ 1% per week or part thereof subject to a maximum of 10% of the value of the unexecuted portion shall be levied. The work can also be suspended temporarily due to any reasons and for such period, extension will be given by Manager (T), if required on the written request of the contractor.

16. **Quantity Variation:** The quantity of work can vary ±25%, as per requirement, at the sole discretion of DTL. In the event of any obstruction at site, change in scheme, or due to any reasons the contract can be cancelled for the balance quantity of the unexecuted work

17. **SECURITY AMOUNT:**
   a) Apart from earnest money the successful party will have to deposit security amount @ 5% of the contract value within 07 days of the receipt of the written order by means of DD/BC or in the shape of FDR in f/o DTL.
   b) In the event of non-submission of DD/PO 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. Failure to deposit the security deposit money on the part of the contractor within the said period shall amount to backing out of the offer entitling the earnest money to be forfeited out right. EMD of successful bidder will be returned, after successful verificaition of security amount.
   c) The security amount shall be refunded/released after successful completion of the work/contract. Concerned executive (Assistant Manager/Manager-Technical of the division) of DTL will issue completion certificate in this regard. DTL will not pay any interest on security amount.

18. **CONTRACT AGREEMENT:** Successful contractor whose offer is accepted shall have to execute an agreement on a non-judicial stamp paper of Rs **100/-** within 07 days of the receipt of the written order, failing which penalty @ 0.05% per week up to maximum 2% of total contract value shall be levied. DTL will not pay to the contractor for this contract agreement.

19. **Guarantee period:** The work should be guaranteed for the completion schedule from the date of agreement.

20. **Watch & ward:** Contractor will make his own arrangement for watch and ward of materials of his and also issued to him by DTL, till material is erected and handed over. In case of any theft/damage to DTL, material entire cost of such material will be recovered from the contractor.

21. **Opening of Offer:** In case of opening day is holiday/closed day, opening date may be treated as the next working day or can be postponed by the officer opening authority.
22. SPECIFIC NOTES for the Contractor:
   a. No idle charges shall be payable by the department.
   b. The contractor shall make his own arrangements for drinking water and other facilities for his labour/staff.
   c. The contractor shall not without any written consent of DTL, can design or sublet the whole or part of the contract.
   d. The contractor has to execute the work on working days during the working hours. However, if required, the work can be executed on holidays (under special circumstances), without any extra remuneration.

23. ELIGIBILITY CRITERIA:
   a) Past Experience: Bidder should submit the satisfactory completion report of similar works executed either in DTL or other Govt./State transmission utility. Offer submitted Without satisfactory completion report shall not be considered/liable to be rejected.
   b) The contractor must hold the PAN No. issued by the Income Tax Deptt. & is required to submit the copy of the same along with the offer.
   c) The contractor is also required to submit the copy of the Taxation registration details (Sales tax department/Service Tax department/VAT authority etc.) of Govt. of India/GNCTD as per nature of work in this quotation.

24. Documents required to be submitted by the bidder:
   a) Copy of PAN card (Permanent Account Number issued by Income Tax Department.
   b) Copy of Taxation registration (sales/service/VAT) as applicable for the nature of work.
   c) Copy of Past purchase orders/ completion certificate for the similar work

25. Rules and Regulations of the state:
   a) Mandatory deductions towards Income tax, work contract act 1999 and any other applicable deductions as per the provision made shall also be deducted by the payees department of DTL.
   b) The contractor shall make all payments and other contributions, if any, which may have to be made in regard to the workman under any statute or rules or regulations. DTL shall not be responsible for those payments.
   c) The contractor shall be solely responsible and shall ensure due compliance with the entire legal requirement concerning the workman employed by him under the provisions of applicable labour & other legislations. In the event of the contractor committing any fault, resulting in DTL being required to insure any liability/expense or DTL being required to any notice/summons, the same shall be entitled to recover from the contractor liability attached to it due to any proceedings.
   d) The contractor is required to submit the documentary evidence/record of attendance of labour deployed & salary distributed by him during the contractual period to the executing authority.
   e) Contractor shall strictly adhere to the safety regulations and electrical regulations/act.
   f) Works involving transportation shall strictly observe the regulations as lay down by Traffic Police.
   g) The contractor will undertake to indemnify DTL against liabilities or damages by way of compensation arising from any accidents to the property or any other person employed or otherwise during the progress of the contract and DTL shall not entertain any claim in this respect.
   h) The contractor is entirely responsibility for all safety precautions before carrying out the work.
A. **Brief Scope of work:**

1. **MANPOWER DEPLOYMENT:** The deployment of manpower will be purely discrete in nature (as per the requirement raised by the site in-charge and will be informed day ahead basis to the contractor for the manpower deployment). Attendance register will be maintained at DTL end.
2. Sweeping & cleaning of complete garden area and related areas.
3. Disposal of garbage to the nearest municipality dustbin/MCD approved dumping grounds. Garbage will never be burnt neither within the substation boundary not outside, so as to compliance towards Pollution norms of GNCTD.
4. Maintaining the garden in the premises of the substation campus and Beautification of plants.
5. Removal of unnecessary vegetation/grass inside the garden and around.
6. Maintaining the Nursery with new seasonal, fruit bearing and decorative plants etc.
7. Regular plantation of plants (either from nursery or purchased/sourced from outside) both inside and outside of the campus as per instruction of site in-charge(Manager/Assistant Manager/Junior engineer/Foreman) etc.
8. Any other related activity as per site in-charge w.r.t. “Swatch Bharat” Mission required to be implemented for the office complex of the substation.
9. Regular watering of all plants/garden and also sprinkling of water on uncovered/undeveloped area for dust/soil settling.

B. **MANDATORY CONDITIONS:**

1. The contractor (successful bidder) must comply with Minimum wages Gazette notification of GNCTD dated 03.03.2017. Workers employed by the contractor must be paid minimum wages as mandated by GNCTD.
2. In case DTL wants to verify, the contractor must reproduce the details of salary paid to the employees, employed by him/her for this contract.
3. Any deviation on this account will lead to cancellation of contract. May also lead to disqualification of contractor to participate in future quotations/tenders.
4. The contractor must comply with ESI/EPF regulations.
5. Sales Tax/Service tax/VAT and any other applicable tax compliance for this contract has to be followed strictly by the contractor. Type of tax and amount/percentage on the quoted value needs to be indicated at the time of quoting of price for the contract by the contractor. Any statutory variation (during of quoted tax will be adjusted with the contractor by DTL.

C. **VALID BID SUBMISSION GUIDELINES:**

1. The bidders (with experience of similar work in the past) with PAN & Tax registration (sales/Service/VAT) are eligible to participate.
2. Bids/Offers shall be accepted in a **Bounded Book Format** (each and every page numbered and signed by the Bidders). **Booklet should include:** Annexure –A, Annexure-B, Price bid, PAN card copy, Copy of Taxation registration (sales/service/VAT) details, copy of past purchase orders/completion certificate of similar works, copy of EMD & quotation fee DD/PO, any other supporting documents.
3. Submitted offers, which will not in the bound book format, shall be rejected immediately.
4. Please do print the sealed envelope covering format (enclosed with this bid document) after filling all necessary details and affix on the envelope.
5. Please do mention all details on the back side of both the DD/PO for Quotation fee & EMD.

<table>
<thead>
<tr>
<th>Name of the Contractor</th>
<th>Date of submission</th>
<th>Signature of the Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of the Contractor</td>
<td>Stamp of the contractor</td>
<td></td>
</tr>
</tbody>
</table>
# PRICE BID / RATE PERFORMA

To

The Manager (O&M-II),
Division South –IV,
220kV Maharanibagh substation,
Behlor Pur Khadar,
New Delhi -110113

I/We hereby offer the rates, for the following works as per terms and conditions of quotation document (Annexure –A & B enclosed herewith in this sealed envelope):

## PRICE OFFER:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Rate (Rs.)</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Providing unskilled manpower -01 no for housekeeping activities of developed area at Maharanibagh substation.</td>
<td>60</td>
<td>Days*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please quote the amount, which will be released by the bidder/contractor to the unskilled manpower).

**Remarks:** Any bidder quoting the rates (Sr. no. 1) below the Minimum wages of GNCTD vide Gazette notification dated 03.03.2017, the offer of the bidder will be rejected and will not be considered for bid evaluation.

* The deployment of manpower is purely discrete in nature (as per the requirement raised by the site in-charge and will be informed day ahead basis to the contractor for the manpower deployment). Attendance register will be maintained at DTL end.

| 2       | Administrative Charges of the contractor                                     |     |       |            |              |
| 3       | Service tax @ 15 % (including 0.5% Swatch Bharat cess & 0.5% Krishi Kalyan cess) |     |       |            |              |
| 4       | Any other taxes (to be mentioned by the bidder, if applicable)                |     |       |            |              |

**GRAND Total Amount including all Taxes (Rs.)**

I/We further certify that:
1. The above rates are firm in all respect.
2. My/Our (bidder) offer is valid for 120 days from the quotation opening date.
3. Grand Total amount includes all applicable taxes on this work order.
4. Charges towards watch & ward, Safety, T&P etc (which are not explicitly mentioned in the NIQ) will be borne by me/us (the bidder) and DTL is not liable for any of the payments for the same.

Offer submitted by:

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<table>
<thead>
<tr>
<th>Name of the Contractor</th>
<th></th>
<th>Date of submission</th>
<th>Signature of the Contractor</th>
<th>Address of the Contractor</th>
<th>Stamp of the contractor</th>
</tr>
</thead>
</table>

Manager (Tech)-O&M, South –IV: 220kV Maharanibagh substation, Behlor Pur Khadar, New Delhi -110113
The sealed envelope of the quotation must have the following details on the envelope itself:

<table>
<thead>
<tr>
<th>Quotation no:</th>
<th>F.DTL/206/F.6/2017-18/O &amp; M-II/Mgr(T)S-4 &amp; SAS/Q.No.08/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quotation date</td>
<td>12.04.2017</td>
</tr>
<tr>
<td>Date of Opening</td>
<td>03.05.2017</td>
</tr>
<tr>
<td>Name of the Work</td>
<td>Providing unskilled manpower -01 no for housekeeping activities of developed area at Maharanibagh substation</td>
</tr>
<tr>
<td>Quotation fee details</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Rs 500 /-</td>
</tr>
<tr>
<td>Name of Bank</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>DD/PO no</td>
</tr>
<tr>
<td>Offer Validity</td>
<td>120 days from the date bids will be opened</td>
</tr>
<tr>
<td>EMD details</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Rs 800 /-</td>
</tr>
<tr>
<td>Name of Bank</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>DD/PO no</td>
</tr>
<tr>
<td>DETAILS of CONTRACTOR / BIDDER</td>
<td></td>
</tr>
<tr>
<td>Name of the Contractor</td>
<td></td>
</tr>
<tr>
<td>Company Registration (if any)</td>
<td></td>
</tr>
<tr>
<td>Address of the Contractor</td>
<td></td>
</tr>
<tr>
<td>Contact Details</td>
<td></td>
</tr>
<tr>
<td>Email ID (if any)</td>
<td></td>
</tr>
</tbody>
</table>

TICK THE BOX (Bid eligibility document enclosures)

| Copy of PAN card | Copy of Taxation registration (sales/service/VAT) details | Copy of past PO/Completion certificate of similar work |