Sealed Quotations / Tenders are invited by Dy. G.M. (T) O&M-East, Room No. 105, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092 from the experienced companies / contractors in the relevant business for the following works:

<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 (Rs)</th>
<th>Quotation/Tender Fee(Rs)</th>
<th>Work Completion period</th>
<th>Scheduled Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enquiry No. F.DTL/206/2017-18/M (O&amp;M)-E1/ RPH/Q-07/35 , Dt.13-06-17.</td>
<td>Sweeping/Cleaning and Housekeeping work at 220 KV S/Stn Rajghat.</td>
<td>-</td>
<td>Rs.800/-</td>
<td>Rs.500/-per document (Non-Refundable)</td>
<td>03 months</td>
<td>Start of Sale of Quotation / Tender 14-06-2017 at 10.00 A.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End of Sale of Quotation / Tender 04-07-2017 at 05:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start of submission of quotation/tender 15-06-2017 at 10.00 A.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End of Submission of Quotation 05-07-2017 at 10:30 AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Opening of Quotation/ Tender 05-07-2017 at 11:30 AM</td>
</tr>
</tbody>
</table>

- Place from where Quotation / Tender can be obtained, submitted and venue for opening of Technical & Commercial Bids is mentioned below. Place of sale of quotation document :- Office of Mgr.(O&M)-E1, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092. Place of submission / opening: - Office of Dy. G.M. (O&M) 220KV-East, Room No. 105, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092. Complete Quotation / Tender documents can also be downloaded from the websites of DTL [http://dtl.gov.in](http://dtl.gov.in)

- (Unique No. )

- In case the enquiry document is downloaded from the web site then the enquiry document fee should be enclosed with offer, clearly specifying the same on the face of offer envelop.

- In the event of Quotation / Tender being downloaded from the website, bidder shall submit the tender in a Book Form, each page must be numbered and signed by the Bidders. Offer submitted which is not in the bound Book Form shall be rejected summarily.

**Name: Er. Anil Kumar**
Designation / Depts. Manager (O&M)-E1
Address: - 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092.
NOTICE INVITING QUOTATION

No. F.DTL/206/2017-18/M(O&M)-E1/RPH/Q-07/35  
Dated:-13.06.2017

M/S______________________  
Date of opening:- 05.07.2017

______________________
______________________

The Sealed quotations are invited for executing of subject work as per the details given as under:-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Work.</th>
<th>EMD (Rs)</th>
<th>Cost of Quotation Documents (Rs.)</th>
<th>Completion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sweeping/Cleaning and Housekeeping work at 220 KV S/Stn Rajghat.</td>
<td>800/-</td>
<td>500/- Per document (Non- refundable)</td>
<td>03 months</td>
</tr>
</tbody>
</table>

1. The quotation documents can be purchased from the office of the Mgr (O&M)-E1, 220 KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092 up to 04.07.17 till 5 PM, i.e. the closing time of sale of quotation documents.

2. The sealed quotations are required to be submitted in the office of the Dy. G.M. (O&M) 220KV-East, Room No. 105, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092. up to 10.30AM Sharp on or before 05.07.17.

3. The offer shall be opened on the same day i.e. on 05.07.17 at 11.30AM in the office of the Dy. G.M. (O&M) 220KV-East, Room No. 105, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092.

4. The contractors having the valid Pan No & Tin No. are eligible to participate.

5. The eligible/interested participants can purchase the enquiry documents either from the office of the u/s or the same can be downloaded from DTL web site [http://dtl.gov.in](http://dtl.gov.in) and the cost of documents as specified in the NIQ letter is required to be submitted along with the offer only by means of DD/BC/PO etc in f/o DTL.

Sd/-
Manager (O&M)-E1

Copies to:-

1) D.G.M.(T) 220KV-East : For information please.
2) Manager (T) O&M-E2 : Kindly depute A.M.(T) to attend the quotation opening as per schedule.
3) Asstt. Manager (T) 220 KV S/stn. Rajghat. : Please attend the opening as per the schedule.
4) Case file.
5) Office Copy

Manager (O&M)-E1
No. F.DTL/206/2017-18/M(O&M)-E1/RPH/Q-07/35

Dated:- 13.06.2017

M/S ____________________
______________________
______________________

Date of opening:- 05.07.2017

Sub: Sweeping/Cleaning and Housekeeping work at 220 KV S/Stn Rajghat.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Work</th>
<th>Qty.</th>
<th>Rate/ unit (for 03 months)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cleaning of developed area (1000 sq.m)</td>
<td>03</td>
<td>Month</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Sweeping/housekeeping of covered area (1200 sq.m)</td>
<td>03</td>
<td>Month</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount. (inclusive of taxes & duties)

Total Amount in words:

The amount of the expenditure is inclusive of the applicable taxes/vat. The terms & conditions of the enquiry NIQ letter & as per annexure enclosed also stands applicable.

Encl. Special Terms & Conditions with Annexure A&B

Signature of the contractor with rubber stamp

Manager (O&M)-E1
1. This is service contract and valid for three months. During this period, the contractor shall deploy adequate manpower regularly at 220KV Rajghat sub-stationn. If the manpower deployed is unable to do the work of sweeping and cleaning the contractor shall either have to replace with more efficient manpower.

2. DTL reserves the right to reschedule the work, as per site conditions.

3. Enginner In-charge 220 KV S/Station also reserves the right to bar entry of any person deployed by the contract, to S/Station premises, found indulged in unwarrantable activities and/or inefficient. The contract shall have to provide substitute for such debarred persons without any delay/argument. In this regard, decision of Engineer In-charge 220KV S/Station shall be final.

4. The contractor shall take full precautions for safety of persons deployed by him./DTL, in no way, shall be responsible for any loss/damage to men and material of the contractor. Also DTL, in no way, shall be responsible for any liability arising out of employment related problem of the persons deployed by the contractor at 220KV S/Station Rajghat.

5. Complete sweeping/cleaning and moping of covered and developed area is to be done twice daily.

6. Residual/garbage is to be dumped in authorised dumping groung and not burnt anywhere inside the sub-station permises.

7. Required tools and consumables are to be provided by the contractor to complete the work.

8. Scope of work-

9. i. **Cleaning of developed area**- Cleaning of developed area including trenches drains within sub stations by removing uprooting of vegetation, Grass, brushwood, trees sapling and removal of rubbish and its disposal at MCD approved dumping ground on daily basis complete as per direction of Engineer in charge. Including providing of all machines, material, T&P, Consumable material & chemical, Manpower etc.

   ii. **Sweeping/housekeeping of covered area**- Housekeeping services which includes effective Sweeping, cleaning, vacuum cleaning, mopping, scrubbing with necessary inputs of sanitation material, and upkeep of toilets, roofs, cleaning of chocked sewer lines, cleaning of septic tanks etc of complete building, covered area including door, windows, partitions, furniture, curtains. Roof area to be cleaned and shall be included in for payment purpose. Disposal of garbage to MCD approved dumping ground on daily basis as per direction of Engineer In Charge. Including providing of all machines, material, T&P, Consumable material & chemical, Manpower etc. Rate shall be adjusted based on area cleaned by contractor on prorata basis for payment purposes.

Manager (O&M)-E1

Signature of the Contractor with Stamp.
The contractor shall strictly follow the terms and conditions given hereunder for the supply:

1. **SCOPE OF WORK:** Contractor will satisfy himself with the details of the supply to be executed and if considered necessary, they should visit the site at 220 KV S/Stn Rajghat and get any other information required in this connection.

2. **T&P:** The contractor shall use his labour, tools, and plants required for the execution of work unless specified.

3. **SAFETY:** The contractor shall make all the arrangements for the safety of his staff. 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.

4. Contractor shall take necessary steps to ensure the safety of DTL property & shall be responsible for all such damages and shall have to repair or replace as the case may be, failing which he has to pay the entire cost of damages.

5. **PAYMENT:** The payment shall be made through ECS & as per the DTL rules.

6. **ARBITRATION:** If the disputed question or controversy the settlement of which is not herein specially provided for shall at any time arise between the DTL and the contractor relating to this order or the portion of the same or the right or duties or liabilities of either party then in every such case, the matter in dispute shall be referred to the Arbitration of the Chairman or his nominee and the decision of the Chairman or his nominee shall be final and binding on both the parties. The provisions of Indian Arbitration Act, 1940 as amended from time to time shall apply to such arbitration proceedings. Arbitration proceedings shall be held at Delhi and only Delhi Courts will have to payable by the DTL to the contractor or vice-versa shall be withheld on account of such proceedings unless arbitration proceedings.

8. This office reserves the right to get the work executed from the departmental staff or any other outside agency at contractor cost and risk if work is not executed as per scope & to the satisfaction of DTL representative.

9. 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.

Manager(O&M)-E1

Signature of the contractor with rubber stamp.
1. The Sealed quotation should reach in the office of the Dy. G.M. (O&M) 220KV-East, Room No. 105, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092. latest by 10.30 A.M on or before 05.07.17 & the same shall be opened at 11.30 A.M on 05.07.17 in the office of Dy. G.M. (O&M) 220KV-East, Room No. 105, 220KV S/Stn., Office Complex, Near Urja Vihar, Patparganj, Delhi-110092.

2. The sealed envelop of the quotation must have the following details on the envelope itself: - 
   a) Enquiry/Quotation No. & date. 
   b) Name of the work. 
   c) Validity Period (120 days) 
   d) Details of Earnest Money i.e. DD No. Name of the Bank, Amount, Date etc. 
   e) Date of opening. 
   f) Registration No. if any. 
   g) Name & address of the contractor. Incomplete / invalid offer shall liable to be rejected.

3. Where the documents have been downloaded from DTL web-site the contractor is also required to record the full particulars of the DD being submitted on account of cost of the documents on the envelop itself.

4. The Delhi Transco Limited reserves the right to accept or reject any offer in whole or part without assigning any reasons.

5. The rates should be as per the work annexure i.e. Unit Rate/Per No./Per Meter etc and the applicable taxes be also quoted separately & the offer shall be valid for a period of minimum of 120 days.

6. Earnest money equivalent to the specified amount, prescribed in the NIQ letter ie. @ 2% of the estimated cost is required to be submitted along with the quotation documents by means of DD/BC/PO etc in favor of DTL.

7. Apart from earnest money the successful party will have to deposit security amount @ 5% of the ordered amount 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. The same shall be refunded/released after expiry of the guarantee period.

8. 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.

9. Completion Period: The supply must be completed within a period of Three months 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.


Signature of the contractor with Rubber stamp contd. 2.....
10. 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.

11. The contractor must hold the TIN No. issued by the Sales Tax Deptt. of Govt. of NCT of Delhi & is required to submit the copy of the same along with the offer.

12. The contractor is also required to submit the copy of the registration with the Service Tax deptt. issued by the Service Tax deptt. of Govt. of India.

13. 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 total order value shall be levied.

14. 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.

15. Terms of Payment: The payment shall be made through ECS & as per the DTL rules.

16. In case of any dispute of any form the decision of Dy.G.M (T) O&M-East shall be final and binding.

Manager(O&M)-E1

Signature of the contractor with rubber stamp.