Sealed quotation / tender are invited office of D.G.M.(T) O&M (East), Room No. 105, 220 KV Office Complex, Patparganj, New Delhi- 110 092 from the experienced companies/contractors in 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 (EMD) (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 (T) O&amp;M E-2/ Q-25/71 Dt25.08.2017</td>
<td>Sweeping and cleaning work at 220kV S/stn. Geeta colony for 30 days under Manager O&amp;M E-2</td>
<td>N/A</td>
<td>Rs.800/- per document (Non-Refundable)</td>
<td>Rs.500/-</td>
<td>30 days</td>
<td>Start of Sale of Quotation / Tender 28-08-17 at 10.00 A.M.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>End of Sale of Quotation / Tender 12-09-17 up to 5:00PM</td>
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<td>Start date of Bid Submission 28-08-17 at 10.00 A.M.</td>
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<td></td>
<td>End of Bid Submission 13-09-17 up to 10:30 A.M</td>
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<td></td>
<td></td>
<td></td>
<td>Opening of Quotation / Tender 13-09-17 at 11:30 AM</td>
</tr>
</tbody>
</table>

The quotation form & other documents can be obtained from the office of Manager(T) O & M –E-II, 220KV Sub-Station Patparganj, Office Complex, Near Urja Vihar, Mandawali, Delhi-110092. after furnishing a request & requisite amount of fee Rs.500/- non-refundable in the form of Bank Draft / Demand Draft / Pay Order in favour of DELHI TRANSCO LIMITED; payable at Delhi. In case the enquiry document is downloaded from the website then the enquiry document fee should be enclosed with offer by clearly specifying the same on the face of offer envelop. The request for purchasing of quotation document should be made on original letter head of the party and should contain the signature along with seal/stamp of contractor showing his competency as partnership, proprietorship, authorized signatory etc. In case the request is to issue the quotation document to the bearer of the application then the request should contain clearly the name of the bearer and attested/authenticated signature of the bearer of the application.

Contd.2/-
These things should also be clarified while submitting offer and other documents with the offer. In case of any difference in the address in the documents submitted by the contractor then that should also be clarified properly. The quotation will be submitted & opened at Office of D.G.M.(T) O&M (East), Room No. 105, 220 KV Office Complex, Patparganj, New Delhi- 110092. Complete Quotation/Tender documents can also be downloaded from the website of DTL http://www.dtl.gov.in.

**NOTE:**

1. 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.

2. The face of the envelope of quotation/enquiry must have following details, failing which the Quotation shall not be opened/considered & liable to be rejected.
   - a. Name of work/supply.
   - b. Enquiry No. / Tender No. with Date.
   - c. Date of opening.
   - d. Details of Earnest Money Deposit DD/Pay Order BG/FDR number, Date , amount & Bank Name etc.
   - e. Details of Tender Fee DD/Pay order number , date, amount & Bank Name etc.
   - f. Name and address of the party.
   - g. Registration No., if any.
   - h. Validity period of quotation must be 120 days from the date of opening.

3. Rates quoted should be inclusive of all taxes & duties etc.

   Other terms and conditions as per Annexure -‘A’ & ‘B’ shall also be applicable.

Manager (T) O&M, E-2
Subject: Sweeping and cleaning work at 220kV S/stn. Geeta colony for 30 days under Manager O&M E-2.

It is requested to quote the rates in the following format with terms and conditions mentioned hereunder and as per Annexure-“A” & ‘B”, enclosed herewith in the sealed envelope:-

<table>
<thead>
<tr>
<th>S.no.</th>
<th>Description of Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unite rate (in Rs.)</th>
<th>Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Providing unskilled manpower -01 no for Sweeping and cleaning work at 220kV S/stn. Geeta colony.</td>
<td>1</td>
<td>Per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Bonus @ 8.33% of item (1)</td>
<td></td>
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<td>3.</td>
<td>Additional Allowance (For T&amp;P etc.) @ 3% of item (1)</td>
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<tr>
<td>4.</td>
<td>EPF {13.61% of item (1)}</td>
<td></td>
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<tr>
<td>5.</td>
<td>ESI {4.75% of item (1) &amp; (2)}</td>
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<tr>
<td>6.</td>
<td>Management Charges {7.5% of item (1), (2) &amp; (3)}</td>
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<tr>
<td>7.</td>
<td>Total cost per personnel per month</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>8.</td>
<td>GST @ 18%</td>
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</tr>
<tr>
<td>9.</td>
<td>Total cost including taxes for 30 days</td>
<td></td>
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</tr>
</tbody>
</table>

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

**NOTE:**
1. 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.
2. **Management Charges** shall include provision of two summer and one winter uniform in accordance with good industry practice, a monthly allowance of Rs. 150 for mobile phone, requisite equipments, all other allowances and other statutory dues etc. and the management, supervision and overhead expenses of the Services Provider.
3. **Additional Allowance** will be paid directly to the contractor to provide T&P to the deputed personnel, thus it has not been included to calculate the ESI amount.
4. **Bonus @8.33%** of wages has been taken in place of Ex-gratia payment.
5. 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.
6. **The face of the envelope of quotation/enquiry must have following details, failing which the Quotation shall not be opened/considered & liable to be rejected.**
   a. Name of work/supply.
   b. Enquiry No. / Tender No. with Date.
   c. Date of opening.
   d. Details of Earnest Money Deposit DD/Pay Order/BG/FDR number, Date, amount & Bank Name etc.
   e. Details of Tender Fee DD/Pay order number, date, amount & Bank Name etc.
   f. Name and address of the party.
   g. Registration No., if any.
   h. Validity period of quotation must be 120 days from the date of opening.
7. Incomplete quotations are liable to be rejected. Offer must be signed by the contractor with rubber stamp.
8. Rates quoted should be inclusive of all taxes & duties etc.

Other terms and conditions as per **Annexure -‘A’ & ‘B’** shall also be applicable.
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 220kV substation Geeta colony (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 TRANSSCO 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 referred 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):** Earnest money @ 2% of the total value of the works, is specified shall be deposited along with tender/quotation in form of BG/FDR/DD/PO of any scheduled bank of Delhi in favour of DTL. The same shall be refunded without interest after decision of the case, without earnest money offer will not be opened. In the event of the offer if accepted, it can be adjusted towards the security deposit amount. Earnest money is to be deposited by all tenderers, whether registered with DGS&D/NSIC/DTL or such bodies except exempted categories as per the relevant government rules like small scale enterprises etc.

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 verification 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 G.S.T registration details of Govt. of India/GNCTD.

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 GST registration.
   c) Copy of Past purchase orders/ completion certificate for the similar work
   d) Copy of ESI/EPF certificate.

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/expenses 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.

Manager (T) O&M, E-2
A. **Brief Scope of work:**

1. Daily sweeping, cleaning and mopping of Office rooms/Control Room/ committee room/ rest room/ Record room/ Stationary room.
2. Sweeping & cleaning of Store Room/ Battery Room/ ACDB / DCDB room/ DG Set room/Pump House Room (Weekly).
3. Sweeping & cleaning of Passage/ Corridor/ Verandah/ Stair Case etc. (Twice per day).
4. Sweeping & cleaning of Open spaces like roads/ Court Yard/ Parking space etc.
5. Daily sweeping & cleaning of all toilet floor areas (thrice a day).
6. Daily cleaning/dusting of all office equipments (Tables, Monitors, cabinets etc).
7. Clearing grass and removal of the rubbish from the undeveloped vegetated area adjoining to switchyard.
8. Clearing grass and removal of the rubbish from the developed switchyard area.
9. Disposal of garbage to the nearest municipality dustbin/MCD approved dumping grounds (daily basis). Garbage will never be burnt neither within the substation boundary not outside, so as to compliance towards Pollution norms of GNCTD.
10. Fortnightly rooftop cleaning.
11. Any other related cleaning activity as per site in charge (Manager/Assistant Manager/Junior engineer/Foreman) etc.
12. Any other works related to “Swatch Bharat” Mission required to be implemented for the office complex of the substation.

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’s compliance with ESI/EPF regulations.
5. GST/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.)

Manager (T) O&M, E-2