Sealed short term quotation/ tender are invited by of Dy. GM (220 KV O&M-East), Room No.105, 220kV Patparganj office area, Civil office Bld, Near Ganesh Chowk, Mandawali, Delhi-110096 from the experienced supplier /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>F.DTL/206/2016-17/Mgr (T) O&amp;M-E03/TR-771/F.2/Q-23/84 Dt. 27.12.2017</td>
<td>Sweeping/ Cleaning of Ground &amp; First floor at 220 KV S/St Park Street</td>
<td>-</td>
<td>Rs800/-</td>
<td>Rs.500/-per document (Non-Refundable)</td>
<td>27 days from date of agreement</td>
<td>Start of Sale of Quotation / Tender 27.12.2017 at 10.00 A.M. End of Sale of Quotation / Tender 02.01.2018 up to 5:00PM Start of Bid Submission 27.12.2017 from 10:30 A.M End of Bid Submission 03.01.2018 up to 10:30 A.M Opening of Quotation/ Tender 03.01.2018 at 11:30 AM</td>
</tr>
</tbody>
</table>

The quotation form & other documents can be purchased from the office of Manager(T) O & M-East-03 220KV Sub-Station Kashmere Gate, Office Complex, , Delhi-110006 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.

All the particulars shall be mentioned clearly 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 in the O/o of Dy. GM (220 KV O&M-East), Room No.105, 220kV Patparganj office area, Civil office Bld, Near Ganesh Chowk, Mandawali, Delhi-110096. Complete Quotation/Tender documents can also be downloaded from the website of DTL http://www.dtl.gov.in.

Contd.2/-
NOTE:

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

2. The face of the offer envelope of quotation/enquiry must have following details, failing which the Quotation shall not be considered & shall be rejected.
   a) Name of work/supply.
   b) Enquiry No. / Tender No. with Date.
   c) Date of opening.
   d) Details of earnest money & quotation/enquiry document fee, FDR/DD/Pay Order No. with date and amount, Name of bank.
   e) Name and address of the party.
   f) Registration No, if applicable
   g) Validity period of offer must be 120 days from date of opening of bid.
   h) GST NO. & Pan No.

3. Offer must be signed by the contractor with rubber stamp. Incomplete quotations will be summarily rejected

4. Rates quoted should be firm and inclusive of all levies etc.
   Other terms and conditions as per Annexure -‘A & B’ shall also be applicable.

Manager (T) O&M-East-03
Enquiry No. F.DTL/206/2017-18/Mgr (T) O&M-E03/TR-771/F.2/Q-23/ 84

Cost of document Rs.500/-

Date of Opening: 03.01.2018.

Sub.: Sweeping/Cleaning of Ground & First floor at 220 KV S/St Park Street.

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>DESCRIPTION</th>
<th>QTY. (days.)</th>
<th>RATE In (Rs.)</th>
<th>AMOUNT (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sweeping &amp; Cleaning of GF and FF at 220kV S/stn Park Street by two persons per day</td>
<td>27 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add: GST@18%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>GRAND TOTAL (Inclusive of all taxes &amp; duties) in words</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**
1. In case the enquiry document is downloaded from the web site then the enquiry document fee shall be enclosed with offer, clearly specifying the same on the face of offer envelop.

Terms and Conditions as per **Annexure - ‘A’, ‘B’** shall be applicable.

Manager (T) O&M-East-03
The contractor shall strictly follow the terms and conditions given hereunder for the works:

1. **SCOPE OF WORK:**
   - a) Sweeping/Cleaning at GF and FF at 220kV S/Stn Park Street by deputing 02 persons on daily basis along with consumables such as broom, mops, phenyl etc required to maintain the office complex as per directions of Engineer in charge.
   - b) Contractor will satisfy himself with the details of the work to be executed and if considered necessary they should visit the site 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. The work has to be carried out according to the specifications given in NIQ

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

7. **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.

8. **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 refereed 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.

9. 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.

10. 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(T) 220 KV O&M E-3

Signature of the contractor with rubber stamp.
1. The Sealed quotation should reach in the office of the Dy. GM (220 KV O&M-East), Room No.105, 220kV Patparganj office area, Civil office Bld, Near Ganesh Chowk, Mandawali, Delhi-110096 latest by 10.30 A.M on or before 03.01.2018 & the same shall be opened at 11.30 A.M on 03.01.2018 in the office of Dy. GM (220 KV O&M-East), Room No.105, 220kV Patparganj office area, Civil office Bld, Near Ganesh Chowk, Mandawali, Delhi-110096

2. The sealed envelope 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/FDR/BC No. Name of the Bank, Amount, Date etc.
   e) Date of opening.
   f) Registration No. if any.
   g) Name & address of the contractor.

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 envelope 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 of Rs 800/-, prescribed in the NIQ letter is required to be submitted along with the quotation documents by means of DD/BC/PO/FDR etc in f/of DTL.

7. Apart from earnest money the successful party will have to deposit security amount @ 5% of the ordered value within 10 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 work must be completed within a period of 27 days 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 shall submit the copy of following documents alongwith the offer failing which the offer may be liable to be rejected:

a) Past Experience/ completion certificate of similar work.

b) GST Registration No

c) PAN No

d) ESI Registration No

e) EPF Registration No

11. 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.

12. 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.

13. Guarantee period: The work should be guaranteed for 27 days from the date of agreement. The security will be refunded after successful completion of work after certification by AM (T) concerned.

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

15. 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 of labour laws, ESI/EPF etc. The D.T.L. shall not be responsible for those payments.

Manager(T) 220 KV O&M E-03

Signature of the contractor with rubber stamp.