

To

PSTCL Website, Various Firms, notice board

Memo No 425/432

Dated: 11/7/23

Subject: Limited Tender Enquiry No: 02/2023-24 due on 27.07.2023 regarding Out Source the job of cleaning and sweeping for 1 no. PTS each at 5 Nos Sub station under the Division of 220 Kv sub station PSTCL Butari.

Sealed Tenders in two parts Part 1: Earnest Money and Part 2 Commercial, Technical conditions & price bid are invited for Out Source the job of cleaning and sweeping for 1 no. PTS each at 5 Nos sub station under the division of 220 Kv sub station PSTCL Butari. The tender documents schedule of rates to be quoted, earnest money deposit and terms and conditions can be obtained from this office up to 25.07.2023, till 11:00Hrs. The tenders shall be received upto 11.00 hrs and opened at 11.30 hrs on 27.07.2023.

Add. SE,  
220 kv substation,  
PSTCL, Butari

GENERAL TERMS & CONDITIONS

LIMITED ENQUIRY NO 02/2023-24 due on 27.07.2023, Out Source the job of cleaning and sweeping for 1 no. PTS each at 5 nos Sub station under the Division of 220 Kv sub station PSTCL Butari.

1.	Tender Type	Limited Tender
2.	Eligibility Criteria	Detailed Terms & Conditions and General Guidelines for hiring of outsourced vehicles
3.	Last Date of Issue of Tender Documents	25.07.2023 up to 11:00Hrs
4.	Last Date for Bid Submission	27.07.2023 up to 11:00 hrs
5.	Bid Opening	27.7.2023 up to 11:30 hrs
6.	Cost of Tenders Documents	Nil
7.	Earnest Money Deposit	@ 2% of Cost of Tender Value rounded off to a multiple of Rs. 10/- on the higher side, subject to a minimum Rs. 5000/- in the shape of Demand Draft in favor of PSTCL
8.	URL for Additional Information	<a href="http://www.pstcl.org">www.pstcl.org</a>
9.	Tender will have to comply with all the rules and regulations under factory Act 1948, Industrial Dispute Act, EPF Act, Labour Laws and Bonus Act & Retrenchment Compensation, work regulation 1997 (Amended from time to time etc. In case the service provider is registered under MSMED act 2006 he should documentary evidence for the registration as such.	
10.	Tender received telegraphically through telex of Fax/e-mail shall not be accepted.	
11.	The Competent Authority reserves the rights to Reject any or All Tenders without assigning any reasons.	
12.	In case date of opening the tender happens to be a holiday, the tenders will be received and opened on the next working day at the same time.	
13.	Tender document shall be issued to only those tenders whose prime facial meets aforesaid qualifying requirement.	
14.	Terms & Conditions as per PSTCL shall be applicable.	

AND SE.  
220kv substation  
PSTCL Butari.

**Other general terms and conditions will be as under:**

- (i) The staff shall be properly uniformed (as per uniform sample to be approved by PSTCL) and will carry name tags.
- (ii) The man power supplied by the agency shall be well trained in the job assigned to them.
- (iii) The contractor shall engage in this employment, such employee after verifying the antecedents. The contractor will ensure that the employees in his service and above 18 years of age.
- (iv) The working hours: the daily housekeeping work shall be done as per instruction of officer in charge. Each PTS working 4 Hours daily.
- (v) Sweeping, mopping, dusting, cleaning etc. all works should be duly carried out to the satisfaction of officer in-charge.
- (vi) Water available from PSTCL sources shall be given free of cost, but in case of failure of water supply, the contractor shall have to make his own arrangements for water for which he shall be reimbursed on production of actual bill.
- (vii) All the tools, equipment and machines used should be appropriate for the application and shall in no way damage the surfaces/ fixture/fitting/ furniture and furnishing beyond normal wear and tear.
- (viii) All electrical appliances including bulbs, tubes, fan, air conditioner etc shall be kept in working order, replacement, when ever required will be provided by PSTCL.
- (ix) The contractor shall be responsible for the disposal of garbage in proper manner.
- (x) It is specifically agreed by the contractor that the employees to be engaged by him shall be for all purposes the employees of the contractor and that they shall not claim any relationship with the PSTCL including employer-employee relationship. In the event such claim is made by employee and contractor shall indemnify the company for any such claim either monetary or otherwise.
- (xi) Experienced supervisor of the contractor shall monitor housekeeping teams. He should also keep a check on general up keeping of building including maintenance problem and shall call appropriate worker immediately to site as per requirement with intimation of JE/SDO in-charge of building.
- (xii) The staff under contract will make his own arrangement for regular tea/food.
- (xiii) Payment will be made on monthly basis and 5% security will be deducted from the monthly running bills per work regulation.
- (xiv) In case the contractor fails to provide requisite man power as per agreed terms penalty shall be imposed and deducted from the sub sequent bills at the rate double of the wages paid by PSTCL for particular type of man power .
- (xv) In the case of any theft during the tenure of the contract the contractor shall be responsible for same and loss due to theft shall be recovered from the subsequent bill of contractor in case of any damage to the property of PSTCL due to negligence of the contractors labour/man power, the contractor shall have to make good the losses suffered by PSTCL. Failing which the loss shall be recovered from the contractor bill.
- (xvi) Discipline and well fare of the workers shall be entire responsibility of the contractor and any in discipline /miss conduct on the part of deployed workers shall be promptly attended by the contractors and officer in-charge shall be fully competent to direct the contractor for removal of such workers.
- (xvii) The contractor agrees to issue such identify card with latest photograph etc. to help employees for security and identification purpose.
- (xviii) The man power can be adjusted in shift according to requirement on meeting day otherwise man power will be deployed according to the scheduled supplied by in charge.
- (xix) In case the contractors employee suffer from any type of injury/death while performing duty in PSTCL complex the contractor shall be wholly responsibility to bear any claim, of employee. PSTCL shall not be responsible at any level for any type of claim and legal consequences.
- (xx) The contractor should agree that the PSTCL shall be entitled to deduct any amount to such claims and cost or expenses in connection thereto, from the money payable by way of consideration as aforesaid to the contractor.

- (xxi) If in the course of execution of this contract by the contractor any minor damage is caused by the contractor or his personal deployed in the PSTCL premises to personal and or property of the PSTCL the contractor agree that any claim arising there from shall be recovered settled & dealt with the directly by the contractor and he should agrees that the PSTCL will be at liberty to recover such losses from him.
- (xxii) The contractor shall abide by rule, regulation and other instruction issued by local government, government of India for arrangement of labour laws.
- (xxiii) The contractor shall comply with all the statutes pertaining to labour law , such contract labour(regulation and abolition) ,Act 1970 , industries dispute /1947 ,minimum wages Act payment of bonus Act employees provident funds Act Employees state insurance Act , work man compensation Act ,etc. Which are in force at present or which may come into force in future?
- (xxiv) The contractor agree to maintain employment record in respect of his employees required under various labour statutes such as attendance register , wages register ,bonus register ,leave register etc.
- (xxv) In the event the work carried out by the contractor or his employees is not found satisfactory the contractor upon advice from the liaison officer shall immediately take necessary action so as to provide prompt and effective services.
- (xxvi) Not with standing anything here in contained the PSTCL will have a right to terminate this contract by giving one month notice without assigning any reason.
- (xxvii) The contract has to enter into any agreement on a non – judicial stamp paper as per PSTCL rule within 15 days of the award of contract. The cost of stamp and other documents / completion of formalities shall be borne by contract.
- (xxviii) In case any dispute the decision of CE/P&M PSTCL Ludhiana shall be final.
- (xxix) **Contents:** - Following Tender document shall be issued to only those tenders whose prime facial meets aforesaid qualifying requirement

Sr. No.	Description		No. of Pages
1.	General Terms and Conditions and General Instructions to the Tenderers (outsourcing of cleaning & Sweeping)	: Section -I	3
2.	Scope of work	: Annexure-'A'	1
3.	Schedule of Prices	: Annexure-'B'	1
4.	Schedule of Deviations	: Annexure-'E'	1
5.	Contract Agreement Form	: Annexure-'F'	1

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Annexure 'B'

**SCHEDULE OF PRICES**

**Part Time Sweepers (Un-Skilled Manpower)**

Sr. No.	Description of Work	Unit	Part Time Sweepers	Wages Rate/ Hrs (in Rs.)	Wages Rate /4 hrs in a Day (in Rs.)	Total Wages/ 26 days in a Month (in Rs.)	Total Wages/ year (in Rs.)
1.	Outsourcing of work of cleaning and sweeping at 5 Nos Sub station under the Division of 220KV Sub-Station, Butari.	No.	05	49.77	(49.77×4)= 199.08 × 5 =995.4/-	25880.4/-	310564.8/-
A.	Sub Total Rs						310564.8/-
2.	EPF @12% on total A						37267.77/-
B.	Subtotal Rs ( A+2)						347832.576/-
3.	Add overheads/contingencies(including contractor's profit)  @ _____% yearly of A						
C.	Sub Total Rs ( B+3)						
4.	Add Good & Service tax @ 18% on total C or as per actual/prevailing						
D.	<b>Grand Total ( C+4) Rs.</b>						

# The wages Rate/Hour/PTS (Un-skilled manpower) is for demonstration and is as per notification of Labour commissioner of Punjab vide letter No: ST/ 4313 Dt: 18-04-2023. These rates are subject to change in future as and when notified by the Labour commissioner of Punjab.

# These statutory obligations of wage payments/deductions per PTS (in compliance to various acts) shall be must and common for all bidders

Note-

Please quote your Percentage at serial no.03

Date \_\_\_\_\_

Signature of the Contractor \_\_\_\_\_

Place \_\_\_\_\_

Designation \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

**Annexure 'A'**

**Scope of work:**

- A) Cleaning and Sweeping of Control Room building and adjoining area For 132 Kv s/s Beas
  - B) Cleaning and Sweeping of Control Room building and adjoining area For 132 Kv s/s Tangra
  - C) Cleaning and Sweeping of Control Room building and adjoining area For 132 Kv s/s Ekalgadda
  - D) Cleaning and Sweeping of Control Room building and adjoining area For 132 Kv s/s Dhillwan
  - E) Cleaning and Sweeping of Control Room building and adjoining area For 220 Kv s/s Kanjli
- a. The work shall be performed strictly as per PSTCL instructions and under the supervision of PSTCL representative.

Annexure-'E'

**SCHEDULE OF DEVIATIONS**

Tenders shall carefully state below any and all points clause by clause of his offer, which are not in accordance with PSTCL's Tender specifications / General Instructions.

<b><u>Section</u></b>	<b>Clause No.</b>	<b>Deviation</b>

We hereby certify that the above mentioned deviations are the only deviations from the General as well as Technical Specification of the Enquiry. All other clauses of the specification not specifically commented are acceptable

SIGNATURE \_\_\_\_\_

DESIGNATION \_\_\_\_\_

COMPANY SEAL

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

**Note:** In case, the technical specifications as well as general conditions of Tender Specifications are acceptable in total, the word 'Nil' shall invariably be put in the above column.

Annexure-'F'

**CONTRACT AGREEMENT FORM**

(To be filled on a non-Judicial Stamped Paper of appropriate value)

This contract agreement made this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ between the PUNJAB STATE TRANSMISSION CORPORATION LTD. herein after called 'Purchaser' and M/s \_\_\_\_\_ having their regd. Office at \_\_\_\_\_ herein after called 'Contractor' for the supply and delivery /work of \_\_\_\_\_ in accordance with tender enquiry no. \_\_\_\_\_ dated: \_\_\_\_\_ and contractor's proposal no \_\_\_\_\_

Dated: \_\_\_\_\_

This is the confirmation of the advance acceptances notified in the PSTCL's Letter No. \_\_\_\_\_ wherein the purchaser has the accepted the proposal of the contractor for the and delivery / work of \_\_\_\_\_

As per work order no. \_\_\_\_\_ Dated: \_\_\_\_\_

In view of for going, the purchaser and the contractor have agreed to the scope of work and the terms and conditions of the orders settled between them.

The NIT/Tender Specification, the Contractor's proposal and related correspondence and the work order acknowledgement /accepted by the contractor from part of this agreement.

This agreement contains \_\_\_\_\_ pages.

In witness whereof the parties here to have affixed their signature on the day month and year written as above.

Contractor

Purchaser