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PUNJAB STATE TRANSMISSION CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala)

Corporate Identity Number: U40109PB2010SGC033814

OFFICE of ASE/CO&C, PSTCL, Patiala

e-mail: srxen-coc-pta@pstcl.org M: +91-96461-18024

T.E. No. 3

Dated: 5/09/2024

From,

ASE/CO&C,
PSTCL, Patiala.

To,

As per list overleaf

Memo No.: 842/848 Dated: 5/09/2024

Subject: Quotation for Cleaning & Sweeping of Office building & its complex area at CO&C Division and Sub Division, Patiala for one year.

Dear Sir,

PSTCL intends to outsource the work of cleaning & sweeping of Office building & its complex area as per following scope of work and term & conditions. You are hence requested to submit your quotation on Price bid Performa in a sealed envelope as per Annexure-I attached by 16.09.2024 before 11:00a.m:-

1. Scope of Work/description:

- (i) Cleaning & Sweeping of rooms etc. located in area of building including its pantry, toilets, foot mats etc. and its windows once a day on all working days of the week.
- (ii) Cleaning/dusting of computers, communication and other equipment installed in the office.
- (iii) Cleaning of drinking water system.
- (iv) Cleaning and up-keep of open/paved floors at selected locations in the building.

- | | |
|---|-----------------------------------|
| 2. Period of Contract | 1 Year |
| 3. Last Date & Time of receipt of quotations | 20.09.2024 upto 11:00 a.m. |
| 4. Date & Time of opening quotations | 20.09.2024 at 11:30 a.m. |

5. Terms & Conditions:-

- (i) The bidder should be registered with PSPCL/PSTCL/ PWD/ MES/ Railways/ NTPC or any other government organization and have executed similar works in the past and proof of registration shall be provided along with the tender.

- (ii) The bidder shall be provided with necessary T&P and other consumables for sweeping cleaning mopping like detergents, acid, harpik, phenyl, Pocha and Brooms etc by JE/In-charge (JE/CO&C S/d Patiala).
- (iii) The disposal of trash shall be done outside the Complex at your own cost.
- (iv) Bidder shall ensure to arrange execution of work cautiously and in case of any injury or mishappening during work to the worker/staff, responsibility shall lie to the bidder.
- (v) Cleaning & Sweeping shall be carried out during office hours or any other time of the day as per the specific requirement.
- (vi) Total 4 man-hours of work per day (2 man-hours/day each for the office of ASE/CO&C Division & AEE, CO&C Sub Division, Patiala). Payment will be made on the basis of actual work done.
- (vii) The work shall be checked by the JE/In-charge (JE/CO&C S/d Patiala) under the supervision of AEE/CO&C, S/d Patiala.
- (viii) **Bidder whose work order has been cancelled in the past due to unsatisfactory work, are not eligible to apply.**
- (ix) **The bidder must execute an agreement on a non-judicial stamp paper (Rs. 100/-) failing which payment cannot be released.**
- (x) Cleaning of drinking water coolers by emptying the water purifiers & cleaning of inside space of the tank to the entire satisfaction of the Officer-In-charge (as and when required).
- (xi) If the DC rates are revised during the contract period, the payment will be made as per new DC rates.
- (xii) The rates should be valid for 120 days from the date of opening of tenders.
- (xiii) **Tenders received through telex/telegraphically or through fax shall not be accepted.**
- (xiv) The undersigned reserves the right to cancel the quotation without assigning any reason.
- (xv) If the date of opening of tender happens to be holiday, quotations shall be received and opened at the same time of next working day.
- (xvi) The bidder will ensure proper cleaning/dusting of computers, communication and other equipment installed.
- (xvii) In case the work is not satisfactory, a warning shall be issued and if negligence persists, the penalty will be charged at the rate of service charges for that month.
- (xviii) The bidder will ensure the working & cleaning of sewerage up to the first main hole.
- (xix) **The bidder is required to submit an Earnest Money Deposit (EMD) of Rs. 5,000/-. The tender offered without EMD shall not be accepted.**
The bidder shall deposit EMD charges online through RTGS/NEFT in the Account of ASE/CO&C, PSTCL Patiala (SBI Branch, The Mall, Patiala; Account No. **39391617881**; IFSC Code: **SBIN0050012**). The transaction receipt should be emailed to srxen-coc-pta@pstcl.org, & aee-coc-pta@pstcl.org." A copy of transaction receipt shall also be submitted along

with the tender. Micro and Small Enterprises under MSME Act 2006 shall be exempted from depositing EMD.

- (xx) The bidder/firm is required to give proof of their experience in similar nature of work.
- (xxi) The earnest money of successful bidder deposited with the quotation shall be converted into security after successful allotment of work order and shall be released after successful completion of contract (i.e. after 1 year). Further, EMD of unsuccessful bidders shall be returned by this office after receiving due claim.
- (xxii) Office of AEE/CO&C, S/d, PSTCL, Patiala will monitor the work.
- (xxiii) The bidder will be responsible for any damage done to the building or other installation in the office complex.
- (xxiv) The bidder should engage major (i.e. age above 18 years) labour and must be enrolled with concerned ESI/EPF offices.
- (xxv) The bidder will engage labour of good character and honest and will be responsible for any theft or misconduct by the labour.
- (xxvi) If the bidder fails to carry out said work satisfactorily his work order may be cancelled by under signed at any time. His Security and Earnest Money will stand forfeited.
- (xxvii) Each and every liability shall be borne by your firm regarding your employees.
- (xxviii) The bidder has to be registered with Regional Provident Fund Commissioner's per the provisions of EPF Act-1952. The bidder will be solely responsible for compliance of various provisions of EPF Act-1952 being the principal employer. All obligations arising on this account will be the sole responsibility of the bidder and PSTCL will have nothing to do with it.
- (xxix) The contractor shall submit monthly bills along with EPF, ESI, GST Challans related to this office, of preceding month with details of employees.
- (xxx) PSTCL shall not be liable to pay the EPF employer share of those employees which are covered under PMRPY scheme and whose employer share is being paid by Government of India vide office memorandum no. DGE-U-13015/01/2016-MP (G) from the date of registration of such employees for the scheme. However, for all such employees, EPF challans with entry of employer share paid by GOI under PMRPY scheme shall be submitted by contractor.
- (xxxii) Payment will be made after deduction of TDS & all other statutory levies as applicable from time to time as per relevant act/law.
- (xxxiii) GST and other taxes will be applicable as per statutory Law.
- (xxxiii) All statutory rules and regulation such as EPF, ESI act, labours laws and regulations, wages etc. as per Government of Punjab shall be followed by contractor. The contractor will be fully responsible for any kind of penalty levied by Central/State Government.
- (xxxiv) PSTCL reserve the right to terminate the contract without assigning any reason with a clear notice of 24 hours.

- (xxxv) All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
- (xxxvi) If at any time any question, dispute or difference, what so-ever arises between the Vendor and PSTCL, upon or in relation to, or in connection with the order/contract, he may go for arbitration clause contained in Works Regulations 1997, as amended from time to time.
- (xxxvii) All other terms & conditions of Works Regulation 1997 will be applicable.

849/50
5/09/2024

CC:

1. Dy.CE/Comm, PSTCL, Ludhiana
2. AEE/CO&C, S/d PSTCL, Patiala.

ASE/ CO&C, Division
PSTCL, Patiala

ANNEXURE-1T.E. No. 3dt. 5/09/2024**PRICE BID PERFORMA**

Sr. No.	Description of Item	Wages	Services charges (%age of 'C')	Other Statutory Contributions/ payments like EPF, ESI, Bonus, etc.	GST @18% (or as applicable) on 'C' + 'D' + 'E'
A	B	C	D	E	F
1.	Cleaning & Sweeping work of 2 no. office buildings and its complex area as per spec. Total 4 man-hours of work per day (2 man-hours/day each for the office of ASE/CO&C Division and AEE, CO&C Sub Division, Patiala).	As per DC rates	----- (to be quoted by bidder)	Will be paid as per actual as per Govt. norms (reimbursement of contribution to be made upon submission of respective challans)	Payable Extra as applicable

Note:

- Consumables shall be provided by the JE/In-charge (JE/CO&C S/d Patiala) for Cleaning & Sweeping work.
- TDS/any other statutory levies applicable shall be deducted from bills of contractors as per govt. norms.

Stamp & Signature of Bidder