



PUNJAB STATE TRANSMISSION CORPORATION LTD

(Punjab Govt. Undertaking)

Regd. Office. PSEB Head Office, The Mall, Patiala – 147001, Punjab, India

O/o Sr. Xen/ Technical Audit (Civil), PSTCL, Patiala

Corporate Identity Number : U40109PB2010SGC033814

Flat No.2, Officers flat Near 23 No. Crossing Patiala – 147001

Telephone No. 0175-2220667, Email : srxen-ta-civil@pstcl.org

To

Notice Board.

Memo No.: 39

Dated: 12/03/2025

Sub: - Tender Enquiry no. 01/ SR. XEN/TA(Civil) 2025-26 for providing One no. Part Time Sweeper for the office of Technical Audit, PSTCL, Patiala.

Limited Tenders are invited for the House Keeping Staff as detail give below:

Sr. No.	Description of Work	Scope of Work	Working Hours	Rate to be quoted by the Contractor based on prevailing D.C. Rates plus other charges
1.	Providing One no. Part Time Sweeper for the office of Technical Audit, PSTCL, Flat No. 2, Officer's Flat Near 23 No. Crossing, Patiala.	Scope of Work of sweeper includes sweeping, mopping, dusting, cleaning and all other allied work in the office of Technical Audit PSTCL, Patiala.	2 Hours (Daily)	

General Terms and Conditions:-

1. It will be responsibility of contractor that the personnel supplied by him perform their duties to the satisfaction of the controlling officer.
2. The personnel so supplied by the contractor shall be fully outsourced and they shall have no right to claim the regular services in lieu of outsourced duty performed by them.
3. The age of the personnel should not be below 18 years and exceeding 50 years.
4. Payment will be made on monthly basis by AO/Cash, PSTCL, Patiala and 5% security will be deducted from the monthly running bills as per work regulations. Income tax will be deducted as per Govt. Rules. GST will be paid extra as applicable.
5. The working hours will be as mentioned above and the daily housekeeping work shall be done before 9 am or after 5 pm on all working days in the office areas.
6. In case of any damage to property of PSTCL due to negligence of the personnel the contractor shall have to make good the losses suffered by office, failing which the loss shall be recovered from the contractor's bill.
7. Discipline and welfare of the workers shall be entirely responsibility of the contractor and any indiscipline/misconduct on the part of deployed workers shall be promptly attended by the contractor & officer in charge is fully competent to direct the removal of such workers.
8. The contractor agrees to issue such identity cards with latest photographs etc. To help employees for security and identification purpose and also the contractor should certify that there is no criminal record against the worker.

9. In case the contractor's employee suffers from any type of injury/ death while performing duty in concerned office's complex, the contractor, shall be wholly responsible to bear any claim of employee. The concerned office shall not be responsible at any level for any type of claims and legal consequences.
10. The contractor shall abide by rules, regulations & other instruction issued by local govt., Govt. of India for arrangement of labour laws.
11. The contractor shall comply with all the statutes pertaining to labour laws, such contract labour (Regulation & Abolition) Act 1970, Industries disputes 1947, minimum wages act, payment of bones Act Employees provident funds Act, employee State insurance Act, Workman compensation Act, etc. Which are in form present or which may come into force in future.
12. The contractor shall agree to maintain employment records in respect of his employees required under various labour statutes, such as attendance register, wages register, bonus register, leave register etc.
13. Not with standing anything here in contained the office will have a right to terminate this contract by giving one month's notice without assigning any reason.
14. Initially the contract will be for the period of one year from the date of allotment order which can be extended for two years after the successful execution of the contract.
15. The contractor has to enter into an agreement on a non- judicial stamp paper as per PSTCL rules within 15 days of the award of contract. The cost of stamp and other documents/completion of formalities shall be borne by contractor.
16. The monthly bill shall be submitted by the contractor. The payment after 1st monthly running bill shall be made after submission of EPF challans of preceding month by the contractor.
17. The payment to the staff shall be made before 7th of each month by the contractor.
18. All conditions of Works Regulation 1997 of PSEB will be applicable.
19. In case of any dispute the decision of Dy.CE/Technical Audit, PSTCL, Patiala shall be final.

The quotations according to above mentioned descriptions and terms and conditions should be submitted in the office of undersigned on or before 01.04.2025 at 11.00 A.M. and the quotations will be opened on 01.04.2025 at 12.00 P.M.


Sr. XE/Technical Audit (Civil)
PSTCL, Patiala