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**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**

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

Corporate Identity Number: U40109PB2010SGC033814

**OFFICE of Dy. CE/SLDC (Open Access)**

SLDC Building, 220KV Grid Sub-Station, Ablowal, (Patiala) – 147001

e-mail: se-opac@pstcl.org M: +91-96461-18003

T.E. No. TE-No 8/SLDC-D/2023

Dated: 25-08-23

From,

Dy. CE/SLDC (Open Access),  
PSTCL, Ablowal, Patiala.

To,

As per list overleaf

Memo No. 1067 /G-219 Dated: 25-08-23

**Subject: Quotation for Cleaning & General house-keeping of SLDC building & its complex area at Ablowal (Patiala) for the year 2023-24.**

Dear Sir,

PSTCL intends to hire service on contract basis (DC labour rates plus contractor premium) for cleaning & general housekeeping of SLDC 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 31.08.2023 before 11:00 hrs:-

**1. Scope of Work/description:**

- (i) Sweeping & Cleaning of control room, computer rooms etc. located in Technical area of SLDC building including its pantry, toilets, shoe-racks, footmats etc. and its windows twice a day on all seven days of the week.
- (ii) Sweeping & Cleaning of all the offices, all the rooms and toilets located in non-technical area including all stairs cases, inside and outside common/paved area(s) of the SLDC building once a day on all working days.
- (iii) Cleaning/dusting of computers, communication and other SLDC equipment installed in the Technical Area under the supervision of engineer in-charges as and when necessary (at least once a month).
- (iv) Cleaning of drinking water coolers by de-watering of water & cleaning of inside space of the cooler tank to the entire satisfaction of officer-in-charge (as and when required), at least once every 6 months.
- (v) Cleaning and up-keep of open/paved floors at selected locations in the building.
- (vi) To maintain flower pots at selected location in the building as directed by Officer Incharge.

2. **Period of Contract** 01/10/23 to 30/09/24  
3. **Last Date & Time of receipt of quotations** 08.09.23 upto 11:00 a.m.  
4. **Date & Time of receipt & opening quotations** 08.09.23 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.
- (ii) The bidder shall be required to provide necessary T&P for sweeping cleaning mopping etc. including cleaning floor carpets, removal of cobwebs, cleaning of window panes, fans, portion walls / glasses and consumable like detergents, acid, harpiks, phenyl, Pocha and Brooms will be provided by the contractor. He will also maintain flower pots etc. placed at select points.
- (iii) The disposal of trash shall be done by you outside the SLDC Complex at your own cost.
- (iv) You shall ensure the working & cleaning of sewerage upto the first manhole.
- (v) Sweeping & cleaning shall be carried out from 7:30 a.m. to 9:30 a.m. in the morning and 4:00 p.m. to 6:00 p.m. in the evening or any other time of the day as per the specific requirement. The bidder or his authorized representative Supervisor will ensure his presence during the working hours to get the work done from his workers.
- (vi) Minimum 3 nos. part time sweepers for 4 hours a day in the morning & evening (for 2 hours each) and additional one person for full day i.e. from 9:00 a.m. to 5:00 p.m. with usual lunch break for carrying out the urgent cleaning and sweeping works and other jobs. Payment of part time sweeper & regular will be made on the basis of actual deployment of labour at site.
- (vii) The attendance of workers shall be checked by the concerned JE/In-charge (JE/Open Access) under the supervision of AE or AEE posted in the O/o Sr. Xen/SLDC (Design), Ablowal (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 watercoolers & cleaning of inside space of the cooler 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 technical portion of the two stories SLDC building houses main SCADA-EMS equipment, Communication Equipment Power Supply System, Boundary Metering related equipment, DG set, indoor substation, AC plants etc. in the main control room.  
The non-technical part of this building includes CE/SLDC office and its staff, SE/SLDC (Open Access) office, SE/Operations office, Conference room,




Store etc. There is a covered parking lot at the main entry of the building. There is also an annexe building in the complex & roads & paths inside SLDC complex. The bidder may visit the SLDC complex at his own cost on any working day from 9:00 a.m. to 5:00 p.m. to assess the total area covered in the contract, before submitting the quotation.

- (xiii) The rates should be valid for 120 days from the date of opening of tenders.
- (xiv) **Tenders received through telex/telegraphically or through fax shall not be accepted.**
- (xv) The undersigned reserves the right to cancel the quotation without assigning any reason.
- (xvi) 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.
- (xvii) The bidder will ensure proper cleaning/dusting of computers, communication and other SLDC equipment installed in technical area round the clock on all days of the week and also ensure cleaning of non-technical area during working days of week (i.e. Monday to Saturday).
- (xviii) 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.
- (xix) The bidder will ensure the working & cleaning of sewerage up to the first main hole.
- (xx) **The bidder is required to submit an Earnest Money Deposit (EMD) of Rs. 10,000/-. The tender offered without EMD shall not be accepted.**  
The bidder shall deposit EMD charges online through RTGS/NEFT in the Account of AO/SLDC, Ablowal, Patiala (SBI Branch, The Mall, Patiala; Account No. **65111588221**; IFSC Code: **SBIN0050012**). The transaction receipt should be emailed to [se-opac@pstcl.org](mailto:se-opac@pstcl.org), [ao-sldc@pstcl.org](mailto:ao-sldc@pstcl.org) & [srxen-sldc1@pstcl.org](mailto:srxen-sldc1@pstcl.org)." A copy of transaction receipt shall also be submitted along with the tender.
- (xxi) The bidder/firm is required to give proof of their experience in similar nature of work.
- (xxii) 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.
- (xxiii) Office of Sr. Xen/SLDC (Design), PSTCL, Ablowal, Patiala will monitor the work.
- (xxiv) The bidder will be responsible for any damage done to the building or other installation in the office complex.
- (xxv) The bidder should engage major (i.e. age above 18 years) labour.
- (xxvi) The bidder will engage labour of good character and honest and will be responsible for any theft or misconduct by the labour.



- (xxvii) 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.
- (xxviii) Each and every liability shall be borne by your firm regarding your employees.
- (xxix) 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.
- (xxx) The contractor shall submit monthly bills along with EPF, ESI, GST Challans related to SLDC of preceding month with details of employees.
- (xxxi) 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.
- (xxxiv) 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.
- (xxxv) PSTCL reserve the right to terminate the contract without assigning any reason with a clear notice of 24 hours.
- (xxxvi) All legal proceedings against this contract shall be in the jurisdiction of Civil Court at Patiala.
- (xxxvii) 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.
- (xxxviii) All other terms & conditions of Works Regulation 1997 will be applicable.

  
Dy. CE/SLDC (Open Access),  
PSTCL, Ablowal (Patiala)

1068/69  
25.8.23cc:

1. Chief Engineer/SLDC, PSTCL, Ablowal (Patiala).
2. AO/SLDC, PSTCL, Ablowal, Patiala.

**ANNEXURE-1**T.E. No. TENo-8/SLDC-D/2023 dt. 25-8-23**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 & general house-keeping work of SLDC building & its complex area as per spec. (1 no. full time sweeper + 3 no. part time sweeper for 4 hours a day)	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:**

- Cost of Consumables (+GST) shall be payable extra as per actual consumption to be verified by JE/in-charge.
- TDS/any other statutory levies applicable shall be deducted from bills of contractors as per govt. norms.

Stamp &amp; Signature of Bidder

