

To **AS PER OVERLEAF**

MEMO NO.

DATED:-

SUB:- QUOTATION OF OUTSOURCING THE JOB OF TENDER ENQUIRY NO. 01/2023-24 DUE ON 12.01.2024 CLEANING SWEEPING ACTIVITIES IN 2 NO. SUBSTATION UNDER P&M DIVISION PSTCL DASUYA

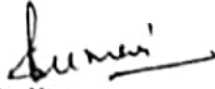
SEALED TENDER HEREBY INVITED FOR OUTSOURCING THE JOB OF CEANING AND SWEEPING ACTIVITIES IN 2 NO. SUBSTATION UNDER P&M DIVISION PSTCL DASUYA. THE SEALED QUOTATIONS MUST REACH AT THIS OFFICE ON DATED. 12.01.2024 AT 12.00 NOON. TENDER WILL BE OPENED ON DATED. 12.01.2024 AT 13:00 HRS (01.00PM) SHARP IN THE PRESENCE OF CONTRACTOR OR THEIR AUTHORIZED REPRESENTATIVE WHO SO EVER MAY LIKE TO BE PRESENT.

SR.NO.	DESCRIPTION	DAILY WORKING HOURS	RATES
1	1NO.PART TIME SWEEPER REQUIRED FOR THE JOB OF CLEANING AND SWEEPING ACTIVITIES IN 132 KV S/S SHRI HARGOBINDPUR	2	
2	1 NO.PART TIME SWEEPER REQUIRED FOR THE JOB OF CLEANING AND SWEEPING ACTIVITIES IN 132 KV S/S KAHANPUR	2	

TERMS & CONDITIONS

1. THE QUOTED SHOULD BE VALID FOR 120 DAYS.
2. THE QUOTATION SHOULD BE ACCOMPANIED BY DULY STAMPED/SIGNED COPY OF ALL PAGES CONTAINING ALL THE TERMS AND CONDITIONS. THE COPY PSTCL'S STANDARD TERMS & CONDITIONS IS ATTACHED AS "ANNEXURE-C"
3. THE RATES APPROVED BY LABOUR DEPARTMENT OF PUNJAB/CONCERNED D.C. OFFICE (REVISED FROM TIME TO TIME), OTHER SATUTORY REQUIREMENTS AND ALL THE RELEVANT RULES & REGULATIONS OF PSTCL SHALL BE APPLICABLE.
4. ALL TENDER MUST BE ACCOMPANIED WITH EMD IN THE FORM OF DD ONLY, 2% OF TENDER VALUE OF MINIMUM OF RS.5000/- (IF TOTAL VALUE OF TENDER IS ABOVE 50,000)
5. SLEF ATTESTED COPY OF REGISTRATION WITH INCOME TAX, GST, ESI &EPF AND ADRESSS PROOF OF ORGANISATION/INDIVIDUAL ETC. SHOULD BE ATTACHED WITH THE QUOTATIONS.
6. UNDERSIGNED HAS THE RIGHT TO CANCEL ONE OR ALL QUOTATIONS WITHOUT ANY REASON QUOTED. FAX/TELEGRPHIC QUOTATIONS WILL NOT BE ACCEPTED.

DA: ANNEXURE A,B & C


 Sr. Xen.
 P&M Division,
 PSTCL, DASUYA..

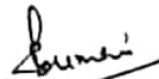
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1. COPY OF THE ABOVE IS FORWARDED TO DY.C.E. P&M CIRCLE PSTCL JALANDHAR WITH REFERENCE TO THEIR OFFICE ENDST. NO. 10569 DATED 20.11.2023
2. SSE 220KV S/S DASUYA FOR ENSURING HIS PRESENCE ON DATED: 12.01.2024 (OPENING OF QUOTATION) AT THE DIVISION OFFICE. SR XEN, P&M DIVISION, DAUSYA.

LIMITED TENDER NOTICE

Tender Type	Limited Tender		
Name of Office	Sr. Xen, P&M Division, PSTCL, DASUYA.		
Tender Enquiry No. & Date:	01/2023-24, Dated: 27.12.2024		
Competent Issuing Authority	SR. XEN, P&M Division, PSTCL, DASUYA		
Place	P&M Division, PSTCL, DASUYA		
Name of Work	Outsourcing of Cleaning and sweeping (Part Time Sweeper) services at 2 No. Sub-Stations under P&M Division PSTCL.DASUYA.		
Approx. cost of work	A	Total Hours in a Day	2+2= 4 hours
	B	Applicable DC Rates per hour	51.61 (Presently applicable rate)
	C	Working days per month	26 Days (Approx.)
	D	No. of months in a Year	12 Months
	E	A*B*C*D	64409/-
	F	Applicable EPF @ (Present applicable rate of EPF is 13%)	8373/-
	G	Applicable ESI @ (Present applicable rate of EPF is 3.25%)	2093/-
	H	Commission	Rates % @ DC Rates i.e. (E)
	I	GST	GST % @ (E+F+G+H)
	J	Total Cost	E+F+G+H+I
Earnest Money	2% of the tender value (Total Cost) subject to minimum Rs.5000/- (If total value of tender is above 50,000)		
Period of Contract	Initially for One Year from the date of W/O		
Payment Mode	Demand Draft		
Payment in favour of	PUNJAB STATE TRANSMISSION CORPORATION LIMITED (PSTCL) (PAYABLE AT DASUYA)		
Last Date & Time for Submission of the tender	12.01.2024 Till 12:00 hrs		
Date & Time for opening of the tender	12.01.2024 at 13:00 hrs		

Note: It is informed that in case tender process is not completed due to any reason, no corrigendum will be published in newspaper. Details regarding corrigendum can be seen from official PSTCL website. Details of NIT may downloaded from PSTCL website (www.pstcl.org)


Sr. Xen.
P&M Division,
PSTCL, DASUYA.

SCHEDULE OF PRICES

Outsourcing of Cleaning and sweeping (Part Time Sweeper) services at 2 No. Sub-Stations under P&M Division, PSTCL, DASUYA..

Sr. No.	Description of Work	Unit (Job per hour)	Wages to employee on DC Rates	EPF+ESI+other contributions (as per statutory regulations) Will be paid as per actual	Commission Charges in %age of (DC rates per hour * Working Hours in a month) <u>(To be quoted by Firm)</u>	GST % (as applicable) Of D+E (Will be paid extra) <u>(To be quoted by Firm)</u>
A	B	C	D	E	F	G
1)	Cleaning and sweeping (Part Time Sweeper) services at 132 KV S/S Shri Hargobindpur	2 Hours per Day 1 No. Person	Will be paid as per Actual (DC Rate @per Hour w.e.f.	Employer share (EPF @13% or as applicable + ESI @3.25% or as applicable)		
2)	Cleaning and sweeping (Part Time Sweeper) services at 132 KV S/S Kahanpur	2 Hours per Day 1 No. Person				

I hereby read all the terms and conditions of the Tender Enquiry & are acceptable to me and have quoted the Rate/Charges as above in accordance with stipulated Terms & Conditions.

Date:

Mob. No.

Signature of the Contractor with Stamp

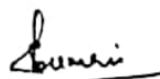
Company Address

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Terms & Conditions

1. General terms & conditions.
 - The bidder should be registered with PSPCL/PSTCL/PWD/MES/ Railways/NTPC or any other government organization and have executed similar works in past. Self-attested supporting document is required to be provided along with the quotations by the bidder as proof in relation to registration and past experience in similar works.
 - Bidder whose order has been cancelled in the past due to unsatisfactory work, are not eligible to apply.
 - The tenderers are required to submit tenders in two separate envelopes. The first envelope will contain deposit of earnest money and the second containing tender. The envelope containing the earnest money shall be opened first and if it is found in order then second envelope containing the tendered shall be opened.
 - Bidder whose work order has been cancelled in the past due to unsatisfactory work, are not eligible to apply.
 - Bidder needs to submit certificate that he has not ever insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by court or judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons. The bidders compulsory needs to provide concerned certificates from the concerned departments in this regard.
 - 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.
 - Under Normal Conditions Service Provider will have to insure the workers are present on all days except Sundays from 7:30 to 9:30 hrs in morning The Service Provider will ensure that the workers are not changed frequently. Though the worker will not be called on Sundays in offices but worker may be called on duty. However the Service Provider will be wholly responsible for arranging/managing the weekly Offs, Holidays for the festivals and Leaves (C/L, E/L, MC/ etc.) so as to fit in PSTCL schedule. Punjab Govt. labour laws should be followed scrupulously in this regard.
 - The attendance of workers shall be checked by the concerned JE/Incharge under the supervision of the AE or AEE posted at 132 kv s/s Shri hargobindpur and 132kv s/s Kahanpur.
 - Tenders received through telex/telegraphically or through fax shall not be accepted.
 - The rates should be valid for 120 days from the date of opening of tenders.
 - The undersigned reserved the right to cancel the quotation without mentioning any reason.
 - 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.
 - Conditional tenders are liable to be rejected.
 - The quantity of work may be increased or decreased.



- The contractor has to enter into any 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 contract.
- In case of work is not satisfactory a warning shall be issued. In case, if negligence persists, the penalty will be charges at double of the service charges for that month.

2. SCOPE OF WORK

- Cleaning & Sweeping of Sub-Station Yard, Control Room, Road & Path, all Office Buildings inside the premises of the respective Sub-Stations.
- Maintenance of Road Banks and Brims.
- Cleaning all the areas under the sub-station, removal of unwanted vegetations, grass and plants etc. disposal of garbage in proper manner to keep the sub-stations in good and tidy condition.
- Any other work as deemed necessary by the Officer/JE incharge. Entire work shall be carried out to the satisfaction of officer incharge and under the supervision of JE/Incharges at the Sub-stations.

3. SECURITY DEPOSIT/ EARNEST MONEY

- The bidder is required to submit an Earnest Money Deposit (EMD) of 2% of the tender value in the shape of demand draft in favour of PUNJAB STATE TRANSMISSION CORPORATION (PSTCL) Payable at DASUYA. Tender offered without EMD will not be accepted.
- The Earnest money of successful bidder deposited with the quotation shall be converted in to security deposit after successful allotment of work order and shall be released after successful completion of contract (i.e after 1 year). Further, EMD shall be returned to unsuccessful bidder by this office after allocation of work order to ELIGIBLE bidder.
- If the contractor fails to carry out said work satisfactory his work order may be cancelled by undersigned at any time. His security and earnest money will stand forfeited

4. CONTRACTOR'S LIABILITIES

- The contractor will be responsible for any damage done to the building or other installation in the office complex.
- The contractor should engage major (i.e age above 18 years) labour.
- The contractor will engage labour which should be of good character and honest, hence he will be responsible for any theft on behalf of them.
- Discipline and welfare of the workers shall be entirely responsibility of the contractor and indiscipline/misconduct on the part of deployed workers shall be promptly attend by the contractor & officer in charge is fully competent to direct the removal of such workers.
- In case the contractor's employee suffers from any type of injury/death while performing duty in concerned office's complex/Yard, the contractor shall be wholly responsible to bear any claim of employee. The concerned office shall not be responsible at any level any type of claim and legal consequences.

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5. TAXES AND OTHER DUTIES

- The supplier/ contractor will comply with All statutory rules and regulation such as Contract Labour Act, Child Labour Act, Workmen Compensation Act, EPF, ESI, Labours Law/rule and regulations, Wage Act etc (This list is not exhaustive but only highlights some of the important statutory Act/Law/provisions which the supplier is bound to comply with). The supplier/ contractor is bound to comply with all the other applicable statutory provisions even if it is not indicated here in expressly, and will indemnify PSTCL against all the claims damages or compensations under the provisions of any Act/Law/provisions.
- GST, Income Tax and other taxes will be applicable as per statutory law.
- The contractor is required to provide self attested registration certificates related to EPF, ESI, C-2, Income tax (PAN) as proof.
- Contractor will have to make payments on account of wages to workers through bank transactions only. He will submit the proof of all payments made by him against wages, EPF/ESI/other contributions and GST in previous month along with the bill of current month.
- The Service Provider will submit the details of monthly EPF and ESI contributions to PSTCL. He will provide the details of payment of previous month along with his current bill.
- The contractor shall bound to maintain employment records required under various labour statutes, such as attendance register, wages register, bonus register, leave register etc.

6. PAYMENT TERMS & CONDITIONS:

- The rate quoted by the agency shall be firm during the period of contract and shall be based on the DC rates.
- The Contractor shall submit all bills on the printed forms in the office of the concerned Sr. Xen, P&M Division, PSTCL Dasuya and charges in the bills shall always be entered at the rates specified in the tender.
- A bill shall be submitted by the Service Provider each month on or before the date fixed by the Sr. Xen, P&M Division, PSTCL Dasuya all works executed in the previous month.
- Monthly payments will be made after the claims are verified by the PSTCL and security @ 5% will be deducted and income tax will be deducted at source.
- Unless procedure for payment to the contractor shall be followed. All payments shall be made by the Sr. Xen/P&M Division, PSTCL, Dasuya.

7. EXTENSION OF CONTRACT

Initially the contract will be for the period of one year. However, same can be further extended with the approval of competent authority.

8. FORCE MAJEURE

If at any time during the continuance of the work the performance in whole or in part by either party of any obligation under this contract, shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, Civil Commotion, sabotage, floods, explosion, epidemics, fires or other acts of God, strikes and lockout (hereinafter referred to as eventualities) then, provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall be reasons of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and construction of work under this

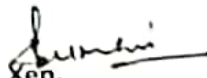


contract shall be resumed as soon as practicable after such eventuality has ceased. Appropriate extension in time of completion shall be granted.

9. CIVIL SUIT/JURISDICTION

- All Legal proceedings against this contract shall be in the jurisdiction of Court at Dasuya.
- If at any time any question, Dispute of difference, what so-ever arise 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 Work Regulation 1997, as amended from time to time.

NOTE: 1. All other terms & conditions of Works Regulation 1997 will be applicable.


Sr. Xen.
P&M Division,
PSTCL, DASUYA.