



Punjab State Power Corporation Limited

(Regd. Office: - PSEB Head Office, The Mall Patiala-147001)

Corporate Identity Number: - U40109PB2010SGC033813

O/o ASE/ENF-CUM-EA & MMTS TARN TARAN (HQ-AMRITSAR)

Tel. No- 9646118132 & E-Mail id: - xen-enf-tt@pspcl.in

OPEN TENDER NOTICE (T.E No.-01/ENF-TT/2025-26)

| | |
|---------------------------------------|---|
| Office of | ASE/ENF-CUM-EA & MMTS, PSPCL TARN TARAN (HQ-AMRITSAR) |
| Detail of Tender Notice | Outsourcing the work of cleaning and sweeping activities at various offices under Enforcement Circle, PSPCL Amritsar. |
| Total no. of working hours per day | 16 hours per day |
| Start date of sale of tender document | Date of Publication |
| LAST DATE & TIME FOR | |
| Sale of Tender Document | Up to 06.02.2026 05.00 P.M. |
| Receipt of Tenders | 09.02.2026 at 01.30 p.m. |
| Opening of Tenders | 09.02.2026 at 02.30 p.m. |

Note: - Detail of NIT can be downloaded from PSPCL website www.pspcl.in. Corrigendum (if any) will not be published in newspaper, as such the website may be visited regularly for any update regarding the tender

Sd/- ASE/ENF-CUM-EA & MMTS TARN TARAN (HQ-ASR)



Punjab State Power Corporation Limited

ਰਜਿ. ਦਫਤਰ: - ਪੀ.ਐਸ.ਈ.ਬੀ. ਹੈਂਡ ਆਫਿਸ, ਦੀ ਮਾਲ ਪਟਿਆਲਾ-147001

ਕੋਰਪੋਰੇਟ ਆਈਡੀਟਟੀ ਨੰਬਰ: -U40109PB2010SGC033813

ਦਫਤਰ-ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਇੰਡੋਰਸਮੈਟ-ਕਮ-ਈ.ਏ ਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ, ਤਰਨ ਤਾਰਨ
(ਹੈਂਡ ਕੁਆਟਰ-ਅੰਮ੍ਰਿਤਸਰ)

ਟੈਲੀਫੋਨ ਨੰਬਰ- 9646118132 & ਈ-ਮੇਲ ਆਈ.ਡੀ: - xen-enf-tt@pspcl.in

ਓਪਨ ਟੈਂਡਰ ਨੋਟਿਸ (ਟੈਂਡਰ ਇੰਨਕੁਆਰੀ ਨੰਬਰ-01/ENF-TT/2025-26)

| | |
|---|---|
| ਦਫਤਰ | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਇੰਡੋਰਸਮੈਟ-ਕਮ-ਈ.ਏ ਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ, ਤਰਨ ਤਾਰਨ (ਹੈਂਡ ਕੁਆਟਰ-ਅੰਮ੍ਰਿਤਸਰ) |
| ਟੈਂਡਰ ਦਾ ਵੇਰਵਾ | ਇੰਡੋਰਸਮੈਟ ਹਲਕਾ ਅੰਮ੍ਰਿਤਸਰ ਅਧੀਨ ਪੈਂਦੇ ਵੱਖ-2 ਦਫਤਰਾਂ ਵਿੱਚ ਝਾੜ੍ਹ- ਪੇਚਾ ਅਤੇ ਸਾਫ ਸਫਾਈ ਦੇ ਕੰਮ ਨੂੰ ਆਉਟਸੋਰਸਿੰਗ ਰਾਹੀਂ ਕਰਵਾਉਣ ਬਾਰੇ । |
| ਕੇਜ਼ਾਨਾ ਸਫਾਈ ਕਰਨ ਦਾ ਕੁਲ ਸਮਾਂ/ਪੰਤੇ | 16 ਘੰਟੇ ਪ੍ਰਤੀ ਦਿਨ |
| ਟੈਂਡਰ ਫਾਰਮ ਵੇਚਣੇ ਸ਼ੁਰੂ ਕਰਨ ਦੀ ਮਿਤੀ | ਡੇਟ ਆਫ ਪਬਲੀਕੇਸ਼ਨ |
| ਆਖਰੀ ਮਿਤੀ ਤੇ ਸਮਾਂ | |
| ਟੈਂਡਰ ਫਾਰਮ ਵੇਚਣ ਦੀ ਮਿਤੀ ਟੈਂਡਰ ਪ੍ਰਾਪਤ ਕਰਨ ਦੀ ਮਿਤੀ ਟੈਂਡਰ ਖੱਲਣ ਦੀ ਮਿਤੀ ਤੇ ਸਮਾਂ | 06.02.2026 ਸ਼ਾਮ 05.00 ਵਜੇ ਤੱਕ 09.02.2026 ਦੁਪਰਿਕਰ 01.30 ਵਜੇ ਤੱਕ 09.02.2026 ਦੁਪਰਿਕਰ 02.30 ਵਜੇ |

ਨੋਟ: - ਟੈਂਡਰ ਦੀਆਂ ਸਪੈਸੀਫਿਕੇਸ਼ਨਾਂ ਅਤੇ ਸਰਤਾਂ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬਸਾਈਟ www.pspcl.in ਤੋਂ ਡਾਊਨਲੋਡ ਕੀਤੀਆਂ ਜਾ ਸਕਦੀਆਂ ਹਨ। ਜੇਕਰ ਕੋਈ ਕੇਰੀਜ਼ਮਾਨ ਹੋਇਆ ਤਾਂ ਉਹ ਅਖ਼ਰਾਲ ਵਿੱਚ ਪਕਾਸ਼ਿਤ ਨਹੀਂ ਕੀਤਾ ਜਾਵੇਗਾ। ਟੈਂਡਰ ਸਬੰਧੀ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦੀ ਅਧੇਰ ਲਈ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬਸਾਈਟ ਤੇ ਲਗਾਤਾਰ ਦੇਵਿਆ ਜਾਵੇ ।

**ਸਹੀ/- ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਇੰਡੋਰਸਮੈਟ-ਕਮ-ਈ.ਏ ਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ,
ਤਰਨ ਤਾਰਨ (ਹੈਂਡ ਕੁਆਟਰ-ਅੰਮ੍ਰਿਤਸਰ)**

Tender Enquiry No.: - 01/ENF-TT/2025-26
Annexure-'A'

SCOPE OF WORK

1) The scope of work is the AMC for Cleaning/Sweeping work of various office under Enforcement Circle Amritsar as per the detail below: -

| ਲੜੀ ਨੰਬਰ | ਦਫਤਰ ਦਾ ਨਾਮ | ਰੋਜਾਨਾ ਸਫ਼ਾਈ ਕਰਨ ਦਾ ਸਮਾਂ | ਕੰਮ ਦਾ ਵੇਰਵਾ |
|----------|---|--------------------------|---|
| 1) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-1 (ਕੋਠੀ ਨੰਬਰ-17) ਅਤੇ ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-3, ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ ਤਰਨ ਤਾਰਨ, ਹੈਂਡਕੁਆਟਰ-ਅੰਮ੍ਰਿਤਸਰ (ਕੋਠੀ ਨੰਬਰ-21) | 4 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 2) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-2 (ਕੋਠੀ ਨੰਬਰ -19) ਅਤੇ ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-4 (ਕੋਠੀ ਨੰਬਰ-22) | 4 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 3) | ਉੱਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਇੰਨਫੋਰਸਮੈਂਟ ਹਲਕਾ, ਅੰਮ੍ਰਿਤਸਰ ਅਤੇ ਸਹਾਇਕ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਇੰਨਫੋਰਸਮੈਂਟ, ਅੰਮ੍ਰਿਤਸਰ (ਕੋਠੀ ਨੰਬਰ 23, 24 ਪਾਵਰ ਕਲੋਨੀ, ਮਜ਼ਿਠਾ ਰੋਡ, ਅੰਮ੍ਰਿਤਸਰ) | 4 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 4) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ, ਬਟਾਲਾ । | 2 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 5) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ, ਪਠਾਨਕੋਟ । | 2 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |

2) The entire maintainable area is hereinafter referred to as the “Premises”.

- 3) The contractor shall be responsible for the disposal of garbage in proper manner.
- 4) Work should be done under supervision of officer In-charge.
- 5) 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 PSPCL premises to personal and or property of the PSPCL the contractor agree that any claim arising there from shall be recovered settled & dealt with the directly by the contractor and he should agree that the PSPCL will be at liberty to recover such losses from him.
- 6) The payments to the contractor will be made monthly by the Sr. XEN/Addl. S.E., ME division, PSPCL Amritsar in respect of the work done as per specified norms as certified by the officer in-charge.
- 7) The failure to do the specified work in a particular month or work done below specification, the department can impose a penalty as deemed appropriate or cancel the contract agreement.
- 8) Any consumable item required for the Cleaning/Sweeping work will be provided by the PSPCL.
- 9) Work Order-cum-Contract Agreement for Cleaning/Sweeping work of various offices under Enforcement Circle Amritsar (as per the detail above) shall be for the duration of one year as per the terms & conditions of the contract.
- 10) The contractor shall be required to do the above said works in the Office as per instructions of officer in-charge.

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ADDL. SE,
ENF-CUM-EA & MMTS,
PSPCL, TARN TARAN
(HQ-AMRITSAR)

ANNEXURE-B

**LIST OF OFFICES (ALONG WITH OTHER DETAILS) WHERE WORK
OF CLEANING & SWEEPING ACTIVITIES IS REQUIRED UNDER
ENFORCEMENT CIRCLE AMRITSAR**

| ਲੜੀ ਨੰਬਰ | ਦਫਤਰ ਦਾ ਨਾਮ | ਰੋਜਾਨਾ ਸਫ਼ਾਈ ਕਰਨ ਦਾ ਸਮਾਂ | ਕੰਮ ਦਾ ਵੇਰਵਾ |
|----------|--|--------------------------|---|
| 1) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-1 (ਕੋਠੀ ਨੰਬਰ-17) ਅਤੇ ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-3, ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ ਤਰਨ ਤਾਰਨ, ਹੈਡਕੁਆਟਰ-ਅੰਮ੍ਰਿਤਸਰ (ਕੋਠੀ ਨੰਬਰ-21) | 4 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 2) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-2 (ਕੋਠੀ ਨੰਬਰ -19) ਅਤੇ ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ-4 (ਕੋਠੀ ਨੰਬਰ-22) | 4 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 3) | ਉੱਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਇੰਨਫੋਰਸਮੈਂਟ ਹਲਕਾ, ਅੰਮ੍ਰਿਤਸਰ ਅਤੇ ਸਹਾਇਕ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਇੰਨਫੋਰਸਮੈਂਟ, ਅੰਮ੍ਰਿਤਸਰ (ਕੋਠੀ ਨੰਬਰ 23, 24 ਪਾਵਰ ਕਲੋਨੀ, ਮਜ਼ੀਠਾ ਰੋਡ, ਅੰਮ੍ਰਿਤਸਰ) | 4 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 4) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ, ਬਟਾਲਾ । | 2 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |
| 5) | ਵਧੀਕ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ ਇੰਨਫੋਰਸਮੈਂਟ-ਕਮ-ਈ.ਏ. ਅਤੇ ਐਮ.ਐਮ.ਟੀ.ਐਸ, ਪਠਾਨਕੋਟ । | 2 ਘੰਟੇ | ਸਾਰੇ ਕਮਰਿਆਂ, ਲੋਬੀ, ਬਾਬੂਰੂਮ ਅਤੇ ਆਲੇ ਦੁਆਲੇ ਦੀ ਸਫ਼ਾਈ |

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ADDL. SE,
ENF-CUM-EA & MMTS,
PSPCL, TARN TARAN
(HQ-AMRITSAR)

ANNEXURE-C
GENERAL TERMS AND CONDITIONS AND
GENERAL INSTRUCTIONS TO THE TENDERERS

1.0 GENERAL INSTRUCTIONS TO BE OBSERVED BY THE TENDERERS

1.01 GENERAL

The following instructions must be carefully observed by all the Tenderers. Offers/ Quotations/ Tenders not strictly in accordance with these instructions will be liable to be rejected.

- i) The tenders/quotations/offers must be complete in all respect. The following points should carefully be studied in order to ensure submission of a complete and comprehensive tender. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the tender as a whole impossible and may lead to rejection of an otherwise competitively lowest offer.
- ii) Telephonic/conditional quotations/offers will not be accepted.
- iii) Tender documents can be obtained from the office of Addl. SE/Enf-cum-EA & MMTS, PSPCL Tarn Taran (HQ-Amritsar) after depositing tender specification fees 1180/- (1000/- + GST 180/-) in form of cash or demand draft in favour of **Addl. SE, ME Division, PSPCL, Amritsar** on or before 06/02/2026 (upto 05:00PM) by giving written request in Enforcement office.
- iv) Offers/ tenders should positively reach before the stipulated time and upto the last date prescribed for their receipt. Tenders received later will not be considered/opened at all regardless of the date of posting of the tender.
- v) The tender/ quotation should be submitted in two parts i.e. **Part-I & Part-II**. Each part will be enclosed in a separate envelope as under:
 - a) **Part-I – Earnest Money:** - The first part will consist of Earnest Money Deposit in the form of Demand Draft or other information concerning Earnest Money as per the provisions of Clause 2.02.
 - b) **Part-II – Price Bid/Schedule of Prices:** - This part of the bid should contain price/s for work covered under the scope of this specification which will include all taxes, duties, levies etc and all other costs, charges, expenses and profit on successful completion of the complete scope of work and will not be subject to any price adjustment under any circumstances whatsoever.

Each envelope further should be enclosed in a larger envelope. All inner and outer envelopes should be addressed to **Addl. SE/Enf-cum-EA& MMTS PSPCL, Tarn Taran (HQ-Amritsar)**. All the two envelopes should be sealed and super-scribed with the tender/offer number together with the date on which the offer/tender is due and service /item for which the offer is given and should also invariably contain the name and address of the bidding firm.

Firstly, the main envelope containing the bids will be opened in the presence of the tenderer's/bidder's authorized representatives, who choose to be present at the time and date of opening of tenders. After opening the main envelope, the envelope marked Part-I (Earnest Money) shall be opened first and if earnest money found to be as per the requirement of the specifications, only then the envelope marked Part-II shall be opened. The bids/offers without earnest money shall be out rightly rejected.

The Price Bids (Part-II) will be opened in the presence of the representative of the qualifying bidders, who choose to attend the opening of bids. After opening Part-II of the bids

(Price Bid/Schedule of Prices), the bids will be technically & commercially evaluated by PSPCL.

Note: In the Part-II (Price Bid/Schedule of Prices) bid price should be unconditional and in case there are conditions, the same would be considered as waived.

- vi) The Demand Draft & other information concerning Earnest Money as per clause 2.02 shall be furnished. The firm having permanent security deposit with the PSPCL shall give **complete details of the deposit** in the envelope meant for Earnest Money. The price bid and Earnest Money in separate covers shall be received up to 01:30 P.M. on the due date in the Office of Addl. SE/Enf-cum-EA & MMTS PSPCL, Tarn Taran (HQ-Amritsar).
- vii) Offers/tenders will be opened on the date and time prescribed in the N.I.T/ Enquiry in the presence of Tenderer/authorized representatives of Tenderers, who actually submitted the tenders and if they present themselves at the time of opening of tenders. In case the date of opening of tender falls on a holiday or holiday is subsequently declared on that date, the tender will be opened at the same time on the next working day following the holiday.
- viii) The Purchaser/service receiver reserves the right to modify the Schedule of Requirements, technical particulars and the specifications at any time and to place the order as a whole or in parts, and to reject any or all the tenders received without assigning any reason. He will not be responsible for and will not pay for expenses or losses that may be incurred by Tenderer in the preparation of the tenders.
- ix) The material/services offered should be strictly according to the specifications laid down in the tender enquiry.
- x) All applicable Taxes, Duties, Levies and other Charges for which Tenders will be silent, the same will be assumed as per PSPCL Terms and Conditions and inclusive in the rates/ prices quoted by the Tenderers.

1.02 PREPARATION OF TENDER

The tender shall be prepared in formal manner neatly typed or printed with all prices stated. The tenderer/ Bidder shall quote the price duly typed/ printed or neatly written on the 'Schedule of Prices' enclosed with tender specifications. There shall be no erasing and any corrections made should be neatly done and signed. A systematic form of totaling should be adopted to avoid any ambiguity with detailed description of the equipment offered.

Tender must bear the signature of a person authorized as per constitution and composition of the firm.

1.03 SUBMISSION OF TENDERS

The tender should be submitted strictly as per N.I.T/Tender specifications complete in all respects. Any variations should be detailed out clause-wise in the same chronological order as given in this specification. No post tender development will be allowed regarding any change in terms of prices or technical specification. The tender/ quotation should be submitted in two parts i.e. **Part-I & Part-II**. The details of which are already mentioned at Sr. No. 1.0 (v) above.

1.04 VALIDITY

The tender should be unconditionally **valid for at least a period of 3 months (90 days) from the date of opening of the tender**. Withdrawal or modification of the offer shall not be permitted. Any tenderer revising the offer within the validity period is likely to be black-listed.

In case the firm is silent about validity the tenders will be assumed to be valid for 90 days from the date of opening of tenders.

2.0 GENERAL TERMS AND CONDITIONS

2.01 PRICES

- i) The unit rates should be quoted **F.O.R. Destination** at **the respective offices** where services/job shall be rendered. In case the Firm is silent about the prices, the same will be assumed as F. O. R. Destination prices. However, firm will provide the breakup of the F.O.R. Destination price.
- ii) Bidder shall quote their prices on the tender document for the complete scope of works as specified in the Annexure-A.
- iii) All taxes and duties livable on the price of complete scope of work shall be paid extra and the same should be shown separately as prevalent on the date of opening of tenders, to be paid at the rate as may be actually prevalent at the time of execution within contractual period, otherwise these elements shall be deemed to be included in the quoted prices and will not be paid extra. In case the tender is totally silent about the any charges, taxes etc forming the part of work execution cost, it will be assumed as inclusive in the quoted prices and will be assumed as NIL.
- iv) In case firm is silent about any of the taxes or duties, the same will be assumed as inclusive in the quoted prices. In addition, the breakup of price shall be indicated in the schedule of price/Tender document.
- v) 'Firm Prices' should be quoted. The contract shall be executed on fixed base price as per the wages circular published by the labour department of Punjab. The rates quoted by the bidder shall be inclusive of taxes, and other charges as indicated in the Tender Document.
- vi) However additional escalation in rates/price offered during the contract period due to whatsoever reason will not be entertained/ allowed. All bids which do not suffice to pay the minimum wages rates stipulated by the State labour commissioner to the deployed workers shall be summarily disqualified. However, whenever the minimum wages rates are revised by the appropriate authority, the agency shall pay wages at the rates which are not below the revised minimum wages rates and obtain reimbursement of the difference amount (if any) between this rate and the revised rate for each worker deployed in the premises for this contract from PSPCL on submission of proof of payment at such revised prescribed rates of wages to the workers.
- vii) The rates quoted F.O.R. destination should be given in figures and any over-writing, erasing, cutting etc. should be legibly signed. Offers/ tenders written in pencil shall be ignored.

2.02 EARNEST MONEY

- i) The Tenderers shall be required to submit Earnest Money at the following fixed rates in the form of Bank draft along with the tender in favor of **Addl. SE, ME Division, PSPCL, Amritsar payable at State Bank of India, Amritsar.**
- ii) **The following shall be exempted from depositing Earnest Money: -**
Contractor having Permanent Earnest Money deposit with the PSPCL Organization provided that a certificate to this effect issued by the concerned Accounts Officer of the PSPCL during three months immediately preceding the due date of tender opening and showing the Serial Number/ Account Number

allotted in the Permanent Earnest Money Deposit Register shall be submitted by the Tenderers in the envelope for Earnest Money.

- iii) The tenderers shall be required to deposit/submit earnest money @ 2% of tender value for one year (if more than Rs 50,000/-) subject to minimum of Rs. 5000/-or max. Rs 10Lac.
- iv) Earnest Money shall be forfeited in case of withdrawal/modification of an offer within the validity period as required in the NIT/Tender Specification after opening of Tenders.
- v) In case of Firms not falling within the zone of consideration, whose tenders have not been accepted, Earnest Money shall be refunded within 30 days of the award of Order/Contract to the successful Tenderers.
- vi) The firm/contractor also have to submit following documents along with the tender: -
 - a) Proof of PAN/TAN Number.
 - b) Affidavit attested by the appropriate authority stating that contractor/firm is not blacklisted by any Govt./Semi Govt. Deptt.
 - c) Bank Solvency certificate.
 - d) Permanent EPF account number issued by the EPFO authorities
 - e) ESI account number issued by the concern authority.
 - f) Any other document related to this tender.

2.03 Goods & Service Tax: - The contractor/firm must be registered under GST & must have valid GST number & GST@18% (or as per the actual/pervailing rates of Govt. of India at/during the contract period) shall be applicable. The tender/quotation of those firms/contractors, who do not have any valid GST number, will be rejected.

2.04 EXCISE DUTY/ SALESTAX/OCTROI CHARGES/ ENTRY TAX: - Not Applicable

2.05 STATUTORY TAXES- Income tax and other statutory deduction will be made from each running bill submitted by the contractor as per prevailing rates and rules. Certificate for all the tax deducted at source shall be issued to the contractor by PSPCL.

2.06 CONTRACT PERIOD

The contract period shall be of **One year**. The manpower shall be deployed for the contract period from the date of actual deployment. However, the manpower shall be deployed within 10 days after the issue of LOI or notification of Award. The contract can be extended for further on mutually agreed terms and conditions on same rates except any variation in the wages notified by state Labor Commissioner from the date of successful completion of one year contract conditions subject to the performance of contractor, approval by competent authority as well as willingness shown by contractor to do so. The date of award shall be the date of LOI/notification of award/work order concerned.

2.07 CONTRACT

The detailed order issued in accordance with agreed terms and conditions and accepted/acknowledged by the contractor shall itself form valid contract along with subsequent amendment, if any, and shall be construed and operated as such in terms of Indian Contract Act-1872 as amended up to date.

It will be obligatory on the part of successful Tenderer to execute, within 10 days of the receipt of detailed order. The detailed Work Order so issued shall be termed as work-Order-Cum-Contract-Agreement. The contract shall be made in duplicate and one copy will be retained by each party.

2.08 SECURITY DEPOSIT

- i) A amount of 5% from the monthly running bills will be deducted as security deposit & will be refunded to the firm after successfully completion of work order.
- ii) The Tenderers having permanent earnest deposit with the PSPCL Organization and hence exempted from depositing Earnest Money with tenders, shall require to submit Security Deposit of 2% of order value in the form of Bank Draft within 30 days from the award of Order/Contract.
- iii) On the faithful execution of Contract in all respect, the security deposit of the contractor shall be released to the Contracting Agency.
- iv) In the event of default on the part of the Contractor in the faithful execution Contract his security deposit shall be forfeited.

The forfeiture of Security Deposit shall, however, be without prejudice to any other right arising or accruing to the PSPCL under relevant provisions of the Contract, like penalty/ damages for delay in delivery including suspension of business dealings with PSPCL for specific period.

2.09 FORCE MAJEURE

During the pendency of the Contract/ Work Order, if the performance in whole/ part by either party or any obligation thereunder, is prevented/ delayed by causes arising out of any war, hostility, civil commotion, acts of public enemy, sabotage, fire, floods, explosions, epidemics or non-availability of Government controlled raw material under Orders/ Instructions of Central/ State Government regulations, strikes, lockouts, embargo, act of Civil/ Military authorities or any other causes beyond their reasonable control, neither of the two parties shall be made liable for loss or damages due to delay or failure to perform the contract during the currency of Force Majeure conditions, provided that the happening is notified in writing (with documentary proof) within 30 days from the date of the occurrence.

The Contractor shall be resumed under the contract as soon as practicable after the happening (event) ceases to exist.

2.10 CANCELLATION

PSPCL reserves the right to cancel the Work Order as a whole or in part at any time or in the event of default on the part of the Contractor prior to the receipt of intimation regarding taking in hand of the job/AMC against the Work Order.

2.11 WORKMANSHIP

All the work shall be of the highest class.

2.12 CHANGES

No variation or modification or waiver of any of the terms and provisions shall be deemed valid unless mutually agreed upon in writing by both service provider and service receiver.

2.13 EXTENSION IN PERIOD TO START WORK

Any genuine delay in approval of or issuance of amendment to Work Order will count towards extension of the work start period by corresponding period other than admissible under Force Majeure conditions, if any

2.14 CIVIL SUIT/ JURISDICTION

All Legal & Arbitration proceedings in connection with the Work Order/ Contract shall be subject to the territorial jurisdiction of the local Civil Courts only.

2.15 GENERAL INFORMATION

The Punjab State Power Corporation Limited (A Govt. of Punjab undertaking) for the work related to the 'Deployment of un-skilled manpower for AMC of cleaning/sweeping work at various offices under Enforcement Circle Amritsar as per the Annexure 'B', intends to enter into a contract for the execution of the said work as detailed in the bidding documents and specifications which shall form part of the contract. The various documents forming part of the bidding documents are indicated in the NIT. The various conditions referred herein shall be read accordingly.

2.16 TERMS OF PAYMENT

Payment shall be released to the agency after deduction of income tax and security (as applicable) @ as per department's prevailing instruction on monthly basis on submission of bills along with following supporting documents relating to the immediately preceding month: -

- i) Proof of payment of wages to the Un-skilled workers in the form of Salary Slip/ Receipt of payment of wages from each worker.
- ii) Attendance Sheet of the manpower engaged.
- iii) Proof of deposit of Provident Fund Contribution and ESI Contribution with appropriate authorities under the respective Acts.

2.17 SPECIAL INSTRUCTIONS

- i) Incomplete tenders not submitted on the lines indicated in the specifications are liable to be rejected without correspondence.
- ii) Request for extending the due date of tenders will be ignored
- iii) Tenders shall be accepted only from those firms or their authorized agents who purchase a copy of this tender specification.
- iv) The Tenderers revising their offer or withdrawing the same within the validity period after opening of the tenders are liable to be ignored/ black listed.
- v) Comments if any, on the clauses contained in the 'General Terms and Conditions' as well as in the 'Technical Specification' should be offered, while submitting tenders, otherwise it will be presumed that all clauses stipulated therein are acceptable.

2.18 LIQUIDATED DAMAGES FOR DELAY IN COMPLETION

- i) In case of absence of deployed personnel, substitute will be provided by the agency without any additional liability of PSPCL so that efficient services are maintained. However, if the agency fails to provide substitute, an additional penalty @ Rs 50/- per hour of absence shall be recovered from the contractor.
- ii) If PSPCL sustains any loss due to any action or incident caused by the agency or their staff, the agency shall wholly compensate PSPCL for the same. In case the agency fails to do so, then PSPCL reserves the right to recover such amounts from either the running bills or from the security deposit or any other payment due to the agency from PSPCL. The decision of PSPCL shall be final and binding in this regard.

2.19 REQUIREMENT

The scope of work mentioned in this Specification can be increased or decreased at the time of actually placing the order & also during the period of the work order.

2.20 RESPONSIBILITY OF CONTRACTOR

- a. The contractor shall be responsible to ensure compliance with all state Govt. laws as well as rules & regulations, bye laws and order of local authority and statutory bodies as may be in force from time to time as applicable. The contractor shall be responsible for giving required notice to any statutory or local body as required by Law as to obtain all license as applicable to the contractor under the contract.
- b. The contractor shall be responsible for safety of all workmen employed by him for time to time and shall be responsible for payment of any compensation that may arise from time to time as a legal obligation or otherwise whatsoever it may be.
- c. **Safety:** - The agency shall be responsible for safety of all Workmen employed by it from time to time and it shall be responsible for payment of any compensation that may arise out of any accident, injury and death of a worker during the execution of contract. PSPCL shall bear no liability whatsoever towards any violation of the agency in this regard. The agency shall be responsible for safe execution of work adopting safe work, procedures.
- d. The agency shall comply with all labour laws as applicable to workmen engaged by them for carrying out work and PSPCL shall bear no liability whatsoever towards any violations by the agency in this regard. Detailed instructions on compliance to some of these labour Laws are enumerated in the ensuing paragraphs.

2.21 SUBLETTING

This is a general clause and may be read as under: -

The successful bidder should execute the work and no part of contract shall be allowed to sub-let to any third party nor shall be allowed to transfer contract or part thereof to any third party through power of attorney.

2.22 DEPLOYMENT OF MANPOWER

The contractor shall deploy sufficient Un-skilled manpower to do the work efficiently at various offices as per the Annexure-B.

2.23 DOCUMENTS TO BE MAINTAINED BY THE CONTRACTOR

The contractor shall maintain all the necessary documents such as age, sex, address of workers/labourers, wage payment vouchers. Attendance Register, leave and weekly off details etc. so as to fill the condition/ provisions of the contract labour Act.

2.24 OBSERVANCE OF LABOUR LAWS AND REGULATIONS

The contractor/agency will comply with all labor laws and indemnify PSTCL against all the claims, damages or compensations under the provisions of various labor laws. The agency shall comply with all the labour laws in vogue including the Minimum Wages Act 1948, the payment of wages Act 1936, The contract labour (R&A) Act 1970, The child labour (R&A) Act 1986, The workmen compensation Act 1923, The equal Remuneration Act 1976, The EPF & misc. Provision Act 1952 etc. A however this list is not exhaustive but only highlights some of the important statutory provisions which the agency is bound to comply with. The agency is bound to comply with all the other applicable statutory provisions even if it is not indicated herein expressly.

2.25 CONSUMABLES FOR MAINTENANCE

As per scope of work mentioned in Annexure-A

2.26 GENERAL TERMS

- i) **SITE INSPECTION:** - Contractor should inspect all the sites before tendering for assessing the quantum of work. Any clarification may be asked from the O/o Addl. SE/Enf-cum-EA & MMTS, PSPCL Tarn Taran (HQ-Amritsar) on any working day between 9.00 AM to 5.00 PM.
- ii) **OFFICER-IN-CHARGE:** - Dy. CE/Addl. SE in charge of the concern office will be the Engineer-in-Charge for this work(s) or any other Official deputed by him.
- iii) **PAYING AUTHORITY:** - Addl. S.E, ME division, PSPCL Amritsar of the shall be the paying Authority. The contractor shall submit the bill on monthly basis in the office of ASE/ENF-CUM-EA & MMTS, TARN TARAN (HQ-AMRITSAR) & the payment will be made by the ME division, PSPCL Amritsar.
- iv) The agency should ensure that none of its employee smoke or consume alcohols or any other intoxicating drugs inside the premises of PSPCL.
- v) The agency should ensure that none of its workers in general indulge in gambling within the premises of PSPCL and should not use the premises of PSPCL for any type of anti-social activities.
- vi) All workers of agency should behave courteously with the PSPCL officials/employee in office as well as in township.

--sd--

ADDL. SE,
ENF-CUM-EA & MMTS,
PSPCL, TARN TARAN
(HQ-AMRITSAR)