



ODISHA POWER TRANSMISSION CORPORATION LTD
OFFICE OF THE Sr. GENERAL MANAGER,
TELECOMMUNICATION CIRCLE,
JANPATH, BHUBANESWAR - 751022
TEL NO. 0674-2542403

Notice Inviting Tender: Sr.GM - Telecom - 05/ 2016-17
Tender Specification No.Sr.GM-Telcom-Tender-Furniture-05/2016-17

FOR
BID DOCUMENT
FOR
Procurement of Office furniture
for
Telecommunication Circle, OPTCL, Bhubaneswr.

SECTION- I- INSTRUCTION TO BIDDERS.
SECTION- II- GENERAL CONDITIONS OF CONTRACT.
SECTION-III- LIST OF ANNEXURES

Available of tender documents: From dt- 20.02.2017 (10.00 Hrs)to dt28.02.2017(12.30Hrs)

Last date of submission of tender paper: upto dt- 28.02.2017 (13.30Hrs)

Date of opening of Tender: dt 28.02.2017(16.00 Hrs)



**ODISHA POWER TRANSMISSION CORPORATION LTD.
REGD. OFFICE: JANPATH, BHUBANESWAR – 751 022,
ODISHA**

Notice Inviting Tender : Sr.GM - Telecom - 05/ 2016-17

Tender Specification No. -Sr.GM-Telecom-Furniture- 05 / 2016-17

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD, Sr.G.M. (Telcom) invites sealed Tenders from reputed manufacturers/ authorized dealers in single part bidding system having valid PAN Card, VAT Registration no., valid VAT Clearance and experience in similar type of works under OPTCL / any other Odisha Govt. organization for "supply of office furniture of Gadrej make or any equivalent reputed brands" for the Office of the Telecom. Circle, OPTCL, BBSR in the prescribed format of tender specification, duly super scribed on the cover as : " Tender for Supply of office Furniture for Telecom. Circle, OPTCL, Bhubaneswar." The Bid document can be obtained from the office of the undersigned during working hours from dt.20.02.2017(10.30Hr) to dt.28.02.2017(12.30Hr) on payment of non-refundable cost of tender specification amounting to Rs.600.00 + 5% VAT = Rs.630.00 (Rupees Six Hundred Thirty) only in shape of Cash / Bank Draft drawn on any Nationalized Bank payable at Bhubaneswar in favour of " Telecommunication Circle, OPTCL, Bhubaneswar". Last date for submission of bid is 28.02.2017(13.30Hr). Interested bidder may visit OPTCL's official Website : <http://www.optcl.co.in> for detail specification. Corrigendum if any will be published in the website only..

N.B:- All subsequent addendums/corrigendum to the tender shall be hosted in the OPTCL's official web site <http://www.optcl.co.in> only.


SENIOR GENERAL MANAGER
TELECOMMUNICATION

Memo No.

Date:

Copy submitted to CGM(Telecom), OPTCL, Bhubaneswar for Kind information.


SENIOR GENERAL MANAGER
TELECOMMUNICATION



PART - 1

SECTION - I

INSTRUCTION TO BIDDER

ODISHA POWER TRANSMISSION CORPORATION LTD.
OFFICE OF THE Sr.G.M(Telecom)
REGD. OFFICE: JANPATH, BHUBANESWAR – 751 022,
ODISHA, INDIA.

TENDER NOTICE NO –Sr.GM -Telecom-05 /2016-17

Tender Specification No.Sr.GM-Telecom- Furniture-05/2016-17

For and on behalf of the ODISHA POWER TRANSMISSION CORPORATION LTD., the undersigned invites bids under single part bidding system as per the following details.

Tender Specification No.	Sl. No.	Name of the Furniture	Specification	Quantity	EMD @ 1% of the Est. cost. (in ₹)	Cost of Tender document (in ₹)	Last date of receipt & opening of tender
Sr.GM-Telcom-Tender-Furniture-05/2016-17	01	Table	Godrej make Trident with ERU & Pedestal or equivalent.	01 Nos.	₹ 2,000/-	₹ 6,00/- + 5% (VAT)	28.02.2017. up to 13-30 Hr & 28.02.2017 at 16-00 Hr.
			Godrej make Enterprise 1500 or equivalent	02 Nos.			
	02	Chair	Revolving Chair-High Back, PCH-7001D or equivalent.	01 Nos.			
			Revolving Chair-Mid Back, PCH-9U01 or equivalent	02 Nos.			
	03	Computer Table	Target-105 or equivalent	03 Nos.			
	04	Computer chair	PCH-5002T or equivalent	03 Nos.			
	05	Visitors chair	PCH7112R or equivalent	08 Nos.			

The interested Suppliers/Authorizes dealers/registered firms/Manufacturers want to participate in the tender process shall have to pay ₹ 6,30/- (Non-refundable) towards the tender cost including VAT @5% in cash /Draft drawn in favour of Telecommunication Circle, OPTCL, Bhubaneswar.

The offer should be submitted in two separate sealed envelopes superscribing as

1. "Tender for Supply of Furniture for Telecom. Circle, BBSR -. Technical Bid".
2. "Tender for Supply of Furniture for Telecom. Circle, BBSR.- Price Bid".

FOR TECHNICAL BID:

1. The participated authorized dealer / Firms shall have to pay ₹ 630/- towards the cost of Tender Paper which is non-refundable in shape of Cash / Bank Draft / Demand Draft drawn on any scheduled Bank in favour of Telecommunication Circle, OPTCL, Bhubaneswar and payable at Bhubaneswar.
- 2 EMD Money which is 1% of the estimated cost is required to be deposited by the participated dealers / Firms in shape of Cash / Bank Draft / Demand Draft drawn on any scheduled Bank in favour of Telecommunication Circle, OPTCL, Bhubaneswar and payable at Bhubaneswar.
3. The bids of the bidder shall be accompanied with the following documents failing which, the Bid of the bidder(s) shall be rejected:
 - i) Copy of Sales Tax Registration (TIN Number)
 - ii) Copy of PAN Numbers.
 - iii) Copy of Up-to-date VAT clearance Certificate.
 - iv) Copy of DD/ Money Receipt towards the cost of the Tender Paper.
 - v) Bank Draft/DD/ pay order towards the cost of the EMD amount.
 - vi) Copy of authorized dealers certificate.
 - vii) Copy of IT return form for last two year.
 - viii) Copies of PO in support of acquiring experience in supply of office furniture to any Govt./ PSU Organization during last two year.
4. The Tender must be submitted the tender Paper in duplicate in original signature on each page of both the copy in a sealed cover. The second copy submitted as a token of acceptance of the terms and conditions.

FOR PRICE BID

5. The agency should quote the rate as per price schedule (Part-II) in a separate sealed cover and duly signed and Super scribed "Supply of Furniture for Telecom Circle, Bhubaneswar- 2017 PRICE BID".
6. The Tender should be submitted to the Sr. General Manager, Telecom, OPTCL, Bhubaneswar on or before 28.02.2017 at 12.30 Hr and the same will be opened at 16.00 Hr. on the same day. The Tenders received late or with any deviation are liable to be rejected.
7. If the Tender fails to furnish the details of the Technical Bid, the Tender will be rejected & the PRICE BID in original will be sent back to the Tenderer un-opened.


Sr. GENERAL MANAGER
TELECOMMUNICATION

SECTION – II

GENERAL TERMS & CONDITIONS OF CONTRAT (G.T.C.C)

1. PRICE: -

- (a) The price quoted shall be firm, F.O.R. destination inclusive of freight, Insurance, Packing, Forwarding charges and also inclusive of dealer discount.

The unit rate and the total amount should be entered in figures and words. Any correction should be attested under the seal of the firm. In case of any difference between figure and words in the price schedule the price mentioned in words should be taken into consideration for evaluation.

(b) Taxes:

Taxes if any shall be mentioned extra. The tenderer may quote rate in respect of different make Materials as per scheduled.

2. VALIDITY: -

The offer should be valid for at least a period of 180 (one hundred eighty) days from the date of opening of the tender .

3. Delivery period:

The Supply should be completed in full shape within 21 days from the date of issue of Purchase order.

4. PENALTY FOR DELAY IN DELIVERY:

If the supplier shall fail to deliver the materials within the delivery period as stipulated under clause No.3 (Section-II) of this Tender document or any extension granted there to, the purchaser shall recover from the supplier penalty for a sum of half percent (i.e. 0.5 percent) of the contract price for each calendar week or part thereof of delay. However the total amount of penalty shall not exceed 5% (five percent) of the contract/undelivered items price. Materials will be deemed to have been delivered only when all the component parts are also delivered. If certain components are not delivered in time, the supply will be treated as delayed until such time the missing/ undelivered parts are delivered.

- 5. Terms of Payment:** 100% payment will be paid by the paying officer after completion of supply & erection in good condition and verification thereof by the consignee and approval of Guarantee Certificate from the competent authority. The bills in triplicate may be submitted to the paying officer along with delivery challan duly verified by the concerned Consignee.

- 6. Guarantee:** The materials covered under this contract should be guaranteed against defects in material for a period of 18 months from the date of supply or 12 months from the date of use whichever is earlier. In case of any defects noticed during this period the same shall be replaced / rectified by the supplier free of cost provided such defects are due to fault design, bad workmanship or bad materials used upon written notice -from the undersigned. The replaced material should also have similar guarantee. The above guarantee certificate shall be furnished in triplicate to the

undersigned for approval. In the event of any breach or default in all or any condition of purchase order Security Deposit will be forfeited.

7. **Consignee:** Manager, O/OSr. General Manager, Telecommunication Circle, Bhubaneswar is the consignee for the above work.
8. **Paying Officer:** Telecommunication Circle, OPTCL, Bhubaneswar is the paying officer for this supply.
9. **EXTENSION OF TIME:** If the delivery of materials is delayed due to reason beyond the control of supplier, the supplier shall without delay give justification. The purchaser on receipt of such notice may agree to extend the contract delivery date if reasonable but without prejudice to other terms and conditions of this contract
10. **EARNEST MONEY:-** The Tenderers are requested to deposit required EMD in the shape of D.D./BG, drawn in favor of Telecommunication Circle, OPTCL, Bhubaneswar payable at Bhubaneswar. The EMD will be refunded to the unsuccessful bidders, after finalization of tender. The EMD of Successful bidder will be refunded after award of finalization of contract on submission of security deposit. The EMD submitted by the contractors along with their bids shall not carry any interest from OPTCL. The Tender without EMD will be summarily rejected.
11. **INSURANCE:** Insurance of materials is to be done by the supplier at their own cost. The responsibility of delivery of the materials at destination in good condition rests with the supplier. Any claim with the insurance company Railway authority/ Road transport authorities arising due to loss or damage in transit has to be settled by the supplier.
12. **DESPATCH INSTRUCTIONS:** The materials should be securely packed and dispatched by Rail/ road transport at Telecommunication circle, Technical wing, Bhoinagar, OPTCL, Bhubaneswar to the consignee. The cost of transportation will be borne by the supplier.
13. **FREE REPLACEMENT:** Free replacement of materials lost/ damaged due to transit shall be made immediately on receipt of the intimation from the consignee / paying Officer without waiting for settlement of the claim of bidders with Railway/ Lorry/ Insurance Company.
14. **Jurisdiction of Court:** Suits if any, arising against the supply order to be issued to the contractor shall be filed by either party in any court of law to which the jurisdiction of Odisha High Court extends.

PART - III
List of Annexure

ANNEXURE-I

TECHNICAL BID

To be filled & signed by the authorized signatory of the firm & this is to be put in separate sealed cover superscribed with "Technical bid for office furniture".

1	Name of the firm	
2	Address	
3	Contact No	
4	PAN No (Attach a copy)	
5	VAT/CST Registration No (Attach a copy)	
6	Whether previous experience in the field (Attach proof)	
7	Warranty information.	Please attach list of items along with relevant warranty applicable
8	Product brochure/literature for each item	Attach copies of product brochure/literature for each item
9	Particulars of EMD attached	DD/Cheque No..... Date Amount Rs..... ISSUING Bank Name.....

Signature of Vender with seal

ANNEXURE-II

REQUIREMENT OF FURNITURE

Serial No	Name of Furniture	Item Details	Unit	Quantity
1	Table	Godrej make Trident with ERU and Pedestal or equivalent	No.	1
		Gadrej make Enterprisers 1500 or equivalent	No.	2
2	Chair	Gadrej make Revolving chair High Back, (PCH-7001D) or equivalent	No.	1
		Gadrej make Revolving chair Brove Mid Back, (PCH-9U01R) or equivalent	No.	2
3	Computer Table	Godrej make Target - 105 or equivalent	No.	3
4	Computer Chair	Godrej make PCH-5002T or equivalent	No.	3
5	Visitors Chairs	(PCH-7112R) of Godrej make or equivalent	No.	8

SCHEDULE OF PRICE

Sl. No	Description of materials	Unit	Qty	Rate in Rs.	Dealer's Discount in %	Vat	Amount in Rs.
1	Godrej make Trident with ERU and Pedestal or equivalent	No.	1				
2	Gadrej make Enterprisers 1500 or equivalent	No.	2				
3	Gadrej make Revolving chair High Back, (PCH-7001D) or equivalent	No.	1				
4	Gadrej make Revolving chair Brove Mid Back, (PCH-9U01R) or equivalent	No.	2				
5	Godrej make Target - 105 or equivalent	No.	3				
6	Godrej make PCH-5002T or equivalent	No.	3				
7	(PCH-7112R) of Godrej make or equivalent	No.	8				

Signature of Vender with seal

ANNEXURE-IV

DETAILED DATA SHEET TO BE FURNISHED BY THE TENDERERS

1	Name of the Agencywith detailed postal	
2	Attested copy of STCC/CST Furnished	Furnished /Not Furnished
3	DD/Money receipt towards Cost of Tender documents	Furnished /Not Furnished
4	DD towards Cost of EMD	Furnished /Not Furnished
5	Copy of Sales Tax Registration (TIN Number)	Furnished /Not Furnished
6	Copy of VAT Clearance Certificate	Furnished /Not Furnished
7	copy of PAN no.	Furnished /Not Furnished
8	copy of IT return For last two year.	Furnished /Not Furnished
9	Copy of Authorized Dealership Certificate	Furnished /Not Furnished
10	Agreed to furnish Contract security deposit specification	Yes/No
11	Agreed to accept payment terms as per the tender specification	Yes/No
12	Agreed to adhere to completion of supply as per the tender specification	Yes/No
13	Agreed to accept penalty clause as per the tender.	Yes/No
14	Attach past Experience certificate for similar job in OSEB/GRIDCO / OPTCL OR any other Agencies	Yes/No
15	Agreed to keep validity of the offer 3 month from the date of Tender opening without any variation in tender clause.	Yes/No
16	Date of Submission of tender	

Signature of Vender with seal

ANNEXURE- V

DECLARATION

1. I, _____ Son / Daughter / Wife of Sri _____ Proprietor / Director / authorized signatory of the Bidder, mentioned above, am competent to sign this declaration and execute this tender document ;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them ;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person of Firm/Supplier

Place:

Name:

Seal: