



**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/ 2017-18**  
**Tender Specification No.CGM-Telcom-e-Tender-Furniture-05/2017-18**

**FOR**

**BID DOCUMENT**

**FOR**

**Procurement of Office furniture for Telecommunication Sub-Division,**  
**OPTCL, CUTTACK & CHOUDWAR.**

**PART - I**

SECTION - I	INSTRUCTION TO TENDERERS
SECTION - II	GENERAL TERMS AND CONDITIONS OF CONTRACT
SECTION - III	TECHNICAL SPECIFICATION
SECTION - IV	DECLARATION BY THE TENDERER

**PART - II**

SECTION - V	PRICE SCHEDULE
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Available of tender documents: From dt- 06.03.2018 (11.00 Hrs) to dt 14.03.2018(12.30Hrs)

Last date of submission of tender paper: upto dt- 14.03.2018 (15.00Hrs)

Date of opening of Tender: dt- 14.03.2018 (16.00 Hrs)



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

**Notice Inviting Tender : Sr.GM - Telecom - 05/ 2017-18**

**Tender Specification No. -Sr.GM-Telecom-Furniture- 05 / 2017-18**

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD, Sr.G.M. (Telecom) invites sealed Tenders from reputed manufacturers/authorized dealers in two part bidding system having valid GST registration No. and PAN for supply of office furniture of Godrej make or any equivalent reputed brands for the Office of the Telecom. Sub-Division Cuttack & Choudwar, OPTCL, in the prescribed format of tender specification, duly super scribed on the cover as : "Tender for supply of Office Furniture, to OPTCL" .The Bid document can be obtained from the office of the undersigned during working hours from dt.06.03.2018 to 11.00 A.M. to 13.00Hr of dt.14.03.2018 on payment of non-refundable cost of tender specification amounting to Rs.600.00 + 12% GST = Rs.672.00 (Rupees Six Hundred Seventy-Two) only in shape of Cash / Bank Draft drawn on any Nationalized Bank payable at Bhubaneswar in favour of " Telecommunication Circle, OPTCL, Bhubaneswar". Interested bidder may visit OPTCL's official Website :[www.optcl.co.in](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.

Sr. GENERAL MANAGER  
Telecommunication

PART – I

SECTION – I

INSTRUCTION TO BIDDER

**ODISHA POWER TRANSMISSION CORPORATION LTD**  
**OFFICE OF THE Sr. GENERAL MANAGER,**  
**TELECOMMUNICATION CIRCLE,**  
**MANCHESWAR RAILWAY COLONY, BHUBANESWAR - 751017**  
**TEL NO. 0674-2542403**

**Notice Inviting Tender: Sr.GM - Telecom – 05/ 2017-18**  
**Tender Specification No.Sr.GM-Telcom-Furniture-05/2017-18**

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

Tender Specific No.	Sl. No .	Name of the Furniture	Specification	Qty	EMD @1% of the Estimated Cost In	Cost of Tender Document in	Last date for receipt & opening of Tender
Sr.GM,- Telecom.- Furniture- 05/2017-18	1	Table	Godrej make Enterprise 1500 or equivalent.	1	1220.00	600/- + 12% (GST)	<b>06.03.2018</b> <b>up to</b> <b>15-00 Hr</b> <b>&amp;</b> <b>14.03.2018</b> <b>at 16-00 Hr</b>
	2	Table	Godrej make T-08 or equivalent.	1			
	3	Revolving Chair	Godrej Revolving Chair Mid Back PCH – 9U01 or equivalent	1			
	4	Revolving Chair	Godrej Revolving Chair Mid Back PCH – 9U02 or equivalent	1			
	5	Visitors Chair	Godrej PCH 7112 or equivalent	7			
	6	Almirah	Godrej Storewel Plain or equivalent	1			

The interested suppliers/Authorized dealers / registered firms/Manufacturers want to Participate in the Tender process shall have to pay 672/- (Non-refundable) including GST @ 12% towards the tender cost in the form of cash / Demand Draft. The DD should drawn in favour of Telecommunication Circle, OPTCL, Bhubaneswar payable at Bhubaneswar.

Also the specification can be downloaded from OPTCL official web site and the same may be submitted along with the cost of tender document by way of demand draft / pay order in favour of “Telecommunication Circle, OPTCL” payable at Bhubaneswar at the time of submission of tender document. In case, any deviation found in the tender document submitted by the Tenderers from the content mentioned in our web site and/or non-

submission of the tender documents, the tender shall be liable for rejection at any stage of the contract. The Tenderers has to indemnify OPTCL for any loss accruing due to such alteration in the terms and conditions of the tender document & or for such alteration, resulting in the cancellation of the contract.

The offer should be submitted in two separate sealed envelopes super scribing

1. Tender for Supply of Furniture for Telecom. Sub-Div. Cuttack/Choudwar – “ Technical Bid”.
2. Tender for Supply of Furniture for Telecom. Sub-Div. Cuttack/Choudwar – “ Price Bid”

Any clarifications regarding the scope of work and technical features of the tender can be had from the undersigned during office hours.

Minimum qualification criteria of bidders: AS STIPULATED IN SECTION-II, PART-I (G.T.C.C)  
OF THE TENDER SPECIFICATION.

**Sr. GENERAL MANAGER  
TELECOM CIRCLE, BHUBANESWAR**



**ODISHA POWER TRANSMISSION CORPORATION LTD.  
OFFICE OF THE SR. GENERAL MANAGER  
TELECOMMUNICATION  
MANCHESWAR RAILWAY COLONY,  
BHUBANESWAR - 751 017**

**TENDER SPECIFICATION NO.  
Sr.G.M.-Telecom. -Office Furniture- 5/ 2017-18**

**CONTAINING**

**PART - I**

SECTION - I	INSTRUCTION TO TENDERERS
SECTION - II	GENERAL TERMS AND CONDITIONS OF CONTRACT
SECTION - III	TECHNICAL SPECIFICATION
SECTION - IV	LIST OF ANNEXTURE [ COMMERCIAL ]

**PART - II**

SECTION - V	PRICE BID
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PART – I.

SECTION – I.

INSTRUCTIONS TO TENDERERS

Clause	Title	Page
1	Submission of Bids.	07
2	Division of Specification.	07
3	Tenders shall be in two parts.	07
4	Opening of Bids .	07
5	Purchaser's right regarding alteration in Quantities, Tendered.	08
6	Procedure and opening time of tenders.	08
7	Eligibility for submission of bids.	08
8	Purchaser's right to accept/reject bids.	08
9	Mode of submission of tenders.	08
10	Earnest money deposit.	08
11	Validity of the bids	09
12	Price.	09
13	Revision of Tender Price by Bidders.	09
14	Tenderers to be fully conversant with the clauses of the Specification.	09
15	Documents to accompany Bids.	10
16	Documents/Papers to Accompany PART – II Bid.	10
17	Conditional Offer.	10
18	General.	10

**PART-I**

**SECTION-I**

**INSTRUCTIONS TO TENDERER**

The Bidders must read in detail the " Instruction to Bidders" and " General Terms and Conditions" before filling the tender documents.

1. Submission of Bids: Sealed tenders in duplicate, each complete in all respect, in the manner hereinafter specified are to be submitted in the office of Sr. General Manager (Telecom.),OPTCL,SLDC Building, Manchedwar Railway Colony, Bhubaneswar-17 on or before the date and time specified against the relevant tender Specification in the notice inviting the tenders. Each copy of the bids (original & duplicate ) shall be in separate double sealed envelopes super scribed on each of the covers the relevant tender Specification number and the due date of opening of the bids on the right hand top side of the envelopes. On the left top sides original/duplicate as is relevant, shall be written.

2. Division of Specification.

The specification is mainly divided into two parts viz. Part-I & Part-II.

Part-I Consists of

[i] Section-I	Instruction to Tenderers.
[ii] Section-II	General Terms & conditions of contract.
[iii] Section-III	Schedules and forms etc.
[iv] Section-IV	Technical Specification.

Part-II Consists of

- [i] Abstract of price components as per Annexure-IV
- [ii] Schedule of prices as per Annexure-V

3. Tenders shall be in Two Parts.

The Tenderers are required to submit the tenders in two parts viz. Part-I (Techno commercial) & Part-II (Price bid).

Part-I, technical and commercial and

Part-II "Price Bid".

**4. Opening of Bids.**

- [a] The part-I shall be opened on the date and time fixed by the OPTCL for opening of bids in presence of such of the Tenderers or their authorized representatives [limited to one person only] on the due date of opening of tender who opt remain present. After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shall be sought for from the bidders.
- [b] On receipt of technical clarification, the bids shall be reviewed, evaluated and those not in conformity with the technical Specification / qualifying experience, shall be rejected.

- [c] The price bids [Part-II] of such of the Tenderers, whose tenders have been found to be technically and commercially acceptable, shall be opened in the presence of the bidder's representative.
- [d] The bidders are required to furnish sufficient information to the Purchaser to establish their qualification, capacity to manufacture and/or supply the materials/perform the work. Such information shall include details of bidder's experience, its financial, managerial and technical capabilities.
- [e] The price bids of the technically and otherwise acceptable bids shall only be evaluated as per the norms applicable in terms of this Specification.
5. **Purchaser's Right Regarding Alteration of Quantities Tendered.**  
The Purchaser may alter the quantities of materials/equipment at the time of placing orders. Initially the purchaser may place orders for lesser quantity with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders. Orders may also be split among more than one tenderer for any particular item, if considered necessary in the interest of the Purchaser to get the goods/equipment earlier.
6. **Procedure and opening time of tenders.**  
Tenders will be opened in the office of the Sr. General Manager [Telecom.] , OPTCL, SLDC Building, Mancheswar Railway Colony, Bhubaneswar-750 017 on the specified date and time in presence of the Tenderers or their authorized representatives [limited to one person only] in case of each bidder who may desire to be present, at the time of opening the bids.
7. **Eligibility for submission of bids.**  
Only those manufacturers who have deposited the cost of tender specification are eligible to participate in the tender. They should submit the money receipt as a proof of such payment. The Local Micro and small Enterprises(MSMEs) registered with respective DICs, Khadi, Village, Cottage & Handicrafts Industries, OSIC and NSIC can participate without payment of the cost of tender specification
8. **Purchaser's right to accept/reject bids:**  
The purchaser reserves the right to reject any or all the tenders without assigning any reasons what so ever if it is in the interest of OPTCL, under the existing circumstances. [Read with clause-10, Section-II of the specification].
9. **Mode of submission of Tenders.**  
[A] Tenders shall be submitted in physically.  
[B] Telegraphic or FAX tenders shall not be accepted under any circumstances.
10. **Earnest money deposit:**  
The tender shall be accompanied by Earnest Money deposit of value specified in the notice inviting tenders against each lot / bid in shape of DD/BG. Tenders without the required EMD will be rejected out rightly.  
The earnest money deposit shall be furnished in one of the following forms subject to the conditions mentioned below:  
(a)Cash:- Payable to Telecommunication Circle, SLDC Building, Mancheswar Railway Colony Bhubaneswar – 751017.



(b) Bank Draft: -To be drawn in favour of Telecommunication Circle, OPTCL], Bhubaneswar - 751 017.

(c) Bank Guarantee from any Nationalized/Scheduled Bank strictly as per enclosed proforma vide Annexure-VI to be executed on non-judicial stamp paper worth Rs.29.00 or as applicable, as per prevailing laws in force and also to be accompanied by the confirmation letter of the issuing Bank Branch.

NOTE:

- (i). The validity of the EMD in the form of Bank Guarantee shall be at least for 240 days from the date of opening of tender failing which the tender will be liable for rejection.
- (ii) No interest shall be paid on the Earnest Money Deposit.
- (iii) No adjustment towards EMD shall be permitted against any outstanding amount with the ODISHA POWER TRANSMISSION CORPORATION LTD.
- (iv) In the case of un- successful tenderer, the EMD will be refunded after the tender is decided. In the case of successful Tenderer, this will be refunded only after award of contract and on submission of BG/DD as security deposit.
- (v) Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of High Court of ODISHA extends.
- (vi) EMD will be forfeited if the tenderer fails to accept the letter of intent and/or purchase order issued in his favour or to execute the order, placed on them.
- (vii) Tenders not accompanied by Earnest Money shall be disqualified.

11. Validity of the Bids: -The tenders should be kept valid for a period of 180 days from the date of opening of the tender, failing which the tenders will be rejected.

12. PRICE: -Tenderers are requested to quote-'FIRM' Price.

13. Revision of tender price by Bidders: -

- [a] After opening of tenders and within the validity of period, no reduction or enhancement in price will be entertained. If there is any change in price, the tender shall stand rejected and the EMD deposited shall be forfeited.
- [b] After opening of price bid if the validity period is not sufficient to place purchase order, the tenderer may be asked by the purchaser to extend the validity period of the bid under the same terms and condition as per the original tender.

However, the tender are free to change any or all conditions including price except delivery period of their bids at their own risk, if they are asked by the purchaser to extend the validity period of the bid prior to opening of price bid.

14. Tenderers to be fully conversant with the clauses of the Specification: -

Tenderers are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tenders. In case of doubt regarding the meaning of any clause, the tenderer may seek clarification in writing from the Senior General Manager (Telecommunication) OPTCL. This, however, does not entitle the Tenderer to ask for time beyond due date, fixed for receipt of tender.

15. Documents to Accompany Bids.

Tenderers are required to submit tenders in the following manner:

Part-I of the Tender shall Contain the following documents.

- [i] Declaration Form. [As per Annexure-V] (Duly signed)
- [ii] Earnest Money. (in shape of DD/BG/Cash receipt)
- [iii] Abstract of Terms & conditions in prescribed Proforma as per Annexure-II. To be keyed in, in the bid sheets provided.
- [iv] General Terms & Conditions of supply offer as per Section-II of the Specification. (All the required documents are to be Submitted.)
- [v] Data on past experience as per the Specification.
- [vi] Valid GST Regd. Certificate, PAN No. of the firm, Manufacturer's certificate / Authorized dealership certificate & IT certificate and experience in similar type of works under OPTCL or any Govt. organization.
- [viii] Any other documents required is to be submitted.
- [ix] Schedule of prices in the prescribed Proforma in the price bid sheet..
- [x] Techno-commercial sheets provided in the prescribed Proforma..
- [xi] Audited Balance sheet & profit loss accounts of the bidder, for past (3) three years.
- [xii] Schedule of quantity and delivery in the prescribed Proforma vide Annexure, as appended.
- [xiii] Notarized hard copy and soft copy of valid registration as local MSME(if any).

16. Documents/Papers to accompany Part-II Bid.

- (a) Part – II of the tender shall consist of the following
  - (i) Abstract of Price Component, as per Annexure-IV
  - (ii) Schedule of prices in the prescribed proforma as per Annexure-V

17. Conditional Offer: Conditional offer shall not be accepted.

18. General: -

- (i) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the Tenderer.
- (ii) For evaluation, the price mentioned in words shall be taken if there is any difference in figures and words in the price bid.
- (iii) Notice inviting tender shall form part of this specification.
- (iv) The price bids of the technically and otherwise acceptable bids shall only be evaluated. The EMD of others, if any, shall be returned to the bidders.
- (v) Tenderer can offer any lot or all the lots of the tender, if there are more than one lots. But the tender (bid) must be furnished separately for each lot. For each lot, the tenderer has to submit PART-I & PART-II of the bids separately.
- (vi) It should be distinctly understood that the part-II of the bid shall contain only details/documents relating to price, as outlined in clause-17 mentioned herein above. Inclusion of any of the documents/information etc. shall render the bid liable for rejection.

## **SECTION - II**

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

1. **PRICE:** 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.
2. **Taxes:** GST as applicable will be paid extra. The tenderer may quote rate in respect of different make Materials as per scheduled.
3. **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.
4. **Terms of Payment:** 100% payment will be paid by the paying officer after completion of supply & installation 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.
5. **Delivery:** The materials in full quantity shall be delivered within 21 days from the date of issue of Purchase order
6. **PENALTY FOR DELAY IN DELIVERY:** If the supplier shall fail to deliver the materials within the delivery period as stipulated under clause No.5 (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 period.
7. **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
8. **EARNEST MONEY DEPOSIT :** 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.

9. SECURITY DEPOSIT : The tenderers whose offer qualifies for acceptance will be awarded the Work order and the contractor shall have to deposit Security-Cum-performance guarantee equal to 10% (Ten Percent) of contract value in shape of Cash/D.D/BG in favour of Telecommunication Circle, OPTCL, Bhubaneswar. The Security deposit will be released after completion of the guarantee period subject to fulfillment of guarantee stated under clause – 10 on a receipt of application for this purpose. No interest shall be paid to the supplier towards the security deposit so deposited by the supplier.
10. Warranty: The materials covered under this contract should be guaranteed for trouble free and satisfactory performance against any defects in design, materials and workmanship for a period of 18 months from the date of supply or 12 months from the date of installation 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 faulty design, bad workmanship or bad materials used upon written notice from the undersigned. The replaced material should also have similar guarantee. The above warranty 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.
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 transits has to be settled by the supplier.
12. 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 within 30 days of the receipt of the materials at destination without waiting for settlement of the claim of bidders with Railway/ Lorry/ Insurance Company.
13. DESPATCH INSTRUCTIONS: The materials should be securely packed and dispatched by Rail/ road transport to the office of the Telecommunication Division, OPTCL, Jeypore, to the consignee. The cost of transportation will be borne by the supplier.
14. Consignee; The Manager, Telecommunication Sub Division, Cuttack and AGM (Telecom), Sub Division Choudwar is the consignee & verifying officer for the above work
15. Paying Officer: The DGM, Telecom. Division, OPTCL, BBSR is the paying officer for this contract..
16. 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.
17. Correspondences.
  - i) Any notice to the supplier under the terms of the contract shall be served by Registered Post or by hand at the Supplier's Principal Place of Business.
  - ii) Any notice to the Purchaser shall be served at the Purchaser's Principal Office in the same manner.

18. Official Address of the Parties to the Contract

The address of the parties to the contract shall be specified:-

[i] Purchaser: Senior General Manager (Telecom.)  
SLDC Building, Mancheswar Railway Colony,  
OPTCL, Bhubaneswar-751017 (Odisha)  
Telephone No. 0674 - 2748875

[ii] Supplier:      Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.

The Authorities reserves the right to reject the notice / award the contract among any responsive bidders against this tender or without assigning any reason thereof. All other terms and conditions will be governed by OPTL as per rules.

## SECTION - III

### TECHNICAL BID

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

1	Name of the firm	
2	Address	
3	Contact No	
4	Manufacturer's name and its trademark.	
5	PAN No (Attach a copy)	
6	GST Registration No (Attach a copy)	
7	IT return For last two year	
8	Whether materials are ISI/ISO marked. (Attach copy)	
9	Whether previous experience in the field (Attach proof)	
10	Warranty information.	Please attach list of items along with relevant warranty applicable
11	Product brochure/literature for each item	Attach copies of product brochure/literature for each item
12	Particulars of EMD attached	Date ..... ISSUING Bank Name.....
13	Particulars of Tender Cost	Book No. .... Receipt No.....Date .....

Signature of Vender with seal

## SECTION – IV

# List of Annexure

## ANNEXURE - I

### DECLARATION FORM

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.



## ANNEXURE - II

### ABSTRACT OF GENERAL TERMS AND CONDITIONS OF CONTRACT [COMMERCIAL] TO ACCOMPANY

#### PART-I

1	(a) Cost of Tender Document. DD No. & Date. (b) Earnest money furnished. (A) Bank Guarantee, (B) Bank Draft. If Draft. DD.No. & date.	Yes/No
2	Guarantee:-Whether agreeable to OPTCL's terms. [As per clause-10 of Section-II]	Yes/No
3	Whether agreeable to furnish Composite B.G. in case his tender be successful [As per clause-9 of Section-II]	Yes/No
4	Terms of payment:- Whether agreeable to OPTCL's terms or not [As per clause-4 of Section-II]	Yes/No.
5	Nature of price:- FIRM	Yes/No
6	Penalty:- Whether agreeable to OPTCL's terms or not (As per clause-6 of Section-II)	Yes/No
7	Validity: - Whether agreeable to OPTCL's terms or not [As per clause-3 of Section-II]	Yes/No
8	Delivery (supply & Installation) Whether agreeable to OPTCL's terms or not [As per clause-5 of Section-II]	Yes/No
9	Photo Copy of PAN	Yes/No
10	Whether registered under ODISHA GST Tax Act. 2017/ Cental GST Tax Act 2017 (Photo Copy of GST Registration no ).	Yes/No
11	Photo copy of Manufacturers/ Authorized dealer Certificate (Submitted)	Yes / No
12	Whether dimensional design/drawings furnished or not	Yes/No
13	Whether materials are ISI/ISO marked.	Yes/No
14	Manufacturer's name and its trademark.	Yes/No
15	Whether declaration form duly filled in furnished or not.	Yes/No
16	Manufacturer's supply experience including user's certificate furnished or not	Yes/No
		Yes/No

ANNEXURE-III

DETAILED DATA SHEET TO BE FURNISHED BY THE TENDERERS

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

ANNEXURE-IV

**SCHEDULE OF Delivery of FURNITURE**

SL. No	Name of Furniture	Item Details	Unit	Qty	Address of Delivery
1	Table	Godrej make Enterprise 1500 or equivalent	No.	1	Telecommunication Sub-Division, OPTCL, OSEB COLONY, PALA MANDAP CUTTACK – 753 010  <u>Contact Person</u> Khageswar Sahoo Mob- 94389 07526
2	Revolving Chair	Revolving chair Brove Mid Back, (PCH-9U01) Godrej make or equivalent	No.	1	
3	Visitors Chair	PCH7112R with arm Godrej make or equivalent	No.	3	
4	Almirah	Godrej Storewel Plain or equivalent	No.	1	
4	Table	Godrej make Target- 08 or equivalent	No.	1	Telecom. Section, 132/33Kv Grid S/S Chandihkole  <u>Contact Person</u> Bansidhar Sahoo Mob- 94389 08236
5	Revolving Chair	Revolving chair Brove Mid Back, (PCH-9U02) Godrej make or equivalent	No.	1	
6	Visitors Chair	PCH7112R with arm Godrej make or equivalent	No.	2	
7	Visitors Chair	PCH7112R with arm Godrej make or equivalent	No.	2	Telecom. Sec, Choudwar Smt. Kalpana Ray Mob- 94389 07527

ANNEXURE-V

**PROFORMA FOR BANK GUARANTEE FORM FOR EARNEST MONEY DEPOSIT**

Ref	Date	Bank Guarantee No:
1	<p>In accordance with invitation to Bid No. 6/17-18 Dated 06.03.2018 of ODISHA POWER TRANSMISSION CORPORATION LTD. [OPTCL][herein after referred to as the OPTCL for the purchase of _____ Messers _____ Address _____ _____ wish/wished to participate in the said tender and as a Bank Guarantee for the sum of Rs. _____ [Rupees _____] Valid for a period of 240 days [Two hundred forty days] is required to be submitted by the Tenderer. We the _____ [Hereinafter referred</p> <p>[Indicate the Name of the Bank] to as 'the Bank'] at the request of M/S _____ [Herein after referred to as supplier (s)] do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by the Sr. General Manager [Procurement] ODISHA POWER TRANSMISSION CORPORATION LTD. _____ an amount not exceeding</p> <p>[Indicate designation of the purchaser] Rs. _____ to the OPTCL, without any reservation. The guarantee would remain valid up to 4.00 PM of _____ [date] and if any further extension to this is required, the same will be extended on receiving instructions from the _____ on whose behalf this guarantee has been issued.</p>	
2.	<p>We the _____ do hereby, further undertake to pay</p> <p>[Indicate the name of the bank]</p> <p>the amounts due and payable under this guarantee without any demur, merely on a demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the OPTCL by reason of any breach by the said supplier [s] of any of the terms or conditions or failure to perform the said Bid . Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____</p>	
3.	<p>We undertake to pay the OPTCL any money so demanded notwithstanding any dispute or disputes so raised by the contractor [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s) shall have no claim against us for making such payment.</p>	
4.	<p>We, the _____ further agree that the guarantee</p> <p>[Indicate the Name of the Bank]</p> <p>herein contained shall remain in full force and effect during the aforesaid period of 240 days [two hundred forty days] and it shall continue to be so enforceable till all the dues of the OPTCL under or by virtue of the said Bid have been fully paid and its claims satisfied or</p>	

discharged or till Chairman-Cum Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Supplier [s] and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the \_\_\_\_\_

we shall be discharged from all liability under this guarantee thereafter.

5. We, the \_\_\_\_\_ further agree with the OPTCL that

[Indicate the name of the Bank]

the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Supplier [s] from time to time or to postpone for any time or from time to time any of the powers exercisable by the OPTCL against the said supplier [s] and to forbear or enforce any of the terms and conditions relating to the said bid

and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Supplier [s] or for any forbearance act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Supplier[s] or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

1. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the supplier [s].

2. We, \_\_\_\_\_ lastly undertake not revoke this

[Indicate the name of the Bank]

Guarantee during its currency except with the previous consent of the OPTCL in writing.

8. We the \_\_\_\_\_ Bank further agree that this guarantee shall also be invocable at our place of business at Bhubaneswar (indicate the name of the branch) in the state of ODISHA.

Notwithstanding anything contained herein.

1) Our liability under this bank guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

2) The bank guarantee shall be valid up to dt. \_\_\_\_\_

3) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only & only if you serve upon us at \_\_\_\_\_ branch at Bhubaneswar a written claim or demand on or before dt. \_\_\_\_\_.

Dated \_\_\_\_\_ Day of \_\_\_\_\_

For \_\_\_\_\_

[Indicate the name of Bank]

Witness ((Signature, names & address)

1.

2.

## ANNEXURE-VI

### PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT PAYMENT & PERFORMANCE

This Guarantee Bond is executed this \_\_\_\_\_ day of \_\_\_\_\_ 2018 by us the \_\_\_\_\_ Bank at \_\_\_\_\_

P.O. \_\_\_\_\_ P.S. \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_

1. WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD., a body corporate constituted under the Electricity Act, 2003 [hereinafter called "the OPTCL" which shall include its successors and assigns has placed orders No. \_\_\_\_\_ Date \_\_\_\_\_ [hereinafter called "The Agreement"] on M/s. \_\_\_\_\_ [hereinafter called "The Supplier"] which shall include its successors & assigns for supply of materials.

AND WHERE AS the supplier has agreed to supply materials to the OPTCL in terms of the said agreement AND

WHEREAS the OPTCL has agreed [1] to exempt the supplier from making payment of Security [2] to release 100% payment of the cost of materials as per the said agreement and [3] to exempt from performance guarantee on furnishing by the Supplier to the OPTCL, a Composite bank Guarantee of the value of 10 % [ten percent] of the contract price of the said agreement.

NOW THEREFORE, in consideration of the OPTCL having agreed [1] to exempt the Supplier from making payment of Security [2] releasing 100% payment to the Supplier and [3] to exempt from furnishing performance guarantee in terms of the said agreement as aforesaid, we, the \_\_\_\_\_ [Bank][hereinafter referred to as 'the Bank'] do hereby undertake to pay to the OPTCL an amount not exceeding Rs. \_\_\_\_\_ [Rupees \_\_\_\_\_] against any loss or damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Supplier [s] of any of the terms or conditions contained, in the said agreement.

2. We the ( \_\_\_\_\_ Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Supplier [s] of any of the terms or conditions, contained in the said agreement or by reason of the supplier's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ [Rupees \_\_\_\_\_]

3. We the \_\_\_\_\_ Bank} also undertake to pay to the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the supplier [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Supplier [s] shall have no claim against us for making such payment.

- 4 We, ( \_\_\_\_\_ Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the

performance of the said agreement and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Chairman-cum-Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Supplier [s] and accordingly discharges this Guarantee.

Unless a demand or claim under this guarantee is made on us in writing on or before the [Date \_\_\_\_\_], we shall be discharged from all liability under this guarantee thereafter.

5. We, (\_\_\_\_\_ Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Supplier [s] and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said supplier [s] or for any forbearance, act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Supplier [s] or by any such matter or thing whatsoever which under the law relating to sureties would but these provisions have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and supplier [s].
7. We, (\_\_\_\_\_ Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.
8. We the \_\_\_\_\_ Bank further agree that this guarantee shall also be invokable at our place of business at Bhubaneswar (indicate the name of the branch) in the state of ODISHA.

Notwithstanding any thing contained here in.

- 1) Our liability under this bank guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
- 2) The bank guarantee shall be valid up to dt. \_\_\_\_\_
- 3) We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only & only if you serve upon us at \_\_\_\_\_ branch at Bhubaneswar a written claim or demand on or before dt. \_\_\_\_\_.

Dated \_\_\_\_\_ Day of \_\_\_\_\_

For \_\_\_\_\_  
[Indicate the name of Bank]

Witness ((Signature, names & address)

1.

2.

**PART – II**

**SECTION - V**

**PRICE BID**



**ANNEXURE-VII**

**ABSTRACT OF PRICE COMPONENT [TO ACCOMPANY PRICEBID]**

1	Price Basis	F.O.R. Purchaser's destination Stores/sites.
2	Nature of Price	FIRM
3	Less Dealer Discount	%
4	Add GST	

10.

## SCHEDULE OF PRICE

Sl .No	Name of the Furniture	Description of materials	Unit	Qty	Rate In ₹	Less Dealers Discount In %	ADD GST	Amount in .
1	Table	Godrej make Enterprise 1500 or equivalent	No.	1				
2	Table	Godrej make T-08 or equivalent	No.	1				
3	Revolving Chair	Godrej make Revolving chair Brove Mid Back, PCH-9U01 or equivalent	No.	1				
4	Revolving Chair	Godrej make Revolving chair Brove Mid Back, PCH-9U02 or equivalent	No.	1				
5	Visitors Chair	PCH7112R with arm Godrej make or equivalent	No.	7				
6	Almirah	Godrej Storewel Plain or equivalent	No.	1				