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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath, Bhubaneswar-751022

OFFICE OF THE G.M. (ELECT.), EHT (O&M) CIRCLE, JAJPUR ROAD

AT: QR. NO.: 4R1, TTS COLONY, P.O.: SOBRA, DIST: JAJPUR, PIN-755019, ODISHA

E-mail: ehtm.cle.jjp@optcl.co.in, CIN: U40102OR2004SGC007553

TENDER SPECIFICATION NO. – JJPC-OT-06/2026-27

For

“Supply of Glass Items (Borosilicate Glass Water Bottle, Water Glass and Coaster) for Hot Weather Contingency for All eligible employees under EHT (O&M) Circle, Jajpur Road”

COST OF TENDER DOCUMENT	Rs. 2,000/- + GST @ 18% (Rs. 360/-) = Rs. 2,360.00 (Rupees Two Thousand Three Hundred Sixty only)
EARNEST MONEY DEPOSIT (EMD)	Rs. 1,700/- (Rupees One Thousand Seven Hundred only)
COMMENCEMENT OF SALE OF TENDER PAPER	Dt. 10.07.2026
LAST DATE OF SALE OF TENDER PAPER	Dt. 18.08.2026 up to 12:00 PM
LAST DATE & TIME OF RECEIPT OF TENDER PAPER	Dt. 18.08.2026 up to 01:00 PM
DATE & TIME OF OPENING OF TENDER PAPER	Dt. 18.08.2026 on or after 4.30 PM

ISSUED TO M/s

.....

MONEY RECEIPT NO. / DATE

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SECTION - I



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E-mail: ehtm.cle.jjp@optcl.co.in, CIN: U40102OR2004SGC007553

TENDER CALL NOTICE NO.: JJPC-OT-06/2026-27

Sealed Tenders in prescribed proforma are invited from authorized distributors / authorized Dealers / Original Manufacturer of Cello / Treo / Milton or Equivalent reputed make having GST registration certificate and PAN card, for the work as detailed below:

Sl. No.	Description of work	Cost of tender paper (Non-refundable)	EMD Amount
1	Supply of Glass Items (Borosilicate Glass Water Bottle, Water Glass and Coaster) for Hot Weather Contingency for All eligible employees under EHT (O&M) Circle, Jajpur Road	Rs. 2,360/- (Including GST)	Rs. 1,700/-

The tender documents can be made available in the office of the undersigned on written request and payment of required dues by Cash / Demand Draft in favour of General Manager (Electrical), EHT (O&M) Circle, OPTCL, Jajpur Road payable at Jajpur Road. An additional amount of Rs. 100/- (Rupees One Hundred) only may be paid for postal delivery of tender documents. The undersigned shall not be held responsible for any postal delay.

The Tender bid must be accompanied with clear attested photo copies of valid (i) PAN card of the Tenderer, (ii) GST registration certificate, and (iii) Authorization Certificate, if any (mandatory for authorized distributors / authorized Dealers except for Original Manufacturer).

1. Cost of tender paper (Non-refundable) : Rs. 2,000/- + GST 18% = Rs. 2,360/-
2. Sale of Tender Paper from : Dt. 10.07.2026 to Dt. 18.08.2026 up to 12:00 PM
3. Last date & time of receipt of tender paper: Dt. 18.08.2026 up to 01:00 PM
4. Date & time of opening of tender paper : Dt. 18.08.2026 on or after 4.30 PM

The Tender bids will be opened on Dt. 18.08.2026 on or after 4.30 PM in presence of the tenderers or their representatives (one person only, with original authorization letter). Incomplete tender papers shall be rejected. Besides these, the undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**General Manager (Elect.)
EHT (O&M) Circle, Jajpur Road**

SECTION - II

INSTRUCTION TO TENDERERS

The bidders must read in detail the “Instruction to Tenderers”, “General Terms and Conditions of Contract” and all other sections carefully before filling in the tender documents. There are six sections in this Tender Specification.

1. TENDER SHALL BE IN TWO PARTS: The tenderers are required to submit the tenders in two parts, viz. Part-I (Techno-Commercial Bid) and Part-II (Price Bid). Sealed tenders in duplicate duly super-scribed as “TENDER AGAINST TENDER NOTICE NO. – JJPC-OT-06/2026-27” are invited from reputed manufacturers / authorized dealers having valid PAN Card, GST Registration Certificate, for the work “Supply of Glass Items (Borosilicate Glass Water Bottle, Water Glass and Coaster) for Hot Weather Contingency for All eligible employees under EHT (O&M) Circle, Jajpur Road” as per the enclosed terms and conditions.
2. The Part-I bid shall contain all techno-commercial documents including duly filled tender documents, EMD, GST registration certificate, PAN card, Authorization Certificate, sample submission details and all other documents required as per the tender specification.
3. The Part-II bid shall contain only the price bid in the prescribed format at Section-V to be submitted in separate sealed envelope.
4. The bidders shall compulsorily submit specimen samples of all three items along with the Techno-Commercial Bid for evaluation by the Sample Scrutiny Committee constituted by this office. The samples shall be examined with respect to make, material quality and dimensional conformity with Section-IV (Technical Specification). Only those bidders whose submitted samples are found acceptable by the committee shall be considered for opening of the Price Bid. Under no circumstances shall the bidder be allowed to replace or change the submitted samples after opening of the tender.
5. The tender documents shall be received in this office on or before 1:00 PM of Dt. 18.08.2026 and the Techno-Commercial Bids (Part-I) shall be opened on Dt. 18.08.2026 on or after 4.30 PM in presence of the tenderers or their authorized representatives, if any. The Price Bids (Part-II) of only those bidders who qualify the Techno-Commercial Bid and whose samples are found acceptable by the Sample Scrutiny Committee shall be opened on a later date, which will be intimated separately.
6. Tenders received after 1:00 PM on Dt. 18.08.2026 shall not be accepted, since the tender box shall be closed at 1:00 PM sharp on the due date. Incomplete tenders, or tenders received without the required documents, shall be liable for rejection.

ELIGIBILITY FOR SUBMISSION OF BIDS:

Only those bidders who do not have any pending legal suit / dispute against OPTCL / GRIDCO Ltd. / SLDC are eligible for submission of bids. Firms banned or blacklisted for business dealings by any organization are not eligible to participate in the tender. Participation in the tender by suppression of the above facts shall invite penal action whenever detected.

The bidders must be in possession of the following qualifications for participation in the tender:

- GST Registration Certificate. **(Mandatory)**
 - Permanent Account Number (PAN) issued by the Income Tax Department. **(Mandatory)**
 - Authorization Certificate, or proof of authorized distributor / authorized dealer of Cello / Treo / Milton or Equivalent reputed make. **(Mandatory)**
7. Tender documents can be purchased from the office of the undersigned during working hours on written request from Dt. 10.07.2026 to Dt. 18.08.2026. Tender documents can also be issued by post on payment of Rs. 100/- (Rupees One Hundred) only towards postal charges over and above the cost of the tender document.
 8. Tender documents will be received only from those tenderers who have purchased the tender paper from this office within the due date. The money receipt towards purchase of the tender paper shall be enclosed with the tender documents, failing which the tender will be rejected. The tender shall be submitted in duplicate with original signature on both copies in a sealed cover.
 9. Tenders shall be submitted in person or by Registered Post with A/D. Any other means of delivery shall not be accepted. When delivered in person, the tender shall be dropped in tender box at O/o General Manager (Electrical), EHT (O&M) Circle, Jajpur Road in presence of the responsible officer of the office, who shall officially acknowledge receipt of the same. Tenders received after the due date and time shall not be accepted and shall be returned unopened.
 10. No telegraphic tenders or tenders forwarded by FAX will be accepted.
 11. This office will not be responsible for non-receipt or late receipt of tender documents due to postal delay.
 12. The tenders shall be furnished strictly as per the terms and conditions of the tender specification. Incomplete tenders will be rejected.
 13. The Authority may alter the quantum of supply at the time of placing orders. Orders may also be split up among more than one tenderer depending upon necessity and urgency.
 14. Only those who have purchased the tender specification from this office in their own name or their firm's name can submit their tender. Tenders submitted by others will be rejected.
 15. Bidders themselves or their authorized representatives shall be allowed to attend the opening of the tender. Bidders have the right to know information on competitors only at the time of opening of the bids. No further information on competitors shall be provided at any other point or stage of the tender, without prejudice to the Right to Information Act, 2005.
 16. OPTCL reserves the right to reject the lowest or any other tender without assigning any reason thereof whatsoever.
 17. Offers should be neatly typed without any overwriting or corrections. Each overwriting shall be duly attested by the tenderer.

18. In the event of any discrepancy or arithmetical error in the bid, the decision of the purchaser shall be final and binding on the tenderer.
19. For evaluation, the price mentioned in words shall be taken if there is any difference between figures and words in the price bid. The bid value will be taken up to 2 decimal points. In case of mismatch between unit price and total price, the bid will be rejected.
20. Conditional tenders shall not be accepted, and no discount other than the quoted price will be allowed as mentioned in the original offer.
21. Tenderers are expected to be fully conversant with the meaning of all clauses of the specification before submitting their tender. In case of doubt regarding the meaning of any clause, the tenderer may ask for clarification from the undersigned in writing. This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of the tender.
22. The tender shall be accompanied by attested photocopies of (i) PAN card of the tenderer, (ii) GST registration certificate of the firm, and (iii) Authorization Certificate or proof of authorized distributor / authorized dealer of Cello / Treo / Milton or Equivalent reputed make.

General Manager (Electrical)
EHT (O&M) Circle, Jajpur Road

SECTION - III

GENERAL TERMS & CONDITIONS OF CONTRACT

1. **SCOPE OF CONTRACT:** The detailed scope of work is appended at Section-V and the technical requirements at Section-IV. The scope of contract covers “Supply of Glass Items (Borosilicate Glass Water Bottle, Water Glass and Coaster) for Hot Weather Contingency for All eligible employees under EHT (O&M) Circle, Jajpur Road”, as per the approved samples and Section-IV (Technical Specification). The materials shall be supplied to the office of the undersigned in good condition. Packaging and transportation shall be under the supplier’s scope. Being fragile goods, the supplier shall ensure adequate protective packing; any breakage or damage during transportation shall be borne by the supplier.
2. **PRICE:** The bidders are advised to quote their rate as per the price schedule in Section-V with break-up prices including all taxes and duties, which shall remain valid up to the validity of the tender. The price shall be firm and shall include the cost of all materials, packaging, and transportation of the materials to the office of the undersigned, and shall also cover all incidental expenses towards execution of the supply.
3. **DELIVERY PERIOD AND PLACE:** The materials shall be supplied within 15 days from the date of issue of the Purchase Order and should be delivered to O/o The General Manager (Electrical), EHT (O&M) Circle, Jajpur Road. The Authority, however, reserves the right to schedule the supply programme.
4. **EXTENSION OF TIME:** If the supply could not be completed due to reasons beyond the control of the supplier, he shall without delay give notice to the Authority in writing for an extension of time. The Authority, on receipt of such notice, may agree to extend the completion period as may be reasonable, but without prejudice to other terms and conditions of the contract.
5. **VALIDITY:** The tenderers are requested to keep the validity of their offer for a period of 120 days from the date of opening of the tender.
6. **TERMS OF PAYMENT:** 100% payment will be made after successful completion of the supply in all respects, subject to detailed verification by the verifying officer and deposit of security deposit thereof in the form of DD. After completion of the supply, the supplier shall produce the printed bill along with the JVR (Joint Verification Report) to the paying officer for effecting payment.
7. **PENALTY FOR DELAY IN COMPLETION OF SUPPLY:** If the supplier fails to complete the supply within the scheduled period as stipulated in the Purchase Order, the Authority shall recover penalty from the supplier’s bill. A penalty @ 0.5% (half percent) of the unexecuted portion of the contract value shall be levied for each calendar week of delay, subject to a maximum of 5% of the total contract value. However, imposition of the penalty clause is subject to force majeure conditions.
8. **GUARANTEE PERIOD:** The materials supplied shall be guaranteed for a period of 3 (Three) months from the date of JVR (Joint Verification Report). The materials will be distributed by this office to the respective divisions and onwards to the concerned employees. Any defect noticed during the guarantee period, defective materials received, manufacturing defects, or any issue

with quality such as cracks, chipping or leakage shall be replaced free of cost. Damage occurring during distribution shall not be covered under guarantee.

9. **GST REGISTRATION, PAN CARD & AUTHORIZATION CERTIFICATE:** Clear attested photocopies of (i) PAN card of the tenderer, (ii) GST registration and clearance certificate of the firm, and (iii) Authorization Certificate or proof of authorized distributor / authorized dealer of Cello / Treo / Milton or Equivalent reputed make shall be submitted along with the tender, without which the tender will be rejected. The supplier may be requested to produce the original PAN card, GST clearance certificate and all other relevant documents for verification. Those who fail to produce the same, or whose documents are found not valid on the date of opening of the tender, shall have their tenders rejected. All documents of the tender shall be signed by the authorized signatory.
10. **SECURITY DEPOSIT-CUM-PERFORMANCE SECURITY:** The tenderer whose offer qualifies for acceptance and who is awarded the Purchase Order shall deposit an amount equal to 10% (Ten percent) of the contract value in the shape of a DD drawn in favour of the paying officer prior to execution of the supply, subject to fulfilment of the guarantee stated under Clause 8 above. No interest shall be paid to the supplier towards the security deposit so deposited.
11. **EARNEST MONEY DEPOSIT:** The bidder shall submit an Earnest Money Deposit (EMD) of Rs. 1,700/- (Rupees One Thousand Seven Hundred only) in the form of a Demand Draft drawn in favour of the General Manager (Elect.), EHT (O&M) Circle, Jajpur Road, payable at Jajpur Road, or as a Cash Receipt of this office. Bids without EMD shall be rejected.
12. **ARBITRATION:** Any dispute arising out of this contract shall be referred to arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996. The arbitrator shall be appointed by the Chairman-cum-Managing Director, OPTCL. The venue of arbitration shall be Bhubaneswar, Odisha.
13. **JURISDICTION OF COURT:** Suits, if any, arising out of this contract shall be filed by either party in a court of law to which the jurisdiction of the Odisha High Court extends.
14. **REJECTION OF MATERIALS:** In the event any of the materials supplied by the supplier are found to be substandard or otherwise not in conformity with the requirements of this contract specification and Section-IV, OPTCL shall reject the materials and a notice shall be issued to the supplier in this respect. The supplier, on receipt of such notice, shall replace the defective material free of cost. If the supplier fails to do so, OPTCL may, at its option, (a) replace such defective materials and recover the extra cost so involved plus 15% from the supplier, and / or (b) terminate the contract for the balance supply with enforcement of penalty as per contract. Defective materials will not be accepted under any condition and shall be rejected outright without compensation.
15. **VERIFYING OFFICER:** Estimator, EHT (O&M) Circle, Jajpur Road.
16. **PAYING OFFICER:** G.M. (Elect.), EHT (O&M) Circle, Jajpur Road.

17. OUTRIGHT REJECTION OF TENDER:

Tenders shall be outrightly rejected if the following are not complied with:

- a) The tenderer shall submit the bid in the same original tender document purchased from the office of the undersigned, on payment of the tender cost, on or before the scheduled date and time.
- b) The tender shall not be submitted telegraphically or by FAX.
- c) The prescribed EMD shall be submitted on or before the date and time of submission of the bid.
- d) The tender shall be kept valid for a minimum period of 120 days from the date of opening of the tender.
- e) The tender shall be submitted in two parts as specified.
- f) The tender shall be accompanied by attested copies of GST Registration Certificate, PAN card and Authorization Certificate, as per Section-II (Instruction to Tenderers), Eligibility for Submission of Bids.
- g) Specimen samples of all three items shall be submitted along with the Techno-Commercial Bid.
- h) The schedule of prices at Section-V shall be filled up fully to indicate the break-up of prices including taxes and duties. Incomplete submission of this schedule will make the tender liable for rejection.
- i) The tenderer shall quote 'FIRM' prices only, and the price shall be kept valid for a minimum period of 120 days from the date of opening of the tender.
- j) The bidder shall not have any pending litigation with OPTCL with regard to any supply or related activity (Litigation Declaration Attached in Annexure-I).

18. RIGHT & AUTHORITY FOR REJECTION: Tenders received after the due date and time will be summarily rejected. The Authority reserves the right to reject any or all of the tenders without assigning any reason thereof.

19. VARIATION, ADDITION & OMISSION: OPTCL shall have the right to alter, amend, omit or otherwise vary the quantum of supply, if required, in writing to the supplier. The supplier shall carry out such variation in accordance with the rates specified in the contract so far as they may apply; and where such rates are not available, those shall be mutually agreed upon between OPTCL and the supplier.

General Manager (Elect.)
EHT (O&M) Circle, Jajpur Road

SECTION - IV

TECHNICAL SPECIFICATION

Sl. No.	Description of Material	Details of Specification
1	Borosilicate Glass Water Bottle (750 ml)	Brand: Cello / Treo / Milton or Equivalent reputed make Capacity: 750 ml ($\pm 5\%$) Material: Food-grade high-borosilicate glass Glass Thickness: Minimum 1.0 mm Glass Quality: Clear, transparent, crack / bubble / scratch-free and uniform Thermal Resistance: Suitable for hot & cold beverages with good thermal-shock resistance Mouth: Wide mouth for easy filling and cleaning Cap: Leak-proof screw-type cap of food-grade BPA-free material / stainless steel Sealing: Food-grade silicone gasket Safety: Food-contact safe, odourless and taste-neutral Cleaning: Dishwasher-safe preferred Design: Ergonomic, reusable and suitable for regular household / office use Approx. Size: Dia. 75 – 85 mm $\times$ Height 270 – 300 mm Packaging: Individual protective packaging suitable for safe transportation
2	Borosilicate Water Glass (350 ml)	Brand: Cello / Treo / Milton or Equivalent reputed make Capacity: 350 ml ($\pm 5\%$) Material: Food-grade high-borosilicate glass Glass Thickness: Minimum 1.0 mm Glass Quality: Clear, transparent, crack / bubble / scratch-free and uniform Thermal Resistance: Suitable for hot & cold beverages with good thermal-shock resistance Rim: Smooth fire-polished rim, free from sharp edges Base: Flat and stable, free from wobble Safety: Food-contact safe, odourless and taste-neutral Cleaning: Dishwasher-safe preferred Design: Ergonomic, reusable and suitable for regular household / office use Approx. Size: Dia. 70 – 80 mm $\times$ Height 100 – 120 mm Packaging: Individual protective packaging suitable for safe transportation
3	Coaster	Material: Cork / silicone / bamboo or equivalent non-slip material Shape and size: round or square, 90 – 110 mm diameter (or side) Thickness: 3 – 8 mm Base: non-slip; free from sharp edges and burrs

Note: The materials offered shall strictly conform to the specifications stipulated above. The samples submitted along with the Techno-Commercial Bid shall be evaluated with reference to the said specifications. Any deviation or non-conformity with the prescribed specifications shall render the bid liable for rejection, and the Price Bid of such bidder shall not be opened

Signature of Bidder with Date & Seal

SECTION - V

SCOPE OF WORK AND PRICE SCHEDULE

The scope covers supply of the following items conforming to Section-IV (Technical Specification), delivered to the office of the General Manager (Elect.), EHT (O&M) Circle, Jajpur Road.

(The price bid shall be submitted in individual sealed envelope)

The duly filled-in Price Bid, either in a photocopy of this Schedule or in the format prescribed herein, shall be submitted in a separate sealed envelope, clearly super-scribed “**PRICE BID**”.

Sl. No.	Description of Items	Unit	Qty	Unit Rate in Rs. (Excluding GST)	GST Rate (in %)	GST Amount (in Rs.)	Amount incl. GST (Rs.)
1	2	3	4	5	6	7	8
1	Borosilicate Glass Water Bottle, 750 ml	Nos.	363				
2	Borosilicate Water Glass, 350 ml	Nos.	363				
3	Coaster	Nos.	363				
	GRAND TOTAL INCLUDING GST						

In words: Rupees only

Signature of Bidder with Date & Seal

SECTION - VI

DECLARATION BY THE BIDDER

Sl. No.	Particulars	Declaration by the Bidder
1	Name of the bidder with detailed postal address and contact number	
2	Self-attested photocopy of PAN	Furnished / Not furnished
3	Self-attested photocopy of GST Registration Certificate	Furnished / Not furnished
4	Self-attested photocopy of Authorization Certificate	Furnished / Not furnished
5	Specimen samples of all three items submitted	Yes / No
6	Agreed to furnish and accept Contract Security Deposit clause	Yes / No
7	Agreed to accept payment terms as per tender specification	Yes / No
8	Agreed to adhere to the delivery period as per the contract	Yes / No
9	Agreed to accept the penalty clause as per the tender	Yes / No
10	Materials offered conform to Section-IV (Technical Specification)	Yes / No
11	Agreed to keep the validity of the offer for 120 days from the date of tender opening without any variation in tender clauses	Yes / No

Date:

Place:

Signature of the Bidder with Seal

ANNEXURE -I

DECLARATION REGARDING NO LITIGATION / LEGAL DISPUTE

I / We the Proprietor / Partner(s) / Director(s) of M/s _____, do hereby solemnly undertake and declare that neither the firm nor any of its Proprietor / Partners / Directors has any litigation or legal dispute pending against OPTCL / GRIDCO Ltd. / SLDC, or against any Government Department or its Undertakings / PSUs, as on the date of opening of this Tender.

I further declare that:

1. The firm is not involved in any court case, arbitration matter, or any other legal proceeding with OPTCL / GRIDCO Ltd. / SLDC arising out of any supply, work order or related activity.
2. The firm has not been banned, blacklisted or debarred from business dealings by OPTCL or by any other Government Department / Undertaking / PSU, and no such proceeding is pending against the firm.
3. There is no unresolved dispute, recovery proceeding or pending demand against the firm in respect of any earlier supply made to OPTCL or to any other Government Department / Undertaking / PSU.
4. All documents submitted along with this Tender (PAN, GST Registration Certificate, Authorization Certificate) are genuine and valid as on date.

In case the above information is found to be false at any stage, I / We are fully aware that the tender / contract will be rejected / cancelled by O/o General Manager (El.), EHT (O&M) Circle, OPTCL, Jajpur Road and the EMD / Security Deposit shall be forfeited. In addition to the above, O/o General Manager (El.), EHT (O&M) Circle, OPTCL will not be responsible to pay the bills for any completed / partially completed supply.

Signature of Bidder with Seal-----

Name -----

Capacity in which signed: -----

Place:

Date:

THE BIDDERS ARE REQUIRED TO FURNISH THE FOLLOWING DETAILS AS PER THE FORMAT GIVEN BELOW, WHICH IS A MANDATORY REQUIREMENT FOR EVALUATION OF BIDS.

SL. NO.	DETAILS	TO BE FILLED BY THE BIDDER
1	BIDDER'S NAME	
2	ADDRESS	
3	CITY	
4	STATE	
5	COUNTRY	
6	PIN CODE	
7	PHONE NUMBER	
8	GST REGISTRATION NUMBER	
9	PAN NUMBER	
10	TAN NUMBER	
11	CONTACT PERSON'S NAME	
12	CONTACT PERSON'S E-MAIL ID	
13	CONTACT PERSON'S MOBILE NO.	

Signature of Bidder with Date & Seal