

**ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ.**

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

(A Govt. of Odisha undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR-751022,  
OFFICE OF THE EXECUTIVE DIRECTOR, WESTERN ZONE, OPTCL, BURLA  
At. Ganesh Nagar, Bohidar Nuapali, PO- Sankarma, Sambalpur-768006,  
Telephone: (0663)2540039, Email: [zone.burla@optcl.co.in](mailto:zone.burla@optcl.co.in).

**TENDER SPECIFICATION FOR OPEN TENDER CALL NOTICE NO. 03/BURLA/2022-23  
OF EXECUTIVE WESTERN ZONE, OPTCL, BURLA FOR “SUPPLY OF OFFICE  
FURNITURE & FITTING OF GODREJ MAKE ONLY FOR OFFICE OF EXECUTIVE  
DIRECTOR, WESTERN ZONE, BURLA”.**

**COST OF TENDER DOCUMENT**

**Rs. 4,000/- + GST 18%=Rs.4,720/-**

Money Receipt No.....

Date:.....

GSTIN:.....

# ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.8.

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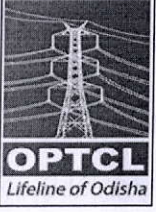


### TENDER SPECIFICATION FOR TENDER CALL NOTICE NO. 03/BURLA/2022-23 EXECUTIVE DIRECTOR, WESTERN ZONE ZONAL OFFICE, BURLA

- |  |  |
|--|--|
| 1. SECTION-I   | Instruction to Bidders   |
| 2. SECTION-II  | General Terms and Conditions of Contract.  |
| 3. SECTION-III   | Technical Specification  |
| 4. SECTION-IV  | Schedule of Quantity, Techno-<br>Commercial Bid & Price bid  |
| 5. SECTION-V   | Abstracts of terms and conditions and<br>Guaranteed Technical Particulars  |
| 6. Cost of tender document                             | Rs. 4,000/-+ 18% GST =Rs.4,720.00<br>(Rupees Four Thousand Seven Hundred Twenty) Only<br><br>By Demand draft to be drawn in favour of<br>Sr.GM Construction Zone-II,Sambalpur<br>payable at Sambalpur (Non-Refundable) |
| 7. COMMENCEMENT OF<br>SALE OF TENDER PAPER             | Dt.12.05.2022 (11AM to 5 P.M.)   |
| 8. LAST DATE OF SALE OF<br>TENDER PAPER                | Dt.21.05.2022 (11 AM to 1:30 P.M.)   |
| 9. LAST DATE & TIME OF<br>RECEIPT OF TENDER PAPER      | Dt.21.05.2022 Up to 5:00P.M.   |
| 10. DATE & TIME OF OPENING<br>OF TECHNO-COMMERCIAL BID | Dt.24.05.2022 at 3.00 P.M.   |

# ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.

## ODISHA POWER TRANSMISSION CORPORATION LIMITED

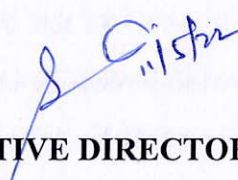


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At.Ganesh Nagar, Bohidar Nuapali, PO- Sankarma ,Sambalpur-768006,  
Telephone: (0663)2540039,Email: [zone.burla@optcl.co.in](mailto:zone.burla@optcl.co.in).

For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD, Executive Director, Western Zone ,Burla invites Tenders from reputed bidders fulfilling the eligibility criteria and must possess valid GST registration certificate, for “**SUPPLY OF OFFICE FURNITURE & FITTING OF GODREJ MAKE ONLY FOR OFFICE OF EXECUTIVE DIRECTOR , WESTERN ZONE ,BURLA**”.

  
EXECUTIVE DIRECTOR  
WESTERN ZONE,BURLA

## SECTION-I

### **INSTRUCTION TO BIDDERS(INB)**

1. The bidders must read in detail the “Instruction to Bidder”, “General terms and conditions” and “Technical Specification” before filling the Tender documents. There are five sections in this Tender Specification. *The following tender bid shall be done in two (2) parts viz. (a) Techno-Commercial Bid (b) Price Bid.*

#### 2. **TENDERS:**


- a) Bidders must submit their bids with original signature **in individual page.**
- b) Manufacturers/ Authorized Dealers / registered suppliers are only eligible to quote.

Tender must be submitted in sealed envelopes super-scribed as for **“SUPPLY OF OFFICE FURNITURE & FITTING OF GODREJ MAKE ONLY FOR OFFICE OF EXECUTIVE DIRECTOR ,WESTERN ZONE ,BURLA”**. against Tender Call Notice No.03/Burla/2022-23 and addressed to Executive Director, Western Zone ,Burla . **Both the techno-commercial bid and the price bid shall be submitted in individual sealed envelopes and super-scribed as above along with the tender documents so as to facilitate the opening of price bid after verification of documents.**

- c) The techno-commercial bid shall be opened on **Dt.27.04.2022** and the price bids of eligible bidders shall be intimated to open at a later date.
- d) Bid shall be submitted either in Person or by Registered post with A.D/Courier service. Any other means of delivery shall not be accepted. Detailed postal address with PIN, phone No./ E-mail must be mentioned in the application requesting for Tender document and on the Tender Bid. The Bid submitted in person is to be dropped in the Tender Box. Bids received after due date and time will not be considered. The authority will not be responsible for receipt of Tender after due date and time for postal delay or any other reasons.
- e) Conditional offers will not be accepted.
- f) If the last date of receipt of tender and its opening is declared as a holiday, it will be received and opened on the next working day in same time.
- g) **Bidders shall quote for all items. Quotation for individual or part items will not be entertained.**

3. **EARNEST MONEY DEPOSIT (EMD):** The tender must be accompanied by EMD of Rs.9200.00( Rupees Nine Thousand Two Hundred Only) in shape of Demand Draft drawn in favour of **Sr.GM construction Zone-II, Sambalpur, payable at Sambalpur**. The EMD of all unsuccessful bidders shall be refunded on written request after finalization of Tender. No interest shall be paid on E.M.D.
4. **FORFEITURE OF E.M.D.:**
  - a) In the event, the successful Bidder failing to accept the order or supply the furniture and fitting as per the technical specification EMD so deposited shall be forfeited.
  - b) Any deviation from the terms and conditions of the contract awarded, may also lead to forfeiture of EMD without any notice.
  - c) **The EMD not claimed for refund within a period of one year from the date of issue of purchase / work orders, shall be forfeited.**
5. **INFORMATION OF COMPETITORS:** Bidders have 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/ stage of the tender without prejudice to Right to Information Act, 2005.
6. **OPENING OF BIDS:—**
  - a) Copy of up-to-date PAN Card and GST Registration & Manufacturer or Authorized Dealership certificate (wherever applicable) should be enclosed with the tender.
  - b) Bidders themselves or their authorized representatives shall be allowed to attend opening event of the tender.
7. The purchaser may alter the quantities of furniture and fitting at the time of placing orders. Orders may also be split up among more than one bidder if necessary. Only those who have purchased the tender specification in the name of their firm from this office can submit their tender. Tenders submitted by others will be rejected. The Bidders may please note that the Word 'item' in the paragraph shall mean the furniture and fitting as specified in the 'Tender Specification'. In case of deviations, the decision of the purchaser shall be final.
8. The purchaser reserves the right to reject the lowest or any other tender or all tenders without assigning any reason what so ever.
9. Bid should be prepared clearly and without any overwriting and corrections. Erasures and other changes shall bear the dated initial of the person signing the bid.

10. 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 bidder.
11. For evaluation, the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
12. **The Bid shall be outright rejected if the bidder do not comply with the following requirements.**
- a) Bidder should have purchased the relevant tender specification from the office of the Executive Director, Western Zone, OPTCL, Burla and indicate the money receipt No and date of this Office.
  - b) Bids shall be submitted in person or by Registered post with A.D/Courier service which should be received before the opening of tender as specified in the tender call notice.
  - c) Tenders shall **not** be submitted by E-mail.
  - d) **Bid shall be accompanied with the prescribed earnest money deposit.**
  - e) Bid shall be kept valid for a minimum of **120** days from the date of opening of the tender.
  - f) The bid shall not be conditional.
  - g) In case of authorized dealer, necessary authorized dealership certificate should be submitted along with the tender duly issued by the manufacturer which should be valid on the date of opening of the bid. The registered suppliers have to mention the name of the manufacturer in their bid.
  - h) Violation of terms and conditions set forth and provided in the tender specification.
  - i) Non submission of copies of I.T. Pan Card, valid GST registration certificate.
  - j) The bidder shall submit duly filled up abstract of terms and conditions.

  
**Executive Director**  
**Western Zone. OPTCL, Burla.**

## SECTION - II

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

1. **SCOPE OF CONTRACT:**

The scope of the contract covers supply of office furniture of Godrej or equivalent make confirming to relevant IS and as per the Specification, for Office of Executive Director, Western Zone, Burla. Bidders are requested to go through the schedule of quantity where the office furniture are needed to be delivered

2. **PRICE:** The price should be **firm** and FOR destination at our site store by rail/road transport.

The price should be inclusive of all charges like packing, forwarding, freight, insurance charges, and GST.

3. **DELIVERY:** The materials shall be supplied within **10 days** from the date of issue of purchase order. The successful bidder must take every step to deliver the materials at scheduled destination within the delivery period. The purchaser however reserves the right to reschedule the delivery, change of destination.

4. **VALIDITY:** Price with terms and conditions of the offer shall be **valid for a minimum period of 120 days from the date of opening of tender** failing which their tenders will be rejected.

5. **INSURANCE:** Insurance of furniture and fitting is to be done by the supplier at his own cost.

The responsibility of delivery of the furniture and fitting 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. The supplier shall undertake free replacement of furniture and fitting damaged or lost which will be reported by the consignee within 10 days of the receipt of the furniture and fitting at destination without waiting for the settlement of the claims with the carriers and underwriters. Any loss or damage to the equipment during handling, transportation, at site shall be to the account of the Supplier.

6. **DESPATCH INSTRUCTIONS:** The furniture and fitting should be securely packed and dispatched by Rail/Road transport to different destinations as per delivery schedule. Detailed instruction regarding dispatch of materials will be indicated at the time of placing order.

7. **TERMS OF PAYMENT:**

100% payment shall be made on *Supply of furnitures & fittings at site* including GST, in full as applicable including freight, Insurance charges on receipt of furniture and fitting in good condition at stores / desired site and verification thereof, subject to prior approval of bidder's Guarantee Certificate & Manufacturer's Guarantee Certificate by the Purchaser. Tax as applicable shall be deducted from the source.

8. **PAYING AUTHORITY:** Executive Director, Western Zone , OPTCL, Burla
9. **PRICE REDUCTION:**
  - i).If the supplier fails to deliver the materials within the delivery period as stipulated under Clause No.3 (Section-II) of this tender document or any extension granted thereto, the purchaser shall recover from the supplier price reduction for a sum of half percent (i.e. 0.5 percent) of the contract price for each calendar week or part thereof of limited to maximum of 5% of cost (exclusive of GST) of the undelivered portion of the furniture and fitting and incomplete portion of the work.
  - ii).OPTCL shall recover the price reduction schedule from the bill of the Contractor.
10. **EXTENSION OF TIME:** If the delivery of furniture and fitting is delayed due to reason beyond the control of supplier, the supplier shall without delay give notice to the purchaser in writing for an extension of time with detail 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.
11. **GUARANTEE PERIOD:**
  - a) The **Supplier** has to guarantee for satisfactory performance against defects in design and equipment for a period of 12 (twelve) months from the date of supply. The above Guarantee Certificate shall be furnished in triplicate to the purchaser for his approval.
  - b) Any defects noticed during this period should be rectified by the Supplier free of cost to the Purchaser provided such defects are due to faulty design, bad workmanship or bad materials used, within seven(7) days upon written notice from the Purchaser failing which provision of **Clause (9)** shall apply.
  - c) Furniture and fitting found defective during Guarantee period shall have to be guaranteed after repair/replacement for a further period of 12 months from the date of commissioning.
  - d) Date of delivery as used in this Clause shall mean the date on which the furniture and fitting



are received in Western Zone Office, OPTCL site in good condition.

12. **GST REGISTRATION, PAN CARD & AUTHORIZED DEALERSHIP CERTIFICATE :**  
Attested legible Xerox copies of Income Tax PAN Card, GST Registration & clearance Certificate & authorized dealership certificates (if applicable) valid on the date of opening of the bid should be submitted along with tenders without which bid will be rejected at the time of opening. If required, the bidder shall have to produce original documents for verification any time after the opening of bid. Those who fail to produce the same and found not to be valid on the date of opening of the bid, their tenders will be rejected.
13. **FREE REPLACEMENT:** Free replacement of furniture and fitting 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. **QUANTITY VARIATION:** The quantity to be ordered may undergo revision at the time of placement of orders.
15. **STANDARDS:** The materials offered shall confirm to relevant IS.
16. **FORCE MAJEURE:** The Supplier shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force Majeure such as acts of God, acts of the public enemy, acts of Govt., Fires, Floods, Epidemics, Quarantine restrictions, strikes, Freight Embargo, provided that the Supplier shall within seven (7) days from the beginning of such delay notify the Purchaser in writing of the cause of delay, upon which, the Purchaser shall verify the facts and grant such extension as facts justify.
17. **JURISDICTION OF COURT:** For the purpose of jurisdiction of Court in the event of any dispute shall be deemed to have entered into any Court of law to which the jurisdiction of Odisha High Court extends and it is hereby expressly agreed that neither party shall be competent to bring a suit in regard to the matter covered by this purchase at any place outside in State of Odisha.
18. **Correspondences.**
- a) Any notice to the supplier under the terms of the contract shall be served by e-mail / Registered Post or by hand at the Supplier's Principal Place of Business.
  - b) Any notice to the Purchaser shall be served at the Purchaser's Principal Office in the same manner.

**Official Address of the Parties to the Contract**

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

**PURCHASER:** OFFICE OF THE EXECUTIVE DIRECTOR WESTERN ZONE, BURLA

**At.Ganesh Nagar, Bohidar Nuapali, PO- Sankarma ,Sambalpur-768006,**  
Telephone: (0663)2540039,Email: [zone.burla@optcl.co.in](mailto:zone.burla@optcl.co.in).

**BIDDER:**

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

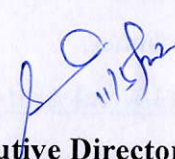
Telephone/Mobile No: \_\_\_\_\_

E-mail id:- \_\_\_\_\_

**19. Outright Rejection of Tenders**

Bid shall be out rightly rejected if the followings are not complied with:

- a) The Bid will be submitted through either in Person or by Registered post with A.D/Courier service.
- b) The Bid shall be kept valid for a minimum period of 120 days from the date of Tender opening.
- c) The schedule of prices should be filled up fully to indicate the break-up of the prices including taxes and duties. Incomplete submission of this schedule will make the tender liable for rejection.
- d) The Bidder should quote '**FIRM**' price only and the price should be kept valid for a minimum period of 120 days from the date of opening of the tender.
- e) The prescribed EMD shall be submitted on or before the date and time of opening of the bid.
- f) The Bid/s not accompanied with the required descriptive literature etc.**
- g) The bid shall not be conditional.
- h) There must not be any violation to the terms & conditions set forth and provided in the tender specification.
- i) Attested copies of I.T. PAN card and **GSTIN** certificate shall be submitted along with the bid.
- j) Authorized dealership certificate issued by the manufacturers (In case of authorized dealer),** valid on the date of opening of the bid shall be submitted along with the bid.
- k) There must not be any deviation to the delivery schedule as specified in tender specification.
- l) All the necessary excel sheets like techno-commercial bid sheet, price bid sheet etc. attached with the tender should be duly filled up without any empty cells.

  
**Executive Director**  
**Western Zone. OPTCL, Burla.**

**SECTION - III**  
**TECHNICAL SPECIFICATION**

**TECHNICAL SPECIFICATION FOR FURNITURES & FITTINGS:**

<b>Sl. No.</b>	<b>Name of the Furniture</b>	<b>Specification</b>
1	Revolving Chair	High Back PCH-7001D Godrej specification make
2	Table	Trident Middle Godrej specification make
3	Revolving Chair	High Back PCH-7001 Godrej specification make
4	Table	Mayfair + ERU pedestal Godrej specification make
5	Chair	Bravo High Back PCH-9U02R Godrej specification make
6	Table	T-08 Godrej specification make
7	Visitor's Chair	PCH-7112R Godrej specification make
8	Computer Table	(Target-105) of Godrej specification make
9	Chair	Mid Back PCH-9U02R Godrej specification make
10	Table	Stylo Godrej specification make
11	Almirah	Storwel plain (6.5' height) of Godrej specification make
12	Rack	Mild Steel File Rack (5.5 Feet Polished 4 Shelves Steel Storage Rack) Godrej or equivalent specification make

**SECTION-IV**  
**SCEHUDLE OF QUANTITY**

Work:-

Sl. No.	Name of the Furniture	Specification	Qnty.
1	Revolving Chair	High Back PCH-7001D Godrej specification make	01
2	Table	Trident Middle Godrej specification make	01
3	Revolving Chair	High Back PCH-7001 Godrej specification make	06
4	Table	Mayfair + ERU pedestal Godrej specification make	06
5	Chair	Bravo High Back PCH-9U02R Godrej specification make	05
6	Table	T-08 Godrej specification make	05
7	Visitor's Chair	PCH-7112R Godrej specification make	05
8	Computer Table	(Target-105) of Godrej specification make	01
9	Chair	Mid Back PCH-9U02R Godrej specification make	04
10	Table	Stylo Godrej specification make	04
11	Almirah	Storwel plain (6.5' height) of Godrej specification make	03
12	Rack	Mild Steel File Rack (5.5 Feet Polished 4 Shelves Steel Storage Rack) Godrej specification make	05

**PRICE SCHEDULE**

Sl. No.	Name of the Furniture	Specification	Qnty.	Rate (in Rs.)	Total (in Rs.)
1	Revolving Chair	High Back PCH-7001D Godrej specification make	1		
2	Table	Trident Middle Godrej specification make	1		
3	Revolving Chair	High Back PCH-7001 Godrej specification make	6		
4	Table	Mafair + ERU pedestal Godrej specification make	6		
5	Chair	Bravo High Back PCH-9U02R Godrej specification make	5		
6	Table	T-08 Godrej specification make	5		
7	Visitor's Chair	PCH-7112R Godrej specification make	5		
8	Computer Table	(Target-105) of Godrej specification make	1		
9	Chair	Mid Back PCH-9U02R Godrej specification make	4		
10	Table	Stylo Godrej specification make	4		
11	Almirah	Storwel plain (6.5' height) of Godrej specification make	3		
12	Rack	Mild Steel File Rack (5.5 Feet Polished 4 Shelves Steel Storage Rack) Godrej specification make	5		
13	<b>Total</b>				

14	GST@18%				
15	Gross Amount				

In words (Rupees.....)

.....)only

Dated \_\_\_\_ / \_\_\_\_ /2022

Signature of the Tenderer with seal.

**SECTION-V**

**ANNEXURE - I**

**DECLARATION FORM**

To,

The Executive Director  
WESTERN ZONE, OPTCL, Burla

Sub:- Tender Specification No-\_\_\_\_\_

Sir,

1. Having examined the above specification together with terms & conditions referred to therein  
\* I/We the undersigned hereby offer to supply the materials / equipment covered therein complete in all respects as per the specification and General conditions, at the rates, entered in the price bid schedule of Tender.
2. \* I / We hereby undertake to have the materials/equipment delivered within the time specified in the Tender.
3. \* I / We hereby guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.

Signed this                      day of \_\_\_\_\_, 20\_\_

Yours faithfully,

Signature of the Bidder  
with seal of the company

[ This form should be dully filled in by the bidder and uploaded at the time of submission of tender.]

\* (Strikeout whichever is not applicable).

**ANNEXURE-II**

[ABSTRACT OF GENERAL TERMS AND CONDITIONS OF CONTRACT [COMMERCIAL] TO ACCOMPANY PART-I]

1(a)	Cost of Tender Document: OPTCL Money Receipt No. & Date / D.D No & Date.	..... .....
1(b)	Earnest money furnished. Bank Guarantee No. & Date / D.D No. & Date.	..... .....
2	Manufacturer's supply experience including user's certificate furnished or not.	<i>Yes/No</i>
3	<b>Delivery :-</b> Whether agreeable to OPTCL's desired delivery period as indicated at in the specification	<i>Yes/No</i>
4	<b>Guarantee:-</b> Whether agreeable to OPTCL's terms.	Yes/No
5	Whether agreeable to furnish <b>Composite B.G.</b> in case his tender be successful	Yes/No
6.	<b>Terms of payment:-</b> Whether agreeable to OPTCL's terms or not.	Yes/No.
7.	<b>Nature of price:-</b> FIRM	Yes/No
8.	<b>Price Reduction:-</b> Whether agreeable to OPTCL's terms or not	Yes/No
9.	<b>Validity: -</b> Whether agreeable to OPTCL's terms or not	Yes/No
10.	Whether materials are ISI/ISO marked.	Yes/No
11.	Furnished Manufacturer's name and its trademark.	Yes/No
12.	Whether registered under GST or not?	Yes/No
13.	Whether declaration form duly filled in furnished or not.	Yes/No.

Place: -

Date: -

Signature of the Bidder  
with seal of the company

SECRET

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

DATE OF DECLASSIFICATION

BY

REASON FOR DECLASSIFICATION

1.1.1

1.1.2

1.1.3

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