

ODISHA POWER TRANSMISSION CORPORATION LIMITED



OFFICE OF THE
SENIOR GENERAL MANAGER (ELECTRICAL)
E.H.T. CONSTRUCTION CIRCLE, SAMBALPUR
AT: 132/33 KV GRID SUB-STATION
GANESH NAGAR, BOHIDAR NUAPALI
P.O. SANKARMA, VIA: REMED
DIST. SAMBALPUR, PIN – 768 006 (ORISSA)
FAX : 0663 – 2540974

TENDER SPECIFICATION NO. EHT (C) / T / 05 / 2016-17 Dated 05.12.2016

FOR

BID DOCUMENT

FOR

**Procurement of office furniture and fixture for 132/33 KV Grid S/S
sarasmal**

START OF SALE OF TENDER SPECIFICATION	:	05.12.2016
LAST DATE OF SALE OF TENDER SPECIFICATION	:	Up to 1.00 P.M. of 20.12.2016
LAST DATE OF SUBMISSION OF TENDER	:	Up to 3.00 P.M. of 20.12.2016
DATE & TIME OF OPENING OF TENDER	:	At 3.30 P.M. of 20.12.2016

Tender Paper Cost : Rs.2,100/-



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

OFFICE OF THE GENERAL MANAGER, ELECTRICAL
E.H.T. CONSTRUCTION CIRCLE, SAMBALPUR

At: 132/33 KV Grid Sub-station, Ganesh Nagar, Bohidar Nuapali
P.O. Sankarma, Via: Remed, Dist. Sambalpur-768006 Phone / Fax : 0663 - 2540974

TENDER CALL NOTICE No. EHT(C) / T / 05 / 2016-17

For and on behalf of the Odisha Power Transmission Corporation Limited the undersigned invites sealed tenders from the eligible suppliers / Authorised Dealer / registered firms / manufacturers having valid S.T.C.C./ VAT / TIN /SRIN clearance certificate and PAN required to be produced at the time of sale of tender specification / documents and furnish the same with the tender for "**supply of Godrej make office furniture and Fixture for 132/33 KV Grid S/S Sarasmal**" in the prescribed format of tender specification, which can be obtained from the office of the undersigned during working hours from dt.**05.12.2016** to 1.00 P.M. of dt. **20.12.2016** on payment of non-refundable cost of tender specification amounting to Rs.2000.00 + 5% VAT = Rs.2100.00 (Rupees Two Thousand One hundred) only in shape of Cash / Bank Draft drawn on any Nationalized Bank payable at Sambalpur in favour of "**E.H.T. Construction Circle, OPTCL, Sambalpur**". The complete tender along with E.M.D. @ 1% of the estimated amount in shape of Cash / Bank Draft / Pay Order drawn in the manner prescribed above will be received up to 3.00 P.M. of **20.12.2016** and the tender will be opened at 3.30 P.M. on the same day in presence of the bidders or their authorized representatives if any. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof, if the situation so warrants and OPTCL shall not be responsible for any postal delay at any stage. For more details please visit our website www.optcl.co.in.

Sd-
Sr. General Manager (Elect.)
E.H.T. Const. Circle, Sambalpur

Memo No: / Dated, Sambalpur

Senior General Manager (Constn.), Zone-II, OPTCL, Sambalpur / Chief General Manager (Constn.), OPTCL, Bhubaneswar for kind information.

Sd/-
Sr. General Manager (Elect.)

Memo No: / Dated, Sambalpur

Copy to the Dy. General Manager, EHT (Constn.) Division Jharsuguda / Bolangir / Dy. General Manager, EHT (O&M) Division, Burla / General Manager, EHT(Constn.) Circle, Bhubaneswar / General Manager, EHT (O & M) Circle, Burla for information. They are requested to display the Tender Notice in their Notice Board.

Sd/-
Sr. General Manager (Elect.)

Memo No:

/ Dated, Sambalpur

Copy to Notice Board / Cashier, EHT (Constn.) Circle, Sambalpur for information.

Sd/-

Sr. General Manager (Elect.)



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E.H.T. CONSTRUCTION CIRCLE, SAMBALPUR

At: 132/33 KV Grid Sub-station, Ganesh Nagar, Bohidar Nuapali

P.O. Sankarma, Via: Remed, Dist. Sambalpur-768006

Phone / Fax : 0663 - 2540974

TENDER DOCUMENT

[For Supply of Godrej Make Office Furniture to 132/33 KV Grid S/DS Sarasmal by authorised dealers]

- (a) Period of issue of Tender Document : From date 05.12.2016 to 20.12.2016
Up to 01.00 PM
- (b) Last date and time for submission of Bids : 20.12.16 up to 3.00 PM
- (c) Date and time for opening of Bids : 20.12.16 at 3.30 P.M
- (d) Cost of the Tender Paper : Rs. 2,100/- (Rs. 2,000/- for cost of the Tender Paper + Rs. 100/- towards VAT @ 5%) to be deposited in shape of Bank Draft in favour of "E.H.T. Construction Circle, OPTCL, Sambalpur" payable at Sambalpur.
- (e) Earnest Money (EMD) amount : Rs.4,989/- (Rupees Four thousand Nine Hundred Eighty Nine) only to be deposited in shape of Bank Draft in favour of "E.H.T. Construction Circle, OPTCL, Sambalpur" payable at Sambalpur.

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page Number
1	Scope and Specification of work	1
2	General Instruction to the Bidders	2
3	Terms and Conditions	3 To 4
4	Application Format (Part - I, II & III)	5 To 8

SCOPE & SPECIFICATION OF WORK

SCOPE:

The Odisha Power Transmission Corporation LTD (OPTCL), invites Sealed Tender in single part bidding system from suppliers / Authorised Dealers / registered firms / manufacturers for Godrej Make Office Furniture as per the specification.

SPECIFICATION:

Specification of Furnitures	Quantity(Approximately)
1. Executive Table with Both side Drawer Table T-9 (1365W x 680D x735H)	4 nos.
2. Table with One Side Drawer T-8 (1199W x .590D x 735H)	6 nos.
3. Computer table Target T-104	2 nos.
4. Computer Chair PCH-7046R	2 nos.
5. Executive Chair PCH-7101R	5 nos.
6. Cane Gutting 'S' Type Chair with Arms CH-7	15 nos.
7. Conference Table Ideate (6 seater)	1 no.
8. Conference Chair PCH-7046R	6 nos.
9. Sheel Almirah with shelves Storwel Plain(1981H x 916W x 486D)	3 nos.
10. Almirah with Shelves + Glass Door (1981H x 916Wx486D)	2 nos.
11. Cupboard with Locking Arrangement PLU 6 Door (1830H x 380W x 450D)	2 nos.
12. Easy Rack 4' (3 Shelves)	6 nos.

The interested Suppliers / Authorised Dealers / registered firms / manufacturers may participate in the Tender process by submitting the Tender documents in complete shape within the specified date line. The Firms / Suppliers submit their Bids in a Sealed Envelope, containing Tender Paper along with required documents super scribing on the Top of Envelope " Tender for Supply of Godrej Make Office Furniture for 132/33 KV grid S/S Sarasmal ", to the Sr. G.M (Elect), EHT(C) Circle, At: 132/33 KV Grid Sub station, Ganesh Nagar, Bohidar Nuapali, P.O. Sankarma, Via: Remed, Dist. Sambalpur-768006 within stipulated date and time.

GENERAL INSTRUCTIONS TO BIDDERS

1. The participated Godrej make office furniture dealers / firms shall have to pay Rs. 2,100/- towards the cost of the Tender Paper which is not refundable in shape of Cash / Bank Draft / Demand Draft or Pay Order drawn on any scheduled Bank in favour of the E.H.T. Construction Circle, OPTCL, Sambalpur" and payable at Sambalpur.

2. The tentative estimated cost of the Tender for above work is Rs. 4,98,880/- (Rupees four lakh ninety eight thousand eight hundred eighty) only.

3. Basing on the above tentative estimated cost, the EMD @ 1% has been calculated and the same is required to be deposited by the authorised dealers in shape of Bank Draft / Demand Draft or Pay Order drawn on any scheduled Bank in favour of the "E.H.T. Construction Circle, OPTCL, Sambalpur" and payable at Sambalpur.

The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Tender or after final execution of order as the case may be without any interest. However, in case of successful dealers the EMD amount shall be converted / adjusted towards the Security Deposit.

4. The successful Bidder shall be required to deposit Security Money @ 5% of the total value of the awarded work. After adjustment of the EMD amount of the Firm / Supplier, the balance amount of Security Money to be deposited in shape of Bank Draft / Demand Draft or Pay Order drawn on any scheduled Bank in favour of the "E.H.T. Construction Circle, OPTCL, Sambalpur" and payable at Sambalpur.

5. The Bids of the Bidders shall be accompanied with the following documents failing which, the Bid of the Bidder(s) shall be rejected :

Copy of the Sales Tax Registration (TIN Numbers)

Copy of the PAN Numbers

Copy of the up-to-date VAT - 612 Clearance Certification

Bank Draft / Demand Draft or Pay Order towards the cost of the Tender Paper ;

Bank Draft / Demand Draft or Pay Order towards the cost of EMD Amount

The copies of Purchase Orders in support of acquiring experience in supply of Office Furniture to any Govt / PSU Organization during the last three years

Copy of authorised dealers certificate

6. The Bids shall be opened on the scheduled date and time at 20.12.2016 at 3.30 PM at the Chamber of Sr. G.M (Elect), EHT(C) Circle, Sambalpur in the presence of the representatives of the Bidder(s), who wish to be present on the spot at that time.

TERMS & CONDITIONS

PRICE :

1. Unit Price shall be inclusive of all Taxes, duties and Charges (i.e. including freight, VAT and any other taxes) for delivery to 132/33 KV grid S/S Sarasmal.
2. The price quoted by the Firm / Supplier shall be firm and no variation shall be accepted.

DELIVERY:

3. The materials shall be delivered within 30 days from the date of awarding the Work Order.
4. The materials shall be delivered by the Bidder as per the specification mentioned above and also in good condition to the Consignee along with Challan in duplicate and Bills in triplicate.

VERIFICATION:

5. (I) The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned supplier has to take back the rejected materials within seven (07) days from the date of rejection at his own expenses failing which the OPTCL will not held responsible for any loss of materials . In case such materials are accepted with penalty as may be decided by the OPTCL. The supplier is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the SDO EHT(C) S/D Jharsuguda of OPTCL.

(II) Supplier shall provide warranty for the items supplied for a period of twelve months from date of supply. If any item found to be defective during the warranty period, the same shall be replaced free of cost.

PAYMENT:

6. The payment shall be made after verification of the materials.
7. The DGM, EHT(C) Division, OPTCL, Jharsuguda shall make the payment. However, Tax (T.D.S.) shall be deducted by the D.D.O, as per rate applicable, from the Bill of the Firm/ Supplier .

PENALTY:

8. In case of delay in delivery of materials and remaining undelivered within the stipulated time, delivery penalty @ 1/2% of the contract of the undelivered materials for each calendar week or a part of delay subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. The date of receipt of materials in the site will be treated as date of supply.

CONSIGNEE :

9. The SDO EHT(C) S/D Jharsuguda or his Authorised representative shall be the Consignee for the above work.

PAYING OFFICER :

10. The DGM EHT(C) Division Jharsuguda shall be the Paying Officer.

OUTRIGHT REJECTION :

11. Non-compliance / submission of documents indicated at Clause - 5 of General Instruction to Bidder are liable for outright rejection of the Firm / Supplier.

12. Conditional Bid of any Firm / Supplier shall be liable for outright rejection.

PERIOD OF VALIDITY:

13. The Tender shall be valid for a minimum period of six (06) months from the date of Opening of the Tender.

DISCRETION POWER:

14. The OPTCL reserves the right :

- (i) To reject all the Bids of the Firms / Suppliers without assigning any reasons thereof ;
- (ii) To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the tender without assigning any reasons thereof ;
- (iii) To cancel the Work Order in the event of unsatisfactory supply/ delay in supply of materials or non-observance of relevant clauses of the work orders.
- (iv) to relax or withdraw any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage

LEGAL JURISDICTION:

15. Any dispute arises out of Work Order, shall be under the jurisdiction of the Civil Court, Sambalpur.

SR. GENERAL MANAGER (ELECT.)
EHT(C) CIRCLE, SAMBALPUR

APPLICATION FORMAT

PART - I

For Supply of Godrej Make Office Furniture

TENDER SPECIFICATION NO. OPTCL _____ Dated _____

1. Name of the Firm / Supply Agency :

2. Details of Cost of Tender Paper : DD/M.R. No. _____ date _____
of Rs. _____ drawn on Bank

3. Details of Earnest Money Deposit : DD No. _____ date _____
of Rs. _____ drawn on Bank

4. Full Office Address : _____
of the Firm / Supply Agency _____

Telephone No. : _____
FAX No. : _____
E-Mail Address : _____

5. Name & telephone no. of : _____
Authorized officer/person
to liaise with OPTCL
Corporate Office

6. PAN / GIR No. : _____
(Attach attested copy)

7. Service Tax Registration No. : _____
(Attach attested copy)
(VAT Clearance Certificate
in VAT - 612 shall be attached)

8. Details of the three years' experience in supplying the materials in Govt. Department / PSU in the following format (if the space provided is insufficient, a separate sheet may be attached) [Copy of the relevant Work Orders shall be attached]:

Sl. No.	Name of the Client with address	Specification of materials supplied with year of supply	Quantity of materials	Total cost of the materials

Date:
Place:

Signature of authorized person
Name:
Seal :

PART - II

(Schedule of Price)
For Supply of Godrej Make Office Furniture

TENDER SPECIFICATION NO. OPTCL _____ Dated _____

Name of the Firm / Supplier:

SL. No.	Specification of the material	Quantity to be supplied	Rate per unit	VAT	Total Amount (including VAT)

Date:
Place:

Signature of authorized person of Firm/Supplier
Name:
Seal:

PART - III

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:
Place:

Signature of authorized person of Firm/Supplier
Name:
Seal: