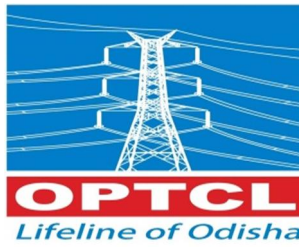




CIN – U40102OR2004SGC007553

**TENDER DOCUMENTS
FOR SUPPLY OF
GODREJ MAKE
OFFICE FURNITURE
BY THE AUTHORISED
DEALERS**



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD. OFFICE: JANPATH, BHUBANESWAR-751 022

CIN – U40102OR2004SGC007553

TENDER DOCUMENT

**[For Supply of Godrej Make Office Furniture to OPTCL HQrs Office, Bhubaneswar
by authorised dealers]**

- (a) Period of issue of Tender Document : **From date of Publication to 16.08.2016
Upto 12.00 PM**
- (b) Last date and time for submission of Bids : **16.08.16 up to 4.00 PM**
- (c) Date and time for opening of Bids : **17.08.16 at 4.00 P.M**
- (d) Cost of the Tender Paper : **Rs. 6,300/- (Rs. 6,000/- for cost of the
Tender Paper + Rs. 300/- towards VAT
@ 5%) to be deposited in shape of Bank
Draft in favour of the D.D.O (Head Qrs.)
OPTCL, Bhubaneswar and payable at
Bhubaneswar**
- (e) Earnest Money (EMD) amount : **Rs.11,000/- (Rupees Eleven thousand)
only to be deposited in shape of Bank
Draft in favour of the D.D.O (Head
Qrs.) OPTCL, Bhubaneswar and
payable at Bhubaneswar**

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SCOPE & SPECIFICATION OF WORK

SCOPE :

The Odisha Power Transmission Corporation LTD (OPTCL), invites Sealed Tender in single part bidding system from authorised dealers of Godrej Make Office Furniture as per the specification.

SPECIFICATION :

Specification of Furnitures	Quantity (Approximately)
1. Executive Table - Trident Middle	02 Nos.
2. Revolving Chair - High Back - PCH - 7001	02 Nos.
3. Computer Table - Target - 105	10 Nos.
4. Computer Chair - PCH - 5002T	06 Nos.
5. Executive Chair - Bravo Mid Back - PCH - 9U02R	16 Nos.
6. Executive Table - Enterprisers - 1500	02 Nos.
7. Table - T - 08	09 Nos.
8. Computer Table - Target - 109	02 Nos.
9. Table Stylo	03 Nos.
10. Executive Chair - Bravo High Back - PCH - 9U01R	02 Nos.
11. Steel Almirah - Storewel Plain	15 Nos.
12. Revolving Chair - High Back - PCH - 7001D	01 No.
13. 4 Door - File Cabinet	02 Nos.
14. 4 Door Book Case	01 No.
15. 2 Door File Cabinet	02 Nos.
16. Visitor Chair - PCH - 7112R	19 Nos.
17. Steel Almirah with sliding Door	01 No.

The interested dealers 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 ", to the D.G.M (HRD), Gen. Admn., OPTCL, Corporate Office, Bhubaneswar - 751022 within stipulated date and time.

GENERAL INSTRUCTIONS TO BIDDERS

1. The participated Godrej make office furniture dealers shall have to pay Rs. 6,300/- towards the cost of the Tender Paper **which is not refundable** in shape of of **Bank Draft / Demand Draft** or **Pay Order** drawn on any **scheduled Bank** in favour of the **D.D.O (Head Qrs.)**,OPTCL and payable at **Bhubaneswar**.

2. The tentative estimated cost of the Tender for above work is Rs. 11,000,00/- (Rupees eleven lakhs) only.

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 of **Bank Draft / Demand Draft** or **Pay Order** drawn on any **scheduled Bank** in favour of the **D.D.O (Head Qrs.)**,OPTCL and payable at **Bhubaneswar**.

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.

3. 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 of **Bank Draft / Demand Draft** or **Pay Order** drawn on any **scheduled Bank** in favour of the **D.D.O (Head Qrs.)**,OPTCL and payable at **Bhubaneswar**.

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

1. Copy of the Sales Tax Registration (TIN Numbers)
2. Copy of the PAN Numbers
3. Copy of the up-to-date VAT - 612 Clearance Certification
4. **Bank Draft / Demand Draft** or **Pay Order** towards the cost of the Tender Paper ;
5. **Bank Draft / Demand Draft** or **Pay Order** towards the cost of EMD Amount
6. 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
7. Copy of authorised dealers certificate

5. The Bids shall be opened on the scheduled date and time at 17.08.2016 at 4.00 PM at the Chamber of D.G.M (HRD),Gen Admn, 2nd Floor of Multistoried Building, OPTCL Corporate Office, Bhubaneswar 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 in OPTCL Head Qrs. Office, Bhubaneswar.
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 appropriate committee of the 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 D.D.O (Head Qrs.), OPTCL shall make the payment with due certification on Stock Proredure. 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 @ ½% 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 Head Quarters Office will be treated as date of supply.

CONSIGNEE :

9. The Asst. Manager (HRD), General Branch, OPTCL Corporate Office, Bhubaneswar shall be the Consignee for the above work.

PAYING OFFICER :

10. The D.D.O (Head Qrs.), OPTCL, Corporate Office, Bhubaneswar shall be the Paying Officer.

OUTRIGHT REJECTION :

11. Non-compliance / submission of documents indicated at Clause - 4 of General Instruction to Bidder is 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 over come 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, Bhubaneswar.

**DEPUTY GENERAL MANAGER (HRD)
GENERAL ADMN.**

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 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

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 :

