



ODISHA POWER TRANSMISSION CORPORATION LTD.

OFFICE OF THE DEPUTY GENERAL MANAGER

EHT (O&M) DIVISION, JAJPUR ROAD

P.O.-SOBRA DIST: - JAJPUR PIN: - 755019 (ODISHA)

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CIN: - U40102OR2004SGC007553

TENDER SPECIFICATION NO. 01/2016-17

FOR

**ANNUAL MAINTENANCE CONTRACT OF A.C. MACHINES & STABILIZERS IN
DIFFERENT OFFICES & SUB - STATIONS
UNDER EHT (O&M) DIVISION, JAJPUR ROAD**

**DATE OF SALE OF TENDER PAPER: - Dt. 19.07.2016 to Dt. 29.07.2016
(During office hours)**

LAST DATE & TIME OF SUBMISSION OF TENDER: - On Dt. 30.07.2016 up to 1.00PM

DATE OF OPENING OF TENDER PAPER: - On Dt. 30.07.2016 at 3.00PM

**COST OF TENDER PAPER: - Rs 2000/- + Rs100/- (VAT@5%)
= Rs 2100/-**

COMMERCIAL SPECIFICATION

PART-I

SECTION-I INSTRUCTIONS TO TENDER

1. Submission of Bids:-

Sealed tenders in duplicate on single part basis, each complete in all respect, in the manner hereinafter specified are to be submitted in the office of Deputy General Manager EHT (O&M) Division, OPTCL, Jajpur Road 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 separate double sealed envelopes super scribed on each of the covers the due date of opening of the bids on the right hand top side of the envelopes. On the left topsides original/duplicate, as relevant, shall be written. **The participants to the tender should have been registered under the Odisha VAT Act and Central Service Tax and must have prior experience of repair and maintenance works of at least 72 no. of A/C machines (Window/Split) and stabilizers in a year.**

2. Tenders shall be in single Part:

The Tenders are required to submit the tenders in single part with sealed covers.

3. Opening of Bids:-

The bid shall be opened in the office of the Deputy General Manager EHT (O&M) Division, OPTCL, Jajpur Road in presence of such of the Tenders or their authorized representatives (limited to one person only) on the due date of opening of tender and after scrutiny of the technical particulars and other commercial terms, clarifications as may be required, shall be sought for from the bidders.

- (a) On receipt of technical clarification the bids shall be reviewed/evaluated and those not in conformity with the technical Specification/qualifying experience, and not accompanied with relevant documents as per clause-'13' shall be rejected. If any of the technical proposals requires modification to make them comparable, discussion will be held with the participating bidders.
- (b) The bidders are required to furnish sufficient information to the Purchaser to establish their qualification/capability to maintain the A.C. Machines & Stabilizers for the year. Such information shall include details of bidder's experience, its financial, managerial and technical capabilities.
- (c) The bidders are also required to furnish details of availability of appropriate technical staff and capabilities to perform maintenance service where applicable. **The above information shall be considered during the first stage of scrutiny and evaluation of bids and any bid, which does not satisfactorily meet these requirements, shall not be considered for price bid evaluation.**
- (d) The price bids of the technically and otherwise acceptable bids, shall only be evaluated as per the norms applicable in terms of this Specification.

4. **Owner's Right Regarding Alteration of Quantities Tendered:**

The Owner may alter the quantities and/or area at the time of placing orders. Initially the Purchaser may place order for lesser quantity with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders. **Order may also be split among more than one Tender for any particular item if considered necessary in the interest of the owner.**

5. **Procedure & opening time of Tenders:**

Tenders will be opened in the office of the Deputy General Manager EHT(O&M) Division, Jajpur Road on the specified date and time in presence of such of the Tenders or their authorized representatives (limited to one person only) in case of each bidders who may desire to be present, at the time of opening the bids. The Deputy General Manager EHT(O&M) Division, Jajpur Road or his authorized representatives will, on opening each bid, read aloud the name of the bidder. He shall also read aloud the attested and un-attested corrections and shall record the number of such corrections on each page of the technical bid over his dated initials and also initial all such corrections.

6. **Eligibility for Submission of Bids:**

Tenderers who have purchased the Specification from the office & deposited the tender cost while submitting the tender will only be considered.

7. **Mode of Submission of Bids:**

(A) Bids, complete in all respect shall be submitted in person or by registered Post with A.D. Any other mode shall not be accepted. When delivered in person, the tenders shall be received by a responsible officer of the office of the Deputy General Manager EHT(O&M) Division, OPTCL, Jajpur Road who shall officially acknowledge the receipt of the same. Tenders received after due date and time shall be returned un-opened.

(B) **Telegraphic, Telephonic or Fax Tenders** shall not be accepted under any circumstances.

8.

(i) **Earnest Money Deposit:-**

The tender shall be accompanied by Earnest Money Deposit of value (Rs 5,000/-) specified in the notice inviting tender. **Tenders without the required E.M.D. will be rejected outright and their tender bid envelop will be returned to them.**

The earnest money deposit shall be furnished in the shape of Bank draft to be drawn in favour of EHT (O&M) Division OPTC, Jajpur from any Nationalized bank.

(ii) No interest shall be paid on the Earnest Money Deposit.

(iii) No adjustment towards Earnest Money Deposit shall be permitted against any outstanding amount with the Odisha Power Transmission Corporation Limited.

(iv) In the case of un-successful Tenderer the Earnest Money will be refunded immediately after the tender is decided. In the case of successful tenderer, EMD will be refunded only after furnishing of security money referred to at Clause-16 of section-II. 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.

(v) Earnest Money will be forfeited if the Tenderer fails to accept the letter of intent and/or purchase orders issued in his favour.

(vi) Tenders not accompanied by Earnest Money/documentary proof of exemption of E.M.D. shall be summarily rejected.

9. Validity of the Bids:

The tenders should be kept valid for a period of 120 days from the date of opening of the tender as notified in the tender notice failing which the tenders will be rejected.

10. Price: Tenderers are requested to quote FIRM price only.

11. Revision of Tender Price By Bidders:-

- (a) After opening of tenders and within the validity period, no reduction or enhancement in price will be entertained. If there is any change in price, the tender shall stand rejected and E.M.D. deposited shall be forfeited. In case of bidders who are exempted from depositing E.M.D. and who revise their price within the validity period, the bids for similar items against subsequent tender call notice of OPTCL, may not be considered.
- (b) If required, the Tenderer may be asked to extend the validity period of bids under the same terms and conditions as per the original tender except for the change in delivery period, In such an event the Tenders are free to change any or all conditions of their bids including price at their own risk.

12. 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 Deputy General Manager EHT(O&M) Division, OPTCL, Jajpur road. This however, does not entitle the Tenderer to ask for time beyond due date fixed for receipt of tender.

13. Documents to Accompany Bids:-

Tenderers are required to submit tenders in the following manner. Bids not accompanying with the following documents shall be out rightly rejected.

Tender shall contain the following Documents:-

- i. Declaration Form. (As per Annexure-I)
- ii. Earnest Money deposit as per clause 8 (i) in support of exemption from Earnest Money Deposit if any.
- iii. Technical Specification and Guaranteed Technical Particulars confirming to the Purchaser's Specification along with drawings and literature if any.
- iv. Abstract of terms & Conditions in prescribed Proforma as per Annexure-II.
- v. List of orders executed for similar items during preceding two years including the customer's name & P.O. copies & performance certificates.
- vi. Data on past experience as per Clause-6 of Section-II of the Specification.
- vii. Up to date VAT clearance certificates.
- viii. Copy of Pan Card ,VAT & Service Tax Registration Number
- ix. Memorandum of the Association of Articles of the Firm if applicable.
- x. List of personnel on roll to undertake the job.

14. **General:**

- i) Over writing shall be avoided.
- ii) Erasures and any other changes shall bear the dated initial of the person signing the tender.
- iii) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the owner shall be final and binding on the Tenderer.
- iv) For evaluation the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
- v) Notice inviting tender shall from part of this Specification.

Rave
14.07.16

**DEPUTY GENERAL MANAGER
EHT(O&M) DIVISION, JAJPUR ROAD**