

**ODISHA POWER TRANSMISSION CORPORATION LIMITED  
OFFICE OF THE GENERAL MANAGER (ELECTRICAL)  
EHT (O & M) CIRCLE, BIDYUTPURI COLONY, BERHAMPUR  
CIN: U40102OR2004SGC007553**

**TENDER SPECIFICATION FOR TENDER CALL NOTICE NO.07/2015-16**

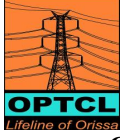
**FOR  
SUPPLY OF GODREJ MAKE OFFICE FURNITURE REQUIRED FOR OFFICE OF  
THE GENERAL MANAGER, EHT (O&M) CIRCLE, BERHAMPUR**

**ISSUED TO:-.....**

.....

.....

**Cost of tender paper Rs.2000/- + 5% VAT = Rs.2100/-  
(Rupees Two Thousand OneHundred) only**



**ODISHA POWER TRANSMISSION CORPORATION LIMITED  
(A GOVERNMENT OF ODISHA UNDERTAKING)  
OFFICE OF THE GENERAL MANAGER (ELECTRICAL)  
EHT (O & M) CIRCLE, BIDYUTPURI COLONY, BERHAMPUR  
FAX/☎: 0680-2291905, ☎0680-2291904  
CIN: U40102OR2004SGC007553  
NOTICE INVITING TENDER**

**Advt. No. 07/2015-16**

Sealed tenders are invited by the undersigned from Manufactures/Authorised Dealers having valid I.T. PAN, VAT Registration/Up-to-date VAT Clearance Certificate, valid Dealership Certificate etc. for supply of Godrej Make office furniture required for O/O. General Manager, EHT (O&M) Circle, Berhampur.

Commencement of Sale of Tender Paper:- From Dated 06.07.2015 to Dated 27.07.2015 up to 5.00 PM.

Last Date of Submission of Tender Paper: Dated 28.07.2015 up to 2.00 PM.

Date of Opening of Tender Paper:- Dated 28.07.2015 at 3.00 PM.

For details please visit our website [www.optcl.co.in](http://www.optcl.co.in)

Corrigendum if any will be published in the website only.

General Manager(Elect.)

**OFFICE OF THE GENERAL MANAGER (ELECTRICAL) EHT (O & M)  
CIRCLE, BIDYUTPURI COLONY, BERHAMPUR**

**INDEX**

1	SECTION-I	INSTRUCTION TO TENDERERS
2	SECTION-II	GENERAL CONDITIONS OF CONTRACT
3	SECTION-III	TECHNICAL SPECIFICATION OF MATERIALS
1	ANNEXURE-I	GENERAL TERMS & CONDITIONS
2	ANNEXURE-II	REQUIREMENT OF MATERIALS
3	ANNEXURE-III	SCHEDULE OF PRICE
4	ANNEXURE-IV	DETAILED DATA SHEET TO BE FURNISHED BY THE TENDERER
5	COST OF TENDER PAPER	Rs.2000/-+ 5% VAT = Rs.2100/- (Rupees Two Thousand One Hundred) Only By Cash /Bank Draft drawn in favour of General Manager, EHT O&M Circle, Berhampur
6	SALE OF TENDER PAPER	<b>From –06.07.2015 to 27.07.2015</b> (during office hours.)
7	LAST DATE AND TIME OF RECEIPT OF TENDER PAPER	<b>Dt. 28.07.2015 up to 2.00 P.M.</b>
8	DATE AND TIME OF OPENING OF THE TENDER	<b>Dt.28.07.2015 at 3.00 P.M</b>

**SECTION-I**  
**INSTRUCTION TO TENDERERS**

1. Tender document will be received from the tenderers who have only purchased the tender paper from this office or downloaded the same within schedule date. The money receipts / D.D. towards tender paper purchased or downloaded should be enclosed with the tender documents, failing which the offer will be rejected "REPEAT REJECTED". The tender must be submitted in duplicate in original signature in both copies in a sealed cover.
2. The purchaser may alter the quantity of materials at the time of placing orders with( + or -) 15% variation. Order may also be split up among more than one tenderers for any particular item.
3. The Tenderer may deviate from the specification while quoting, if in his opinion, such deviation is /are in line with the manufacturers standard practice and conducive to a better and more economical offer. All such deviations should however be clearly indicated giving full justifications for such deviations.
4. The purchaser reserves the right to reject the lowest or any other tenders or all tenders without assigning any reason thereof what-so-ever.
5. Tender shall be submitted in person or by registered post with A.D. Any other means of delivery shall not be accepted. When submitted by post, postal delay shall not be considered. When delivered in person, the tenders shall be delivered to a responsible officer of the office of the General Manager, Elect. EHT (O&M) Circle, Berhampur, who shall officially acknowledge the receipt of the same. Tender received after due time and date shall be returned un-opened.
6. Telegraphic tenders shall not be accepted under any circumstances.
7. The tender should be kept valid for a period of 120 days from the date of opening of the tender (failing which the tenders will be rejected). The prices quoted shall be firm till delivery and price variation will be allowed.
8. Tenderers are expected to be fully conversant with the meaning of all the clauses of the specification before submitting their tender. In case of doubt regarding the meaning of any clause, the tenderer may ask for clarification in writing from the undersigned. This however, does not entitle the tenderer ask for time beyond due date fixed for receipt of tender.
9. Conditional offers shall not be accepted.
10. (i) Over-writing shall be avoided. Each over writing shall be duly attested by the Tenderer.  
(ii) 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 tenderer.
11. The tender shall be accompanied with attested legible Xerox copy of IT PAN Card, valid VAT Registration Certificate with up-to-date clearance & Dealership Certificate of Godraj make Furniture, which must be valid on the date of opening of tender.
12. Tender shall be received from the Manufacturer or Authorized Dealers having the valid Certificate of Authorization .

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

## **SECTION-II**

### **GENERAL CONDITIONS OF CONTRACT**

1. **SCOPE OF THE CONTRACT:**

The scope of the contract shall be to deliver materials at destination in accordance with the enclosed Technical Specification and Schedule of requirement (Section-III).

2. **CONTRACTOR TO INFORM HIMSELF FULLY:**

The supplier shall examine the instructions to tenderers General Conditions of Contract. Specification and the Schedule of quantity and delivery to satisfy himself as to all the terms and conditions and circumstances affecting the contract price. He shall quote price (s) according to his own views on these matters and understanding that, no additional allowances, except otherwise provided therein will be levied. The purchaser shall not be responsible for any mis-understanding or incorrect information obtained by the supplier other than information given to the contract or in writing by the purchaser.

3. **MANNER OF EXECUTION:**

All materials to be supplied under the contract shall conform to the latest publication of relevant ISS.

4. **DELIVERY:**

The materials are to be delivered within 30 days from the date of placement/ issue of purchase order. Time being the essence of the contract; the material shall be supplied within the delivery date. The purchaser however, reserves the right to re-schedule the delivery and change the destination, if required. The delivery period shall reckon from the date of placing the purchase order.

5. **DESPATCH INSTRUCTION:**

- (I) The materials should be securely packed and despatched by Road Transport on freight paid basis. The Transport Receipt shall be in the name of the Consignee and not booked to self.
- (II) The materials may be despatched at Transport through reputed and licensed carrier agencies to the destination, such as Berhampur in Ganjam district as per the list in Section-III.

6. **SUPPLIER'S DEFAULT INABILITY:**

The purchaser may upon incidence on default by the Supplier, terminate the contract in circumstance detailed hereunder.

If in the judgment of the purchaser, the supplier fails to make delivery of materials within the time specified in the contract or within the period for which extension has been granted by the purchaser or if the supplier fails to comply with any of the other provisions of the contract.

**7. FORCE MAJEURE:**

The supplier shall not 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 Public enemy, act of Govt. Fires, Floods, Epidemics, Quarantine in restrictions, Strikes, Freight embargoes and provided that the supplier shall within ten (10) days from the beginning of such delay, notify the purchaser in writing with supporting documents of the cause of delay, the purchaser shall verify the facts and grant such extension of facts justify.

**8. REJECTION OF MATERILAS:**

In the event of any of the materials supplied by the supplier is found defective in materials or workmanship or otherwise not in conformity with the requirements of the contract specification. The purchaser shall either reject the materials or request the supplier in writing to replace the same. The supplier on receipt of such notice shall replace the defective materials free of cost to the purchaser. If the supplier fails to do so, the purchaser may terminate the contract for balance materials with enforcement of penalty as per contract & forfeiture of Security deposit.

**9. EXTENSION OF TIME:**

If the delivery of materials is delayed due to reason beyond the control of the supplier, the supplier may represent to the purchaser in writing to his claim with reason for extension of time. The purchaser on receipt of such request may agree to extend the contract delivery date as may be reasonable without prejudice to other terms and conditions of the contract.

**10. GURANTEE PERIOD:**

The materials covered by this specification should be guaranteed for satisfactory trouble free operation and against defects in design, materials and workmanship for a period of at least 18 (eighteen) months from the date of delivery or 12 (twelve) months from the date of its use which-ever is earlier. The above guarantee certificate shall be furnished in triplicate to the purchaser for his approval. Any defect noticed during this period should be rectified/ replaced by the supplier free of cost to the purchaser provided such defects are due to faulty design, bad workmanship or bad materials used upon written notice from the purchaser.

**11. PRICE:**

The price should be firm and FOR destination O/O General Manager, EHT(O&M) Circle,Berhampur only as per schedule of requirement in Annexure-II at our site store by Road Transport. The price should be inclusive of packing, forwarding, freight, insurance charges, excise duty and other taxes, if any. The VAT/CST if extra, shall be paid by the purchaser as per actual. The price and amount are to be furnished in the Price Bid (Annexure-III).

**12. TERMS OF PAYMENT:**

100% payment with Sales Tax, /VAT shall be paid after delivery of materials to the Consignee & fitting at the site in good and complete shape, and verification thereof subject to submission of Guarantee & Test certificates approved by the undersigned for observation of satisfactory trouble free performance on written request of tenderers.

13. **Consignee:** Dy. Manager, EHT (O&M) Circle, Berhampur is the **consignee** for the above supply.

14. **Paying Officer:** The General Manager, EHT (O&M) Circle, Berhampur is the **paying officer** for this supply.

**15. PENALTY FOR DELAY IN COMPLETION OF CONTRACT:**

If the supplier shall fail to deliver the materials within the phase delivery schedule, specified in the contract or any extension granted hereto, the purchaser shall recover from the supplier, penalty for sum of half of one percent (0.5%) of the contract price of the undelivered materials for such calendar week or part thereof delay. The total amount of penalty shall not exceed five percent of the contract price of the units so delayed. Materials are to be delivered in complete shape. If certain components/ materials are not delivered in time. The materials will be considered as delayed until such time as the missing parts are delivered.

**16. FREE REPLACEMENT:**

Free replacement after loss/damage/breakage of materials during the transit shall be made by the supplier immediately on receipt of information from the Consignee without waiting for settlement of their claim with Transport or Insurance Company.

**17. TEST CERTIFICATE:**

Necessary Manufacturer Certificate / Test Certificate in respect of the materials / spares covered under the Purchase order shall be submitted before dispatch of materials for approval. Test Certificate in respect of materials should confirm to relevant ISS. The test Certificate from ISI approved testing laboratory will also be accepted as and where applicable.

**18. SUBMISSION OF PROOF REGARDING MANUFACTURER'S CERTIFICATE/ AUTHORISED DEALERSHIP CERTIFICATE/ REPUTED SUPPLIER CERTIFICATE, PRICE LIST OF THE MANUFACTURER, PAST EXPERIENCE OF EXECUTION OF ORDER PERFORMANCE CERTIFICATE, TECHNICAL LITERATURE etc.:**

Attested eligible Xerox copied of necessary Manufacturer's certificate, valid authorized dealer certificate, price list and technical literature etc., should be

furnished, if required, the firms may be requested to produce such original certificates for verification. Past experience of execution of Purchase orders need to be furnished by the bidders. The tenderer shall be accompanied with dimensional drawing and technical literature, leaf-lets manuals, if any.

**19. INSURANCE:**

As the price of the materials are to be quoted for delivery at destination by Road Transport the goods in transit may be insured by the supplier with his own insurance underwriter at their cost and risk. This office will not any way be responsible for any trouble that may arise on this account with the insurance underwriter. However, necessary shortage or breakage certificate will be made available to the supplier by the Consignee soon after receipt of the same from the carriers.

**20. JURISDICTION OF THE HIGH COURT OF ODISHA:**

Suits, if any arising out of this contract shall be filed by either party in a Court of Law at Berhampur, Dist. Ganjam to which the jurisdiction of High Court of Odisha extends.

**21. DEVIATION FROM SPECIFICATION:**

It is interest of the tenderers to study the specification, specified in the tender schedule thoroughly before tendering, so that, if any deviation are made by the tenderers, the same are prominently brought out in the body of their tender with submission of relevant Test Certificate from appropriate Testing Authority.

**22. RIGHT TO REJECT / ACCEPT ANY TENDER:**

The purchaser reserves the right either to reject or accept any or all tenders, Orders may also be split up between different tenderers on individual merits of the tenders without assigning any reason thereof.

**23. VALIDITY:**

Price and conditions of the Tender shall be valid for a period of 120 days from the date of opening of the tender, failing which, the tender shall be rejected.

**24. ENCLOSURES:**

(a) The following schedule and proforma are to be enclosed with the tender.

(i) Schedule of Price (Annexure-III)

(ii) Tender Qualification criteria (Section-II)

(b)The leaf-lets for the materials with make and performance certificates are to be enclosed with the tender. The make of materials are to be furnished in col.2 of Annexure-I (Schedule of price) for all items quoted. The materials bearing ISI marked has to be indicated.

**25. OUTRIGHT REJECTION OF TENDERS:**

Tenders shall be out-rightly rejected, if they do not comply with the following requirements.



- (i) Tender should have purchased the specification from the office of the purchaser or may be downloaded from OPTCL website. But a copy of the Money Receipt in support of having purchased the tender document should be enclosed with the tender.
- (ii) Tenders shall be submitted in person or by Registered Post with A.D. within the stipulated period.
- (iii) Tenders shall not be submitted telegraphically or by FAX.
- (iv) Tenders shall be kept valid for a period of 120 days from the date of opening of tender.
- (v) Tenders shall be accompanied by Photostat copy of valid IT, PAN & STCC, VAT clearance & Dealership Certificate.
- (vi) Tenders to be submitted in duplicate duly signed in sealed envelope.

**General Manager, Elect.**

**SECTION-III**  
**TECHNICAL SPECIFICATION & SCHEDULE OF REQUIREMENT**  
**FOR FURNITURE**

All the furniture must be of Godrej make.

**ANNEXURE-I**  
**GENERAL TERMS AND CONDITIONS**

1. a. **Quantity of Materials:**The detailed quantity of required materials are appended at Annexure- II  
b. **Validity:** The Tenderers are requested to keep the validity of their offer for a period of 3 months from the date of opening of tender.
2. **Price:** The bidders are advised to quote their rate as per the price schedule at Annexure - III. The unit rate and the total amount should be entered in figures and words. Any correction should be attested under the seal of the firm. In case of any difference between figure and words in the price schedule the price mentioned in words should be taken into consideration for evaluation.
3. **Delivery period:**The Supply should be completed in full shape within 30 days from the date of issue of Purchase order.
4. **Penalty:** Penalty @ 1/2% (half per cent) per week up to a maximum of 5% of the total value of the work order will be imposed and recovered from dues admissible if the materials are not supplied within the specified date of delivery. However imposition of penalty clause is subject to force major condition.
5. **Terms of Payment:** Hundred per cent payment will be paid by the paying officer after completion of supply & erection in good condition and verification thereof by the consignee and approval of Guarantee Certificate from the competent authority. The bills in triplicate may be submitted to the paying officer along with delivery challan duly verified by the concerned Consignee.
6. **Guarantee:** The materials covered under this contract should be guaranteed against defects in material for a period of 18 months from the date of supply or 12 months from the date of use whichever is earlier. In case of any defects noticed during this period the same shall be replaced / rectified by the supplier free of cost provided such defects are due to fault design, bad workmanship or bad materials used upon written notice -from the undersigned. The replaced material should also have similar guarantee. The above guarantee certificate shall be furnished in triplicate to the undersigned for approval. In the event of any breach or default in all or any condition of purchase order Security Deposit will be forfeited.
7. **Consignee:** Dy. Manager, O/O General Manager, EHT(O&M) Circle, Berhampur is the **consignee** for the above work.
8. **Paying Officer:** The General Manager, EHT(O&M) Circle, Berhampur is the **paying officer** for this supply.
9. **Jurisdiction of Court:** Suits if any, arising against the supply order to be issued to the contractor shall be filed by either party in any court of law to which the jurisdiction of Odisha High Court extends.

10. **Outright rejection of Tenderers:** The offers submitted by the supply shall be out rightly rejected if they do not comply to the S1. No. 2 to 10 of Annexure - IV.

The Authority reserves the right to award the contract among any responsive bidders against this tender.

11. **Submission of PAN, TIN & VAT Clearance Certificate:-** Clear attested Xerox copies of PAN issued by the competent authority (valid during the execution of the tender) & VAT clearance certificate (TIN) valid on the date of opening of tender should be submitted along with tenders failing which the tender will be rejected. The may be requested to produce original PAN Card and VAT clearance Certificate for verification at the time of opening of tender. Those who fail to produce the same and found not to be valid on the date of opening of tender their tenders should be rejected.

All other terms and conditions will be governed by OPTCL as per Rules.

**General Manager, Elect.**

**ANNEXURE-II**  
**REQUIREMENT OF FURNITURE**

<b>Serial No</b>	<b>Item Details</b>	<b>Unit</b>	<b>Quantity</b>
1	Visitors Chairs (PCH-7112R) of Godrej make	No.	9
2	Glass Door Book Shelves (4dr book case of Godrej make	No.	1
3	Computer Chair (PCH5002T) of Godrej make	No.	3
4	Computer Table ( Tarrget109 ) of Godrej make	No.	1
5	Computer Table ( Target 105 ) of Godrej make	No.	2
6	Storwel Plain Almirah(6.5'height) Godrej make	No.	6

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

**ANNEXURE-III**  
**SCHEDULE OF PRICE**

**Date:**

<b>Serial No</b>	<b>Description of materials</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate in Rs.</b>	<b>Amount in Rs.</b>
1	Visitors Chairs (PCH-7112R) of Godrej make	No.	9		
2	Glass Door Book Shelves (4dr book case of Godrej make	No.	1		
3	Computer Chair (PCH5002T) of Godrej make	No.	3		
4	Computer Table ( Tarrget109 ) of Godrej make	No.	1		
5	Computer Table ( Target 105 ) of Godrej make	No.	2		
6	Storwel Plain Almirah(6.5'height) Godrej make	No.	6		

**Place:**

**SIGNATURE OF THE TENDERER  
WITH SEAL**

**ANNEXURE-IV**  
**DETAILED DATA SHEET TO BE FURNISHED BY THE**  
**TENDERERS**

1	Name of the Agency with detailed postal	
2	Attested copy of STCC/CST Furnished	Furnished /Not Furnished
3	Attested copy of PAN no/VAT Clearance Certificate	Furnished /Not Furnished
4	Attested copy of ITCC Furnished	Furnished /Not Furnished
5	Attested copy of Dealership Certificate for supply of Godrej make Furniture	
5	Agreed to furnish Contract security deposit specification	Yes/No
6	Agreed to accept payment terms as per the tender specification	Yes/No
7	Agreed to adhere to completion of supply as per the tender specification	Yes/No
8	Agreed to accept penalty clause as per the tender.	Yes/No
9	Attach past Experience certificate for similar job in OSEB/GRIDCO / OPTCL OR any other Agencies	Yes/No
10	Agreed to keep validity of the offer 3 month from the date of Tender opening without any variation in tender clause.	Yes/No
11	Date of Submission of tender	

**Date:-**

**Signature of the Tender  
With Seal**