

ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ.
ODISHA POWER TRANSMISSION CORPORATION LIMITED



(A Govt. of Odisha undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR-751022,

OFFICE OF THE GENERAL MANAGER (Elect)

EHT (O&M) CIRCLE, BHUBANESWAR

AT-Grid Sub-Station, Chandaka, PO-KIIT

Bhubaneswar-751024

E-mail - ehm.cle.bbs@optcl.co.in

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EXPRESSION OF INTEREST FOR THE YEAR:2021-22 FROM ELIGIBLE VENDORS TO PREPARE A VENDOR LIST FOR EHT (O&M) CIRCLE, BHUBANESWAR FOR EXECUTION OF DIFFERENT TYPES OF CIVIL, ELECTRICAL WORKS AND SUPPLY OF DIFFERENT MATERIALS IN DIFFERENT GRID SUB-STATIONS AND OFFICES UNDER EHT(O&M),CIRCLE ,BHUBANESWAR

COST OF DOCUMENT : Rs.200/- (by cash)

Money Receipt No.....

Date:.....

GSTIN:.....

GENERAL MANAGER (ELECT)
EHT (O&M) CIRCLE, BHUBANESWAR

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EXPRESSION OF INTEREST FOR THE YEAR: BBS /2020-21
OF EHT (O&M) CIRCLE, BHUBANESWAR



1. INFORMATION TO VENDORS Pg. 3-4
2. VENDOR ENLISTMENT FORM Pg.5
3. COMMENCEMENT OF SALE OF FORM Dt. 01.11.2021 (During office hours)
4. LAST DATE & TIME OF SALE OF FORM Dt. 15.11.2021 (Up to 12:00P.M.)
5. LAST DATE & TIME OF RECEIPT OF FORM WITH DOCUMENTS Dt. 15.11.2021 (Up to 03:00P.M.)
6. OPENING OF DOCUMENTS DT. 16.11.2021 (AT. 11:30 AM)

SECTION-I
INFORMATION TO VENDORS

The interested vendors must read in detail the instruction and submit their relevant documents along with Vendor Enlistment Form in a closed envelop and kept in an outer envelope super-scribed as:

- **EXPRESSION OF INTEREST FOR THE YEAR: BBS /2021-22**
- From (Name of the Company) with detail address

1. General Manager EHT (O&M), Circle, OPTCL, Bhubaneswar intends to prepare a vendor list for EHT (O&M) Circle, Bhubaneswar for execution of different Civil and Electrical Works and supply of different materials in different Grid sub-stations and offices under the jurisdiction of EHT (O&M) Circle, Bhubaneswar for estimated value of up to Rs 1(one) lakh as mentioned below:-

i. **Category-1 (CIVIL AND RELATED WORKS)**

For execution of different Civil through Civil contractors.

ii. **Category-2 (ELECTRICAL AND RELATED WORKS)**

For execution of different Electrical works through MV & HT Electrical license holders.

Group-1 (CODE-E1)

- Arrest of Transformer oil leakage, hydraulic oil leakages, SF6 gas leakage etc.

Group-2 (CODE-E2)

- Painting of equipment, Transformers and other electrical appliances.

Group-3 (CODE-E3)

- Cleaning of High rise Electrical equipment building like GIS room, ACDC room, etc.

Group-4 (CODE-E4)

- For repair of electrical fans, motor pumps and electrical appliances by reputed repairing units.

Group-5 (CODE-E5)

- Any other Electrical related works.

iii. **Category-3 (SUPPLY OF MATERIALS / WORKMEN / CONSUMABLES / TRANSPORT)**

Group-1 (CODE-S1)

- For procurement of different electrical consumable materials like different types of fuses, Electrical contractors, wires, Ferrules, lighting materials , Panel indicators, insulation boards, Switch yard light fittings, LEDs and others as required from reputed manufacturers , Company distributors , authorized dealers, reputed suppliers, consumables and other material.

Group-2 (CODE-S2)

- For procurement of maintenance consumables like markin cloth, paints, grease, mobil, cotton waste, silica gel, Rustolene, CRC , oil leakage arrestors, Petroleum jelly, Aluminium binding tapes, M-seal compound.

Group-3 (CODE-S3)

- For procurement of hardware materials like nuts, bolts, clamps and connectors, chequered plates, cutting tools, T & P materials etc.

Group-4 (CODE-S4)

- Printing, supply of stationary materials, flex printing materials and other items relating to printing by reputed suppliers and printers.

Group-5 (CODE-S5)

- For procurement of Bay marshalling Kiosks, ACDB, DCDB panels, console boxes, junction boxes, Chairs, tables, Almirahs, racks etc, from manufacturers, authorized dealers, reputed suppliers, SSI units, DGS&D, EPM Rate Contracts Holders etc.

Group-6 (CODE-S6)

- Supply of different IT consumables like cartridge, ribbon, chords etc. and repair of computer, printer, UPS, FAX etc from reputed suppliers, authorized dealers.

Group-7 (CODE-S7)

- Supply of different chemicals, gases and consumables for oil testing equipment of OTL (Oil Testing Laboratories).

Group-8 (CODE-S8)

- Fire Extinguishers:-Refilling and supply of spare parts.

Group-9 (CODE-S9)

- Supply of vehicles for transportation and logistics.

Group-10 (CODE-S10)

- Supply of labourers / workmen / supporting staffs for working at NON-HAZARDOUS AREAS.

Group-11 (CODE-S11)

- Supply of Nitrogen, Dry Gas, etc. for drying out process of transformers.

Group-12 (CODE-S12)

- Supply of Hydra, JCB, Cranes and weightlifting machines and man lifter, etc.

NOTE: a) All categories have been segregated according to the nature and area of use of material to create a database for internal use of this office, which will facilitate us to easily identify the vendors for related items required.

iv. But all bidders for above classification of material will be clubbed up and put under the main category as a) **Category-1 (CIVIL AND RELATED WORKS)**

b) **Category-2 (ELECTRICAL AND RELATED WORKS)**

c) **Category-3 (SUPPLY OF MATERIALS / WORKMEN / CONSUMABLES / TRANSPORT)**

2. Guidelines for filling up the vendor enlistment form for reference and easy understanding:

- Bidders have to purchase one form at a cost of Rs. 200/-.
- Bidders can apply for single and / or multiple classification by doing photocopy of the said form. So for multiple application, category, group and code have to be precisely mentioned. Agencies dealing with multiple classification enumerated as Section-I such as supply of different electrical consumables, chemical and gases, workmen, etc. have to be applied separately.

3. Those who are interested to get empanelled in the vendor list should furnish their willingness along with the following documents to the office of the undersigned on or before Dt. **15.11.2021** in person/Registered post with A.D/Courier service. The list so finalized after scrutiny shall be displayed in the OPTCL website and Notice Board of this office.

4. Documents Required

I. For Civil and Electrical works.

1. Valid Contractor License.
2. GST Registration certificates, PAN Card / Income tax return.

3. Present address for communication, telephone numbers (land and mobile), e-mail id is compulsory for correspondence.
4. Past experiences (along with copy of Orders) of execution of similar works, if any.
5. Mention the nature of works that the agency is capable of executing in OPTCL.

II. For Supply of Materials and repairing works.

1. Firm registration certificates, if any.
2. GST Clearance & PAN Card.
3. **Authorized Dealership Certificate**, Manufacturer's license, if any.
4. Present address for communication, Phone numbers (Landline and Mobile), e-mail id is compulsory for future correspondence.
5. Mention the types of materials that the agency is capable of supplying/repairing.

III. For Travel / Transport Agency

1. GST Registration certificates, PAN Card / Income tax return.
2. Present address for communication, telephone numbers (land and mobile), e-mail id is compulsory for correspondence.
3. Past experiences (along with copy of Orders) of execution of similar works, if any.

IV. For Labourer Suppliers

1. Valid Contractor License.
2. GST Registration certificates, PAN Card / Income tax return.
3. Present address for communication, telephone numbers (land and mobile), e-mail id is compulsory for correspondence.
4. Past experiences (along with copy of Orders) of execution of similar works, if any.

5. CONDITIONS

- a) Vendor Enlistment Form will be collected from the EHT (O&M) Circle, OPTCL, Bhubaneswar by submission of application form and cost of Rs. 200/- by cash **during office hours in all working days before the date and time notified for sale of documents.**
 - b) Documents shall be submitted either in Person or by Registered post with A.D/Courier service at the office of the EHT (O&M) Circle, OPTCL, Bhubaneswar. Any other means of delivery shall not be accepted.
- 6. The EXPRESSION OF INTEREST shall be outright rejected if they do not comply with the following requirements.**
- a) Vendor should have purchased the Vendor Enlistment Form from the office of the General Manager, EHT (O&M) Circle, OPTCL, Bhubaneswar and submit the same with enclosed original money receipt of this Office.

- b) Documents shall be submitted in person or by Registered post with A.D/Courier service which should be received before closing date and time.
- c) Documents shall not be submitted by e-mail.
- d) Non submission of Xerox copies of self-attested documents.
- e) The Vendor shall submit duly filled up Vendor Enlistment Form in full shape.
- f) In case of misconduct / forgery work action / production of fraudulent documents etc.

7. The final valid vendor list shall be displayed in OPTCL web site and notice board in the office of the undersigned which will be intimated through their mail id.

NOTE:

1. VALID GST REGISTRATION AND PAN CARD IS MANDATORY FOR ANY CATEGORY.
2. On case specific while working in ELECTRICAL HAZARDOUS AREA, the agency should have valid HT license along with all documents as mentioned in the respective category.
3. Agency should always undertake to maintain SAFETY NORMS during work execution as per OPTCL practice.
4. The authority reserves the right for rejection of any firm from the approved list without assigning any reason thereof.
5. Validity of the final selected vendor list may be extended to subsequent years, if it is felt necessary and authority desires.
6. To apply for multiple Category / Group / Code, vendor enlistment form to be photocopied and submitted separately for each classification. But copies of required documents such as PNA, GST may be submitted with one form only.

GENERAL MANAGER (ELECT)
EHT (O&M) CIRCLE, BHUBANESWAR

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ODISHA POWER TRANSMISSION CORPORATION LIMITED
EHT (O&M) CIRCLE, BHUBANESWAR
VENDOR ENLISTMENT FORM-2021-22

APPLIED FOR: CATEGORY:....., GROUP:....., CODE:.....

- 1 Name of the Firm
- 2 Type of Business Firm
(Proprietorship/Company/Partnership)
- 3 Place of Business:
(with detailed address)
- 3 Telephone/Mobile No.
- 4 E-mail ID
- 5 PAN No.
- 6 GSTIN
- 7 Type of License:
(Civil/Electrical/Transport/others if any)
- Regd. No. and Validity Period:
- 8 Nature of Business:
- 9 Whether the firm is Manufacturer/Channel
Partner/Distributor/Authorised Dealer
(Details should be Furnished)
- 10 Past Experience in executing Orders of OPTCL
or any Government organisation
- (Details to be Furnished)
- 11 Sales/Turnover of last three Years
(Year wise Break up to be submitted)
- 12 Details of enlisted in vendor at other units of
OPTCL

I/We solemnly declare that the information furnished by me / our firm are true to the best my/our knowledge and belief. If anything found false the name my /our firm may be deleted from the vendor listing of EHT(O&M), Circle, Bhubaneswar

Dat.....

Authorised Signatory

9

Place:.....

with seal of the Firm

