



**ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ.**

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

(A Govt. of Odisha undertaking)

CIN – U40102OR2004SGC007553

REGD. OFFICE: JANPATH, BHUBANESWAR-751022,  
OFFICE OF THE GENERAL MANAGER(EI),EHT(C) CIRCLE,SAMBALPUR  
At.Ganesh Nagar, Bohidar Nuapali, PO- Sankarma ,Sambalpur-768006,

Telephone: (0663)2540039, Email: [ehc.cle.sbp@optcl.co.in](mailto:ehc.cle.sbp@optcl.co.in).

**TENDER SPECIFICATION FOR OPEN TENDER CALL NOTICE NO. EHT(C)/T/04/2022-23 OF GM(EI),EHT(C) CIRCLE SAMBALPUR FOR “SUPPLY OF OFFICE FURNITURE OF GODREJ MAKE FOR DIFFERENT OFFICE UNDER EHT(C) DIVISION, JHARSUGUDA”.**

**COST OF TENDER DOCUMENT**

**Rs. 2,000/- + GST 18%=Rs.2360/-**

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### TENDER SPECIFICATION FOR TENDER CALL NOTICE NO.EHT(C)/T/ 04/2022-23

- |   |   |
|---|---|
| 1. SECTION-I                                      | Instruction to Bidders  |
| 2. SECTION-II                                     | General Terms and Conditions of Contract.   |
| 3. SECTION-III                                    | Technical Specification   |
| 4. SECTION-IV                                     | Schedule of Quantity, & Price bid   |
| 5. SECTION-V                                      | Abstracts of terms and conditions and<br>Guaranteed Technical Particulars, Bid<br>security declaration  |
| 6. Cost of tender document                        | Rs. 2,000/-+ 18% GST =Rs.2360.00<br><br>By Demand draft to be drawn in favor of<br>GM(EI),EHT(C) Circle, Sambalpur payable at<br>Sambalpur (Non-Refundable) |
| 7. COMMENCEMENT OF<br>SALE OF TENDER PAPER        | Dt.30.06.2022 (During office hours)   |
| 8. LAST DATE OF SALE OF<br>TENDER PAPER           | Dt.11.07.2022 (During office hours))  |
| 9. LAST DATE & TIME OF<br>RECEIPT OF TENDER PAPER | Dt.12.07.2022 Up to 1:00P.M.  |
| 10. DATE & TIME OF OPENING<br>OF BID              | Dt.12.07.2022 at 3.30 P.M.  |

# ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.

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For and on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD,  
GM(EI),EHT(C) CIRCLE SAMBALPUR invites Tenders from manufacturer/authorized  
dealer/reputed suppliers fulfilling the eligibility criteria and must possess valid GST registration  
certificate,PAN for “SUPPLY OF OFFICE FURNITURE OF GODREJ MAKE FOR FOR  
DIFFERENT OFFICE UNDER EHT(C) DIVISION,JHARSUGUDA”.

GENERAL MANAGER  
EHT(C) CIRCLE, SAMBALPUR

## SECTION-I

### **INSTRUCTION TO BIDDERS(INB)**

1. The bidders must read in detail the “Instruction to Bidder”, “General terms and conditions” and “Technical Specification” before filling the Tender documents. There are five sections in this Tender Specification.

2. **TENDERS:**

- a) Bidders must submit their bids with original signature **in individual page.**
- b) Manufacturers/ Authorized Dealers / registered suppliers are only eligible to quote.

Tender must be submitted in sealed envelopes super-scribed as for “**SUPPLY OF OFFICE FURNITURE OF GODREJ MAKE FOR FOR DIFFERENT OFFICE UNDER EHT(C) DIVISION,JHARSUGUDA.** against Tender Call Notice No- **EHT(C)/T/04/2022-23** and addressed to GM(EI),EHT(C) Circle, Sambalpur.

Bid shall be submitted either in Person or by Registered post with A.D/Courier service. Any other means of delivery shall not be accepted. Detailed postal address with PIN, phone No./ E-mail must be mentioned in the application requesting for Tender document and on the Tender Bid. The Bid submitted in person is to be dropped in the Tender Box. Bids received after due date and time will not be considered. The authority will not be responsible for receipt of Tender after due date and time for postal delay or any other reasons.

- c) Conditional offers will not be accepted.
- d) If the last date of receipt of tender and its opening is declared as a holiday, it will be received and opened on the next working day in same time.
- e) **Bidders shall quote for all items. Quotation for individual or part items will not be entertained.**

3. **EARNEST MONEY DEPOSIT (EMD):** The tender must be accompanied by **bid security declaration as per the annexure(Section-V ,Annexure-I)**

- 4. INFORMATION OF COMPETITORS:** Bidders have right to know information on competitors only at the time of opening of the bids. No further information on competitors shall be provided at any other point/ stage of the tender without prejudice to Right to Information Act, 2005.
- 5. OPENING OF BIDS:–**
- a) Copy of up-to-date PAN Card and GST Registration & Manufacturer or Authorized Dealership certificate (wherever applicable) should be enclosed with the tender.
  - b) Bidders themselves or their authorized representatives shall be allowed to attend opening event of the tender.
- 6.** The purchaser may alter the quantities of furniture and fitting at the time of placing orders. Orders may also be split up among more than one bidder if necessary. Only those who have purchased the tender specification in the name of their firm from this office can submit their tender. Tenders submitted by others will be rejected. The Bidders may please note that the Word ‘item’ in the paragraph shall mean the furniture as specified in the ‘Tender Specification’. In case of deviations, the decision of the purchaser shall be final.
- 7.** The purchaser reserves the right to reject the lowest or any other tender or all tenders without assigning any reason what so ever.
- 8.** Tenders should be prepared clearly and without any overwriting and corrections. Erasures and other changes shall bear the dated initial of the person signing the bid.
- 9.** 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 bidder.
- 10.** For evaluation, the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
- 11. The Bidders shall be outright rejected if they do not comply with the following requirements.**
- a) Bidder should have purchased the relevant tender specification from the office of the GM(EI),EHT(C) Circle, Sambalpur and indicate the money receipt No and date of this Office.
  - b) Bids shall be submitted in person or by Registered post with A.D/Courier service which should be received before the opening of tender as specified in the tender call notice.
  - c) Tenders shall not be submitted by E-mail.
  - d) **Bid shall be accompanied by bid security declaration .**

- e) Bid shall be kept valid for a minimum of **120** days from the date of opening of the tender.
- f) The bid shall not be conditional.
- g) In case of authorized dealer, necessary authorized dealership certificate should be submitted along with the tender duly issued by the manufacturer which should be valid on the date of opening of the bid. The registered suppliers have to mention the name of the manufacturer in their bid.
- h) Violation of terms and conditions set forth and provided in the tender specification.
- i) Non submission of copies of I.T. Pan Card, valid GST registration certificate.
- j) The bidder shall submit duly filled up abstract of terms and conditions.

**General Manager(EI)**  
**EHT(C) Circle,Sambalpur**

## SECTION - II

### GENERAL TERMS & CONDITIONS OF CONTRACT (G.T.C.C)

1. **SCOPE OF CONTRACT:**

The scope of the contract covers supply of office furniture of Godrej make confirming to relevant IS and as per the Specification, for different Office under DGM(EI),EHT(C) Jharsuguda. Bidders are requested to go through the schedule of quantity where the office furnitures are needed to be delivered

2. **PRICE:** The price should be **firm** and FOR destination at our site store by rail/road transport. The price should be inclusive of all charges like packing, forwarding, freight, insurance charges, and GST.

3. **DELIVERY:** The materials shall be supplied at Jharsuguda within **30 days** from the date of issue of purchase order. The successful bidder must take every step to deliver the materials at scheduled destination within the delivery period. The purchaser however reserves the right to reschedule the delivery, change of destination.

4. **VALIDITY:** Price with terms and conditions of the offer shall be **valid for a minimum period of 120 days from the date of opening of tender** failing which their tenders will be rejected.

5. **INSURANCE:** Insurance of furniture and fitting is to be done by the supplier at his own cost. The responsibility of delivery of the furniture and fitting at destination in good condition rests with the supplier. Any claim with the insurance company Railway authority/Road transport authorities arising due to loss or damage in transit has to be settled by the supplier. The supplier shall undertake free replacement of furniture and fitting damaged or lost which will be reported by the consignee within 10 days of the receipt of the furniture and fitting at destination without waiting for the settlement of the claims with the carriers and underwriters. Any loss or damage to the equipment during handling, transportation, at site shall be to the account of the Supplier.

6. **DESPATCH INSTRUCTIONS:** The furniture and fitting should be securely packed and dispatched by Rail/Road transport to destination ie.Jharsuguda as per delivery schedule. Detailed instruction regarding dispatch of materials will be indicated at the time of placing order.

7. **TERMS OF PAYMENT:**

Payment shall be made on *Supply furnitures & fittings at site* including GST, in full as applicable including freight, Insurance charges on receipt of furniture and fitting in good condition at stores / desired site and verification thereof, subject to prior approval of bidder's Guarantee Certificate & Manufacturer's Guarantee Certificate by the Purchaser. Tax as applicable shall be deducted from the source.

8. **PAYING AUTHORITY:** DGM(EI),EHT(C) Jharsuguda

9. **PRICE REDUCTION:**

i).If the supplier fails to deliver the materials within the delivery period as stipulated under Clause No.3 (Section-II) of this tender document or any extension granted thereto, the purchaser shall recover from the supplier price reduction for a sum of half percent (i.e. 0.5 percent) of the contract price for each calendar week or part thereof of limited to maximum of 5% of cost (exclusive of GST) of the undelivered portion of the furniture and fitting and incomplete portion of the work.

ii).OPTCL shall recover the price reduction schedule from the bill of the Contractor.

10. **EXTENSION OF TIME:** If the delivery of furniture and fitting is delayed due to reason beyond the control of supplier, the supplier shall without delay give notice to the purchaser in writing for an extension of time with detail justification. The purchaser on receipt of such notice may agree to extend the contract delivery date if reasonable but without prejudice to other terms and conditions of this contract.

11. **GUARANTEE PERIOD:**

a) The **Supplier** has to guarantee for satisfactory performance and against defects in design and equipment for a period of 12 (twelve) months from the date of supply. The above Guarantee Certificate shall be furnished in triplicate to the purchaser for his approval.

b) Any defects noticed during this period should be rectified by the Supplier free of cost to the Purchaser provided such defects are due to faulty design, bad workmanship or bad materials used, within seven(7) days upon written notice from the Purchaser failing which provision of **Clause (9)** shall apply.

c) Furniture and fitting found defective during Guarantee period shall have to be guaranteed after repair/replacement for a further period of 12 months from the date of commissioning.

d) Date of delivery as used in this Clause shall mean the date on which the furniture and fitting



are received at site in good condition.

**12. GST REGISTRATION, PAN CARD & AUTHORIZED DEALERSHIP CERTIFICATE :**

Attested legible Xerox copies of Income Tax PAN Card, GST Registration & clearance Certificate & authorized dealership certificates (if applicable) valid on the date of opening of the bid should be submitted along with tenders without which bid will be rejected at the time of opening. If required, the bidder shall have to produce original documents for verification any time after the opening of bid. Those who fail to produce the same and found not to be valid on the date of opening of the bid, their tenders will be rejected.

**13. FREE REPLACEMENT:** Free replacement of furniture and fitting lost/damaged due to transit shall be made immediately on receipt of the intimation from the consignee/Paying Officer without waiting for settlement of the claim of bidders with Railway/Lorry/Insurance Company.

**14. QUANTITY VARIATION:** The quantity to be ordered may undergo revision at the time of placement of orders.

**15. STANDARDS:** The materials offered shall confirm to relevant IS.

**16. FORCE MAJEURE:** The Supplier shall not be 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 the public enemy, acts of Govt., Fires, Floods, Epidemics, Quarantine restrictions, strikes, Freight Embargo, provided that the Supplier shall within seven (7) days from the beginning of such delay notify the Purchaser in writing of the cause of delay, upon which, the Purchaser shall verify the facts and grant such extension as facts justify.

**17. JURISDICTION OF COURT:** For the purpose of jurisdiction of Court in the event of any dispute shall be deemed to have entered into any Court of law to which the jurisdiction of Odisha High Court extends and it is hereby expressly agreed that neither party shall be competent to bring a suit in regard to the matter covered by this purchase at any place outside in State of Odisha.

**18. Correspondences.**

a) Any notice to the supplier under the terms of the contract shall be served by e-mail / Registered Post or by hand at the Supplier's Principal Place of Business.

b) Any notice to the Purchaser shall be served at the Purchaser's Principal Office in the same manner.

**Outright Rejection of Tenders**

Bid shall be outrightly rejected if the followings are not complied with:

a) The Bid will be submitted through e-mail

- b) The Bid shall be kept valid for a minimum period of 120 days from the date of Tender opening.
- c) The schedule of prices should be filled up fully to indicate the break-up of the prices including taxes and duties. Incomplete submission of this schedule will make the tender liable for rejection.
- d) The Bidder should quote '**FIRM**' price only and the price should be kept valid for a minimum period of 120 days from the date of opening of the tender.
- e) The prescribed EMD shall be submitted on or before the date and time of opening of the bid.
- f) The Bids not accompanied with the required descriptive literature etc.**
- g) The bid shall not be conditional.
- h) There must not be any violation to the terms & conditions set forth and provided in the tender specification.
- i) Attested copies of I.T. Pan card and **GSTIN** certificate shall be submitted along with the bid.
- j) **Authorized dealership certificate issued by the manufacturers (In case of authorized dealer)**, valid on the date of opening of the bid shall be submitted along with the bid.
- k) There must not be any deviation to the delivery schedule as specified in tender specification.
- l) All the necessary excel sheets like techno-commercial bid sheet, price bid sheet etc. attached with the tender should be duly filled up without any empty cells.

**General Manager(EI)**  
**EHT(C) Circle,Sambalpur**

**SECTION - III**  
**TECHNICAL SPECIFICATION**  
**TECHNICAL SPECIFICATION FOR FURNITURES & FIXTURES:**

| <b>Sl. No.</b> | <b>Name of the Furniture</b> | <b>Specification</b>  |
|----------------|------------------------------|---|
| <b>1</b>       | <b>Revolving Chair</b>       | <b>Godrej make – Bravo High Back PCH-9U01R</b>                  |
| <b>2</b>       | <b>Revolving Chair</b>       | <b>Godrej make – Bravo Mid High Back PCH-9U02R</b>              |
| <b>3</b>       | <b>Table</b>                 | <b>Godrej make – Table enterprisers 1500 without CPU hanger</b> |
| <b>4</b>       | <b>Table</b>                 | <b>T-08 Godrej make</b>   |
| <b>5</b>       | <b>Visitor’s Chair</b>       | <b>PCH-7112R Godrej make</b>                                    |
| <b>6</b>       | <b>Computer Table</b>        | <b>Companion-9 of Godrej make</b>                               |
| <b>7</b>       | <b>Steel Almirah</b>         | <b>Slim line-4SH with 2 door of Godrej make</b>                 |

**General Manager(EI)**  
**EHT(C) Circle,Sambalpur**

**SECTION-IV**  
**SCEHUDLE OF QUANTITY**

| <b>Sl. No.</b> | <b>Name of the Furniture</b> | <b>Specification</b>  | <b>Qnty in nos.</b> |
|----------------|------------------------------|---|---------------------|
| <b>1</b>       | <b>Revolving Chair</b>       | <b>Godrej make – Bravo High Back PCH-9U01R</b>                  | <b>04</b>           |
| <b>2</b>       | <b>Revolving Chair</b>       | <b>Godrej make – Bravo Mid High Back PCH-9U02R</b>              | <b>06</b>           |
| <b>3</b>       | <b>Table</b>                 | <b>Godrej make – Table enterprisers 1500 without CPU hanger</b> | <b>03</b>           |
| <b>4</b>       | <b>Table</b>                 | <b>T-08 Godrej make</b>   | <b>02</b>           |
| <b>5</b>       | <b>Visitor’s Chair</b>       | <b>PCH-7112R Godrej make</b>                                    | <b>18</b>           |
| <b>6</b>       | <b>Computer Table</b>        | <b>Companion-9 of Godrej make</b>                               | <b>04</b>           |
| <b>7</b>       | <b>Steel Almirah</b>         | <b>Slim line-4SH with 2 door of Godrej make</b>                 | <b>05</b>           |

**General Manager(EI)**  
**EHT(C) Circle,Sambalpur**

## PRICE SCHEDULE

| Sl. No. | Name of the Furniture | Specification  | Qty (nos). | Rate (in Rs.) | Total (in Rs.) |
|---------|-----------------------|--|------------|---------------|----------------|
| 1       | Revolving Chair       | Godrej make – Bravo High Back PCH-9U01R                  | 4          |               |                |
| 2       | Revolving Chair       | Godrej make – Bravo Mid High Back PCH-9U02R              | 6          |               |                |
| 3       | Table                 | Godrej make – Table enterprisers 1500 without CPU hanger | 3          |               |                |
| 4       | Table                 | T-08 Godrej make   | 2          |               |                |
| 5       | Visitor's Chair       | PCH-7112R Godrej make                                    | 18         |               |                |
| 6       | Computer Table        | Companion-9 of Godrej make                               | 4          |               |                |
| 7       | Steel Almirah         | Slim line-4SH with 2 door of Godrej make                 | 5          |               |                |
| 8       | <b>Total</b>          |  |            |               |                |
| 9       | <b>GST@18%</b>        |  |            |               |                |
| 10      | <b>Gross Amount</b>   |  |            |               |                |

In words (Rupees.....)

.....)only

Dated \_\_\_\_\_/\_\_\_\_\_/2022

Signature of the Tenderer with seal.

**SECTION-V**  
**ANNEXURE - I**  
**BID SECURITY DECLARATION FORM**

To

The General Manager (EI)

EHT(C) Circle,Sambalpur

Sub:- Tender Specification No-\_\_\_\_\_

Sir,

1. Having examined the above specification together with terms & conditions referred to therein \* I/We the undersigned hereby offer to complete the service/works covered therein complete in all respects as per the specification and General conditions, at the rates, entered in the attached contract schedule of prices in the Tender.
2. \* I/We hereby undertake to provide the service/works delivered within the time specified in the Tender.
3. \* I/We hereby guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.
4. \* I/We certify to have submitted the bid by remitting \*cash/D.D./ remitting the cost of tender, herewith and this has been acknowledged by your letter/ money receipt No. \_\_\_\_\_ Dated, \_\_\_\_\_
5. In the event of Tender, being decided in \*my/our favour, \* I/We agree to furnish the security deposit, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to \*me/us as per clause-5 of section-II of this specification within 15 days of issue of letter of intent/purchase order failing which \*I/We clearly understand that the said letter of Intent/Purchase order will be liable to be withdrawn by the purchaser.

**Bid Security Declaration**

\*I/We further declare that, we will not modify/withdraw the bid after opening of bid during its validity period and in such an event we agree that OPTCL would be free to debar us from participating in the tenders floated by OPTCL for a period of three years .

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Yours faithfully

Signature of the Bidder with seal of the company

**ANNEXURE-II**

[ABSTRACT OF GENERAL TERMS AND CONDITIONS OF CONTRACT ]

|     |  |                |
|-----|--|----------------|
| 1   | Cost of Tender Document:<br>OPTCL Money Receipt No. & Date / D.D No & Date.                                  | .....<br>..... |
| 2   | Manufacturer's supply experience including user's certificate furnished or not.                              | <b>Yes/No</b>  |
| 3   | <b>Delivery :-</b> Whether agreeable to OPTCL's desired delivery period as indicated at in the specification | <b>Yes/No</b>  |
| 4   | <b>Guarantee:-</b> Whether agreeable to OPTCL's terms.   | Yes/No         |
| 5   | Whether agreeable to furnish <b>B.G.</b> in case his tender be successful                                    | Yes/No         |
| 6.  | <b>Terms of payment:-</b> Whether agreeable to OPTCL's terms or not.   | Yes/No.        |
| 7.  | <b>Nature of price:-</b> FIRM  | Yes/No         |
| 8.  | <b>Price Reduction:-</b> Whether agreeable to OPTCL's terms or not   | Yes/No         |
| 9.  | <b>Validity: -</b> Whether agreeable to OPTCL's terms or not   | Yes/No         |
| 10. | Furnished Manufacturer's name and its trademark.   | Yes/No         |
| 11. | Whether registered under GST or not?   | Yes/No         |
| 12. | Whether declaration form duly filled in furnished or not.  | Yes/No.        |

Place: -

Date: -

Signature of the Bidder  
with seal of the company