



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
**(A Government of Odisha Undertaking)**  
**OFFICE OF THE DEPUTY GENERAL MANAGER (ELECTRICAL)**  
**EHT (O&M) DIVISION, CHATRAPUR**  
**At-Puti-Gopalpur, Chatrapur, Dist-Ganjam (Odisha) Pincode-761020**

**TENDER SPECIFICATION FOR TENDER CALL NOTICE No. 03/2017-18**

For

**“SUPPLY OF OFFICE FURNITURE OF GODREJ MAKE OR EQUIVALENT  
SPECIFICATION FOR THE OFFICE OF DGM EHT (O&M) DIVISION,  
CHATRAPUR.”**

**Cost of tender paper Rs. 2000/- + 5 % VAT=Rs.2100/-  
(Rupees two thousand one hundred only)**

**ISSUED TO:-**

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Cug phone: 9438908077

E-mail - [ehm.div.chtrpr@optcl.co.in](mailto:ehm.div.chtrpr@optcl.co.in)



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
(A Government of Odisha Undertaking)  
**OFFICE OF THE DEPUTY GENERAL MANAGER (ELECTRICAL)**  
**EHT (O&M) DIVISION, CHATRAPUR**  
At-Puti-Gopalpur, Chatrapur, Dist- Ganjam (Odisha), Pincode-761020  
CIN- U40102OR2004SGC007553

**NOTICE INVITING TENDER**

**Advt. No. 03/2017-18**

Sealed tenders are invited by the undersigned from the Authorized dealers/ reputed companies having valid I.T PAN, authorized dealership certificate, VAT Registration certificate, VAT clearance certificate, price list for supply of office furniture of Godrej make or equivalent specification for the office of DGM EHT (O&M) Division, Chatrapur.

**Cost of Tender Paper:** - Rs 2000/+ VAT@5% (Rs2100/-)

**EMD @ 1% of estimated cost:** -Rs 2200/-

**Sale of Tender documents:** From Dt.21.06.17 to Dt. 30.06.17 up to 5.00PM on working days only.

**Last date of submission of tender:** Dt. 01.07.17 up to 2.00 PM.

**Date of opening of tender:** Dt. 01.07.17 at 4.00 PM

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

Corrigendum if any will be published in the web site only.

Dy. General Manager, EHT(O & M)Division, Chatrapur

**TENDER SPECIFICATION FOR TENDER CALL**  
**NOTICE No. 03/2017-18**  
**OF EHT (O & M), DIVISION, CHATRAPUR**  
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6.	SECTION – VI	No Relation Certificate
7.	COST OF TENDER PAPER (Non-refundable)	Rs. 2000/- + 5 % VAT=Rs.2100/- (Rupees two thousand one hundred) only by Cash/ Bank Draft drawn in favour of Dy. General Manager, EHT(O & M) Division, Chatrapur payable at Chatrapur, Odisha.
8.	E.M.D	Rs. 2200/- only by cash / bank draft drawn in favour of Dy.General Manager, EHT (O & M) Division, Chatrapur payable at Chatrapur, Odisha.
9	SALE OF TENDER PAPER	From <b>21.06.17 to Dt. 30.06.17</b> (During office hours) available in the office of the Dy. General Manager (Ele.), EHT (O&M) Division, OPTCL, Chatrapur
10.	LAST DATE OF RECEIPT OF TENDER PAPER	<b>Dt. 01.07.17 up to 2.00 PM</b>
11	DATE & TIME OF OPENING OF TENDER	<b>Dt. 01.07.17 at 4.00 PM</b>
12	Tender posted by the registered post to should be reached at:	<b>Odisha Power Transmission Corporation Ltd., Office of the Dy. General Manager, EHT (O &amp; M) Division, Chatrapur, At-Puti-Gopalpur, Chatrapur, Dist- Ganjam (Odisha),Pincode-761020</b>

INSTRUCTION TO BIDDERS

The Bidders must read in detail the “Instruction to Bidders” and “General terms and conditions” before filling the tender documents.

1. TENDERS:

- A) Bidders must submit their bids with original signature. Only those who have purchased the Tender specification from this office can submit their Tender. Tenders submitted by other will be rejected.
- B) Tender must be submitted in sealed cover subscribed as “**Tender call Notice No. 03/2017-18 : Supply of office furniture of Godrej make or equivalent specification for the office of DGM EHT (O&M) Division, Chatrapur** on or before 30.06.2017 for opening and addressed to the **Dy. General Manager, EHT (O & M) Division, Chatrapur.**
- C) Tender shall be submitted either in person or by registered post & any other means of delivery shall not be accepted. Detailed postal address with PIN No., Phone/Fax/Email of bidder must be mentioned in the application requesting for tender document and on the tender bid. The authority is not responsible for receipt of tender after due date due to postal delay or any other reasons. The tender should be posted by the registry post to reach at **Odisha Power Transmission Corporation Ltd., Office of the Dy. General Manager, EHT (O & M) Division, Chatrapur, At-Puti-Gopalpur, Chatrapur, Dist- Ganjam (Odisha), Pincode-761020.** Tenders received after due date due to postal delay or any other reason will not considered. The tenderer who wants to receive the tender paper by post have to deposit additional Rs100.00 along with the tender paper cost.
- D) The bidder is to deposit EMD @ 1% of estimate value in shape of cash / bank draft drawn in favour of Dy. General Manager, EHT (O & M) Division, Chatrapur. The EMD of successful tenderers will be refunded after deposit of security-cum-performance deposit. The EMD of all unsuccessful tenderers shall be refunded on written request after finalization of tender. No interest shall be paid on EMD. No adjustment towards EMD shall be permitted against outstanding amount, if any, remained with the OPTCL.

2. Experience:

The Tenderers should be registered order suppliers/ Manufacturer/ authorized dealer. The bidders may submit the copy of past experience if any regarding supply of similar materials to GRIDCO/ OPTCL or any other state or central PSUs.

3. FORFEITURE OF EMD:

- A) In the event the successful tenderer fails to carry out the works / partly carry out the works as per the technical specification the EMD so deposited shall be forfeited.
- B) Any deviation from the terms and conditions of the contract the EMD so deposited shall be forfeited without any notice.

**4. INFORMATION ON 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 TENDERS:**

A) Copy of PAN card/ TIN/ VAT Registration No / CST Registration No & VAT clearance must be enclosed with the tender bids.

B) Bidders themselves or their authorized representatives limited to one person only (possessing authorization letter in original) shall be allowed to attend opening event of the tenders.

6. The purchaser may alter the quantities of materials at the time of placing orders. Orders may also be split up among more than one tenderer if necessary. The purchaser reserves the right to reject the lowest or any other Tender or all tenders without assigning any reason what so ever.
7. Tender should be prepared clearly and without any overwriting and corrections. Erasures and other changes shall bear the dated initial of the person signing the Tender.
8. 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. For evaluation, the price mentioned in words shall be taken if there is any difference in figure and word in the price bid.

## SECTION-II

### GENERAL TERMS AND CONDITIONS

1. **Validity:** Tenderers are requested to keep the validity of their offer for a period of 06 months from the date of opening of tender.
2. **Price:** The price quoted by tenderer should be firm, F.O.R. destination inclusive of freight, Insurance, Packing, Forwarding charges inclusive discount, if any.
3. **Taxes:** The requirement of office furniture is in respect of our office at Chatrapur and these are to be delivered at site only. The rates to be quoted only for Godrej or any equivalent brands conforming to technical specifications, inclusive of all charges and Taxes.
4. **Terms of Payment:** 100% payment with taxes etc shall be made within 45 days after receipt of materials in full and in good condition & verification thereof by the consignee.
5. **Delivery:** The materials in full quantity shall be delivered within 45 days of receipt of purchase order, failing which purchase order shall be liable for cancellation with forfeiture of Earnest money/ Security Deposit.
6. **Penalty:** If the supplier shall fail to deliver the materials within the delivery period as stipulated under clause No. 5 (Section-II) of this Tender document or any extension granted there to, the purchaser shall recover from the supplier penalty for a sum of half percent (i.e. 0.5 percent) of the contract price for each calendar week or part thereof of delay. However the total amount of penalty shall not exceed 5% (five percent) of the contract/ undelivered items price. Materials will be deemed to have been delivered only when all the component parts are also delivered. If certain components are not delivered in time, the supply will be treated as delayed until such time the missing/ undelivered parts are delivered period.
7. **Extension of time:** If the delivery of materials is delayed due to reason beyond the control of supplier, the supplier shall without delay give 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.
8. **EMD:** The tenderers are requested to deposit EMD @ **Rs 2200/-** in shape of cash / D.D. Drawn in favour of **Dy. General Manager, EHT (O&M) Division, Chatrapur**. The tender without EMD will be liable for rejection. The D.D / original money receipt for the EMD should be enclosed along with original tender paper.
9. **Security Deposit:** The tenderers whose offer qualifies for acceptance will be awarded Work Order and the contractor shall have to be deposit Security-cum-performance guarantee equal to 10% (Ten percent) of contract value in shape of Cash / Bank Draft in favour of **Dy. General Manager, EHT (O&M) Division, Chatrapur**. The Security deposit will be released after two months of completion of the guarantee period subject to fulfillment of guarantee stated under clause-10 on a receipt of application for this purpose. No interest shall be paid to the supplier towards the security deposit so deposited by the supplier.
10. **Guarantee:** The materials covered under this contract should be guaranteed for trouble free and satisfactory performance against any defect in design, materials and

workmanship for a Period of at least **1year** from the date of delivery. Any defect noticed during this period should be rectified / replaced by the firm free of cost provided such defects are due to faulty design, bad workmanship or bad materials used. The replaced materials should also have similar guarantee. In the event of any breach on default in all or any condition of purchase order Security Deposit will be forfeited.

- 11. Insurance:** Insurance of materials is to be done by the supplier at their own cost. The responsibility of delivery of the materials at destination in good condition rests with the supplier. Any claim with the insurance company Railway authority/ Road transport authorities arises due to loss or damage in transits has to be settled by the supplier. The supplier shall undertake free replacement of materials damage or lost which will be reported by the consignee within 30 Days of the receipt of the materials at destination without waiting for the settlement of the claims with the carriers.
- 12. Dispatch Instruction:** The materials should be securely packed and dispatched by Rail/ road transport to the office of DGM EHT (O&M) Division Chatrapur. The cost of transportation will be borne by the supplier.
- 13. Consignee:** - The Estimator, EHT (O&M) Division Chatrapur is the consignee & verifying officer for the contract.
- 14. Paying Officer:** The **DGM, EHT (O&M) Division, Chatrapur** is the paying officer for this contract.
- 15. Submission of VATCC, CST Registration no & PAN:**-Clear attested Xerox copies of PAN No. & VAT clearance certificate / CST Registration valid on the date of opening of tender should be submitted along with the tender.
- 16. Jurisdiction of Court:** Dispute if any, arising against the supply order issued to the supplier shall be filed by either party in any court of law to which the jurisdiction of Odisha High Court extends.

The Authority reserves the right to reject the notice/ award the contract among any responsive bidders against this tender or without assigning any reason thereof. All other terms and conditions will be governed by OPTCL as per Rules.

**SECTION - III****TECHNICAL SPECIFICATION FOR FURNITURE:**

<b>Sl. No.</b>	<b>Name of the Furniture</b>	<b>Specification</b>	<b>Quantity</b>
<b>01</b>	<b>Table</b>	<b>Mayfair + ERU Pedestal of Godrej make or equivalent specification</b>	<b>01 (One)</b>
		<b>T-8 of Godrej make or equivalent Specification</b>	<b>02 (Two)</b>
<b>03</b>	<b>Visitors Chairs</b>	<b>(PCH 7112R) of Godrej make or equivalent specification</b>	<b>04 (Four)</b>
<b>04</b>	<b>Computer Table</b>	<b>(Target-105) of Godrej make or equivalent specification</b>	<b>03 (Three)</b>
<b>05</b>	<b>Computer chairs</b>	<b>(PCH-5002T) of Godrej make or equivalent specification</b>	<b>03 (Three)</b>
<b>06</b>	<b>Almirah</b>	<b>Storwel plain (6.5' height) of Godrej make or equivalent specification</b>	<b>02 (Two)</b>
<b>07</b>	<b>Chair</b>	<b>Bravo Mid back PCH-9U02R of Godrej make or equivalent specification</b>	<b>03 (Three)</b>
<b>08</b>	<b>Filing cabinets</b>	<b>Vertical filing cabinets (4 drawer) with filing pockets of Godrej make or equivalent specification</b>	<b>01 (One)</b>
<b>09</b>	<b>Locker</b>	<b>Master Safe MS-01 Premium Mild Steel Electronic Safe with Key &amp; Secret Locker</b>	<b>01 (One)</b>



## SECTION - IV

SCHEDULE OF PRICE

Sl. No.	Name of the Furniture	Specification	Quantity	Rate in Rs	Amount in Rs.
01	Table	Mayfair + ERU Pedestal of Godrej make or equivalent specification	01 (One)		
		T-8 of Godrej make or equivalent Specification	02 (Two)		
02	Visitors Chairs	(PCH 7112R) of Godrej make or equivalent specification	04 (Four)		
03	Computer Table	(Target-105) of Godrej make or equivalent specification	03 (Three)		
04	Computer chairs	(PCH-5002T) of Godrej make or equivalent specification	03 (Three)		
05	Almirah	Storwel plain (6.5' height) of Godrej make or equivalent specification	02 (Two)		
06	Chair	Bravo Mid back PCH-9U02R of Godrej make or equivalent specification	03 (Three)		
07	Filing cabinets	Vertical filing cabinets (4 drawer) with filing pockets of Godrej make or equivalent specification	01 (One)		
08	Locker	Master Safe MS-01 Premium Mild Steel Electronic Safe with Key & Secret Locker	01 (One)		
09	Total				

(Rupees.....)

Date:  
Place:

Signature of the Tenderer  
with Seal

**SECTION - V****DETAILED DATA SHEET TO BE FURNISHED BY THE TENDERERS**

1	Name of the Agency/Contractor with detailed postal address.	
2	Earnest money deposited vide <b>Bank Draft No./ money receipt No</b> _____date_____ amount in Rs. _____ (Rupees _____)only	
3	Attested copy of STCC/CST furnished	Furnished / Not furnished
4	Attested copy of I.T PAN Card	Furnished / Not furnished
5	Attested copy of VAT Registration Certificate	Furnished / Not furnished
6	Attested VAT Clearance Certificate	Furnished / Not furnished
7	Agreed to furnish Contract security deposit	Yes / No
8	Agreed to accept payment terms as per the tender specification	Yes / No
9	Agreed to adhere to delivery period of the tender specification	Yes / No
10	Agreed to accept penalty clause as per the tender	Yes / No
11	Attach past experience certificate for similar job in OSEB/ GRIDCO/ OPTCL or any other agencies	Yes / No
12	Agreed to keep validity of the offer 06month from the date of tender opening without any variation in tender clause.	Yes / No

**Date****Signature of the Tenderer  
with seal.**

**SECTION – VI**

**NO RELATION CERTIFICATE**

THIS IS TO CERTIFY THAT I / WE HAVE NO RELATIONSHIP WITH ANY OF THE EMPLOYEES IN THE RANK OF ASST. MANAGER AND ABOVE SERVING UNDER OPTCL, ODISHA. IN CASE THE ABOVE STATEMENT IS FOUND TO BE FALSE, I / WE MAY BE DEBARRED FROM ANY PAYMENT DUE ON ACCOUNT OF THIS CONTRACT.

**Date**

**Signature of the Tenderer  
with seal.**