

# **ODISHA POWER TRANSMISSION CORPORATION LIMITED**

TENDER SPECIFICATION NO.10/2013-14
OFFICE OF G.M., EHT (O&M) CIRCLE, JEYPORE
FOR THE YEAR 2013-14

FOR SUPPLY OF SAFETY SIGN BOARDS AT DIFFERENT GRID SUB-STATIONS UNDER E.H.T. (O&M) CIRCLE, JEYPORE.

COST OF TENDER DOCUMENT

Rs. 2000/- + VAT 5%=Rs. 2100/-

(Rupees Two Thousand One Hundred only)

# ODISHA POWER TRANSMISSION CORPORATION LIMITED

OF SECTION AND ADDRESS OF THE PARTY OF THE P

(A Government of Odisha Undertaking)

# OFFICE OF THE GENERAL MANAGER (ELECT)

EHT (O & M) CIRCLE, JEYPORE

P.O.-JEYPORE, DIST-KORAPUT (ODISHA) PIN- 764001 PHONE NO- 06854 – 240088 FAX- 06854 – 241470

Ref No.WKS-54/1174

Dated. 22.08.2013

To,

- 1) The Advertising Manager, "The Samaj", Gopapandhu Bhaban, Cuttack.
- The Advertising Manager, "The Sambad", Jeypore.

Sub: - Publication of Tender Call Notice No.10/2013-14

Sir,

Please find enclosed herewith Tender Call Notice No.10/2013-14 which may please be published in one issue having minimum possible size i.e. (5 cm Height x 8 cm width) in your daily esteemed news paper, in all Odisha editions. The bill in triplicate may be submitted to the undersigned as per the Govt. approved rate, along with the copy of publication for pass & payment. A latest copy of the Govt. approved rate chart of publication charges may be sent to this office for record and reference.

This is for your information and necessary action.

Encl: As above

Deputy General Manager (Elect.)

Yours faithfully,

CC to:

- 1) The Sr. GM, (Safety), OPTCL, Bhubaneswar for favor of kind information and necessary action, with reference to Letter no. SGM-SAFETY-BOD-6/13-2436(15), Dated.25.04.2013 Encl: As above
- 2) The CGM (O&M) OPTCL, Bhubaneswar for favor of kind information and necessary action. Encl: As above
- 3) The CGM (F), OPTCL, Bhubaneswar for favor of kind information.

Encl: As above

- 4) AGM (F), Central Internal Audit Zone, OPTCL, Bhubaneswar for favor of kind information. Encl: As above
- 5) The Director (Engg), OPTCL, Bhubaneswar for favor of kind information. Encl: As above
- 6) The GM, EHT (O&M) Circle, Berhampur/Cuttack/Jaipur Road/Chainpal/Burla, OPTCL, for favor of kind information.

Encl: As above

- 7) The GM, EHT Construction Circle, Bhubaneswar/Anugul, for favor of kind information. Encl: As above
- 8) AGM, EHT (O&M) Division, Kesinga/Jayanagar/Therubali/E & MR Division, Rayagada, for information and wide circulation.

Encl: As above

Continued in next page

- 9) This Office Cash Section/Office Notice Board. Encl: As above
- 10) The DGM (IT), OPTCL, Bhubaneswar for information and necessary action to publish in OPTCL website with reference to circular no. 10336, dated 06.06.2013 of The Director (HRD).

Encl: As above



# Odisha Power Transmission Corporation Limited (a Govt Of Odisha Undertaking) EHT (O&M) Circle, Jeypore-764001 NOTICE INVITING TENDER

Advt No.10/2013-14

Date. 22.08..2013

Sealed tenders are invited from the experienced bidders for the job of "SUPPLY OF SAFETY SIGN BOARDS AT GRID SUB-STATIONS UNDER, E.H.T. (O&M) CIRCLE, JEYPORE.

Cost of tender paper. Rs.2100/-, EMD Rs. 2339/-. Sale of tender documents from 23.08.13 to 02.09.13. Last date of submission of tender on or before 03.09.13. Date of opening of Tender 04.09.2013.

For details please visit our website www.optcl.co.in Corrigendum if any will be published in the web site only.

Sd/-

DGM (Ele)

# ODISHA POWER TRANSMISION CORPORATION LTD (A Govt. of Odisha undertaking) OFFICE OF THE GENERAL MANAGER EHT (O&M) CIRCLE, JEYPORE POST-JEYPORE, DIST-KORAPUT, ODISHA-764001.

# TENDER SPECIFICATION FOR TENDER CALL NOTICE NO.10/2013-14 OF EHT (O&M) CIRCLE, JEYPORE.

1.	SECTION-I	Instruction to Tenderers
2.	SECTION-II	General Condition of contract & Technical Specification.
3.	SECTION-III	Technical Specification & Price bid
4.	SECTION-IV	Abstracts of terms and conditions
5.	SECTION-V	B.G. Format for security & performance guarantee.
6.	Price of tender Document	Rs.2000/- + 5 % VAT = 2100/- (Rupees Two Thousand One hundred only) By Cash/M.O/Bank draft drawn in favour of EHT (O&M) Circle, JEYPORE (Non-Refundable)
7.	COMMENCEMENT OF SALE OF TENDER PAPER	From 23.08.2013 AT EHT (O&M) Circle, Jeypore. (During Office Hours)
8.	LAST DATE OF SALE OF TENDER PAPER	02.09.2013 AT EHT (O&M) Circle, Jeypore. (UP TO 5 P.M.)
9.	LAST DATE & TIME OF RECEIPT OF TENDER PAPER	03.09.2013 Up to 5 P.M. AT EHT (O&M) Circle, Jeypore.
10.	DATE & TIME OF OPENING OF TENDER	04.09.2013 AT 4 P.M. AT EHT (O&M) Circle, Jeypore.

#### **SECTION-I**

#### INSTRUCTION TO TENDERERS

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 in duplicate with original signature.
- b) Experienced Firms / Advertising/Printing Agencies/Authorized dealers having IT, PAN, & valid VAT clearance certificate are only eligible to quote.
- c) Tender must be submitted in sealed envelopes superscribed as supply of "Safety Sign Boards against Tender Call Notice No. 10/2013-14 due on 04.09.2013 for opening and addressed to General Manager, EHT (O&M) Circle, JEYPORE.-1
- d) Tender 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. /FAX No. must be mentioned in the application requesting for Tender document and on the Tender Bid. The Tender submitted in person is to be dropped in the Tender Box. Tender 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 due to postal delay or any other reasons.
- e) Conditional offers will not be accepted.
- f) If the last date of receipt of tender and its opening is a holiday, it will received and opened on the next working day in same time.
- 3. **EARNEST MONEY DEPOSIT (EMD):** The tender must be accompanied by 1% (one percent) of the tendered value as EMD in shape of Bank Draft drawn in favour of EHT (O&M) Circle, OPTCL, JEYPORE payable at JEYPORE. The EMD of successful Tenderers will not be adjusted towards security deposit and shall be refunded on written request after receipt of security deposit. The EMD of all unsuccessful Tenderers shall be refunded on written request after finalization of Tender. No interest shall be paid on E.M.D.

## 4. **FORFEITURE OF E.M.D.:**

- a) In the event the successful Tenderers failing to accept the order or supply the materials as per the technical specification EMD/S.D. so deposited shall be forfeited.
- b) Any deviation from the terms and conditions of the contract awarded, may also lead to forfeiture of EMD without any notice.

## 5. 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.

# 6. OPENING OF TENDERS:-

- a) Copy of up-to-date PAN Card and VAT Registration & clearance (as applicable) should be enclosed with the tender.
- b) Bidders themselves or their authorized representatives (possessing authorization letter in original) shall be allowed to attend opening event of the tender.
- 7. 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 for any particular item 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.
- 8. The Tenderers may please note that the Word 'item' in the paragraph shall mean the materials/equipment as specified in the 'Tender Specification'. In case of deviations, the decision of the purchaser shall be final.
- 9. The purchaser reserves the right to reject the lowest or any other tender or all tenders without assigning any reason what so ever.
- 10. Tenders should be prepared clearly and without any overwriting and corrections. Erasers and other changes shall bear the dated initial of the person signing the tender.
- 11. 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.
- 12. For evaluation, the price mentioned in words shall be taken if there is any difference In figure and words in the price bid.
- 13. The tenders shall be outright rejected if they do not comply with the following requirements.
- i) Tenders should have purchased the relevant specification from the office of the General Manager, EHT (O&M) Circle, JEYPORE and indicate the money receipt No. and date of this office.
- ii) Tenders 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.
- iii) Tenders shall not be submitted telegraphically or by FAX.
- iv) Tenders shall be accompanied with the prescribed earnest money deposit/attested Xerox copies of the required documents.
- v) Tenders shall be kept valid for a minimum of 90 days from the date of opening of the Tender.
- vi) The tender shall not be conditional.

- vii) 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 tender.
- viii) Violation of condition set forth and provided in the tender specification.
- ix) Non submission of attested copies of I.T. Pan Card, valid VAT registration and VAT clearance certificate.
- x) Non-submission of duly filled up abstract of terms and condition (Section-IV).

DEPUTY GENERAL MANAGER EHT (O&M), CIRCLE, JEYPORE

#### **SECTION-II**

# GENERAL CONDITION OF CONTRACT

- 1. SCOPE OF CONTRACT: The scope of contract is to fabricate different sizes of safety policy and safety slogan boards made out of ACP boards and Sun boards with printing of letters as mentioned in technical specification and deliver the material at our site store at Jayanagar, as per the schedule of quantities mentioned in the price schedule. The tenderer should mention the name of the manufacturer of boards to be used & furnish the test certificate of the material in conformity with the relevant ISS.
- 2. PRICE: The price should be firm and FOR destination i.e. at 220/132/33 KV Grid S/S Jayanagar, inclusive of packing, forwarding, freight, insurance charges, excise duty, VAT and other taxes if any. The amount & nature of taxes should be clearly specified in the price schedule. Service Tax if applicable shall be paid extra.
- 3. **DELIVERY:** The materials shall be supplied within 30 days from the date of issue of purchase order. The purchaser however reserves the right to reschedule the delivery, change of destination. The boards should be well finished and provided with Echo solvent printing.
- 4. **VALIDITY:** Price with terms and conditions of the offer shall be valid for a minimum period of 90 days from the date of opening of tender failing which their tenders will be rejected.
- 5. TERMS OF PAYMENT: 100% payment with taxes and duties will be paid after delivery of materials (as per the specification) at the respective sites subject to inspection and detailed verification thereof subject to deposit of security amount & approval of guarantee & test certificate and availability of funds for the same.
- 6. **CONSIGNEE**: SDO, 220/132/33 KV Grid S/S, Jayanagar.
- 7. **PAYING OFFICER**: The Assistant General Manager, E.H.T. (O&M) Division, Jayanagar, Therubali, & Kesinga pertaining to their jurisdictions.
- 8. SUBMISSION OF PROOF REGARDING PAST EXPERIENCE: The bidders are required to submit the list of his past experience if any regarding similar work done along with the supporting documents.

9. **PENALTY FOR DELAY IN DELIVERY:** 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 thereof, 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 cost of undelivered items. Materials will be deemed to have been delivered only when all the component parts are 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.

- 10. EXTENSION OF TIME: If the deliveries of materials are 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:** The materials shall be guaranteed for a period of at least 18 (eighteen) months from the date of supply or 12 (twelve) months from the date of its use whichever is earlier. The above guarantee certificate shall be furnished along with supply of material in triplicate to the purchaser for his approval. Any defect if noticed during this period shall be replaced/rectified free of cost provided such defects are traced due to bad materials used/bad workmanship and faulty design, upon written notice from the purchaser.
- 12. VAT REGISTRATION / CLEARANCE CERTIFICATE, IT PAN CARD & AUTHORIZED DEALERSHIP CERTIFICATE (IF APPLICABLE): Attested legible Xerox copies of Income Tax PAN Card, VAT Registration & clearance Certificate, valid on the date of opening of the tender, and authorized dealership certificate (if applicable) should be submitted along with tenders without which tender will be rejected at the time of opening. If required, the firm may be asked to produce original documents for verification any time after opening of the tender. Those who fail to produce the same and found not to be valid on the date of opening of the tender, their tenders will be rejected.
- 13. **TEST CERTIFICATE:** Necessary manufacturer guarantee & test certificate in respect of the materials covered under the Purchase Order, shall be submitted before dispatch of materials for approval. The materials should confirm to ISS Standard.

- 14. **FREE REPLACEMENT:** Free replacement of materials 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.
- 15. SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE: The Tenderers whose offer qualifies for acceptance will be awarded work order for execution of the works and the contractor shall have to deposit security amount equal to 10% (ten percent) of contract value in shape of Cash / Bank Draft drawn in favour of respective paying officer of OPTCL. The security deposit shall be released after one year of the successful completion of works subject to fulfillment of the guarantee stated under Guarantee Clause on receipt of application for this purpose. No interest shall be paid to the contractor towards the security deposit so deposited by the contractor. The security deposit shall be deposited with the respective paying officer of OPTCL Prior to execution of the work.
- 16. **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 at JEYPORE 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.
- 17. **QUANTITY VARIATION:** The quantity to be ordered may undergo revision at the time of placement of orders.
- 18. Submission of sample of material: All the bidders shall submit one sample material of each category of required thickness of 6" x 6" size along with their bid, otherwise their bids shall be rejected.

DEPUTY GENERAL MANAGER EHT (O&M) Circle, JEYPORE.

#### **SECTION-III**

# Technical specification. & price bid.

# Description of Material:

#### SAFETY POLICY DISPLAY BOARD

- 1. Size: = 7' X 5' with clips for fixing on wall or frame.
- 2. Material Sun Board

Thickness - 10 mm

- 3. Printing material: Ecosolvent
- 4. Colour: Green colour background and white colour letters
- 5. Quantity: 13 nos.
- 6. Printing material

Heading: SAFETY POLICY OF OPTCL

## **CONTENT:**

OPTCL recognizes and accepts its statutory and moral responsibility for implementing safety standards and maintaining a safe working environment for all its employees in terms of ensuring construction, operation & maintenance of transmission systems in the safest possible manner. While achieving this singular objective it Endeavour's to ensure compliance with the requirement of I.E. rules 1956, I.E. Act. 2003, Grid Code, CEA, (Measures related to safety and Electrical supply) Regulation, 2010 and Power System Safety Standards.

# Our statement of general policy is:

- To provide control of the safety risks arising from our work activities;
- To consult with our employees on matters affecting their safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to their tasks and to give them adequate training;
- To prevent accidents;
- To maintain safe and healthy working conditions"

# Safety slogan Board

- 1. Size: = 3'x 2' with provision of 4 nos holes at four corners of the board so as to fix on metal frames by nut bolting.
- 2. Material :ACP (Aluminium coated Plate)
- 3. Thickness 3 mm
- 4. Printing material: Ecosolvent
- 5. Colour: Blue colour background and white colour letters
- 6. Quantity

English: 65 nos.

Odia: 65 nos.

7. Printing material

Heading: SAFETY SLOGAN

# **IN ENGLISH**

(Board No.-1). Work "Safely" all the while. Go home with a smile.

(Board No.-2). "Safety" - A cause for smile.

(Board No.-3). Our motto: "No Accident" - anytime, anywhere.

(Board No.-4). Wear Safe, Work Safe, Return home being Safe.

(Board No.-5). Work SAFE, the LIFE is YOURS.

# IN ODIA

(Board No.-1).

व्यवर्ष्ट्र व्यव्य व्यक्त व्यक्त

(Board No.-2).

(Board No.-3).

(Board No.-4).

(Board No.-5).

# Price schedule for supply of material:

Sl No	Description of materials to be supplied.	Quantity in Nos A	Rate/No in Rs B	Amount in Rs C=AXB
2	Supply of safety policy display boards made out of 10 mm thick 7'x 5'size total 35 Sq.ft for each Sun board and Ecosolvent printing of the content with green background and white colour letters as per the technical specification  Supply of safety slogans boards made out of 3	130		
	mm thick ACP (Aluminum Coated Plate)  3'x 2'size total 6 Sq. ft for each board and  Ecosolvent printing of the contents with blue  background and white colour letters as per  the technical specification.	(English - 65 nos., Odia -65 nos.)		
3	Sum total of amount at Sl 1&2		· <del></del> ·	
4	Taxes if any (to be specified) on total Amount at Sl. No 3			511-16-16
5	Grand total of Sl. No. 3+4 in Rs (in figure)			
6	Grand total of Sl. No. 3+4 in Rs (in words)			

(Rupees ) only.

Full Name of the bidder

Signature of the bidder.

SEAL

## **SECTION-IV**

# ABSTRACT OF TERMS AND CONDITIONS

# (This proforma should be filled with all information and should be furnished along with the tender))

	•	
1.	Earnest money deposit (deposited in shape of	
	Bank Draft/Pay Order/Bankers Cheque) :	
(a)	Name of the Bank:	
(b)	Amount deposited:	
(c)	Bank Draft No. & Date:	
2.	Validity of the bid in days from the date of opening of tender:	
3.	Nature of Price — Firm/Variable:	
4.	Terms of payment (Whether agreeable to OPTCL terms)	YES/NO
5.	Security deposit (Whether agreeable to OPTCL terms)	YES/NO
6.	Penalty (Whether agreeable to OPTCL terms)	YES/NO
7.	List of orders executed/in hand for similar work during recent three	years:
8.	PAN furnished	YES/NO
9.	VAT Registration & clearance Certificate furnished	YES/NO
10.	Guarantee (Whether agreeable to OPTCL terms)	YES/NO
11.	Delivery period (Whether agreeable to OPTCL terms)	YES/NO
12.	Manufacturer/Authorized dealer certificate furnished	VECAIO
12.	Manufacturer/Authorized dealer certificate furnished	YES/NO
13.	Price list and technical literatures furnished	YES/NO
14.	Manufacturers test certificate furnished	YES/NO
15.	Sample of Material furnished	YES/NO

YES/NO

Past experience for similar type of work (If any)

(Strike off whichever is not applicable)

16.

# SECTION-V

# PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT AND PERFORMANCE GUARANTEE.

	This Guarantee Bond	is executed this	Day of _	<u>.                                    </u>	20	_by us, the
		Bank at		P.S.		
	Dist	State	• .			
(a)	WHEREAS the ORIS corporate constitute OPTCL") has placed Agreement ") on M/ supply of materials. Contractor from maki guarantee on furnishin of the	under the Electricity orders No S AND WHEREAS th ng payment of Secu g by the Contractor value of n consideration of the ting payment of Secu	y (Supply) Act.194 date(hereinafter called a copte has a copte to the OPTCL, a Coppe common control of the OPTCL, a Coppe counity and (2) to the OPTCL having and (2) to the copte counity and (2) to	8 (hereing the months of the m	nafter of Control  to e from p Bank  to e from from	called "the called "The called "The cator") for exempt the erformance Guarantee exempt the furnishing
	undertake to p Rs(Rupees_ caused to or suffered any breach by the said said agreement.	by or would be cause	CL an amo ) aged to or suffered by	unt ngainst ar	not ny loss TCL by	exceedings/ damage/reason of
(b)	We (the	arantee without any t claimed is due by we of any breach by the the said agreement ment. Any such demote any payable by the guarantee shall be	demur, merely on vay of loss or damage he said Contractor of the contractor of the contractor of the Bank under this restricted to an	demand se caused (s) of any he Contr ank shall guarante	from the toors of the actor's be conee. However,	ne OPTCL suffered by e terms or failure to nclusive as wever, our
	We the demanded not withstar suit or proceeding instillability under this press. The payment so made for payment there under such payment.	nding any dispute or titute/pending before ent being absolute an by us this under this	disputes raised by e any Court or Tri nd unequivocal. bond shall be a vali	the Con bunal rel	tractor ating the age of c	(s) in any hereto our bur liability

(d)	We, (Bank) further agree that the guarantee herein contained shall
	remain in full force and effect during the period that would be taken for the performance
	of the said agreement and that it shall continue to do so enforceable till all the dues of
	the OPTCL under or by virtue of the said agreement have been fully paid and its claims
	satisfied or discharged or till Chairman Cum Managing Director, ORISSA POWER
	TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the
	said agreement have been fully and properly carried out by the said Contractor(s) and
	accordingly discharge this Guarantee.
	Unless a demand or claim under this guarantee is made on us in writing on or
	before the (Date) we shall be discharged from all liability under this
	guarantee thereafter.
(e)	We, (Bank) further agree that the OPTCL shall have the fullest
(0)	liberty without our consent and without affecting in any manner or obligations hereunder
	to vary any of the terms and conditions of the said agreement or to extend time of
	performance by the said Contractor(s) and we shall not be relieved from our liability by
	reason of any such variations or extension being granted to the said Contractor(s) or for
	any such variations or the OPTCL or any indulgence by the OPTCL to the Contractor(s)
	or by any such matter or thing whatsoever which under the law relating to sureties would
	but this provisions have effect of so relieving us.
(f)	This guarantee will not be discharged due to the change in the name, style and
	constitution of the Bank and Contractor(s).
(g)	We, (Bank) lastly undertake not to revoke this guarantee during
	its currency except with the previous consent of the OPTCL in writing.
	Date attheDay ofTwo
	thousand
(h).	. This Bank Guarantee shall remain in force up todated theday
	of2011.
	For
	(Indicate the name of the Bank)
	Witness: (with signature, names and address)
	1.
	2.