

**ODISHA POWER TRANSMISSION CORPORATION LIMITED**



TENDER SPECIFICATION NO. TW – IT – OT – 01/2014-15.

DUE DATE & TIME OF TENDER SUBMISSION

**29.10. 2014 AT 01 .30 P.M.**

DUE DATE & TIME OF TENDER OPENING

**29.10 .2014 AT 03 .30 P. M.**



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
(A Govt. of Odisha Undertaking)

**Registered Office: Janpath, Bhubaneswar – 751022**  
**Phone :( 0674) 2541320 / 2542320 (O) Fax- (0674)-2545821**

**TENDER SPECIFICATION NO. TW– IT –OT -01/2014 - 15**

**TERMS & CONDITIONS OF TENDER SPECIFICATION**

Chief General Manager (IT) , OPTCL, Bhubaneswar on behalf of Orissa Power Transmission Corporation Limited, Bhubaneswar invites sealed tenders from reputed manufacturers / authorized dealers **having branch office in Odisha** for supply of I.T. Consumable items conforming to the specification, terms and conditions stated below. Offers in a sealed envelope duly super scribed as “**Tenders for Procurement of I.T. consumables**” due on **29.10.2014** shall be received up to **01. 30 PM** & shall be opened on the same day at **03.30 PM** in the office of the undersigned in presence of the tenders or their authorized representatives.

The Scope, Terms and Conditions of supply are as follows:

**1. SCOPE OF SUPPLY:**

Supply of IT consumable item conforming to the Specification, quality & quantity as per order.

**2. PRICE:**

Price shall be firm on FOR destination i.e. IT Stores, OPTCL, Headquarters, and Bhubaneswar basic. Taxes & duties if any should be mentioned in clear terms separately.

**3. VALIDITY:**

The tender shall be valid for a minimum period of 120 days from the date of opening of the tender / quotation failing which the quotation will be rejected.

**4. EARNEST MONEY:**

(A) The tenderer shall have to deposit the Earnest Money Rs.16,500/- (Rupees Sixteen Thousand Five Hundred only) in shape of Cash/Bank Draft/BG along with the tender failing which the tender will be rejected. No other mode of payment toward earnest money is acceptable. The Earnest Money, either by BG or Account Payee Bank Draft payable to the Drawing & Disbursing Officer, Hqrs. Office, OPTCL, Bhubaneswar-751022 drawn on any Nationalized Bank payable at Bhubaneswar shall be enclosed with the tender. EMD in cash should be deposited in

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the cash counter, OPTCL, Hqrs. Office Bhubanswar in the working days within 11 A. M. to 4 P. M. and the original money receipt should be enclosed with the tender. The Bank Draft or the money receipt if not enclosed with the sealed tender, the same shall be liable for rejection.

(B) (i) The Earnest Money deposited in case of successful tenderer shall be refunded after submission of security B.G.

(ii) In case of unsuccessful tenderer, the same will be refunded after finalization of Tender.

(C) The Earnest Money deposited will be forfeited in case the successful tenderer fails to execute the purchase order within the time stipulated in the purchase order.

(D) EMD submitted In OPTCL against any other tender shall not be adjusted against the current tender.

## **5. SECURITY DEPOSIT:**

The successful tenderer will be required to deposit a security deposit @ 5%(Five Percent) of the total value of the purchase order in shape of Bank draft / BG payable to the immediately within 15 days along with the acceptance of the purchase order for timely and satisfactory execution of the order .The security deposit amount either by BG valid for nine months from scheduled date of delivery or Account Payee Bank Draft payable to the Drawing & Disbursing Officer, Hqrs. Office, OPTCL, Bhubaneswar-751022 shall be drawn on any nationalized Bank and payable at Bhubanwar . This will be refunded after six (6) months. The security deposit shall be forfeited by OPTCL , if the order is not executed timely , fully and satisfactorily in accordance with the Terms & Conditions of the purchase order.

## **6. DELIVERY**

Delivery of the materials should be made within 30(Thirty) days from the date of issue of the purchase order .Delay in delivery of materials under scope of the contract beyond the stipulated delivery period shall attract penalty @ 1/2% (Half Percent) of the contract basic price of such undelivered quantities of the materials for each calendar week or part there of subject to a maximum of 5% (Five Percent) of such portion of the contract which remain undelivered.

Materials found defective and not in accordance to the specification at time of delivery will not be accepted and the concerned supplier have to take back the rejected materials within 7 (Seven days) from the date of rejection at his own expense failing the OPTCL will not take the responsibility of such materials in any respect after the due date.

**7. VAT CLEARANCE CERTIFICATE:**

The tenderer shall have to furnish photocopies of CST/VAT Registration Certificate & PAN Card of the firms along with the tender failing which the tender is liable for rejection.

**8. SAMPLE:**

Qualified tenderer have to furnish the sample of such materials (I.T. consumables) for which the rates they have quoted, in case required , before placement of purchase order.

The tenderers shall have to clearly indicate whether they are the Manufacturing Units/Authorised Dealers for each item for which rate is offered and to furnish photocopies of necessary up to date valid license/ authorized suppliers license/ certificates issued by the Competent Authority to that effect.

- 9. Warranty:** The warranty of each item shall be as per the warranty given by the OEM. However the minimum warranty shall be at least Six months for each item.

**10. PAYMENT:**

100% payment shall be made within 30 days of delivery of materials at IT Stores, OPTCL Headquarters Office , Bhubaneswar after due verification of the materials by the Quality Control Committee of I.T. Department, OPTCL, Bhubaneswar subject to furnishing security BG/ Bank Draft and approval of warranty certificate.

- 11.** The Tenders/Quotation should be submitted in accordance with the Terms & Conditions indicated above along with the BID Form (Annexure –I) declaration enclosed failing which the tender/quotation will not be entertained.

**12.** The Tender/Quotation documents received/furnished within the stipulated date and time shall be taken as final .Any change made after the opening of the tender shall not be entertained.

**13.** No conditional tender/quotation shall be accepted.

**14.** The undersigned reserves the right: (a) to accept or reject any or all tenders. (b) to increase or to reduce the ordered quantity or to spilt up the quantities covered under the Tender without assigning any reason thereof.

**15.** The purchase order shall be liable for cancellation in the event of un – satisfactory supply/delay in supply of materials and non-observance of relevant clauses of the purchase order.

**16.** Specification of the I.T. consumable items in Annexure-II enclosed may be referred by the tenderers.

**17. TENDER PAPER COST:**

The bidder has to submit tender cost amounting to Rs.6000/- (Rupees Six Thousand ) + 5% VAT only with the tender. The cost may be submitted either by Bank draft payable to the Drawing & Disbursing Officer, OPTCL Hqrs., and Bhubaneswar or by cash paid at OPTCL Hqrs. Cash counter.

The Bank Draft or the money receipt against cash payment, as the case may be, shall be enclosed with the tender.

Tender papers may be either down loaded from OPTCL website ([www.optcl.co.in](http://www.optcl.co.in)) or received from the office of the Chief General Manger(IT), 3<sup>rd</sup> Floor, OPTCL Tower, Janpath, Bhubaneswar -751022. However, submission of tender paper cost for tender document in any form is a must without which the tender shall not be considered.

**CHIEF GENERAL MANGER (IT)**

**ANNEXURE-I**

**PROCUREMENT OF IT CONSUMABLES**

**BID FORM**

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To

**The Chief General Manager(IT)  
Odisha Power Transmission Corporation Ltd.  
3<sup>rd</sup> Floor, OPTCL Tower,  
Janapath, Sahidnagar.  
Bhubaneswar-751022**

Date:  
Tender Specification No.

**Gentlemen:**

**Having examined the Bidding Documents we, the undersigned offer to supply and deliver (Description of Equipment & Services) in conformity with the said Bidding documents for the of (Total Bid Amount in word and Figures) or such sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.**

We undertake, if our bid accepted, to commence delivery within ..... (Number) days and to complete delivery of the items specified in the contract within .....(Number) days calculated from the date of receipt of your purchase / Job Order.

If our tender is accepted, we will submit the security deposit in a sum not exceeding Rs.....Begin ..... % of the contract price for the due execution and performance of the contract.

We agree to keep this bid valid for a period of .....(Number) days from the date fixed for bid opening and it shall binding upon us and accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed between us, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud & corruption in force in India namely "Prevention of Corruption act 1988".

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated.....Day of.....20.....  
Signature:..... in the Capacity of duly authorized to sign  
for on behalf of (IN BLOCK LETTERS).....

(Name & Address of the Bidder)