



**OPTCL**

*Lifeline of Odisha*

ODISHA POWER TRANSMISSION CORPORATION LTD.

OFFICE OF THE GENERAL MANAGER: ELECT.

EHT (O&M) CIRCLE: CHAINPAL

AT/PO: CHAINPAL COLONY, PIN-759104, and DIST: ANGUL (ODISHA)

Email: ehtm.cle.chp@optcl.co.in

**CIN:U40102OR2004SGC007553**

TENDER SPECIFICATION

NO.02/2016-2017

FOR

ANNUAL MAINTENANCE CONTRACT OF AC MACHINES INSTALLED AT  
400/220/132KV GRID S/S MERAMUNDALI UNDER EHT (O&M) CIRCLE  
CHAINPAL

SALE OF TENDER SPECIFICATION:	DT. 22-04-2016
LAST DATE SALE OF TENDER SPECIFICATION:	DT. 10-05-2016
LAST DATE OF SUBMISSION OF TENDER:	DT. 11-05-2016
DATE OF OPPENING OF TENDER:	DT. 11-05-2016
COST OF TENDER PAPER:	<b>RS 600.00+05% VAT (Rs 630.00)</b>

ISSUED TO,

M/S.....  
.....  
.....

*Lifeline of Odisha*



## CONTENTS

1. SECTION -I: TENDER CALL NOTICE
2. SECTION -II: INSTRUCTION TO THE TENDERER
3. SECTION -III: GENERAL TERMS & CONDITIONS OF CONTRACT
4. SECTION -IV: SCOPE OF WORK & PRICE BID
5. SECTION -V: DECLARATION BY THE BIDDER.

# OPTCL

*Lifeline of Odisha*

## SECTION-1



### ODISHA POWER TRANSMISSION CORPORATION LTD.

(A Government of ODISHA Under Taking)

Regd. Office: Janpath, Bhubaneswar-751022, Odisha

**OFFICE OF THE GENERAL MANAGER: ELECT.**

**EHT (O&M) CIRCLE: CHAINPAL, AT/PO: CHAINPAL COLONY,**

DIST: ANGUL (ODISHA), Pin-759104, [Email-htm.cle.chp@optcl.co.in](mailto:email-htm.cle.chp@optcl.co.in)

**CIN:U40102OR2004SGC007553**

### **TENDER CALL NOTICE NO. 02/ 2016-17**

The General Manager (Elect.), E.H.T. (O&M) Circle, Chainpal invites sealed Tenders in duplicate from reputed manufacturers/repairers for AMC of AC machines installed at 400/220/132/33KV Grid Substation Meramundali under EHT (O&M) Circle, Chainpal.

The tender specification can be obtained from the office of The GM EHT (O&M) CIRCLE, CHAINPAL on payment of **Rs. 600/-(Six Hundred only)+VAT @ 5%**(Non Refundable) in shape of Cash/Bank Draft in favor of EHT (O&M) CIRCLE, CHAINPAL payable at , TTPS, Talcher on any working day upto **01.00PM from Dt.22-04-2016 to Dt.10-05-2016**. In case the B.D made any other nationalized bank payable at any clearing branch at Talcher/Angul will be allowed, But the bidders have to deposit the collection fee(Bank transaction fee) along with the paper cost. The collection fee & Paper cost is Nonrefundable. Additional amount of Rs.100/-(One Hundred only) may be paid extra for postal delivery of the tender specification. The undersigned shall not be held responsible for any postal delay.

**The Tender shall be received Up to 01.00 PM of dated 11.05.2016 & will be opened at 03.30 Hours of same day** in the Office of the undersigned in the presence of the Bidders (or) their Authorized Representatives present if any. If any of the above date happens to be a holiday, the next working day will be the corresponding effective date. One Tender paper shall be issued to one Bidder. E.M.D @ 1% of the total quoted value should be deposited in shape of Demand Draft / Cash in favour of E.H.T. (O&M) Circle, Chainpal & payable at "UCO Bank", TTPS Branch along with Self Attested Copy of PAN and Service Tax Registration Certificate failing which the tender will be liable for rejection.

The bidder should superscribe only the "Tender Call Notice No. & Date of Opening of the tender on the body of the Sealed Envelope". Bidder should not write their name or any other information on the body of the sealed envelope. Super scribing any other information on the body of the envelop, Conditional tender, Incomplete tender, Telegraphic / Fax / E-mail (etc.) Tenders & Tenders not accompanied with requisite amount of E.M.D. will be rejected. The authority reserves all rights to reject any, all or part of the Tender, alter/modify the requirement/ delete any part of the tender without assigning any reason thereof.

**N.B:- Tender Paper must be purchased from this office only within stipulated period. No other mode like downloaded paper from website will be accepted.**

GENERAL MANAGER  
EHT (O&M) Circle, Chainpal

Energy is precious. Save it.

*Lifeline of Odisha*

## SECTION-II

### **INSTRUCTIONS TO BIDDER**

1. The contract shall be valid only for a period of 06 (Six) months from the date of opening of tender. The department reserves the right also to terminate the contract at any time during the contract period without assigning the reasons thereof.
2. The authority reserves the right to award the contract among any responsive bidders against this tender. Besides this, the authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
3. **The bidder has to submit all the documents as mentioned in Clause No.11 of SECTION-III. Also the documents must valid on the date of opening of tender should be submitted along with tenders, failing which the tender will be rejected. The bidder or their authorized representatives should produce the original documents mentioned in Clause No.11 of SECTION-III for verification at the time of opening of the tender. Those who fail to produce the same and found not to be valid on the date of opening of tender not matching with the Xerox copy submitted by the bidder; their tenders will be out rightly rejected. In case if only one bidder participate in the tender process or nature of urgency of work (decided by this office), then undersigned may consider the case (\*but not mandatory) & he will be given a chance to produce original documents in this office within one week from the date of opening of the tender.**
4. In case of any dispute arising either in supply of material or any clause of agreement/ work order, the decision of the Unit Head, will be final and binding on the Bidder.
5. Tender with over writing, erased, illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and total amount, the decision of the Competent Authority (Committee or Unit Head) accepting the tender will be final and binding on the bidders. Total of item and grand total of whole tender be clearly written. Correction in the tender, if un-avoidable, should be made by re-writing with dated initial of the bidder after scoring out wrong entries, clerical and arithmetical mistakes may result in the rejection of the tender.
6. The bidders shall sign on all pages of the tender document as a token of acceptance of all terms and conditions thereof and submit his quotations therein.
7. 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.
8. Request from the bidder in respect of additions alternations, modifications, corrections of either terms or conditions or rates after opening of the tender will not be considered.
9. All correspondence relating to the tender shall be made with General Manager (El.), E.H.T. (O&M) Circle, OPTCL, Chainpal.

# OPTCL

*Lifeline of Odisha*

## SECTION-III

### **GENERAL TERMS & CONDITIONS OF CONTRACT**

Sealed tenders are invited in duplicate from reputed manufacturers/repairers for AMC of AC machines installed at 400/220/132/33KV Grid Substation Meramundali under EHT (O&M) Circle, Chainpal.

**1. SUBMISSION & OPENING OF TENDER:-**

Tender shall be submitted with other documents in duly sealed envelope super scribed on the body of envelope “AMC of AC machines installed at 400/220/132/33KV Grid Substation Meramundali”. The bidder should write only Tender Specification No, the name of work and date of opening of the tender on the body of the sealed envelope. Bidder should not write their name or Agency name on the body of the sealed envelope which may make the offer liable for rejection.

**2. RIGHT & AUTHORITY FOR REJECTION:-** Tenders received after due date and time will be summarily rejected. The General Manager (Electrical), E.H.T. (O&M) Circle, Chainpal reserves the right to reject any or all of the tenders without assigning any reason thereof.

**3. VALIDITY OF OFFER:-** The offer should be firm and valid for a period of at least 120 days from the date of opening of tenders, Unless the tender will be rejected.

**4. EARNEST MONEY DEPOSIT:-** The tender should be accompanied with 1% of the total quoted amount towards Earnest Money Deposit (EMD) in shape of **Cash/ Bank Draft** in favour of EHT (O&M) CIRCLE, CHAINPAL payable at UCO Bank, TTPS, Talcher otherwise tender will be out rightly rejected. In case the B.D made any other nationalized bank payable at any clearing branch at Talcher/Angul will be allowed, But the bidders have to deposit the collection fee (Bank transaction fee) along with the EMD. The collection fee is Nonrefundable & It can't be taken into account of EMD deposit. The EMD of the unsuccessful bidders will be returned after finalization of tender. The EMD of the successful bidders will be returned only after the Security money deposited as per the clause No.(6) in Section (III). In case of successful bidder fails to execute the order satisfying all terms & conditions or also fails to commencement of work within stipulated date mentioned in the date of order, the Earnest Money Deposit will be forfeited. No interest will be paid on the EMD to any participator. No other mode than above for EMD Deposit will be accepted & bidder will be out rightly rejected.

**5. PRICE:-** The bidders are advised to quote their rate as per the price schedule in Section-V with break up prices including of all Taxes & Duties and shall remain upto the validity of tenders.

**6. SECURITY DEPOSIT:-** The bidders whose offer qualifies for acceptance will be awarded work order for execution of the works and the bidder 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 two months of expire of the guarantee period as stated under clause-10 of SECTION-III on receipt of application for this purpose. No Interest shall be paid to the bidder towards the security deposit so deposited by the Bidder. The security deposit shall be deposited with the respective paying officer of OPTCL prior to commencement of work. In case of Non fulfillment of contractual obligation by the supplier, the same so deposited shall be forfeited.

**7. COMMENCEMENT & COMPLETION OF WORK:-** The works awarded should be commenced from 3 days of the award of the contract and completed within 07 days. If the work could not be completed within scheduled date due to any valid reason, then completion period may be extended on written request by the Bidder. If the work will not commence & complete within the stipulated period, then the penalty should be imposed as per clause No.08 of SECTION-III.

**8. PENALTY:** - Penalty @ ½%(half per cent) per week up to a maximum of 5% of the total value of the work order will be imposed and recovered from dues admissible if the work will not completed within the specified date in SECTION –III, clause-7. However imposition of penalty clause is subject to force majeure condition.

**9. TERMS OF PAYMENT:** - 100% payment shall be made within 30 days on quarterly basis (for works involving preventive maintenance & Routine checking) and on monthly basis (for break down maintenance) only after completion of service period in good order and condition subject to approval of Guarantee Certificates by the DGM (Elect.), EHT (O&M) Division, Chainpal and furnishing of Security Deposit as required under Clause-7 of this order. The payment will be made by DGM (Elect.), EHT (O&M) Division, Chainpal, on submission of running bill in triplicate to the concerned consignee & verification thereof. Cost of the Old & Damaged materials if purchased shall be adjusted accordingly.

**10. GUARANTEE PERIOD:** - The work done by the contractor as per contract specification should be guaranteed for satisfactory operation and against any defects, in materials & the workmanship for a period of 18 months from the date of completion of the work or 12 months from the date on which AC machine has been put to service, whichever is earlier. The above guarantee certificate shall be furnished in triplicate to the Divisional Head for approval along with work completion certificate of consignee. Any defects noticed during the period shall be rectified by the bidders at its own cost, without any financial burden to OPTCL.

**11. DOCUMENTS & QUALIFICATION:-** The following Xerox copy should be submitted with the tender paper & the same will be verified with original documents at the time of opening of tender. Also the below qualification is required, (Relaxation may be given in experience in situation like unavailability of experienced Firm).

- i) **Manufacturer/Repairer/License Copy.**
- ii) Service Tax Registration Certificate from the Central Excise Deptt.
- iii) Valid PAN/ TIN.
- iv) VAT Regtd. & VAT CC as applicable
- v) Experience Certificate (priority will be given in tie condition)

**12. ADDITION OR DELETION OF CONTRACT:-** The Contract may be altered in quantum as per exigencies of work. The bidder shall accordingly provide services as may be required by the Officer- in -Charge on being given a notice of 15 days

**13. ARBITRATION:-** In the event of any dispute arising out his contract. The same shall be referred for arbitration to the Director (HRD) OPTCL, Bhubaneswar or any arbitrator appointed by the Chairman- Cum- Managing Director, OPTCL after due notice of claim and such appointment and the award of the arbitrator shall be final and binding arbitration and conciliation Act. 1996 shall apply. The venue of arbitration will be Bhubaneswar.

**14. CONSIGNEE:-** The AGM, Grid S/S Meramundali is the consignee for the contract..

**15. VERIFYING OFFICER:-** The DGM, EHT(O&M) Division, Meramundali is the Verifying Officer for contract.

**16. PAYING OFFICER:-** The DDO, EHT(O&M) Circle, Chainpal is the paying Officer for contract. But Bill may be raised against GM, EHT (O&M) Circle, Chainpal.

**17. JURISDICTION OF COURT:-** Suits if any, arising against the work order to be issued to the Bidder shall be filled by either party in any court of law to which the jurisdiction of Odisha High Court extends.

**18. SAFETY PRACTICE:-** The Bidder must be followed the OPTCL safety Rule while performing the work. The workmen must provided Safety equipment by the contractor while performing the works .No deviation will be allowed and the Divisional head has got any power to stop the work at any time on the breach of safety practice after getting intimation from consignee.

**19. DAMAGE/WASTAGE DURING REPAIR AND RECOVERY FROM THE CONTRACTOR:-**

The contractor's personnel shall have to make every effort to minimize the breakage, losses & wastage of OPTCL material. If any parts of AC Machines are damaged by your maintenance staff during execution of the work, the same has to be replaced free of cost by you otherwise full of the damaged caused to the equipment/ material will be recovered from your bills or by encashment of security deposit. All costs and damages, for which the Contractor is liable to the Purchaser, will be deducted by the DGM(Elect.), EHT(O&M) Division, Chainpal, from any money due to the Contractor , after receipt of the detailed damaged reports from the concerned consignee.

**20. CONTRACT PERIOD:-** The contract period for the above works will be one year from the date of commencement of work. However the contract period may be extended for one year with same terms & conditions, if the performance found satisfactory.

**SECTION-IV**

**SCOPE OF WORK & PRICE SCHEDULE**

**The Scope of Work-**The scope of works must cover the followings:-

**1. The Scope of work :-**

- A. Preventive and routine checking of A.C.Machines at least once in a quarter, twice between August-January and February-July installed at different units for smooth operation. Painting of red oxide primer and enamel paint of approved shade to all the metal parts including body and base plate of all the machines should be done for once in a year. The acknowledgment must be received from all occupants in this respect in the maintenance register and the photo copies must be produced along with the bills.
- B. Attending Breakdown works of A.C. Machines including supply of spares as and when required.
- C. Old and Damaged materials to be Purchased from Owner which is to be adjusted against replacement of new material.

**2. Materials Used:-**

All required materials for repairing of AC Machines shall be supplied by the Repairer of Reputed Brand & BIS standard. If the material used other than the brand mentioned in table may take prior approval from Divisional Head & the materials used in the presence of engineer in charge.

**3. All material, T&P and labour** are to be supplied by the contractor.

**4. Manner of Execution:-**

- a) The preventive & routine maintenance should be done during office hours.
- b) A supervisor is to be engaged for supervision of the work. Adequate number of skilled personnel should be arranged during any emergency apart from regular personnel.
- c) The complaints regarding break down shall be intimated to you, which must be attended within two days.

- d) A complaint register in duplicate for grid s/s Meramundali separately must be maintained one in concerned consignee office & other in your office in which details of complaints as well as repair under taken along with the Signature of the Concerned Consignee as token of repair done, is to be recorded.
- e) All the works should be executed to the full satisfaction of the OPTCL authorities and strictly as per provisions laid down in the tender specification / work order & the direction of the officer in-charge. Any substandard work noticed/ negligence in discharging the entrusted works by your field staff and on receipt of such complaint, immediate action should be taken up, in this regard or else, the agreement may be liable for cancellation and forfeiture of security thereof.

**4. Responsibility of the Contractor for deployed personnel:-**

- a. All Statuary Liabilities as per prevailing Govt. rules, Workman’s compensation, if any shall be done by the contractor and OPTCL shall not have any liability what-so-ever in this regard and also contractor cannot have right for any claim in this regard.
- b. The deployed labourers should be made well aware & trained regarding the working surrounding. The contractor is fully responsible for any accident (General/ electrical)/ hazards met by the deployed personnel during execution of the contract. Also it is the responsibility of the contractor for any compensation arising out of any accidents and to be disposed off by the contractor only. As per the prevailing labour Act, Odisha having no financial burden on OPTCL.
- c. On receipt of complaint against any deployed personnel for not discharging his duty properly or regularly, contractor should act upon the complaint immediately and should replace with suitable substitute at the earliest and during such time it should also be seen that the routine work is not hampered in any way.
- d. Notwithstanding anything mentioned in the WO & Tender Specification or subsequent approval or acceptance by the owner, the ultimate responsibility for satisfactory performance in keeping the allotted portions shall rest with the Contractor. However all the machines under the AMC shall be in working condition in all respect to utmost satisfaction of the concerned consignee, throughout the execution year, whatever materials required whether mentioned or not; without any extra burden to OPTCL.

**N.B.- The Purchaser has the right to have the tests by an independent agency/Third party/Own Department whenever there is dispute regarding the quality & Higher price than mrket of supplied materials.**

**SCHEDULE OF QUANTITY**

**A. LIST OF APPROVED MAKE OF THE ELECTRICAL ITEMS TO BE USED**

Sl No.	Description of Items	Make
1	1.5T/2T/2.5T/7.5T Reciprocating New Compressor	Kirloskar / Techohms / Carrier
2	Running & Static Capacitor	Sarada / Universal
3	Voltmeter / Ammeter	AE/EMCO
4	MCB, RCCB	Havells/ indoasian / L&T



## **B. AC MACHINES DETAILS**

Sl No	Name of the Grid S/S	No of AC Machines	Type	Capacity	Make
1	400/220/132/33KV Grid S/S Meramundali	A.C. – 1 No	Split	2.5T	Carrier, Model no – NH2200BB
		A.C. – 12 Nos	Multi	7.5T	Carrier, Model no – NH2200BB

## **PRICE SCHEDULE**

**N.B:- The Firm may inspect the AC Machines at Grid S/S before quoting the price.**

Sl No	Description of the work	Total unit Cost in Rs.
A	AMC of AC Machines for 1 year (Service Charge for Routine & Breakdown service)	
B	Service Tax @14% on 70% of Sl.A	
C	<b>Grand Total (Sl.A + Sl.B)</b>	

In words: (.....  
.....) Only

**Signature of the Bidder with date**

# OPTCL

## Lifeline of Odisha

**SECTION-V**

**DECLARATION BY THE BIDDER**

1. Name of the bidder with .....  
Detailed postal address with .....  
Contact Number. ....
2. Earnest money deposited vide Cash receipt/ Bank Draft No.....Dated.....  
Amount in Rs.....(Rupees.....) only.
3. Tender Paper Purchased vide Cash receipt/ Bank Draft No.....Dated.....  
Amount in Rs.....(Rupees.....) only.
4. Xerox copy of PAN/TIN: .....Furnished/ not furnished
5. Manufacturers/repairers License .....Furnished/ not furnished
6. Xerox copy of VAT Registration certificate: .....Furnished/ not furnished
7. Xerox copy of VAT clearance certificate: .....Furnished/ not furnished
8. Xerox copy of Service Tax Registration No. ....Furnished/ not furnished
9. Agreed to furnish & accept Contract Security deposit clause: .....Yes/ No.
10. Agreed to accept payment terms as per Tender Specification. ....Yes/ No.
11. Agreed to adhere time period as per the contract: .....Yes/ No.
12. Agreed to accept penalty clause as per the tender: .....Yes/ No.
13. Attach past experience certificate for the similar jobs  
in OSEB/ GRIDCO or any other agencies. ....Yes/ No.
14. Agreed to keep validity of the offer for one year from the  
Date of tender opening without any variations in tender clause: .....Yes/ No.
15. Agreed to obtain labour contract license on event  
of work order from the competent authority (if required): .....Yes/ No.

Date:  
Place:

Signature of the Bidder  
with seal

*Lifeline of Odisha*