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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

OFFICE OF THE GENERAL MANAGER (ELECT.)

EHT (O&M) CIRCLE, CHAINPAL

AT-Matiasahi, Po-Hakimpada, Angul -759143

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

CIN-U4010200R2004SGC007553

OPEN TENDER SPECIFICATION NO.10 / 2025-26 FOR

“Supply & Installation of Office Furnitures For Conference hall of newly constructed
multistoried building under EHT (O & M) Circle, Chainpal “.

SALE OF TENDER SPECIFICATION START Dt. 16/02/2026 (During office Hours.)

LAST DATE OF SALE OF TENDER SPECIFICATION: Dt. 26/02/2026 (Up to 01:00PM)

LAST DATE OF SUBMISSION OF TENDER: Dt. 26/02/2026 (Up to 03:00PM)

DATE OF OPENING OF TENDER: Dt. 26/02/2026 (04:00 PM)

COST OF TENDER PAPER: Rs.2000.00 +18% GST =Rs.2,360.00 (RUPEES TWO THOUSAND
THREE HUNDRED SIXTY) ONLY

EMD = 1% of quoted amount.

ISSUED TO,

M/S.....

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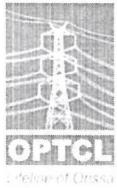
CIN-U401020OR2004SGC007553

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SECTION-I

OPEN TENDER CALL NOTICE NO. 10 / 2025-26

The General Manager (Elect.), E.H.T. (O&M) Circle, Chainpal invites sealed Tenders from reputed Manufacturer /Authorized Dealers having valid PAN, GSTIN, Authorized Dealership Certificate and having experience in similar nature of work(if any) for “**Supply & Installation of Office Furnitures For Conference hall of newly constructed multistoried building under EHT (O & M) Circle, Chainpal**” as follows.

Sl No	Description of work	EMD	Cost of Tender specification Paper	Documents required
1	Supply & Installation of Office Furnitures For Conference hall of newly constructed multistoried building under EHT (O & M) Circle, Chainpal	1% of Total quoted value in shape of DD/Cash	Rs 2360/- (Rs2000/- +GST@18%)	Valid PAN, GST registration certificate, Authorized Dealership Certificate

The tender specification can be obtained from the office of The GM(Elect), EHT (O&M) CIRCLE, CHAINPAL at Anand Nagar(Matiasahi), Angul on payment of Rs. 2000/- (Two Thousand only) +GST @ 18% (Non Refundable) (i.e Rs. 2360.00) in shape of Cash/DD in favour of GM(Elect), EHT (O&M) CIRCLE, CHAINPAL payable at united Bank of India, Simlipada, Angul on any working day during office Hour from **Dt.16-02-2026** to **Dt.26-02-2026(upto 01:00PM)**. In case the DD made any other nationalized bank payable at any clearing branch at Angul will be allowed, but the bidders have to deposit the collection fee (Bank transaction fee) along with the paper cost. The collection fee 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 03.00 PM of dated 26-02-2026 & will be opened at 04:00PM 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 each Bidder.

The detailed terms and conditions are available in the tender specification. Bidders advised to go through specification before submission of the tender. The tenderer 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 not accompanied with requisite amount of E.M.D. will be rejected.

All subsequent addendums/corrigendum to the tender shall be hosted in the OPTCL official website <http://www.optcl.co.in>.

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. No other mode like downloaded paper from website will be accepted.


General Manager (Elect)
EHT (O & M) Circle, Chainpal

SECTION-II
INSTRUCTIONS TO THE BIDDER

- 1.** Order suppliers/Reputed Manufacturers/ Authorized Dealers are only eligible to quote.
- 2.** The bidders/tenderers must read in detail the "Instruction to Tenderers", "General Terms & Conditions" before filling the Tender documents. There are total Six sections in this Tender Specification document including the Tender Call Notice.
- 3.** The tenderer must submit their bids with original signature. Tender shall be submitted with other related documents as mentioned in *clause 11* of this section in duly sealed envelope super scribed on the body of envelope "**Supply & Installation of Office Furnitures For Conference hall of newly constructed multistoried building under EHT (O & M) Circle, Chainpal**". The bidder should write only Tender Call Notice No. and date of opening of the tender on the body of the sealed envelope. **Tenderer should not write their name or name of any firm/agency on the body of the sealed envelope** which may make the offer liable for rejection.
- 4.** 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./ E-mail 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. Tenders 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.
- 5.** Conditional offers will not be accepted.
- 6.** If the last date of receipt of tender and its opening is a holiday, it will be received and opened on the next working day in same time.
- 7.** Bidders shall quote for all items. Quotation for individual or part items will not be entertained.

8. RIGHTS & AUTHORITY FOR ACCEPTANCE & REJECTION:

- a.** The General Manager (Electrical), E.H.T. (O&M) Circle, Chainpal reserves the right to award the contract to any responsive bidder against this tender and can also reject any or all of the tenders including the lowest without assigning any reason thereof.
- b.** Tenders received after due date and time will be summarily rejected.
- c.** In case of any dispute arising either in supply of material or any clause of work order, the decision of the unit head will be final and binding on the bidder.

9. VALIDITY OF OFFER: The offer should be firm and valid for a period of at least 180 days from the date of opening of tenders, unless the tender will be out rightly rejected.

10. 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.

11. DOCUMENTS TO BE SUBMITTED:

The bidders should submit the following documents along with the tenders;

- i) Order suppliers/Manufacturer/ Authorized Dealership Certificate (Wherever applicable)
- ii) Copy of valid GST Registration Certificate.
- iii) Copy of Valid PAN.
- iv) Experience Certificate (To supply in OPTCL or other GOVT./PSU in India)

12. INFORMATION OF COMPETITORS: Tenderers 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 RTI Act, 2005.

13. CORRECTIONS, OVER-WRITINGS AND ILLEGIBILITY:

- i. Tenders with over writing, illegible writing of rates or if rates are not shown in figures and words, the tender 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 accepting the tender will be final and binding on the tenderers. Total of item and grand total of whole tender be clearly written.
- ii. Correction in the tender, if un-avoidable, should be made by re-writing with dated initial of the tenderer after scoring out wrong entries, clerical and arithmetical mistakes may result in the rejection of the tender.
- iii. The bidders shall sign on all pages of the tender document as a token of acceptance of all terms and conditions thereof and submit their quotations therein.
- iv. The bidders shall quote the rates in the Price Bid of the tender documents. The schedule of prices should be filled up fully to indicate the breakup of the prices including taxes and duties but exclusive of GST.
- v. Request from the bidders in respect of additions alternations, modifications and corrections of both terms and conditions or rates after opening of the tender will not be considered.
- vi. All correspondence relating to the tender shall be made with General Manager (El.), E.H.T. (O&M) Circle, Chainpal, OPTCL.

14. The purchaser may alter the quantities of materials at the time of placing orders. 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.

15. REJECTION OF TENDER: The tenders shall be outright rejected if they do not comply with the following requirements.

- a. Tenderer should have purchased the relevant tender specification from the office of the General Manager (El.), E.H.T. (O&M) Circle, Chainpal.
- b. Tenders shall be accompanied with the prescribed EMD.
- c. Tenders shall be accompanied with original money receipt.
- d. 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.
- e. Tenders shall not be submitted telegraphically or by FAX.
- f. Tenders shall be kept valid for a minimum of 180 days from the date of opening of the tender.
- g. The tender shall not be conditional / ambiguous.
- h. 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. The registered suppliers have to mention the name of the manufacturer in their tender.
- i. Violation of terms and conditions set forth and provided in the tender specification.
- j. Tenders shall be accompanied with clear valid attested photo copies of PAN No, GST Registration Certificate. The bidder shall submit duly filled up abstract of terms and condition (Section-V).

SECTION-III **GENERAL TERMS & CONDITIONS OF CONTRACT**

Sealed tenders are invited in duplicate from reputed Manufacturers/Authorized dealers having valid PAN, GST Registration certificate for **Supply & Installation of Office Furnitures For Conference hall of newly constructed multistoried building under EHT (O & M) Circle, Chainpal** .

1. **DELIVERY PERIOD:** The materials in full quantity shall be delivered and installed at site within 30 days of receipt of purchase order, failing which purchase order shall be liable for cancellation with forfeiture of Earnest money/ Security Deposit. If the scheduled work and supply couldn't be completed within scheduled date, extension will be given upon the request of the bidder subjected to written request citing a valid reason thereof.
2. **PRICE:** The price should be firm and FOR destination by Rail/Road transport. The price should be inclusive of packing, forwarding, freight, insurance charges, excise duty, and other taxes if any. GST extra, shall be paid to the Purchaser as per actual against production of documentary evidence. The amount & nature of taxes should be clearly specified in the price schedule. The bidders are advised to quote their rate as per the *Price Schedule in Section – IV* with breakup prices including all taxes and duties and shall remain valid until the validity of the tender.
3. **TERMS OF PAYMENT:** 100 % (one hundred percent) **[Against Security Deposit Only]** Or 95% (Ninety Five Percent) **[if no Security Amount deposited]** payment along-with full taxes and duties (if any) shall be made within 45 days after receipt of materials in full and in good condition & verification thereof by the consignee. After successful completion of the contract in all respect and verification reports of consignee and Paying Officer and on receipt of funds from Head Office in this regard. After completion of the contract, the bidder shall have to produce the printed bills to the respective consignee/Paying Officer for effecting payment
4. **DESPATCH INSTRUCTION:** The materials shall be picked up and securely packed and dispatched by Rail/Road transport door delivery basis. In case of dispatch by road transport it should be done only through reputed and licensed carrier agencies.
5. **INSURANCE:** Transit Insurance of materials shall be arranged by you at your cost. The responsibility of the delivery of the materials at destination in good condition conditions 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 materials damaged or lost which will be reported by the consignee within 30 (thirty) days of the receipt of the materials at destination without waiting for the settlement of all claims with the carriers and under writers.
6. **GUARANTEE PERIOD:** The Supplied materials as per contract specification should be guaranteed for satisfactory, trouble free and satisfactory performance against any defects in design, materials & the workmanship for a period of 12 months from the date of delivery. The above guarantee certificate shall be furnished in triplicate to the undersigned for approval along with contract completion/delivery certificate of consignee. Any defects noticed during the period shall be rectified/replaced by the bidders at its own cost, without any financial burden to OPTCL.
7. **EARNEST MONEY DEPOSIT (EMD):** 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 GM(Elect),EHT (O&M) CIRCLE, CHAINPAL** payable at **Union Bank of India, Similipada Branch, Angul** otherwise tender will be out rightly rejected. In case the D.D made any other nationalized bank payable at any clearing branch at Angul will be allowed. But the bidders have to deposit the collection fee (Bank transaction fee) along with the EMD. The collection fee is Non-refundable & It can't be taken into account of EMD deposit. The EMD of the unsuccessful bidders will be returned on written application after finalization of tender. The EMD of the successful bidder will be returned only after the Security money deposited as per the clause No.(8) in Section (III). In case the successful bidder fails to execute the order satisfying all terms & conditions or also fails to commence work within stipulated date mentioned in the date of order, the Earnest Money Deposit will be forfeited. The EMD will be paid on the EMD to any participant. No other mode than above for EMD Deposit will be accepted. The tender will be out rightly rejected

8. **SECURITY-CUM-PERFORMANCE DEPOSIT:** The successful tenderers will be required to deposit a Security Deposit-cum-Performance Guarantee amounting to 5% of the contract value valid **up to two months after the guarantee period** shall be deposited within 10 days (Ten) days of placement of the Work order in the shape of Cash/DD/ B.G. from a Nationalized Bank, drawn in favour of **GM(Elect), EHT (O&M) Circle, Chainpal, Union Bank of India, Simlipada Branch, Angul.** which will be refunded after two months of completion of the Guarantee period on written request subject to approval of guarantee certificate. No interest shall be paid to the bidder towards the security deposit as deposited by the bidder. The B.G. format will be issued by OPTCL during the placement of the work order. In the event of any breach or default in all or any condition of Work Order, security deposit will be forfeited. In case the security amount is not deposited, the same shall be deducted from the bill of the supplier. **Security Deposit not claimed for refund within three years from the date completion of Guarantee period shall be forfeited**
9. **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.
10. **PRICE REDUCTION:** In case the executing agency fails to complete the entire work within the time specified, OPTCL shall recover from executing agency price reduction schedule for a sum of half%(0.5%) of the taxable value of the contract of the work for each calendar week of delay or part thereof of the entire work. However, the total amount of the price reduction shall not exceed 5% of the taxable value of the contract.
11. **AMENDMENT IN CONTRACT:** Amendment in contract can only be done in quantum as per exigencies of requirement. The bidder shall accordingly provide services as may be required by the Officer In-charge on being given a notice prior to deviation in work within 5 days of its execution.
12. **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 competent authority on receipt of such notice may agree to extend the contract completion date, if reasonable but without prejudice to other terms and conditions of this contract.
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/ VERIFYING OFFICER:** Dy. Manager (El.), EHT (O & M) Circle, Chainpal.
15. **PAYING OFFICER:-** GM(Elect), EHT (O & M) Circle, Chainpal.
16. **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
17. **TAXES & DUTIES:** The income tax and any other statutory taxes if any shall be deducted at the prevailing rates.
18. **NSIC/MSME certificate holders may be allowed free of paper cost but have to deposit 50% of EMD value.**
The Firm has to submit the document proof regarding NSIC/MSME firm .


General Manager (Elect)
EHT (O & M) Circle, Chainpal

SECTION - IV
TECHNICAL SPECIFICATION FOR FURNITURE:

Sl. No.	Name of the Furniture	Specification	Quantity
01	Conference Table	Mingle Modular Conference Table 14 Seated of Godrej make (420cm*150cm)	01 (One)
02	Executive Chairs	Revolving Chair Cross of Godrej make	01 (One)
		Revolving Chair Poise of Godrej make	13 (Thirteen)
03	Sofa	Sofa Monarch (3+1+1) of Godrej make	01 (Set)
04	Visitors chairs	Visitors chairs(Oxbo) of Godrej make	14 (Fourteen)
05	Almirah	Storwel plain (91.6cm*48.6cm*198.1cm) of Godrej make having Glass Door	02 (Two)
06	Center Table	Godrej Make Center Table vesta(100.2cm*45cm*40cm)	01(One)

SECTION - V
SCHEDULE OF PRICE

Sl. No.	Name of the Furniture	Specification	Quantity	Rate in Rs	Amount in Rs.
01	Conference Table	Mingle Modular Conference Table 14 Seated of Godrej make (420cm*150cm)	01 (One)		
02	Executive Chairs	Revolving Chair Cross of Godrej make	01 (One)		
		Revolving Chair Poise of Godrej make	13 (Thirteen)		
03	Sofa	Sofa Monarch (3+1+1) of Godrej make	01 (Set)		
04	Visitors chairs	Visitors chairs(Oxbo) of Godrej make	14 (Fourteen)		
05	Almirah	Storwel plain of Godrej make having Glass Door (91.6cm*48.6cm*198.1cm)	02 (Two)		
06	Center Table	Godrej Make Center Table vesta(100.2cm*45cm*40cm)	01 (One)		
07	Sub-Total				
08	Add GST				
09	Grand Total				
10	Or SAY				

(Rupees)

Date:
 Place:

Signature of the Tenderer
 with Seal



SECTION -VI
DECLARATION BY THE BIDDER
ANNEXURE-I
ABSTRACT OF TERMS AND CONDITIONS

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

1.	Cost of Tender Document: OPTCL Money Receipt No. & Date / D.D No & Date.	
2	Earnest money deposited vide Bank Draft No-----Date-----/ By Cash amount in Rs.----- Rupees -----only vide Money receipt no-----Date-----	
3.	Bidders' past experience including user's performance certificate furnished or not	Yes/No
4.	Security-cum-Performance Guarantee (Whether agreeable to OPTCL terms)	Yes/No
5.	Guarantee:- Whether agreeable to OPTCL's terms.	Yes/No
6	Terms of payment:- Whether agreeable to OPTCL's terms or not	Yes/No.
7.	Nature of price:- FIRM	Yes/No
8.	Price reduction:- Whether agreeable to OPTCL's terms or not	Yes/No
9.	Validity: - Whether agreeable to OPTCL's terms or not	Yes/No
10.	Authorization dealership certificate	Yes/No
11.	Copy of GST Registration Certificate furnished	Yes/No
12.	Copy of PAN furnished:	Yes/No
13.	Whether declaration form duly filled in furnished or not.	Yes/No.
14.	Agreed to all terms and conditions of the tender specification	Yes/No.

(Strike off whichever is not applicable)

Signature of the Tenderer with Seal

Date:

Place:

WV

ANNEXURE - II

**THE BIDDERS ARE REQUIRED TO FURNISH THE FOLLOWING DETAILS AS PER THE FORMAT
GIVEN BELOW WHICH IS A MANDATORY REQUIREMENT FOR EVALUATION OF BIDS**

SL NO	DETAILS	TO BE FILLED BY THE BIDDER
1	<i>BIDDER'S NAME</i>	
2	<i>BIDDER'S SITE NAME (NAME OF THE PLACE)</i>	
3	<i>ADDRESS</i>	
4	<i>CITY</i>	
5	<i>STATE</i>	
6	<i>COUNTRY</i>	
7	<i>PIN CODE</i>	
8	<i>PHONE NUMBER</i>	
9	<i>FAX NUMBER</i>	
10	<i>GST REGISTRATION NUMBER</i>	
11	<i>PAN NUMBER</i>	
12	<i>CONTACT PERSON'S NAME</i>	
13	<i>POSITION/DEPARTMENT OF CONTACT PERSON</i>	
14	<i>CONTACT PERSON'S E-MAIL ID</i>	
15	<i>CONTACT PERSON'S PHONE NO. AND MOBILE NO.</i>	
16	<i>CONTACT PERSON'S FAX NUMBER</i>	

Signature of Bidder with Seal



ANNEXURE – III

DECLARATION FORM

To,

The General Manager (Elect.)
EHT (O&M) Circle, OPTCL
Chainpal

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 take up the work of **Supply & Installation of Office Furnitures For Conference hall of newly constructed multistoried building under EHT (O & M) Circle, Chainpal** 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 the work of **Supply & Installation of Office Furnitures For Conference hall of newly constructed multistoried building under EHT (O & M) Circle, Chainpal** as specified in the Tender.

3. I / We hereby guarantee the validity of the required documents from concerned authorities to be submitted as per the **ELIGIBILITY FOR BID SUBMISSION** mentioned in the Tender specification.

4.I/We certify to have submitted the bid physically by remitting DD towards 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 B.G. / Fixed Deposit in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to *me/us as per **Clause-8 of section-III** of this specification within 10 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, and will be suspended from being eligible for bidding / award of all future contract(s) of EHT (O&M) Circle, OPTCL, Chainpal for a period of three years from the date of committing such breach.

Signed this on.....day of....., 2026

Yours faithfully

Signature of the Tenderer with seal of the
company

* (Strike out whichever is not applicable)



ANNEXURE – IV
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.

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