



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଡ

ODISHA POWER TRANSMISSION CORPORATION LIMITED

REGD OFFICE : JANAPATH , BHUBANESWAR-751022, PH- 0674- 2547185

OFFICE OF SR.GENERAL MANAGER(S&S),GROUND FLOOR,FINANCE BUILDING, BHOINAGAR, BHUBANESWAR

email: sto.cle.bbs@optcl.co.in

TENDER SPECIFICATION NO.- SR.GMS&S-43/2020-21

FOR

**MAJOR REPAIR & RENOVATION WITH ANNUAL MAINTENANCE CONTACT (AMC) OF 01
(ONE) NO. OF ELEVATOR INSTALLED AT MULTISTORIED BUILDING, OPTCL,
BHUBANESWAR.**

LAST DATE AND TIME OF RECIEPT OF TENDER PAPER-	18.02.2021 UPTO 01:00PM
DATE OF OPENING OF TENDER PAPER-	18.02.2021 at 4.00PM
COST OF TENDER PAPER-	Rs.4480.00 (including @12% GST)
COST OF EMD-	Rs.7900.00

ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିମିଟେଡ୍



ODISHA POWER TRANSMISSION CORPORATION LIMITED

REGD OFFICE : JANAPATH , BHUBANESWAR-751022, PH- 0674- 2547185, Fax: 2540016

OFFICE OF SR.GENERAL MANAGER(S&S), GROUND FLOOR,FINANCE BUILDING, BHOINAGAR, BHUBANESWAR-22

email: sto.cle.bbs@optcl.co.in, Website: www.optcl.co.in, CIN: U40102OR2004SGC007553

No. EMC-182/20/18-36

dt.19.01.2021

TENDER NOTICE NO.SRGM(S&S)- 4 3 /2020-21

For and on behalf of Odisha Power Transmission Corporation Ltd., Sr.G.M. (S&S) invites sealed Tenders from Manufacturers / Reputed Repairers for major repair & renovation with Annual Maintenance Contract (AMC) of 01 (one) no. 13 passenger Elevator installed at Multistoried Building, OPTCL, Bhubaneswar. Tender papers can be downloaded from the OPTCL website from dt.25.01.2021 to dt.18.02.2021 upto 1.00PM. The last date for receipt of tender is dt.18.02.2021 upto 1.00PM. The tender will be opened on dt.18.02.2021 at 4.00PM. Interested bidders may visit OPTCL's official website www.optcl.co.in for detail specifications.

OPTCL reserves the right to accept or reject the tender without assigning any reason thereof.

N.B.: All subsequent addendum / corrigendum to the tender shall be hosted in OPTCL's Official Website www.optcl.co.in only.

SR. GENERAL MANAGER [S&S]

CC to:

1. Director (Finance) /Director (Operation) /CFO/ CGM (O&M) / CGM (CPC), OPTCL for kind information.
2. DGM (Telecom), IT, OPTCL for information & necessary action. It is requested to upload the tender documents on OPTCL website for wide publication.
3. GM, EHT Stores Division, OPTCL for information & necessary action.



NOTICE INVITING TENDER

**ODISHA POWER TRANSMISSION CORPORATION LTD
JANPATH, BHUBANESWAR – 751 022,**

TENDER NOTICE NO. SRGM(S&S)-43/2020-21

For and on behalf of Odisha Power Transmission Corporation Ltd., Sr. G.M. (S&S) invites Tenders **from Manufacturers / Reputed Repairers under Single-Part bidding system in sealed cover** having GST registration and valid PAN for **major repair & renovation with Annual Maintenance Contract (AMC) of 01 (one) no. 13 passenger Elevator installed at Multistoried Building, OPTCL, Bhubaneswar.** The sealed envelope should be super scribed as: **“Major repair & renovation of Elevator with AMC”.** Tender papers can be downloaded from the OPTCL website www.optcl.co.in from **dt.25.01.2021 to dt.18.02.2021 upto 1:00PM.** The tender shall be received **up to 1.00PM on dt.18.02.2021** and shall be opened on same day **at 4.00PM.** Interested bidders may visit OPTCL’s official website www.optcl.co.in for detail specifications.

Sl. No.	Tender Specification No.	Description of works.	Earnest Money Deposit (In Rs)	Cost of Tender Paper(InRs)	Last date of receipt of tender
1.	Sr. G.M. (S&S)-/2020-21	Major repair & renovation with Annual Maintenance Contract (AMC)of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar.	7,900.00	4,000.00+480.00=4,480.00 (Inclusive of 12% GST)	18.02.2021 at 1.00PM

The bidders who want to submit tender shall have to pay non-refundable amount of **Rs.4,480.00 (Rupees Four thousand four hundred eighty)** only including GST @ 12% towards the cost of tender paper in the shape of Demand draft / Pay order, drawn in favour of the **“G. M. Store Circle, OPTCL”** payable at **“Bhubaneswar”** along with the sealed tender.

Bidders have to submit refundable interest free **EMD amounting Rs.7,900.00 (Rupees Seven thousand nine hundred)** only in shape of **Demand Draft / Pay Order** drawn in favour of **“G.M., Store Circle, OPTCL”** payable at **Bhubaneswar** along with the sealed tender.

In case of non-submission of cost of tender papers and / or non-submission of EMD, the tender shall liable to be rejected at any stage of the contract.

The Complete bid for the works will be received **upto 1.00 P.M. on dt.18.02.2021** and the same will be **opened at 4.00 P.M.** on the same date. In the event of any specified date for submission or opening of bids being declared a holiday, the bids will be received / opened upto the appointed times on the next working day. Only one representative of the bidder will be allowed to participate in the bid opening with valid identity.

OPTCL reserves the right to accept or reject the tender without assigning any reason thereof.

Minimum qualification criteria of bidders:

1. The Bidder should have valid PAN & GST registration certificate.
2. The Bidder must have executed similar type of Repair works in Govt. / PSUs or Corporate sector.

(The Interested Bidders may visit the work site and inspect the Elevator to be repaired prior to submission of bid.)

N.B.: All subsequent addendum / corrigendum to the tender shall be hosted in OPTCL’s Official Website www.optcl.co.in only.

INSTRUCTIONS TO BIDDERS

TABLE OF CONTENTS

Clause	Title	Page
1	Submission of Bids.	6
2	Opening of Bids.	6
3	Eligibility for submission of Bids.	6
4	Purchasers Right to Accept/Reject Bids.	6
5	Mode of Submission of Bids.	6
6	Cost of Tender Paper	6
7	Earnest Money Deposit.	6
8	Validity of Bids.	7
9	P r i c e.	7
10	Bidders to be fully Conversant with the Clause of the Specification.	7
11	Documents to Accompany Bids.	7
12	Conditional Offer.	7
13	General.	7

GENERAL TERMS & CONDITIONS OF CONTRACT (G.T.C.C.)

TABLE OF CONTENTS

Clause	Title	Page
1.	Scope of the Contract.	8
2.	Definition of term.	8
3	Rejection of Materials.	9
4	Experience of Bidders.	9
5	Right to Reject / Accept Any Tender.	9
6	Completion Period	9
7	Repairer's Default Liability.	9
8	Force Majeure.	9
9	Extension of Time.	10
10	Guarantee Period.	10
11	AMC	10
12	Bank Guarantee towards Security Deposit & Performance Guarantee.	10
13	Terms of Payment.	11
14	Paying Officer	11
15	Verifying Officer	11
16	Cost Reduction (Penalty) for Delay in completion of Contract.	11
17	Repairer's Responsibility.	12
18	Jurisdiction of Court	12
19	Outright Rejection of Tenders.	12
20	List of Annexures.	13

INSTRUCTIONS TO BIDDER

1. Submission of Bids:-

Sealed tenders on single part basis, complete in all respect in the manner hereinafter specified are to be dropped in the “**Tender Box**” in the office of Sr.General Manager (S&S), OPTCL, Bhubaneswar on or before the date and time specified in the notice inviting the tenders against the relevant tender Specification. The bid shall be in sealed envelope super scribed on the cover as “**Major repair & renovation with Annual Maintenance Contract (AMC)of Elevator**” with the relevant Tender Specification number on the right hand top side of the envelope.

2. Opening of Bids.

The bid shall be opened in the office of the Sr.General Manager (S&S) in presence of the bidders or their authorized representatives (limited to one person only) on the due date of opening of tender i.e on dt.18.02.2021, 04.00 PM. After scrutiny of the technical particulars and other commercial terms, clarifications as may be required, shall be sought from the bidders.

3. Eligibility for Submission of Bids.

The bidder should have valid PAN & GST registration certificate.

The bidder must have executed similar type of repair works in Govt. / PSUs or Corporate sector.

The bidder should have it's own T&P required for above work.

4. Right to Accept / Reject Bids.

OPTCL reserves the right to reject any or all the tenders without assigning any reasons what so ever if it is in the interest of OPTCL.

5. Mode of Submission of Bids.

(A) The Sealed tenders should be dropped in the “**Tender Box**” in the office of the Sr. General Manager (S&S), OPTCL before due date and time. Any other mode shall not be accepted.

(B) Tenders through **E-mail or FAX** shall not be accepted under any circumstances.

6. Cost of Tender paper

The bidders shall submit non-refundable amount of **Rs.4,480.00 (Rupees Four thousand four hundred eighty)** only including GST @ 12% towards the cost of tender paper along with the sealed tender, in the shape of Demand draft / Pay order, drawn in favour of the “**G.M. Store Circle, OPTCL**” payable at “**Bhubaneswar**”. Tenders without the required coat of Tender Paper will be rejected out rightly.

7. Earnest Money Deposit.

The sealed tender shall be accompanied with interest free Earnest Money of value of **Rs.7,900.00 (Rupees Seven thousand nine hundred)** only in shape of **Demand Draft / Pay Order** drawn in favour of “**G.M., Store Circle, OPTCL**” payable at **Bhubaneswar**. Tenders without the required E.M.D. will be rejected out rightly.

No adjustment towards Earnest Money Deposit shall be permitted against any outstanding amount with OPTCL.

- (i) In case of un-successful Bidder, the Earnest Money will be refunded after the tender is decided. In case of successful bidder, EMD will be refunded only after acceptance of Performance Bank Guarantee.
- (ii) Earnest Money will be forfeited if the Bidder fails to accept the letter of intent and / or work orders issued in his favour.

8. Validity of the Bids

The tenders should be valid for a period of 120 days from the date of opening of the tender as notified in the tender notice failing which the tenders will be rejected.

9. PRICE

Bidders are requested to quote FIRM price only in the prescribed format as per Annexure-III. The quoted price should be inclusive of freight, packaging, loading & unloading charges, insurances, scaffolding & labour charges etc.

10. Bidders to be fully Conversant with the Clauses of the Specification.

Bidders are expected to go through the tender specification and fully conversant with the meaning of all the Clauses of the Specification before submitting their tenders. In case of doubt regarding the meaning of any Clause, the Bidder may seek clarification in writing from the Sr. General Manager (S&S), OPTCL. This however, does not entitle the Bidder to ask for time beyond due date fixed for receipt of tender.

11. Documents to Accompany Bids

Bidders are required to submit the following documents with their bid :-

- i) EMD as specified in the tender notice.
- ii) Cost of tender paper as specified in the tender notice.
- iii) Declaration Form. (As per **Annexure –I**).
- iv) Price Schedule in the prescribed format. (As per **Annexure –III**)
- v) Copy of valid GST Regd. Certificate.
- vi) Copy of PAN card.
- vii) Copy of GST clearance.
- viii) Copy of Work orders in support of having experience in executing similar type of repair works in Govt. / PSUs or Corporate sector.
- ix) Check List (**As per Annexure-II**)
- x) Copy of tender documents with signature & seal in each page as a token of acceptance of all terms & conditions of the tender.

12. Conditional Offer

Conditional offer shall not be accepted.

13. General

- i) Over writing should be avoided
- ii) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the OPTCL authority shall be final and binding on the Bidder.
- iii) For evaluation of the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
- iv) Notice inviting tender shall form part of this Specification.

GENERAL TERMS & CONDITIONS OF CONTRACT (G.T.C.C)

1. Scope of the Contract

The scope of the contract for “Major repair & renovation with Annual Maintenance Contract (AMC) of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar” are as under :

- i) Dismantling of elevator parts which are to be replaced for major repair & renovation.
- ii) As and when scaffolding required, it is to be done by the repairer at his own cost.
- iii) The dismantled materials of elevator are to be handed over to Deputy Manager (Elect.), EM Cell, OPTCL, BBSR.
- iv) Necessary repair & renovation work with replacement of required spares is to be carried out by repairer along with the followings :-
 - a) Commissioning & testing are to be carried out by the repairer.
 - b) The Elevator after major repair & renovation work is to be handed over to the Verifying Officer, on successful commissioning & testing for operation.
- v) Annual Maintenance for a minimum period of 5 yrs. is to be carried out by the repairer after expiry of Guarantee period of repair and renovation.

2. Definition of Terms

For the purpose of this Specification and General Terms & Conditions of Contract (G.T.C.C.) the following words shall have the meanings hereby indicated, except where otherwise described or defined.

- i) “The Tenderer” shall mean the Sr. General Manager (S&S) for & on behalf of ODISHA POWER TRANSMISSION CORPORATION LTD., Bhubaneswar.
- ii) “The Engineer” shall mean the engineer appointed by the Tenderer for the purpose of this contract.
- iii) “Tenderer’s Representative” shall mean any Officers authorised by the Tenderer to supervise, inspect, test and examine workmanship and materials.
- iv) “The Repairer” shall mean the Bidder whose bid has been accepted by the Tenderer and shall include the Bidders’ executives, Administrators, Successors and permitted assignees.
- v) “Contract Price” shall mean the sum named in or calculated in accordance with the provisions of the contract as the “Contract Price”.
- vi) “General Conditions” shall mean these General Terms and Conditions of Contract.
- vii) “The Specification” shall mean the Specification annexed to or issued with G.T.C.C. and shall include the specification attached thereto.
- viii) “Writing” shall include any manuscript, type written, printed or other statement reproduction in any visible form and whether under seal or under hand.

- ix) "F.O.R. Destination Costs" shall mean the cost of materials at the consignee's site.
- x) The term "Contract documents" shall mean and include G.T.C.C., Specifications, Schedules, Form of Tender, Covering Letter, Schedule of Price of the final successful bidder & any special conditions applicable to the particular contract, Specifications and the work order if any to be entered into.

3. Rejection of Materials

In the event of any of the materials supplied by the Repairer is found defective due to faulty design, bad workmanship, bad materials used or otherwise not in conformity with the requirements of the Specification, OPTCL shall either reject the materials or ask the Repairer in writing to rectify the same. The Repairer on receipt of such notification shall either rectify or replace the defective materials free of cost to OPTCL. If the Repairer fails to do so, OPTCL may replace or rectify such defective equipment and recover the extra costs so involved from the repairer plus fifteen percent.

4. Experience of Bidders :

The bidders must have experience in executing similar type of jobs previously. As a supporting proof, the bids should be accompanied with copy of Work orders pertaining to repair & renovation of Elevators in Govt./PSUs/Corporate sectors.

5. Right to Reject / Accept any Tender :

OPTCL reserves the right either to reject or to accept any or all tenders if the situation so warrants in the interest of OPTCL.

6. Completion Period:

The major repair & renovation of 01 no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar must be completed in all respect as per specification within 30 days from the date of issue of the work order.

7. Repairer's Default Liability.

OPTCL may, upon written notice of default to the Repairer, terminate the contract in circumstances detailed hereunder.

If in the judgment of the tenderer, the Repairer fails to complete the work within the time specified in the contract or within the period for which extension has been granted by the Tenderer in writing in response to written request of the Repairer.

8. Force Majeure:

The Repairer shall not be liable for any penalty for delay or for failure to perform the contract for reasons of Force Majeure such as acts of God, acts of the public enemy, acts of Govt., Fires, Floods, Epidemics, Pandemic, Quarantine restrictions, strikes, Freight Embargo, provided that the Repairer shall within ten (10) days from the beginning of such delay notify the Tenderer in writing of the cause of delay, upon which, the Tenderer shall verify the facts and grant such extension as facts justify.

9. **Extension of Time.**

If the major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar is delayed due to reasons beyond the control of the repairer, the repairer shall without delay give notice to the Tenderer in writing of his claim for an extension of time. The Tenderer on receipt of such notice may agree to extend the date of completion as may be reasonable but without prejudice to other terms and conditions of the contract.

10. **Guarantee Period.**

- i) The repaired elevator should be Guaranteed for satisfactory operation and against defects in design, materials and workmanship for a period of at least 12 (twelve) months from the date of commissioning. A Guarantee Certificate to this effect should be furnished in triplicate to the Tenderer for his approval. Any defect noticed during this period should be rectified by the Repairer free of cost to the Tenderer provided such defects are due to faulty design, bad workmanship or bad materials used, upon written notice from the Tenderer.
- ii) Materials failed or found defective during Guarantee period shall have to be guaranteed after repair / replacement for a further period of 12 months from the date of commissioning.

11. **Annual Maintenance Cost (AMC)**

Annual Maintenance of the Elevator for a minimum period of 5 yrs. is to be carried out by the repairer after expiry of Guarantee period of repair and renovation work, at a fixed quoted AMC rate. In this regard, AMC work order is to be issued after expiry of guarantee period of repair & renovation work. The repairer has to submit the required Bank Guarantee and execute AMC contract accordingly.

12. **Bank Guarantee towards Security Deposit and Performance Guarantee.**

A) For major repair & renovation work.

The successful bidder should furnish a Composite Bank Guarantee as per the proforma enclosed at **Annexure-IV** for 10%(Ten percent) of the total cost of the work order, for major repair and renovation work, from any Nationalized / Scheduled Bank having a place of business at Bhubaneswar, to the office of Sr. General Manager, Stores & Services Circle, OPTCL, Bhubaneswar within 15(Fifteen) days of issue of work order. The Bank Guarantee shall be executed on non-judicial stamp paper worth of Rs.29/- or as applicable, as per the prevalent rules, valid for a period of 2(two) month more than the Guarantee period for scrutiny and acceptance, failing which the work order will be liable for cancellation without any further written notice. The said Bank Guarantee should be accompanied or followed by a confirmation letter from the concerned Bank & should have provision for encashment at Bhubaneswar, before the bank Guarantee is accepted & all concerned intimated. The BG should be revalidated as & when intimated to you to cover the entire guarantee period.

- i) No interest is payable on any kind of Bank Guarantee.

- ii) In case of non-fulfillment of contractual obligation as required in the detailed work order / specification, the composite Bank Guarantee shall be forfeited.

B) For Annual Maintenance Contract.

The successful bidder should furnish a Composite Bank Guarantee as per the proforma enclosed at **Annexure-V** for 10%(Ten percent) of the total Annual Maintenance cost of the AMC work order issued after expiry of Guarantee period of major repair and renovation work from any Nationalized / Scheduled Bank having a place of business at Bhubaneswar, to the office of Sr. General Manager, Stores & Services Circle, OPTCL, Bhubaneswar within 15(Fifteen) days of issue of work order. The Bank Guarantee shall be executed on non-judicial stamp paper worth of Rs.29/- or as applicable, as per the prevalent rules, valid for a period of 2(two) month more than the total period of Annual Maintenance Contract (AMC) for scrutiny and acceptance, failing which the work order will be liable for cancellation without any further written notice. The said Bank Guarantee should be accompanied or followed by a confirmation letter from the concerned Bank & should have provision for encashment at Bhubaneswar, before the bank Guarantee is accepted & all concerned intimated. The BG should be revalidated as & when intimated to you to cover the entire guarantee period.

- i) No interest is payable on any kind of Bank Guarantee.

- ii) In case of non-fulfillment of contractual obligation as required in the AMC work order the composite Bank Guarantee shall be forfeited.

13. Terms of Payment.

100% payment shall be made after completion of major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar against submission of Bills subject to verification by the verifying Officer and approval of Guarantee Certificates by the Tenderer and furnishing of @10% value of cost of work order as Composite Bank Guarantee.

14. Paying Officer:

GM (Mech.), EHT Stores Division, OPTCL, Bhubaneswar is the paying officer for the above repair & renovation works against the above tender.

15. Verifying Officer:

DGM (El.), EM Cell, OPTCL, Bhubaneswar is the verifying officer for the above works of the tender.

16. Cost Reduction (Penalty) for Delay in Completion of Contract.

- (i) If the Repairer fails to complete the work of major repair & renovation of 01 (one) no. of Elevator at Multistoried Building, OPTCL, Bhubaneswar within the completion period specified in the Work Order including time extension, if any, granted thereto, the Tenderer shall recover from the Repairer penalty for a sum of one half of one percent (0.5 per cent) of the contract price for each calendar week of delay or any part thereof. The total amount of penalty shall not exceed five per cent (5%) of the contract price.

- (ii) If the Repairer fails to rectify / replace the equipment / materials within a week from the date of intimation of the fact, so noticed by the Tenderer within the guarantee period, then the penalty for sum of one half of the one percent (0.5%) of the total work order amount for each calendar week of delay shall be recovered by the Tenderer within the guarantee period. The total amount of penalty in this case shall not exceed 10% (Ten percent) of the work order amount. If the defects so intimated will not be rectified by the Repairer within the guarantee period then whole of the BG will be forfeited by the Tenderer, without any intimation to the Repairer.
17. **Repairer's Responsibility.**
Notwithstanding anything mentioned in the Specification or subsequent approval or acceptance by the Tenderer, the ultimate responsibility for workmanship, materials used and satisfactory performance shall rest with the Repairers.
18. **Jurisdiction of Court.**
Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Bhubaneswar, District- Khorda, Odisha.
19. **Outright Rejection of Tenders.**
Tenders shall be outright rejected if repairers / bidders fails to comply with the following requirements:
- i) Tenders shall be submitted in person.
 - ii) Tenders shall not be submitted by FAX or E-mail.
 - iii) Tenders shall be accompanied by the prescribed Earnest Money Deposit & cost of Tender paper.
 - iv) Tender shall be kept valid for a period of 120 days from the date of opening of Tender.
 - v) The prices should be **FIRM** and should be quoted as per Annexure-III. Incomplete submission of this schedule will make the tender liable for rejection.
 - vi) Tenders must be accompanied with PAN, GST registration certificate and copy of GST clearance.
 - vii) Copy of work orders in support of having experience in executing similar types of work in Govt. / PSU's / Corporate Sector.

20. LIST OF ANNEXURES

The following Schedules and proforma are annexed to this Specification as referred to in the relevant Clauses.

i)	Declaration Form	ANNEXURE-I
ii)	Check List	ANNEXURE-II
iii)	Schedule of Prices	ANNEXURE-III
iv)	Format of Composite Bank Guarantee for Security Deposit & Performance guarantee for repair & renovation work	ANNEXURE-IV
v)	Format of Composite Bank Guarantee for Security Deposit & Performance guarantee for AMC	ANNEXURE-V

Sd/-

SR. GENERAL MANAGER [S&S.]

DECLARATION FORM

TENDER NOTICE NO. SRGM (S&S)- / 2020-21

To

The Sr. General Manager (S&S)
OPTCL, Bhubaneswar

1. Having examined the above specification together with Tender conditions referred to therein I/We the undersigned hereby offer for major repair & renovation with Annual Maintenance Contract (AMC) of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar in all respects as per the Specification and General Conditions, at the rates entered in the attached Schedule of price format (**Annexure-III**) in the Tender.
2. I/We hereby undertake to complete the major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar within the time specified in the Tender.
3. I/We hereby undertake to carry out Annual Maintenance Work (AMC) of the said Elevator after expiry of Guarantee period of the major repair & renovation work for a minimum period of 5 yrs. at a fixed AMC charges excluding GST as applicable.
4. I/We do certify to have submitted the bid by remitting DD / Pay order towards the cost of the tender document and EMD.
 - a) The particular of payment towards cost of tender paper is:
Demand Draft / Pay Order No. _____ dt. _____ drawn on _____ Bank amounting Rs. /- () only.
 - b) The particular of payment towards EMD is:
Demand Draft/Pay Order No. _____ dt. _____ drawn on _____ Bank amounting Rs /- () only.
5. I/We do hereby declare that, I/We am/are submitting this tender after going through the complete set of Tender documents and accept all the terms and conditions of the Tender.
6. I/We do declare that, the documents submitted for the tender are true, correct and authenticated. I / We also undertake that if any of the information found false, my / our offer against the tender will be rejected and any action as deemed proper by OPTCL may be taken against me / us.
7. In the event of Work order being decided in my / our favour, I / We agree to furnish the Composite Bank Guarantee in the prescribed format in the manner acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD for the sum as applicable as per Clause-12 of G.T.C.C. of this Specification within 15 days of issue of work order failing which I / We clearly understand that the said Letter of intent/work order will be liable to be withdrawn by the OPTCL Authority.

Signature of Bidder with Seal

ANNEXURE – II

CHECK LIST

1	Earnest Money furnished in shape of DD / Pay Order	Yes / No
2	Cost of tender paper furnished in shape of DD / Pay Order.	Yes / No
3	Declaration Form. (As per Annexure –I)	Yes / No
4	Check List (As per Annexure-II)	Yes / No
5	Quotation in Price Schedule in the prescribed format (Annexure-III)	Yes / No
6	Copy of GST Registration Certificate submitted	Yes / No
7	Copy of Work orders in support of having experience in executing similar types of repair work in Govt./ PSUs or Corporate sector.	Yes / No
8	Copy of tender documents with signature in each page as a token of acceptance of all terms & conditions of the tender.	Yes / No
9	Whether agreeable to furnish Bank Guarantee (Annexure-IV) towards Security Deposit and performance Guarantee as per Clause – 12 of GTCC.	Yes / No
10	Terms of Payment: Whether agreeable to OPTCL's standard terms of payment as per clause-13 of GTCC	Yes / No
11	Nature of Price: Firm	Yes / No
12	Penalty: Whether agreeable to OPTCL's terms of Penalty (Cost reduction)	Yes / No
13	Validity: - Whether agreeable to OPTCL's terms of validity of Tender for 120 days from the date of opening of tender.	Yes / No
14	Completion of work: Whether agreeable to OPTCL's terms of completion of work as per clause –6 of GTCC.	Yes / No
15	Copy of PAN Card submitted.	Yes / No
16	Copy of GST Clearance	Yes / No

Signature of the Bidder
With Seal

SCHEDULE OF PRICE

Major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar along with Annual Maintenance Contract (AMC) for a minimum period of 5 (five) yrs. at a Fixed quoted AMC rate.

Sl. No.	Description	Quoted amount including GST by Bidder
1	Major repair & renovation of 01 (one) no. 13 passenger Elevator	
	A) Mechanical Spare parts	
	B) Electrical & Electronics Spare parts	
	C) Labour Charges	
	Sub-Total (A)	
2	Annual Maintenance Contract (AMC) per year for yrs. after expiry of 1 (one) yr. guarantee period	
	Sub-Total (B)	
	Grand Total	

(RUPEES)

Place :
Date :

Signature of Bidder
With Seal of the Company

N.B. :

1. The price should be inclusive of freight, packaging, loading & unloading charges, scaffolding, insurance & other duties including transporting charges.
2. Conditional offers will not be acceptable.

ANNEXURE – IV

PROFORMA OF COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT AND PERFORMANCE GUARANTEE TOWARDS MAJOR REPAIR & RENOVATION OF 01 (ONE) NO. 13 PASSENGER ELEVATOR INSTALLED AT MULTISTORIED BUILDING, OPTCL, BHUBANESWAR.

This Guarantee Bond is executed this _____ Day of _____ 21____ by us the _____ Bank at _____ P.O. _____, P.S. _____ Dist. _____ State _____.

WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD (OPTCL a body corporate constituted under the Electricity (Supply) Act, 1948 (hereinafter called "the OPTCL") has placed Work order No. _____ date ____ (hereinafter called "The work order") on M/s _____ (hereinafter called "The Repairer") for major repair & renovation of 01 (one) no.13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar.

1. AND WHEREAS the Repairer has agreed for major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar in terms of the said work order.

AND WHEREAS the OPTCL has agreed (1) to exempt the Repairer from making payment of Security deposit (2) to release 100% payment to the Repairer for major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar in terms of the said work order and (3) to exempt from performance guarantee on furnishing by the Repairer to the OPTCL, a Composite Bank Guarantee of the value for Rs. _____ (Rupees _____) 10% (Ten percent) of the contract price of the said work.

NOW THEREFORE in consideration of the OPTCL having agreed (1) to exempt the Repairer from making payment of Security deposit (2) to release 100% payment to the Repairer for major repair & renovation of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar in terms of the said work order and (3) to exempt from furnishing performance guarantee in terms of the said work order as aforesaid, we the _____ (Bank) (hereinafter referred to as 'the Bank') do hereby undertake to pay the OPTCL an amount not exceeding Rs. _____ (Rupees _____) against any loss or damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Repairer(s) of any of the terms or conditions contained in the said work order.

2. We the _____ (Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Repairer(s) of any of the terms or conditions contained in the said work order or by reason of the Repairer's failure to perform the said work order. Any such demand made on the Bank shall be conclusive as regards the amount due any payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted an amount not exceeding Rs. _____ (Rupees _____).

3. We the _____ (Bank) also undertake to pay to the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Repairer(s) in any suit or proceeding instituted / pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Repairer(s) shall have no claim against us for making such payment.

4. We, the _____ (Bank) further agree that the guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the said work order and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said work order have been fully paid and its claims satisfied or discharged or till Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said work order have been fully and properly carried out by the said repairer(s) and accordingly discharges 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.

5. We, the _____(Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said work order or to extend time of performance by the said Repairer(s) and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Repairer(s) or for any forbearance, act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Repairer(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.
6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and Repairer(s).
7. We, t h e _____(Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.
8. We, the _____ Bank further agree that this guarantee shall also be evocable at our place of business at Bhubaneswar branch (Indicate the name of the branch) in the state of Odisha.
9. Not with Standing Clause:
 1. Our liability under the Bank Guarantee is restricted to `.....
 2. This Bank Guarantee shall be valid upto.....
 3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us at Bhubaneswar branch (Indicate the detail address of the branch) a written claim or demand or before.)

Dated the _____ Date of _____

Witness :(With signature, name & address)

- 1.
- 2.

For _____
(Indicate the name of Bank)

ANNEXURE – V

PROFORMA OF COMPOSITE BANK GUARANTEE FOR SECURITY DEPOSIT AND PERFORMANCE GUARANTEE TOWARDS ANNUAL MAINTENANCE WORK OF 01 (ONE) NO. 13 PASSENGER ELEVATOR INSTALLED AT MULTISTORIED BUILDING, OPTCL, BHUBANESWAR.

This Guarantee Bond is executed this _____ Day of _____ 21____ by us the _____ Bank at _____ P.O. _____, P.S. _____ Dist. _____ State _____.

WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD (OPTCL a body corporate constituted under the Electricity (Supply) Act, 1948 (hereinafter called "the OPTCL") has placed Work order No. _____ date _____ (hereinafter called "The work order") on M/s _____ (hereinafter called "The Repairer") for Annual maintenance work of 01 (one) no.13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar.

1. AND WHEREAS the Repairer has agreed for Annual maintenance work of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar for a period of _____ years at a fixed Annual Maintenance Contract (AMC) rate per year in terms of the said work order.

AND WHEREAS the OPTCL has agreed (1) to exempt the Repairer from making payment of Security deposit (2) to release 100% payment on _____ basis to the Repairer for Annual maintenance work of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar for a period of _____ years in terms of the said work order on furnishing a Composite Bank Guarantee of the value for Rs. _____ (Rupees _____) 10% (Ten percent) of the Annual contract value of the said work by the Repairer.

NOW THEREFORE in consideration of the OPTCL having agreed (1) to exempt the Repairer from making payment of Security deposit (2) to release 100% payment to the Repairer for Annual maintenance work of 01 (one) no. 13 passenger Elevator at Multistoried Building, OPTCL, Bhubaneswar for a period of _____ years at a fixed Annual Maintenance Contract (AMC) in terms of the said work order as aforesaid, we the _____ (Bank) (hereinafter referred to as 'the Bank') do hereby undertake to pay the OPTCL an amount not exceeding Rs. _____ (Rupees _____) against any loss or damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Repairer(s) of any of the terms or conditions contained in the said work order.

2. We the _____ (Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Repairer(s) of any of the terms or conditions contained in the said work order or by reason of the Repairer's failure to perform the said work order. Any such demand made on the Bank shall be conclusive as regards the amount due any payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted an amount not exceeding Rs. _____ (Rupees _____).

3. We the _____ (Bank) also undertake to pay to the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Repairer(s) in any suit or proceeding instituted / pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Repairer(s) shall have no claim against us for making such payment.

4. We, the _____ (Bank) further agree that the guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the said work order and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said work order have been fully paid and its claims satisfied or discharged or till ODISHA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said work order have been fully and properly carried out by the said repairer(s) and accordingly discharges 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.

5. We, the _____(Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said work order or to extend time of performance by the said Repairer(s) and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Repairer(s) or for any forbearance, act or omission on the part of the OPTCL or any indulgence by the OPTCL to the said Repairer(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.
6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and Repairer(s).
7. We, t h e _____(Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.
8. We, the _____ Bank further agree that this guarantee shall also be evocable at our place of business at Bhubaneswar branch (Indicate the name of the branch) in the state of Odisha.
9. Not with Standing Clause:
 1. Our liability under the Bank Guarantee is restricted to `.....
 2. This Bank Guarantee shall be valid upto.....
 3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us at Bhubaneswar branch (Indicate the detail address of the branch) a written claim or demand or before.)

Dated the _____ Date of _____

Witness :(With signature, name & address)

- 1.
- 2.

For _____
(Indicate the name of Bank)