



ODISHA POWER GENERATION CORPORATION LIMITED
Ib Thermal Power Station, Banaharpali

Name of work: **Rate Contract for providing Courier Services to Ib Thermal Power Station.**

Bid Document:

The Bid documents consist of the following documents.

- 1) Bid Document and Instruction to the Bidders
- 2) Scope of Work
- 3) Conditions of Contract
- 4) Blank Price Bid
- 5) SHE Rules and Regulations for Contractors

The bids complete in all respects must be submitted in one part. The envelope containing the offer must be sealed and super-scribed with "**Tender Enquiry Number**" and "**Name of the work**".

NB: The bid documents are not transferable.

The bidder must enclose the following with the offer:

- 1) Copy of Valid IT PAN, GST Registration
- 2) E.M.D. worth Rs. 5,000/- in shape of Demand Draft in favour of Odisha Power Generation Corporation Ltd drawn on State Bank of India (Code-9510) / Andhra Bank (Code-0662) / Central Bank of India (Code-283899) payable at ITPS, Banaharpali, or ICICI Bank (Code-ICIC0003679) payable at Telenpali.
- 3) Signed & Stamped Scope of work, General Conditions of contract, Special Conditions of Contract (all pages) as a token of acceptance.

Note: Tenders submitted without the above requirements shall be liable for rejection.

Price Bid

- 1) Original price bid duly filled in, signed & stamped shall be submitted. Any breakup (if required) must be submitted separately. The rates offered by the bidder shall be clearly written in English (clearly handwritten or typed) both in words and figures and shall be free from any aberrations, deletions, corrections and overwriting. In case of any illegibility of the offer submitted by bidder the interpretation by OPGC shall be final and binding on the bidder.
- 2) Insertion, postscript, addition and alteration shall not be accepted after submission of the bid.
- 3) The quoted price shall be all-inclusive basis except GST (Taxes, duties, other government levies except GST etc.) and shall remain firm during entire tenure of contract and shall not be revised under any circumstances for whatsoever reason except as given in (4) below. GST applicability and rate of GST should be shown separately and shall be paid against documentary evidence.
 - a) Any increase / decrease in the GST, Cess and other taxes thereon will be reimbursed / adjusted as per actual against documentary evidence.
 - b) Additional amount due to imposition of new tax by Govt. relevant to this work will be reimbursed by OPGC as per actual against documentary evidence.
 - c) Any change in Income Tax will be borne by the Contractor.

- d) Quoted rate (valid on the date of opening of tender) shall be treated as base price and all-inclusive basis except GST.
- e) Any additional payment due to change in tax structure will be admissible if the change is effective during the scheduled completion period. No such extra payment shall be made beyond the stipulated completion date if the delay is due to the fault of the contractor. No claim shall be admissible after completion of work.

Instruction to the Bidders

- a) Bidders are advised to submit the tender based strictly on the terms and conditions contained in the tender documents and not stipulate any deviations in normal case.
- b) OPGC reserves the right to evaluate the quotation on such deviations having financial implications by adding the cost determined by OPGC.
- c) Wherever it is mentioned in the tender conditions that the contractor shall perform certain work or provide certain facilities, it is understood that the contractor shall do so at his cost.
- d) Before submission of Bid, the Bidders are requested to make themselves fully conversant with the General Conditions of Contract, Special Conditions of Contract, site conditions, safety and health aspects etc. so that no ambiguity arises in these respects subsequent to submission of the Bids.
- e) Before quoting the rates the Bidder should go through the Special Conditions of Contract, the scope of work etc. and get himself fully conversant with them. The bid should include cost towards safety PPE's as per OPGC norms, supervision overheads, profits and all incidental charges not specifically mentioned but reasonably implied and necessary to complete the work according to contract. No relaxation or request for revision of quoted/accepted rates shall be entertained subsequent to the opening of bid on account of the mobilization or Safety costs.
- f) OPGC reserves the rights to split the scope & quantity to more than one agency among the bidders
- g) OPGC reserves the rights to cancel the tender without assigning any reasons thereof
- h) OPGC reserves the rights of accepting the whole or any part of the tender and bidder shall be bound to perform the same at their quoted rates.



SCOPE OF WORK

Name of work: Rate Contract for providing Courier Services to Ib Thermal Power Station.

- i) Receipt of letters & packets from our HR & Administration Department & Warehouse in all working days within 2.00 PM and delivery of the same within 24 hours in Odisha & Kolkata, 48 hours in all metros & big cities and within 48 -72 hours in other places of India depending on the destination.
- ii) Receipt of letters & packets from various places within India through service provider's business network and delivery of the same to Ib Thermal Power Station within 72 hours.
- iii) The receipt against delivery of letters / consignment to the actual addressee shall be submitted to Officer-in-charge or his authorized representative as token of actual delivery to right person in right time.
- iv) The service provider shall accept the consignment from Ib Thermal Power Station and from other end on 'freight paid basis' or 'to pay basis' as directed by Ib Thermal Power Station.
- v) **The service provider shall ensure that Ib Thermal Power Station is included in its destination list during the contract period. All offices of the service provider throughout India shall be informed accordingly.**
- vi) **The service provider shall ensure that consignments of vendors meant for Ib Thermal Power Station with PIN Code-768234 are booked from various metros/ locations of India without fail.**
- vii) The service provider must have tracking facility through Internet.
- viii) Up to two months after expiry of the contract period, the service provider shall be under obligation to receive letters / packets etc. from various places & deliver the same to ITPS in time.



CONDITIONS OF CONTRACT

Name of work: Rate Contract for providing Courier Services to Ib Thermal Power Station.

- 1.0 Contract Price:** The rates shall be firm during the contract period and shall not be revised under any circumstances. GST shall be paid extra as applicable.
- 2.0 Taxes, Duties and Statutory deductions:** Income tax shall be deducted from service provider's bills at the rate ruling at the time of payment of the bills.
- 3.0 Contract Period:** The contract period shall be 02 (two) years.
- 4.0 Security Deposit:** 10 (ten) % of gross value of service provider's each monthly bill shall be retained as 'Security Deposit'.
- 5.0 Release of Security Deposit:** The total security retained from service provider's bills shall be refunded after three months of expiry of contract period subject to adjustment of penalty, statutory & other miscellaneous dues etc., if any. No interest shall be paid on the security deposit retained.
- 6.0 Submission of Bill:** Bill for each month shall be submitted to Officer-in-charge in triplicate during first week of succeeding month with all proof of delivery of the documents/parcels etc. The bills shall be prepared & raised as per GST Rules showing –
 - (a) Name, address & registration number of such service provider
 - (b) Name, address of the person receiving taxable service
 - (c) Description, classification & value of taxable service provided
 - (d) GST payable thereon.
- 7.0 Terms of Payment:** Payment after statutory deductions shall be released after acceptance of the monthly bill and duly certified by the Officer-in-charge. The payment shall be made through e-mode facilities of RTGS / NEFT / Net Banking. To facilitate the E-payment the service provider shall return the enclosed Bank Mandate Form duly filled, along with the duplicate copy of Service Order. Service Provider shall also submit IT PAN before release of any bill. Deduction of Income Tax, Security Money, penalty & advances, if any, shall be made from the bills.
- 8.0 Penalty:**
 - a) In case of delay in delivery beyond the stipulated time either to the addressee or to ITPS, penalty up to 10 (ten)% of the gross bill of that month at the discretion of the Officer-in-charge shall be imposed for each case of default and the same shall be recovered from service provider's monthly running bill. In case of repetition of such default for three occasions, the security deposit shall be forfeited and the contract shall be terminated with 07 (seven) days notice. Further, the service provider shall be debarred from participating in any future bid of OPGC for next 03 (three) years.
 - b) For loss of documents/ parcels, the total cost of that document/ parcel/ material shall be recovered from the service provider as per actual or as fixed by the Officer-in-Charge.
 - c) Any lapses in service provider's obligation to receive letters / packets etc. from various places & deliver the same to ITPS in time up to two months after expiry of the contract period shall result in forfeiture of service provider's security deposit.
- 9.0 Termination of Contract:** Odisha Power Generation Corporation Ltd. reserves the right to terminate this contract with 07 (seven) days notice for continuous poor performance. In this case, service provider's Security Deposit shall be forfeited.
- 10.0 Subletting:** The work shall not be sublet in any manner or degree without prior written approval of OPGC Ltd.

- 11.0 Indemnity:** In case of short receipt of any items of materials or receipt of prohibited materials addressed to us, the liability shall be on the service provider only and he shall keep OPGC indemnified in all such eventuality.
- 12.0. Safety, Health and Environment:**
- a) Service provider's personnel shall abide by all the "SHE Rules and Regulations for Contractors" as per enclosure during their visit to the Plant & Warehouse and obtain safety induction training from OPGC Safety Officer. Any violation in the safety rules shall be viewed seriously and the service provider shall be penalized as per OPGC Rules.
 - b) The service provider must ensure medical fitness of its personnel who will deliver & collect consignments to/from ITPS.
 - c) While driving two-wheelers inside the plant boundary crash helmet to be used positively. Violation of this rule will attract penalty.
- 13.0 Officer-in-charge (OIC):** DGM-HR & Administration, ITPS, or his authorized representative shall be the Officer-in-charge for this contract.
- 14.0 Paying Officer:** DGM-Finance, ITPS, is the Paying Officer.
- 15.0 Dispute settlement:**
Any dispute or difference arising out of this contract shall be mutually settled and the decision of the Managing Director, OPGC or his authorized representative shall be final and binding.
- 16.0 Jurisdiction:**
The appropriate Court at Bhubaneswar under the Odisha High Court shall have exclusive jurisdiction over all matters related to this contract.



BLANK PRICE BID

Name of work: **Rate Contract for providing Courier Services to Ib Thermal Power Station.**

DOCUMENT RATES (Rs.)

Sl. No.	Description	Rates
	Collection of letters & documents from Ib Thermal Power Station and deliver the same to all places of business inside & outside Odisha (but within India) & vice versa as per following rates: -	
Up to 250 Gms.		
1	Local	
2	Within state	
3	Within Region (Jharkhand/ West Bengal/Bihar)	
4	Rest of India	
5	North Eastern States/ J&K/ Kerala	
For additional weight of 250 gm:		
1	Local	
2	Within state	
3	Within Region (Jharkhand/ West Bengal/Bihar)	
4	Rest of India	
5	North Eastern States/ J&K/ Kerala	

PARCEL RATE (Rs.)

Collection of Parcels & other materials (Non-documents) from Ib Thermal Power Station and deliver the same to all places of business inside & outside Odisha (but within India) & vice versa as per following rates: -		
Sl. No.	Description	Rates
Up to 1 Kg.		
1	Local	
2	Within state	
3	Within Region (Jharkhand/ West Bengal/Bihar)	
4	Rest of India	
5	North Eastern States/ J&K/ Kerala	
For every additional weight of 1 Kg.		
1	Local	
2	Within state	
3	Within Region (Jharkhand/ West Bengal/Bihar)	
4	Rest of India	
5	North Eastern States/ J&K/ Kerala	

- Rate of GST applicable for the job:
- Six-digit SAC Code applicable for the job: