



# Odisha Power Generation Corporation Limited IB Thermal Power Station

AT/P.O: BANHARPALI,; DIST.: JHARSUGUDA, PIN:768234(ODISHA), INDIA

Tel. 06645-289354 / 289355 / 289356, Fax:06645- 289355 / 222254 / 222230.  
E mail: [bn.das@opgc.co.in](mailto:bn.das@opgc.co.in); [bhadoo.jojowar@opgc.co.in](mailto:bhadoo.jojowar@opgc.co.in)

SAFE & CLEAN POWER IS OUR COMMITMENT

AN ISO-14001; OHSAS-18001 ORGANIZATION

Tender documents against  
NIT No. ITPS/ (Purchase)/2017-2018 /23(P) dt.30/11/2017  
For "Supply of Multiflex Racks for storing files & document" to IB Thermal Power Station.

Date for Issue of Tender Paper	12/12/2017 to 27/12/2017
Last Date of receipt of Bid	28/12/2017 by 15.00 hours
Date of Tender Opening	28/12/2017 by 15.30 hours
Cost of Tender Paper	May be downloaded from our website Free of cost.
Earnest Money Deposit	Rs.10,000.00(Ten thousand only)

Note: Before Submission of bid please ensure proper documentation is made as mentioned in the bid.

Deputy General Manager, Purchase

Issued to M/s .....

.....

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**NIT No. ITPS/ (Purchase)/2017-2018 /23 (P) dt.30/11/2017**



# Odisha Power Generation Corporation Limited

## IB Thermal Power Station

Tender Specification for Supply of Microsoft license 2016 with media to ITPS.IB Thermal Power Station, At/PO: Banharpali, Dist. Jharsuguda (Odisha), PIN: 768234 is a unit of Orissa Power Generation Corporation Limited a Govt. of Odisha undertaking having 49 % of share by AES America and engaged in generation of 2x210 MW Thermal Electric Power. The Plant site is about 17 Kms. from Belpahar Railway Station and 40Kms.from Jharsuguda Rly. Station on S.E. Rly. on the Mumbai- Howrah main line.

Sealed bids in **Two bid** system are invited from GODREJ / authorized business partner/authorized dealer / authorized distributors of DODREJ for supply of Multiflex Rack for record room to Ib Thermal Power Station as per specification stipulated herein. The bidders shall have to submit their offer in two parts Techno-commercial & unpriced Price bid (Part-I) and Price bid (Part-II).

### Part-I

**Techno Commercial bid shall comprise of the following facts with required documents.**

#### Qualifying Criteria:

1. Bidder must be the OEM (M/s Godrej) / authorized business partner / authorized dealer / authorized distributor of GODREJ. Bidder shall submit the authorization certificate of GODREJ. Offer may not be considered without valid authorization.
2. Photo copy Valid PAN, & GST No. & GST registration certificate. Offer may not be considered if vendor fails to submit these documents.
3. EMD of Rs.10, 000.00(Rupees Ten Thousand only) in shape of DD payable on State Bank of India (Code No. 9510)/Central Bank of India, ITPS Banharpali(Code-0283899)/ Andhra Bank, Adapada (Code-0662), Ib Thermal Power Station, Banharpali, Jharsuguda in favour of Orissa Power Generation Corporation Limited.

Requisite EMD can be submitted directly in our company name – Odisha Power Generation Corporation Limited, Banharpali. Account number of State Bank of India – 10765789090 (Code No. 9510). Account number of Central Bank of India, ITPS Banharpali -2062780721 (Code-0283899). Account number of Andhra Bank, Adapada – 066211011000005(Code-0662).

#### (A) SPECIFICATION:

Structural steel items as per specification given below conforming to IS standard shall be supplied to IB Thermal Power Station. Specification and grade of items are as follows.

Sl. No.	Item Description	Specification	Qty. in Nos.
1	Supply of multiflex rack to ITPS for storing files & document	Slotted angle shelving (Multiflex Rack), <b>Make: GODREJ</b> , Angle length= 8ft, Plate length= 3ft, Depth of the plate= 1.5ft, No. of shelf= 4/5 (adjustable), Load capacity: High load bearing capacity for documents and manuals, <b>Material: Prime quality CRCA steel with anti-rust treatment and durable in nature.</b>	150



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### **PROFORMA FOR SUMMARY QUOTATION**

Sl. No.	Techno Commercial Points	OPGCL Needs	To be filled by the bidder
1	Technical Specification as per Tender Enquiry	Accepted/ Not accepted. If not accepted detail deviation and proposal.	
2	Credentials	Submitted / Not submitted as per bid requirement.	
3	The Bidder must be manufacturer M/s Godrej / an authorized dealer / authorized distributors/ authorized stockiest of GODREJ with good financial capability and have supplied such items to other Industrial concerns of repute.	Yes/ No.	
4	Bidder is a ISO 9001/ ISO 14001 firm	Yes/ No.	
5	All Tests to be carried out as per the bid document	Yes/ No.	
6	Bidder has to submit requisite EMD either in shape of DD payable on State Bank of India (Code No. 9510) Banharpali/Central Bank of India, IB Thermal Power Station Banharpali (Code –0283899)/ Andhra Bank, Adapada (Code-0662), Ib Thermal Power Station, Banharpali, Jharsuguda in favour of Odisha Power Generation Corporation Limited.	Submitted/Not submitted details to be mention	
7	Price Basis	FOR Destination Ib Thermal Power Station. Parties offering FOR Ex. Works please give the place of works.	
8	Packing & Forwarding charges	..... % or Rs..... in Lumpsum Inclusive/ Exclusive.	
9	Goods & Service tax (GST)	..... % Inclusive/ Extra/Not applicable.	
10	Transportation Cost	Rs.---- per No./Lump sum. As extra/Inclusive	
11	Transit Insurance	..... % extra/inclusive	
12	Delivery Schedule	Six weeks - Accepted/ Not Accepted	
13	Validity of offer	90 days from the due date of opening of	



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		Bid. Accepted/ Not accepted.	
14	Liquidated damage clause is applicable if delivery is delayed beyond quoted delivery date @0.5% per week/part of week subject to 5%of PO value.	Accepted/ not accepted. Non acceptance shall lead to loading of your offer by 5%.	
15	Submission of security deposit	Accepted/Not accepted	
16	100 % payment shall be made within 30 days after receipt of full materials with all types of required documents.	Accepted/ Not accepted.(in case non acceptance loading shall be done)	
17	Acceptance of part order quantity	Yes/ No	
18	Packing material as per OPGCL term to use non asbestos and environmentally friendly material.	Yes/ No	
19	Payment to be made through RTGS mode	Accepted/ Not accepted.	
20	All Bank charges to vendor account	Accepted/ Not accepted.	
21	Tender Notice NIT General Terms & Conditions	Accepted/ Not accepted.	
22	Acceptance to guarantee clause / Test certificate	Accepted/ Not accepted.	
23	List of Deviation statement from tender norms.	Submitted/ Not submitted	

Authorised Signatory:

Name of the firm:

Designation:

Company Seal:

Place:

Date:



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**NIT No. ITPS/ (Purchase)/2017-2018 /22(P) dt.30/11/2017**

### **TENDER NOTICE NIT GENERAL TERMS & CONDITIONS**

1. Sealed Bids in Two Parts (Techno-commercial & Price) Tender are invited (in duplicate) for the supply of articles as per details mentioned in the bid. Tender should be submitted in a proper sealed envelope addressed to the Deputy General Manager, Purchase Department OPGCL- Ib Thermal Power Station in variably giving on the cover Tender Notice No., Name of the Articles, and the date of opening and EMD details.
2. Basic Qualifications of Bidders:  
This bidding is open to Godrej Company or any Godrej authorized dealer/stockist/Supplier who provides satisfactory evidence in support of being authorised by Godrej Company.
3. The tender shall remain open for acceptance for a period of 90 days from the date of opening unless otherwise. Tenders with a Validity of less than 90 days are liable to be rejected or have lesser preference than those adhered to the tender conditions.
4. Actual percentage of GST of any description whatsoever where leviable and intended to be claimed from the OPGCL-Ib Thermal Power Station, whether as a part of the price or by way of tax in purchase of any statutory provisions enabling the dealer to collect the GST leviable on him for purchase should be distinctly shown along with the price quoted. Where it is not done all claims for payment or reimbursement of GST, any description whatsoever whether part of the price or extra will be deemed to have been waived and such claims shall not be entertained on any ground whatsoever.
5. PAN & GST registration number must be indicated in variably failing which offer shall not be considered.
6. Rates quoted should be F.O.R. IBTPS, Banharpali. In case rates Ex-go down shops. Please indicate actual amount of Packing and Forwarding charges and railway freight/Road freight up to destination, IB Thermal Power Station, Banharpali, Jharsuguda, Odisha. Jharsuguda is our nearest transport go down which is 40Kms from Ib Thermal Power Station Banharpali.
7. Wherever tenderers have entered into the Rate Contract with Director General of Supplies and Disposals they will indicate the same in their tender. They will also certify that the rates quoted are same as are applicable on the rate contract finalized the Director General or Supplies & Disposals.
8. Illustrated pamphlet/leaflet and drawing indication technical details/Year of manufacture, Maker's Name, Country of Origin etc. must be enclosed with tender.
9. SPECIAL ATTENTION OF THE TENDER INVITED IS ABOUT THE RECEIPT OF TENDER IN TIME. TENDERS RECEIVED AFTER THE STIPULATED DATE AND TIME DUE TO ANY REASON WHATSOEVER SHALL NOT BE CONSIDERED TENDERERS ARE REQUESTED TO SEE THAT THE TENDERS ARE DELIVERED IN THE OFFICE BEFORE THE PRESCRIBED DATE AND TIME.
10. The delivery period quoted must be specific and realistic. The inability of the successful tenderers to execute orders in accordance with delivery schedules will entitle OPGCL to purchase the stores at the risk



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and cost of the contractors such failures will also be kept in view while considering that subsequent tenders.

4. With regard to acceptance of tender for earlier delivery it should be noted that if the contract is placed on higher tender in preference to the lowest acceptable offer in consideration of earlier delivery the contractor will be liable to pay to OPGCL, the difference between the contract rate and the lowest acceptable, in case of failure to complete suppliers in terms of such contract within the date of delivery specified in the tender and incorporated in the contract. This is without prejudice to other rights of the OPGCL under the terms of contract.
5. The time given for delivery or dispatch shall commence from receipt by the contractor of the purchase order. The time for and the date of delivery of dispatch stipulated in the schedule for the delivery or dispatch of stores shall be deemed to be the essence of contract and should the contractor fail to deliver or dispatch the stores or any consignment thereof within the period prescribed for such delivery or dispatch the purchaser shall be entitled to withhold payment until the whole of the stores have been supplied and to recover from the contractor a sum of the half percent of the price of any stores which the contractor has failed to deliver or dispatch aforesaid for each and within week or part of a week during which the delivery OR dispatch of such stores may be in arrears subject to maximum of five percent of total of the contract value alternatively at the option of the Purchaser shall be entitled to purchase also where on the account & at the risk of the contractor the store of any consignment thereof which the contractor has failed to deliver or dispatch as afore said if not available the nearest available substitute thereof to cancel the contract and the contractor shall be liable for all loss or damage which may sustain by reason of such failure on the part of the contractor.
6. Suppliers failing to execute the order placed on them to the satisfaction of OPGC under the terms and conditions set forth therein, will be liable to make good the loss sustained by the Board, consequent to the placing of fresh orders elsewhere at higher rates, i.e. the difference between the price accepted in the contract already entered into the price at which fresh orders have been placed. This is without prejudice to the imposition of liquidated damages.
7. It is a condition of the contract that all the currency thereof, the price at which the tenderer shall supply stores, shall be firm.
8. Tenderers may kindly note that it is essential to pay the requisite amount of earnest money in any one of the following form.
  - (i) Demand draft/RTGS or NEFT details.
  - (ii) Bank Guarantee from a Nationalized Bank irrevocable and operative till the validity of the offer. The earnest money will be liable to be forfeited on revocation of the quotation expired if refused to enter into a contract after the award is made to the tenderer.
9. Small scale industries/National Small Scale Industries Corporation shall be exempted from payment of Earnest Money Deposit/Security Deposit/Tender Fees only if they are entitled for exemption of the offered items. Tenderers seeking exemption should enclose a photocopy of valid registration certificate with NSIC.
10. Successful tenders will have to deposit security by the date specified in the Acceptance of Tender in case they fail to deposit security by the specified date the OPGCL reserves the right to adjust the same from the payment pending with the OPGCL, ITPS, and Banharpali.



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11. Preference will be given to those quoting payment and delivery as per bid norms. Loading shall be made for other terms of payment and delivery.
12. Wherever samples are asked from tenderers the same shall be submitted freight paid through post of Railways/Road Transport and should reach OPGCL within the stipulated date and time failing which no cognizance will be given to such samples which are received late.
13. Printed Terms and Conditions on letter heads or Quotation form of tenderers shall not be applicable.
14. Tendering firms are advised to quote as per our serials number specified in tender notice.
15. OPGCL Reserves the right to reject all or to any of the tenders or to accept the tender or to accept the tender either in full or in part or to split of the contract without assigning any reason.
16. The quote price discount if any should be typed both in words as well as in figure without any cover typing. Alternations if any should be made clearly by crossing already entered rates and all such corrections should be attested by the tenderers under their full signature in no case there should be over writing and all tender with such over writing and all tender with such over writing shall be liable for rejection.
17. Our tender notice No. & due date of opening nature of items and vendors complete address should in variable be indicated on the top of the envelope, Bank charges always borne by the vendor.
18. Wherever I.S. is available please quote as per I.S. only, otherwise quote the brand name of the quoted items. Goods must be dispatched through authorized dealer.
19. The material supplied shall be guaranteed for a period of 18 months from the date of supply or 12 months from the date of actual use whichever is earlier.
20. These terms and conditions shall form a part of the contract.
21. EFFECTING OF RECOVERIES: Any loss, arising incident to non-fulfilment of this contract or any other contract, will be recovered from the Security Deposit held and or any other amount due to the supplier from OPGC.
22. PATENT RIGHT ETC: The Supplier shall indemnify the purchaser against all claims, actions, suits and proceedings for the infringement or alleged infringement of any patent, design or copy right protected either in the country of origin or in India by the use of any equipment supplied by the supplier other than for the purpose indicated by or reasonably to be inferred from the specification.
24. Jurisdiction: *All contracts effected between OPGCL and vendor shall be subject to Jharsuguda Court Jurisdiction and shall be governed by Law. It is agreed that no other court shall have jurisdiction to entertain any suit or proceedings, even though, part of the cause of action might arise within their jurisdiction. In case any part of the cause of action might arise within the jurisdiction of any other Courts in Odisha, and rest within the jurisdiction of Courts outside the State of Odisha, then it is agreed to between the parties that such suits on proceedings shall be instituted in a Court within the State of Odisha and no other Court outside the State of Odisha have jurisdiction.*



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25. Arbitration: In case of any dispute arising out of the supply or interpretation of meaning of the terms in these conditions of purchase or any alleged breach thereof, the same shall be referred to independent Arbitrator/s selected by the aggrieved party and consented by the other party. The arbitration shall be conducted in accordance with the provision of Indian Arbitration Act of 1996 or modifications thereof and award of Arbitrator shall be final and binding on both parties. The arbitrations shall be conducted at Jharsuguda or at such place as decided by Arbitrator. The cost, incidentally shall be borne by the vendor.

26. Litigation: All expenses and cost in connection with litigation, if any, will be to vendor account.

27. (a) Preparation of comparative statement

The Proforma for comparative statement has been standardized and is as per annexure of manual. CS should be prepared as per proforma and loading factors to be used for loading are as mentioned below (if not mentioned specifically in the offer).

P&F charges 2%

Freight 2%

300 Kms. to 500 Kms. 3%

500 Kms. To 1000 Kms. 4%

Above 1000 Kms. 5%

Insurance 0.086%

(NOTE: Percentage loading will be limited to full truck/trailer load rate for each truck load).

(b) Payment terms loading.

1.5% per month (wherever parties have quoted 100% through bank/advance against our standard and payment terms of 100% after receipt and acceptance of materials within 30 days.) In case of payment through bank loading for a period 30 days and in case of advance payment along with P.O. the loading for the period of delivery period plus 30 days, may be taken. In case of 90% through bank & balance 10% within 30 days after receipt and acceptance of materials.

Loading factor will be  $1.5 \times 0.9 = 1.35\%$ . Accordingly for other payment terms loading factors will be calculated.

(c) Delivery term loading: If the delivery period required as per bid requirement is deviated the loading shall be done @0.5% per week or part thereof for the period over and above the stipulated delivery period.

(d) If the PBG clause is not accepted or deviated loading for the same shall be done.

Loading procedures

Basic Price

Packing & Forwarding charges (on basic price only)

GST on (Basic + P&F)

Freight on (Basic + P&F)

Insurance on (Basic + P&F + GST+FREIGHT)

In case on variable prices, Variable GST etc. the following norms/systems will be taken into consideration.

(i) In case of price variation clause (without specific mention of quantum), 10% price escalation per annum may be proportionally loaded.





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(ii) In case of the bidder stipulates GST as applicable at the time of dispatch & specifies the present rate of GST (a numeric percentage or nil), in such case the offer shall be evaluated considering the maximum rate of GST applicable for the product as per GST rate/tariff of Govt. Of India or as evident from the other bids received in the tender.

However, the liability of OPGCL shall be as per actual GST applicable at the time of dispatch, subject to production of GST. Further the rate of GST shall be restricted to as applicable within the contractual delivery period only. Increase in GST rate in any due delay in supply beyond the contractual delivery period shall not be payable by OPGCL. However input tax credit benefit if any shall be passed on to OPGCL.

In case bidders quote with Fixed Rate of GST OR Special GST as NIL" the offer shall be evaluated accordingly. This will be subject to submission of GST invoice copy for having actually paid the GST or otherwise but claim for any upward revision will not be accepted at a later stage.

(Adverse loading in each factor to be done for comparison purposes, in case vender has not mentioned specifically; however, for placement of order the lowest/beneficial terms will be indicated.)

### IMPORTANT NOTICES:

1. Please fill in the proforma for summary quotation as per specimen given.
2. Tenders not specifying the exact rates of taxes and duties (wherever applicable) shall be loaded to the highest slab or may not be considered.
3. Any deviation in Technical Specification/ terms & conditions shall be clearly specified in details, failing which shall be deemed the NIT specification & Terms conditions are acceptable in totally unless and otherwise specified.
4. The suppliers/contractor is required to manufacture the product/carryout the work in controlled condition so as to contain Air pollution, water/land contamination within relevant legislative & statutory requirement.
5. Vehicle must accompany TREM Card for transportation of materials wherever applicable to OPGCL. Driver must carry valid driving license for transporting the materials to OPGCL.
6. Vendor/Representative/Vehicle driver must wear Safety Helmet, Shoes inside the Plant premises.
7. All person(s) connected with OPGCL shall have to adhere to the safety rule regulations of the Company.
8. Salient points of HSE (Health Safety & Environment) that are to be considered while submission of offer are:
  - a) Consumption benchmarks related to output shall be provided wherever applicable for key input resources (energy/fuel/chemicals).
  - b) Competency requirements for operation, maintenance and calibration if any.
  - c) MSDS to be submitted in case any hazardous chemicals as per MSIHC (Manufacturing, Storage, Import of Hazardous Chemicals (Rules 1989/94/2000 along with onsite and offsite emergency plan (as applicable).
  - d) Occupational and Health safety control measures for safe working of the equipment offered.
  - e) Equipment should be fitted with guard for rolling and moving part as per OH&S legislation and Factory Act.
  - f) The recommended PPE for the equipment to be furnished.
  - g) Details of all hazardous/harmful substances discharged as by-products/wastes during operations to be mentioned along with their permissible limits.
  - h) Appropriate pollution controls measures to be taken to keep the emissions from the material to be clearly mentioned.



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- i) Chemical banned due to their negative impact on the environment shall not be used in the offered item.
  - j) Details of disposal practices to be followed to be provided for the chemicals and the Equipments.
  - k) Primary materials used in the equipment shall be specified and they should be eco-friendly.
10. Vendor shall take all measures necessary steps to maintain integrity in totality throughout the bidding process. He or any of the representatives, third person shall not be engaged in any manner to anybody in the business at any point of time for biasing or indulged in corruption process during any stage of bidding process (pre contract or post contract stage) in order to secure the contract or in furtherance to secure it. Indulgence of such unfair practices will lead to forfeiture of Cancellation of EMD, Security deposit and performance bond without assigning any reason.
11. OPGCL reserves the right not to accept the lowest rate quoted by the bidder and reject any or all the offer without assigning any reason whatsoever. M/s OPGC Ltd. also reserves the right to accept/reject/split any tender without assigning any reason thereof.

Deputy General Manager, Purchase.



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### **PART-II (PRICE BID)**

**Part-II** is the Price Bid only which should contain the price & details of breakup of the trade discount, Packing, forwarding, GST, freight, insurance & Odisha Entry Tax. Supervision and Installation Charges, Third party inspection charges etc.

### **PROFORMA FOR SUMMARY QUOTATION for Price Bid( Part-II)**

BIDDERS REF.:

DATE:

Sl. No	Description of the materials Equipment Service Item wise	Unit of Measurement	Qty. offered	Unit Rate	Price Basis	Packing & Forwarding charges	GST	Estimated freight /Specify mode of transport	Transit Insurance (specify rate)	Total price F. O. R. Destination
	As per specification stipulated under Item description & specification		150Nos							

1. BANK CHARGES (IF ANY)
2. INSPECTION Charges if any:
3. Super vision and installation charges:
4. (i) Deviation in tech. Specification- YES OR NO/ if yes details of the same.  
(ii) Deviation in commercial Terms & conditions- YES OR NO /if yes details with clause No.

Authorised Signatory:

Name of the firm:

Designation:

Company Seal:

Place & Date



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**NIT No. ITPS/ (Purchase)/2017-2018 /23 (P) dt.30/11/2017**

The above two bids should be sealed separately super scribing as Technical Bid/Price bid as the case may be and enclosed in third sealed envelope super scribing "N.I.T No. ITPS/ (Purchase) /2017-18/23(P) dt.30/11/2017 for "Supply of Multiflex Racks for storing files & document" to IB Thermal Power Station due on 28/12/2017. Your offer should reach this office on or before 28/12/2017 up to 15:00 hours. Part-I (Technical Bid) shall be opened on the same day at 15.30 hours in presence of either the bidder or their authorized representative. Parties who shall qualify in Technical bid shall be intimated to attend on a future date & venue to keep them present in the opening of Price Bid.

Tenders without EMD shall not be accepted. Offer received late due to postal or courier delay shall not be entertained. The bidder at their own interest should ensure delivery of the bid well in advance.

Dy. General Manager, Purchase



# Odisha Power Generation Corporation Limited IB Thermal Power Station

## Bank MANDATE FORM for e-payment (To be submitted in Duplicate)

To,  
Orissa Power Generation Corporation Ltd.,  
Ib thermal power station,  
Banharpali,  
Orissa

Dear Sir,

Sub:- Authorization for release of payment due from OPGC Ltd through e-mode facilities of RTGS / NEFT / Internet Banking.

We are the regular contractor/Supplier to your organization and are executing work /supplying materials under different Contracts/ Purchase Orders to OPGC Ltd. We request you to release the payment of the outstanding amount electronically i.e, through RTGS, NEFT, Fund Transfer or any other suitable way. The details of our bank account are as follows: -  
(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of the Party: .....
2. Address of the Party .....

City ..... Pin Code .....

E-mail ID .....

Permanent Account Number .....

Telephone/Cell No.....

3. Particulars of Bank :

Bank Name		Branch Name	
Branch Place		Branch City	
Pin code		Branch Code	
MICR No			
Account Type	Savings:	Current:	Cash Credit:
Account No. ( as appearing in the Cheque Book) :			
(9 Digits code number appearing on the MICR Bank of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account number)			
IFSC Code			

4. Date from which the mandate should be effective :

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Orissa Power Generation Corporation Ltd responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through internet / RTGS / NEFT.

Place:

Date :

Signature of the Party / Authorized Signatory

.....  
Certified that particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

(Signature of the Authorized Official from the Banks)