



**ORISSA POWER GENERATION CORPORATION LIMITED  
IB THERMAL POWER STATION  
AT/PO: BANHARPALI  
DIST.JHARSUGUDA-768234 (ORISSA), INDIA**

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Tel Fax NO. 06645-222209, Tel. No 06645 - 222210  
Email – purchase@opgc.co.in

**GENERAL INSTRUCTIONS**

- 1.0 Each tender should be sent in properly sealed envelope addressed to **In Charge - Purchase, Ib Thermal Power Station, Banharpali, Dist. Jharsuguda, PIN:768234**. The envelope should bear the tenderer's distinct rubber stamp. Tender No. and due date should invariably be given on the cover.
- 2.0 In case of items of specific make, only manufacturers and their accredited agents/stockiest/authorized dealers are entitled to quote. For this they should submit an attested copy of the printed price list alongwith tender.
- 3.0 The tenders submitted must be free from over writings or erasions. Corrections & additions if any must be attested. Incomplete tender should not be submitted. Tenders received after due date of opening will not be accepted.
- 4.0 The required EMD in shape of DD drawn in favor of " Orissa Power Generation Corporation Limited" payable at State Bank of India(Code- 9510) / Andhra Bank (Code – 0662) / Central Bank of India (Code – Belpahar) / Union Bank of India (Code – 541386) should invariably be enclosed with the tender.
- 5.0 The offer given must remain valid for a period of 90 days from the date of opening of bid.
- 6.0 Manuals/Pamphlets/Leaflets and drawings illustrating technical details/year of manufacture, makers name, country of origin must be enclosed with the tender, sample if required should be submitted along with tender. The guarantee / Warranty of materials must be indicated clearly.
- 7.0 The price quoted should be firm and delivery F.O.R. destination. Packing, Forwarding, Transportation and Insurance charges, duties & taxes if any shall be indicated separately in %age. Rebate//discount if any given may also be mentioned.
- 8.0 Actual/percentage of Sales Tax/Excise Duty leviable and declared to be charged should be distinctly shown alongwith price quoted. Where it is not mentioned claims for payment of Sales Tax and Excise Duty shall not be entertained on any ground. Sales Tax Registration number must be indicated invariably.
- 9.0 The tenderer should be able to complete delivery of materials as per our requirement.

- 10.0 The tenderer should be agreeably to our payment terms i.e 100% within 30 days of receipt and verification of materials. If not agreeing to our payment terms, the tenderer may offer their payment terms which OPGC may or may not accept.
- 11.0 Quality of materials to be supplied should be brand new, free from all flaws, good finish and should be as per technical specification and relevant to IS specification.
- 12.0 The tender must accompany Xerox copy of Latest & valid Income Tax Clearance Certificate & Sales Tax Clearance Certificate without which tender will be rejected.
- 13.0 Destination means Central Stores, Ib Thermal Power Station, Banharpali.
- 14.0 Whenever tenderers have entered into Rate Contract with DGS&D or EPM, the will indicate the same in their tenders and submit a copy of rate contract as a proof of claim.
- 15.0 The quantity indicated in this enquiry is provisional and subject to change.
- 16.0 Supplier having past experience of supplying similar items to other Thermal Power Stations may submit a Xerox copy of the P.O. alongwith the quotation.
- 17.0 The undersigned reserves the right to accept/reject any or all the tender without assigning any reason thereof.