



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
E mail: purchase@opgc.co.in; bhadoa.jojowar@opgc.co.in; bn.das@opgc.co.in

SAFE & CLEAN POWER IS OUR COMMITMENT

AN ISO-14001; OHSAS-18001 ORGANIZATION

Tender documents against
NIT No. ITPS/ (Purchase)/2017-2018 /19(P) dt.14/11/2017
For supply of Micro soft office licence 2016 with media to IB Thermal Power Station.

Date for Issue of bid document	10/12/2017 to 20/12/2017
Last Date of receipt of Bid	21/12/2017 by 15.00 hours at under signed office
Date of Techno commercial bid opening	21/12/2017 by at 15.30 hours
Date of Price bid opening	To be intimated later on
Cost of Tender Paper	NIL. It may be downloaded from our website.
Earnest Money Deposit	Rs 25,000.00 (Twenty five thousand only).

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

Dy. General Manager, Purchase

Issued to M/s

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Odisha Power Generation Corporation Limited IB Thermal Power Station

NIT No. ITPS/(Purchase)/2017-2018 /19(P) dt.14/11/2017

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.

Two bid system sealed bids are invited from Microsoft / authorized business partner/authorized dealer / authorized distributors authorized by Microsoft for this tender only in their own letter heads for supply of Microsoft license 2016 with media as per annexure -1 to Ib Thermal Power Station as per specification mentioned. The tenderer must have in line experience, financial capability and have supplied such items to other customer.

The tenderers must have relevant credentials in support of their claim of being OEM / authorized business partner / authorized dealer / authorized distributors by Microsoft for this tender and copy of purchase order in support of said items to other concern of repute along with their offer. The bidders shall have to submit their offer in two parts

Part-I

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

Qualifying Criteria:

1. Bidder must be the OEM / authorized business partner / authorized dealer / authorized distributor by Microsoft for this tender. Bidder shall submit the authorization certificate of Microsoft. Offer may not be considered without valid authorization.
2. Bidder must provide 300 License with proof document. The supplier must be responsible for one year if there will short of 300 nos. license.
3. Bidder shall submit at least One Order copy of value Rs.36.00Lakhs **Or** Two order copies of value Rs.23.00Lakhs **Or** Three Order copies of value Rs.18.00Lakhs in support of their credentials.
4. Photo copy Valid PAN, & GST No. & GST registration certificate. Offer may not be considered if vendor is fails to submit these documents.
5. EMD of Rs 25, 000.00 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).
6. Credentials in support of their experience & Banker's certificate in support of their financial capability along with a statement of Asset & Liability.



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PROFORMA FOR SUMMARY QUOTATION for Technical & un-priced Commercial bid) Part-1

Tender No. : 19(P),Dt14.11.2017

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	Party should have supplied same Microsoft license with media of same specification to other utilities	Party should have supplied same license to other utilities - Yes/No.	
3	Submission of order copies of other customer as your Credentials	Submitted / Not submitted as per bid requirement.	
4	OEM / authorized business partner / authorized dealer / authorized distributors, (authorized by Microsoft for this tender)	Yes/ No.	
5	Bidder has to submit EMD either in shape of DD payable on State Bank of India (Code No. 9510) Banharpali/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 / RTGS/ NEFT.	Submitted/Not submitted details to be mention	
6	Price Basis	FOR Destination Ib Thermal Power Station. Parties offering FOR Ex. Works please give the place of works.	
7	Packing & Forwarding charges % or Rs..... in Lumpsum Inclusive/ Exclusive.	
8	GST % % of GST to be confirmed	
9	Transportation Cost / Courier	Rs.---- per No./Lump sum. As extra/Inclusive	
10	Transit Insurance % extra/inclusive	
11	Delivery Schedule	Two weeks Accepted/ Not Accepted	
12	Validity of offer	120 days from the due	



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		date of opening date of the Part-1 bid.(Techno Commercial). Accepted/ Not accepted.	
16	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%.	
17	The bidder has to accept our payment terms i.e. 90% payment shall be made within 30 days from the date of final acceptance of license & 10% shall be made within 90 days on submission of confirmation letter from user that, vendor has supplied 300 nos licenses	Accepted/ Not accepted.(in case non acceptance loading shall be done)	
18	Acceptance of part order quantity	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	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 GENERAL TERMS & CONDITIONS

1. Sealed Tender is invited for the supply of articles as per details overleaf addressed to the "Dy. General Manager Purchase, Materials, OPGCL- IB Thermal Power Station in variably giving on the cover Tender Notice No., Name of the Articles, the date of opening and EMD details.
2. The quantities mentioned in the Tender Notice shall be deemed to be only approximate and will not in any manner whatsoever be binding on the OPGCL.
3. All tenders are to be submitted up to 15.00 hours on the opening date & they will be opened at 15.30 hours on the date specified. Representatives of the bidders those who choose to be present may attend the bid opening. If in any case the bid opening date is declared a public holiday or falls on PH the bid shall be opened on the next working day.
4. The tender shall remain open for acceptance for a period of 120 DAYS FROM THE DATE OF OPENING OF THE TECHNICAL BID UNLESS OTHERWISE SPECIFIED. Tenders with a Validity of Less than 120 days are liable to be rejected/ or have lesser preference than those adhered the tender conditions.
5. The net price offered shall be on the basis of delivery F.O.R, Ib Thermal Power Station site including % of GST, packing, forwarding, freight & insurance.
6. GST registration certificate & PAN must be indicated invariably.
7. Wherever tenderers have entered into the Rate Contract with DGSD/EPM they will indicate the same in their tender and submit a copy of rate contract as a proof of claim.
8. Special attention of the tender is invited about the receipt of the tender in time. Tenders received after the stipulated date and time due to any reason whatsoever shall not be considered. Bidders are requested to see that the tenders are delivered in the office before the prescribed date and time. The telegraphic quotation giving all the relevant details of stores offered also be received been posted at least one day before the date of opening of the tender and fully confirming in due respects to the offer by fax or mail.
9. 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 and cost of the contractors such failures will also be kept in view while considering that subsequent tenders.
10. 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.
11. Tendering firms are advised to quote as per our serials number specified in tender notice.
12. 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.



Odisha Power Generation Corporation Limited

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13. 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.
14. These terms and conditions shall form a part of the contract. The contract shall also be exclusively governed by our standard conditions of contract prescribed by OPGCL. No other terms and conditions whatsoever will be applicable in this contract.
15. All disputes or differences arising shall be subject to the exclusive jurisdiction of court within the limit of Jharsuguda.
16. 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 Arbitrators 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.
17. Litigation: All expenses and cost in connection with litigation, if any, will be to vendor account.
18. (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).

Freight 2% will be added if vendor will quote on Ex Work Basis.

(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)



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Freight on (Basic + P&F)

Insurance on (Basic + P&F)

Payment Terms Loading on (Basic + P&F)

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

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

- ANNEXURE-

SN	Item Description	Qty.
1	Microsoft License of 2016 with media	300 nos



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Part-II

Part-II is the Price Bid only which should contain the price & details of breakup of the trade discount, Packing, forwarding, GST, freight & insurance. 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	Qty. with Unit of Measurement	Unit Rate	Price Basis	Packing & Forwarding charges	GST %	Estimated freight /Specify mode of transport	Transit Insurance (specify rate)	Total price F.O.R. Destination
	Refer to Annexure- herein pre-page-7of 10.								

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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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) /2017-2018 / 19(P) dt.14/11/2017 for supply of Microsoft License with media to ITPS due on 21/12/2017. Your offer should reach this office on or before 21/12/2017 up to 15.00 hours. Part-I (Technical Bid) shall be opened on 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 and OPGC will not be responsible for any such delay. The bidder at their 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

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

Bank's Stamp:

Date:

(Signature of the Authorized Official from the Banks)