



TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007
NIT No.: TPCODL/P&S/1000002194/2024-25

VERY IMPORTANT FOR THE PROSPECTIVE BIDDERS TO NOTE
PRIOR TO GOING THROUGH THE TENDER DOCUMENT

The bidders have to pay the requisite tender fees prior to submission of Pre-Bid queries (if any). The queries of the bidders who have paid the tender fees will be considered for clarification only. The queries of un-paid bidders shall not be considered for clarification. The queries are to be submitted in editable format of MS-Excel through e-mail only.

INFORMATION TO THE BIDDERS TO PARTICIPATE IN E-TENDER SYSTEM OF TPCODL

Procedure to Participate in Tender
Tender Enquiry No - TPCODL/P&S/1000002194/24-25

Tender Enquiry No.	Work Description	EMD Amount Incl. GST (Rs.)	Tender Fee Incl. GST(Rs.)	Last Date and Time for payment of Tender Fee
TPCODL/P&S/1000002194/24-25	Rate Contract for Providing Catering Services at SDCs of 5 circles and Other training Centers for 1 year	2,00,000	5,000	06.03.2025

* EMD is exempted for MSMEs registered in the State of Odisha.

** MSMEs registered in the State of Odisha shall pay tender fee of Rs. 1,000/- including GST. For details of MSME norms, pls refer "Annexure VIIa"

Please note that corresponding details mentioned in this document will supersede any other details mentioned anywhere else in the Tender Document.

Procedure to Participate in Tender.

Following steps to be done before "Last date and time for Payment of Tender Fee" as mentioned above:

1. Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letter head indicating

- Tender Enquiry number
- Name of authorized person
- Contact number of authorized person
- E-mail id of authorized person



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- e. Name of Firm
- f. Address of Firm
- g. GST Registration No
- h. Details of submission of Tender Fee
- i. MSME Certificate, wherever applicable
- j. Details of Bank Account for refund of EMD
- k. Postal Address for refund of EMD

2. Non-Refundable Tender Fee, as indicated in table above, to be submitted in the form of Direct Deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference/ Enquiry Number –

Beneficiary Name – TP Central Odisha Distribution Ltd.

Bank Name – STATE BANK OF INDIA

Branch Name – IDCO Towers, Bhubaneshwar

Address – PO- Sahidnagar, Janapath, Bhubaneswar.

Branch Code – 7891

Account No – 10835304915

IFSC Code – SBIN0007891

E-mail with necessary attachment of 1 and 2 above to be sent to smitta.das@tpcentralodisha.com with copy to sony.jha@tpcentralodisha.com before last date and time for payment of Tender Fee.

Interested bidders to submit Tender Fee and Authorization Letter before Last date and time as indicated above, after which link from TPCODL E-Tender system (Ariba) will be shared for further communication and bid submission.

Please note all future correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc will happen through TPCODL E-Tender system (Ariba). User manual to guide the bidders to submit the bid through E-Tender system (Ariba) is enclosed.

All communication will be done strictly with the bidders who have done the above step to participate in the Tender.

Also it may be strictly noted that once date of “Last date and time for Payment of Tender Participation Fee” is lapsed no Bidder will be sent link from TPCODL E-Tender System (Ariba). Without this link vendor will not be able to participate in the tender. Any last moment request to participate in tender will not be entertained.

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Also all future corrigendum to the said tender will be informed on Tender section on website <https://www.tpcentralodisha.com>.

-: Steps for E-tender submission: -

Step 1:

The bidder can get primary information about the tender from the NEWSPAPER advertisement / TPCODL website (in case of open tender) / invitation through e-mail (in case of limited tenders)

Step 2:

First the prospective Bidder who intends to participate in an open tender should deposit the requisite tender fee as mentioned in the tender document through NEFT/ RTGS in the a/c of TPCODL as mentioned in the tender document. Deposit of the Tender fee should be made within the scheduled time for such deposit as indicated in the Tender document

Step 3:

After deposit of the tender fee, the bidder should furnish the following information through e-mail to the contact person indicated in the tender document.

Step 4:

After receipt of the above information through e-mail, Vendor will get an **invitation e-mail** from ARIBA System which is the e-tendering platform of TPCODL. In this mail there will be an online link as **Click Here** to participate in the tender. The link is **valid for 48 hrs** only.

Step 5: Click **"Click Here"** to access this event.

Step 6:

If you are bidding first time for TPCODL through ARIBA site then please "Sign UP by creating User Name and password as mentioned in Sign Up page. Please follow the process, as mentioned in the Sign Up page, during creation of User Name and password.

Those who are already having User Name and password for accessing TPCODL events, they can LOGIN using same User Name and password.

Step 7:

Click Continue. The simple one-page registration screen will open for first time user. **All * mark mandatory field to be filled in.**

Step 8:

You will be able to see the RFQ (i.e Detail Tender document).

Step 9:

After review and downloading of all documents click on **"Accept Review Pre-requisites"** i.e acceptance of terms and conditions.

Step 10:

Review and accept **"Bidder Agreement"**.

Step 11:

You can see attached tender document in PDF format against clause no 1.1.1 (Introduction).



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Step 12:

Vendor has to attach PDF version of technical bid in clause no. 2.1 and 2.2. **(In this field do not attach any price document.)**

Step 13:

Uploading of Price Bid

- (a) Price schedule is attached in envelope.3.1 of ARIBA. Same has to be downloaded and price and tax details to be filled in as per the format given, print to be taken in vendor's letter head and signature and seal to be made by authorised person. PDF version of this price bid to be attached. For Price Bid put all the unit price and taxes and duties in provided field. Put "0" (ZERO) in not applicable field.
- (b) In addition, the bidder has to upload the editable form of the price bid in EXCEL format in envelope 3.2 of ARIBA system.

Step 14:

After uploading successfully Techno commercial offer and price part then click on **"Submit Entire Response"**

Note: Once user ID and password created, bidder can also login to ARIBA site through the following URL:

<https://service.ariba.com/Sourcing.aw/124997008/aw?awh=r&awssk=oxt0s1BN&dard=1>



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OPEN TENDER NOTIFICATION

FOR

**RATE CONTRACT FOR PROVIDING CATERING SERVICES AT
SDCS OF 5 CIRCLES AND OTHER TRAINING CENTERS FOR
1 YEAR**

Tender Enquiry No.: TPCODL/P&S/1000002194/2024-25

Due Date for Bid Submission: 13.03.2025 [15:00 Hrs.]

**The Tata Power Central Odisha Distribution Limited
1st Floor, Anuj Building, 29, Satya Nagar,
Bhubaneswar-751007**

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1. Event Information

1.1 Scope of work

Open Tenders are invited in through e-tender bidding process from interested Bidders for entering into for **One Year rate contract for** Providing Catering Services at SDCs of 5 circles and Other training Centers as defined below

Sr. no	Description	EMD Amount Incl. GST (Rs.)	Tender Fee Incl. GST(Rs.)
1	Rate Contract for Providing Catering Services at SDCs of 5 circles and Other training Centers for 1 year	2,00,000	5,000

1.2 Availability of Tender Documents

Non-transferable tender documents may be purchased by interested eligible bidders from address given below, on submission of written application to the under mentioned and upon payment of non- refundable Tender Fee of requisite amount as mentioned above towards cost of bid documents.

Chief (CCG & Engineering)
TP Central Odisha Distribution Limited

1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007

Tender documents may be downloaded by interested eligible bidders from TPCODL website www.tpcentralodisha.com with effect from 06.02.2025 In the event detailed tender documents are downloaded from TPCODL website or are received through email from TPCODL, the Tender Fee shall be compulsorily submitted either online through NEFT/ RTGS or demand draft/ Banker's cheque drawn in favour of "TP Central Odisha Distribution Limited", payable at Bhubaneswar only. Any such bid submitted without this Fee shall be rejected.

Bidders are requested to visit TPCODL website www.tpcentralodisha.com regularly for any modification/ clarification to the bid documents.

1.3 Calendar of Events

(a)	Date of sale/ availability of tender documents from TPCODL Website	From 01.03.2025 onwards
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in "Procedure to Participate in Tender"	06.03.2025
(c)	Last Date of receipt of pre-bid queries, if any	08.03.2025
(d)	Pre-Bid Meeting*	10.03.2025
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	11.03.2025
(f)	Last date and time of receipt of Bids	13.03.2025; 15:00 Hours

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(g)	Date & Time of opening technical bids & EMD (Envelope-1 & 2)	Participating Bidders will get mail intimation from TPCODL E-Tender system (Ariba) when their Technical Bids are opened.
(h)	Date & Time of opening of Price bid of qualified bidders	Bidders will get mail intimation from TPCODL E-tender system (Ariba) when their Price Bids are opened

Note :- In the event of last date specified for submission of bids and date of opening of bids is declared as a closed holiday for TPCODL, Bhubaneswar office the last date of submission of bids and date of opening of bids will be the following working day at appointed times.

1.4 Mandatory documents required along with the Bid

- 1.4.1 EMD of requisite value and validity
- 1.4.2 Tender Fee in case the tender is downloaded from website
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Drawing, Type Test details (as applicable)
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letterhead.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.7 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.8 Copy of PAN, GST, PF and ESI Registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

Please note that in absence of any of the above documents, the bid submitted by a bidder shall be liable for rejection.

1.5 Deviation from Tender

Normally, the deviations to tender terms are not admissible and the bids with deviation are liable for rejection. Hence, the bidders are advised to refrain from taking any deviations on this Tender. Still in case of any deviations, all such deviations shall be set out by the Bidders, clause by clause in the 'Annexure III - Schedule of Deviations' and same shall be submitted as a part of the Technical Bid.

1.6 Right of Acceptance/Rejection

Bids are liable for rejection in absence of following documents: -

- 1.6.1 EMD of requisite value and validity
- 1.6.2 Tender fee of requisite value
- 1.6.3 Price Bid as per the Price Schedule mentioned in Annexure-I
- 1.6.4 Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document.
- 1.6.5 Filled in Schedule of Deviations as per Annexure III
- 1.6.6 Filled in Schedule of Commercial Specifications as per Annexure IV

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1.6.7 Receipt of Bid within the due date and time

TPCODL reserves the right to accept/reject any or all the bids without assigning any reason thereof.

1.7 Qualification Criteria:

1. The bidder should have average annual turnover of minimum of Rs. 80 Lakh. in last three financial years (FY 21-22, 22-23, 23-24). Copy of audited Balance Sheet and P&L Account to be submitted in this regard.
2. The bidder should have office/set up (for food delivery) along with other resources required for the said job in any of the circles of TPCODL area. Self-declaration in the company letterhead should be provided. In case (Undertaking for new office).
3. Bidder should have executed similar work of cumulative value of Rs. 50 lacs in last 3 years. Copy of work order/ invoice copy to be submitted in this regard.

3.8 Marketing Integrity

We have a fair and competitive marketplace. The rules for bidders are outlined in the General Condition of Contracts. Bidders must agree to these rules prior to participating. In addition to other remedies available, TPCODL reserves the right to exclude a bidder from participating in future markets due to the bidder's violation of any of the rules or obligations contained in the General Condition of Contracts. A bidder who violates the market place rules or engages in behavior that disrupts the fair execution of the marketplace, may result in restriction of a bidder from further participation In the market place for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

- Failure to honour prices submitted to the marketplace
- Breach of terms as published in TENDER/NIT

3.9 Supplier Confidentiality

All information contained in this tender is confidential and shall not be disclosed, published or advertised in any manner without written authorization from TPCODL. This includes all bidding information submitted to TPCODL. All tender documents remain the property of TPCODL and all suppliers are required to return these documents to TPCODL upon request. Suppliers who do not honor these confidentiality provisions will be excluded from participating in future bidding events.

2.0 Evaluation Criteria

1. The bids will be evaluated technically on the compliance to tender terms and conditions.
2. The bids will be evaluated commercially on overall all-inclusive lowest cost on complete BoQ Basis as calculated in Schedule of Items [Annexure I]. TPCODL however, reserves right to allocate minimum one no of Circle to One BA. If required, additional Circles can be allotted to one BA based on management approval. Hence all bidders are advised to quote their most competitive rates against each line item.
3. Bidder shall submit the preference of the circle for which he intends to carry out the work. However, TPCODL reserve the right allocate the circle to a bidder as per business requirement.

4. Bidder has to mandatorily quote as per schedule of item [Annexure-I]. Failing to do so TPCODL may reject the bid.

NOTE: In case of a new bidder not registered with TPCODL, office/set up inspection shall be carried out to ascertain bidder's serving capability and quality procedures. However, TPCODL reserves the right to carry out office/set up inspection and evaluation for any bidder prior to technical qualification. In case a bidder is found as Disqualified in the office/set up evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of TPCODL shall be final and binding on the bidder in this regard.

- a. **Price Variation Clause:** The prices shall remain **firm** during the entire contract period.
- b. **Quantity variation Clause:** There will not be any guarantee on quantity of job. Job has to be carried out on as and when required basis order from TPCODL on the quantity as specified in release order.

3.0 Submission of Bid Documents

3.1 Bid Submission

Bidders are requested to submit their offer in line with this Tender document. TPCODL shall respond to the clarification raised by various bidders and the replies will be sent to all participating bidders through e-mail through TPCODL website/ e-tender portal/e-mail.

Bids shall be submitted in 3 (Three) parts:

FIRST PART: "EMD" as applicable shall be submitted. The EMD shall be valid for 210 days from the due date of bid submission in the form of BG / online NEFT/ RTGS transfer / Bank Draft / Bankers Pay Order (issued from a scheduled Bank) favoring 'TP Central Odisha Distribution Limited "only. The EMD has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted by TPCODL and the bid as submitted shall be liable for rejection. A separate non-refundable tender fee of stipulated amount also needs to be transferred online through NEFT/ RTGS in case the tender document is downloaded from our website.

TPCODL/ TPCODL Bank Details for transferring Tender Fee and EMD is as below:

Account Name: TP Central Odisha Distribution Limited
Bank Name: SBI, IDCO Towers, Bhubaneswar
Bank Account No. : 10835304915
IFSC Code : SBIN0007891

SECOND PART: "TECHNICAL BID" shall contain the following documents:

- a) Documentary evidence in support of qualifying criteria
- b) Technical literature/GTP/Type test report etc. *(if applicable)*
- c) Qualified manpower available
- d) Testing facilities *(if applicable)*
- e) No Deviation Certificate as per the Annexure III – Schedule of Deviations
- f) Acceptance to Commercial Terms and Conditions viz Delivery schedule/period, payment terms etc. as per the Annexure IV – Schedule of Commercial Specifications.

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- g) Quality Assurance Plan/Inspection Test Plan for supply items (if applicable)
h)

The technical bid shall be properly indexed and is to be submitted through E-Tender portal of TPCODL.

THIRD PART: “PRICE BID” shall contain only the price details and strictly in format as mentioned in Annexure I along with explicit break up of basic prices, Taxes & duties, Freight etc. In case any discrepancy is observed between the item description stated in Schedule of Items mentioned in the tender and the price bid submitted by the bidder, the item description as mentioned in the tender document (to the extent modified through Corrigendum issued if any) shall prevail.

FOR BIDS INVITED THROUGH E-PROCUREMENT PORTAL:

The interested bidders are requested to obtain user name and password for purpose of bid submission through e-procurement portal of TPCODL, Bhubaneswar

Bids have to be mandatorily submitted only through ARIBA e-procurement portal of TPCODL. Bids submitted through any other form/ route shall not be admissible

The interested bidders are requested to obtain user name and password for purpose of bid submission through e-procurement portal(tatapower.sourcing.ariba.com).

Bids shall be submitted in 3 (Three) parts on the assigned folder of e-procurement site. May please refer the user manual available at (tatapower.sourcing.ariba.com).

Bids have to be mandatorily submitted only through e-procurement portal of TPCODL. Bids submitted through any other form/ route shall not be admissible.

The EMD in the form of Bank Draft / BG / Bankers Pay Order shall be submitted in original hard copy and then placed in sealed envelope which shall be clearly marked as below:

EMD for Entire Package “Rate Contract for Providing Catering Services at SDCs of 5 circles and Other training Centers for 1 year”

Please mention our Enquiry Number: - **TPCODL/P&S/1000002194/2024-25** on the Tender and drop the same at Tata Power Central Odisha Distribution Limited, 1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007.

The envelope shall be addressed to:

Chief (CCG & Engineering)
Tata Power Central Odisha Distribution Limited
1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007

The envelope shall also bear the Name and Address of the Bidder along with our Tender No. and subject.

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the TPCODL, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in another Language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the Bid, the English translation shall govern.

The Bidder has the option of sending the Bids in person or by post. **(NOT APPLICABLE TO THIS TENDER)** However late receipt due to postal delay or any other reason will not be entertained. Bids submitted by Email/ Telex/ Telegram / Fax will be rejected. No request from any Bidder to the TPCODL to collect the proposals from Courier/ Airlines/ Cargo Agents etc. shall be entertained by the TPCODL.

SIGNING OF BID DOCUMENTS:

The bid must contain the name, residence and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.

The Bid being submitted must be signed by a person holding a Power of Attorney authorizing him to do so, certified copies of which shall be enclosed.

The Bid submitted on behalf of companies registered with the Indian Companies Act, for the time being in force, shall be signed by persons duly authorized to submit the Bid on behalf of the Company and shall be accompanied by certified true copies of the resolutions, extracts of Articles of Association, special or general Power of Attorney etc. to show clearly the title, authority and designation of persons signing the Bid on behalf of the Company. Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.

A bid by a person who affixes to his signature the word 'President', 'Managing Director', 'Secretary', 'Agent' or other designation without disclosing his principal will be rejected.

The Bidder's name stated on the Proposal shall be the exact legal name of the firm.

3.2 Contact Information

All the bidders are requested to send their pre-bid queries (if any) against this tender through e-mail within the stipulated timelines. The consolidated reply to all the queries received shall be posted on TPCODL website by the stipulated timelines as detailed in calendar of events.

Communication Details:**Contracts:-**

Name : Smita Das, Procurement
Contact No: 8763993590
E-Mail ID: smita.das@tpcentralodisha.com

Name : Sony Jha, HoD – Contracts (TPCODL) & CCG
Contact No: 9204752050
E-Mail ID: sony.jha@tpcentralodisha.com

Name: Mr. Vipin Chauhan, Head - CCG, C&MM (TPCODL)
Contact No.: 9717393121
E-Mail ID: vipin.chauhan@tpcentralodisha.com

3.3 Bid Prices

Bidders shall quote for the entire Scope of Supply / work with a break up of prices for individual items and Taxes & duties. The bidder shall complete the appropriate Price Schedules included herein, stating the Unit Price & total price with taxes, duties, packing & freight up to destination loading unloading at central store Bhubaneswar/ Choudwar of TPCODL. The all-inclusive prices offered shall be inclusive of all costs as well as Duties, Taxes and Levies paid or payable during the execution of the supply work, breakup of price constituents.

The quantity break up shown else-where other than Price Schedule is tentative. The bidder shall ascertain himself regarding material required for completeness of the entire work. Any items not indicated in the price schedule but which are required to complete the job as per the Technical Specifications / Scope of Work mentioned in the tender, shall be deemed to be included in prices quoted.

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

Bids shall remain valid for 180 days from the due date of submission of the bid.

Notwithstanding clause above, the TPCODL may solicit the Bidder's consent to an extension of the Period of Bid Validity. The request and responses thereto shall be made in writing.

3.6 Alternative Bids

Bidders shall submit Bids, which comply with the Bidding documents. Alternative bids will not be considered. The attention of Bidders is drawn to the provisions regarding the rejection of Bids in the terms and conditions, which are not substantially responsive to the requirements of the bidding documents.

3.7 Modifications and Withdrawal of Bids

The bidder is not allowed to modify or withdraw its bid after the Bid's submission. The EMD as submitted along with the bid shall be liable for forfeiture in such event.

3.8 Earnest Money Deposit (EMD)

The bidder shall furnish, as part of its bid, an EMD amounting as specified in the tender. The EMD is required to protect the TPCODL against the risk of bidder's conduct which would warrant forfeiture.

The EMD shall be denominate in any of the following form:

- Banker's Cheque/ Demand Draft/ Pay order drawn in favour of "TP Central Odisha Distribution Limited", payable at Bhubaneswar.
- Online transfer of requisite amount through NEFT/ RTGS.
- Bank Guarantee valid for 210 days after due date of submission.

The EMD shall be forfeited in case of:

- a) The bidder withdraws its bid during the period of specified bid validity.

Or

- b) The case of a successful bidder, if the Bidder does not
 - i) accept the purchase order, or
 - ii) furnish the required performance security BG

3.9 Type Tests (if applicable)

The type tests specified in TPCODL specifications should have been carried out within five years prior to the date of opening of technical bids and test reports are to be submitted along with the bids. If type tests carried out are not within the five years prior to the date of bidding, the bidder will arrange to carry out type tests specified, at his cost. The decision to accept/ reject such bids rests with TPCODL.

4.0 Bid Opening & Evaluation process**4.1 Process to be confidential**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the TPCODL's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

4.2 Technical Bid Opening

The bids shall be opened at TPCODL office in front of participated bidders either physically or in virtual mode. A link shall be provided to the participated bidders to view the tender opening process online. Also Participating Bidders shall get mail intimation from TPCODL E-Tender system (Ariba) when their Technical Bids are opened.

First the envelope marked "EMD" will be opened. Bids without EMD/cost of tender (if applicable) of required amount/ validity in prescribed format, shall be rejected.

Next, the technical bid of the bidders who have furnished the requisite EMD will be opened, one by one. The salient particulars of the techno commercial bid will be read out at the sole discretion of TPCODL.

The EMD of the bidder withdrawing or substantially altering his offer at any stage after the technical bid opening will be forfeited at the sole discretion of TPCODL without any further correspondence in this regard.

4.3 Preliminary Examination of Bids/ Responsiveness

TPCODL will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order. TPCODL may ask for submission of original documents in order to verify the documents submitted in support of qualification criteria.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity,

the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

Prior to the detailed evaluation, TPCODL will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

Bid determined as not substantially responsive will be rejected by the TPCODL and/or the TPCODL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

4.4 Techno Commercial Clarifications

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, TPCODL may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPCODL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted owing to any clarifications sought by TPCODL. After all techno commercial issues are clarified, the date of price bid opening will be intimated to the technically accepted bidders and same shall also be notified at TPCODL website.

4.5 Price Bid Opening

The bids shall be opened at TPCODL office in front of Techno-commercially and / or safety qualified bidders either physically or in virtual mode. A link shall be provided to the bidders to view the price-bid opening process online. Bidders shall also get mail intimation from TPCODL E-Tender system (Ariba) when their Price Bids are opened.

4.7 Reverse Auctions

TPCODL shall conduct the reverse auction for the products/ services being asked for in this tender. The terms and conditions for such reverse auction events shall be as per the Acceptance Form attached as Annexure VI of this document. The bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form attached as Annexure VI as a token of acceptance for the same.

Reverse Auction shall be as per the below approach:

No of bidders to be allowed in RA process shall be : Total No of bidders on whom tender would be split PLUS 2 more bidders. In this tender, the contract shall be splitted into 2 bidders.

Illustrative example: Total no of qualified bidders is 10 & tender needs to split amongst 4 bidders.

PLUS 2 means (04 + 02 = 06) means lowest 6 bidders i.e., L1 to L6 bidders would be allowed in the RA process. Balance, H1 to H4 bidders would not be allowed in the RA process.

In case – Total no of qualified bidders is equal to or less than the PLUS 2 number, all qualified bidders shall be allowed in the RA process.

Illustrative example: Total no of qualified bidders is 4 & tender needs to split amongst 2 bidders. PLUS 2 means (02 + 02 = 04), so all 4 qualified bidders would be allowed in the RA process

Illustrative example: Total no of qualified bidders is 3 & tender would be awarded to single party only. PLUS 2 means (01 + 02 = 03), so all 3 qualified bidders would be allowed in the RA process.

5.0 Award Decision

TPCODL will award the contract to the successful bidder whose bid has been determined to be the lowest-evaluated responsive bid as per the Evaluation Criterion mentioned at Clause 2.0. The Cost for the said calculation shall be taken as the all-inclusive cost quoted by bidder in Annexure I (Schedule of Items) subject to any corrections required in line with Clause 4.3 above. The decision to place rate contract / purchase order / LOI solely depends on TPCODL on the cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that TPCODL may deem relevant.

TPCODL reserves all the rights to award the contract to one or more bidders so as to meet the delivery requirement or nullify the award decision without assigning any reason thereof.

In case any supplier is found unsatisfactory during the delivery process, the award will be cancelled and TPCODL reserves the right to award other suppliers who are found fit.

6.0 Order of Preference/Contradiction:

In case of contradiction in any part of various documents in tender, following shall prevail in order of preference:

1. Schedule of Items (Annexure I)
2. Post Award Contract Administration (Clause 7.0)
3. Submission of Bid Documents (Clause 3.0)
4. Scope of Work and SLA (Annexure VII)
5. Technical Specifications (Annexure II)
6. Inspection Test Plan (Annexure VIII)
7. Acceptance Form for Participation in Reverse Auction (Annexure VI)
8. General Conditions of Contract (Annexure IX)

7.0 Post Award Contract Administration

7.1 Special Conditions of Contract

1. After finalization of tender, Rate Contract shall be issued on successful bidder with a validity period of One year.
2. In case bidder prefers working at a particular circle where office/set up is not available. Under such circumstances, the bidder shall provide undertaking to open the office/set up for that particular circle within a month of issuance of RC. In this case RO shall be issued post establishment of office/set up.
3. Delivery period - The services shall be delivered within time Specified in release order (as mutually agreed timeline between BA & TPCODL User) as and when RO placed against RC.
4. TPCODL shall short close the issued Release Order / Rate contract, in case of any quality/performance issues.
5. Any change in statutory taxes, duties and levies shall be borne by TPCODL.
6. All other terms and conditions of GCC services shall be applicable.

7.2 Payment Terms

The payment shall be released within 30 days from the date of submission of certified bills/ invoices.

7.3 Climate Change

Significant quantities of waste are generated during the execution of project and an integrated approach for effective handling, storage, transportation and disposal of the same shall be adopted. This would ensure the minimization of environmental and social impact in order to combat the climate change.

7.4 Ethics

- i. TPCODL is an ethical organization and as a policy TPCODL lays emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.
- ii. TPCODL work practices are governed by the Tata Code of Conduct which emphasizes on the following:
- iii. We shall select our suppliers and service providers fairly and transparently.
- iv. We seek to work with suppliers and service providers who can demonstrate that they share similar values. We expect them to adopt ethical standards comparable to our own.
- v. Our suppliers and service providers shall represent our company only with duly authorized written permission from our company. They are expected to abide by the Code in their interactions with, and on behalf of us, including respecting the confidentiality of information shared with them.
- vi. We shall ensure that any gifts or hospitality received from, or given to, our suppliers or service providers comply with our company's gifts and hospitality policy.
- vii. We respect our obligations on the use of third party intellectual property and data.
- viii. Bidder is advised to refer GCC attached at Annexure IX for more formation. Any ethical concerns with respect to this tender can be reported to the following e-mail ID: ethics@tpcentralodisha.com

8.0 Specification and standards

NA.

9.0 General Condition of Contract

Any condition not mentioned above shall be applicable as per GCC for Service attached along with this tender at Annexure VIII.

10.0 Safety

Annexure IX – Contractor's safety code of conduct and Safety Terms and Conditions.

All Associates shall strictly abide by the guidelines provided in the safety manual at all relevant stages during the contract period.

ANNEXURE I
Schedule of Items

Trainings and R&R Lunch/Snacks

S. No.	Circle	Item Description	Menu	UoM	Qty	Unit Rate	GST	All Incl. Unit Rate	All Incl. Value Rs.
1	BBSR 1	AMT PMT Lunch without Venue	(Buffet Lunch) Rice / Roti, Dal, Two Curries (One should be either paneer or mushroom), Salad, Papad / Chips, Sweet, Water Bottle. • Two times tea – biscuit's in morning and evening.	EA	8,220				
2	BBSR 2	AMT PMT Lunch with Venue	Rice, Roti, Dal Fry, Mix Veg, Paneer Butter Masala / Kadai Paneer, Mushroom Masala, Green Salad, Papad, Sweet, Ice Cream, Mineral Water. Two times tea – biscuit's in morning and evening. Projector, Screen, PA System, Microphone - 2 no's, Head Tables and Chairs, Notepad, Pen, Bouquet for Guest - 2 no's	EA	500				
3	BBSR 1	RR Celebration (12 month) Lunch	(Bhoji) Rice, Dal, Chicken / Paneer / Mushroom Curry, Salad, Water Bottle.	EA	15000				
4	BBSR 2	AMT PMT Lunch without Venue	(Buffet Lunch) Rice / Roti, Dal, Two Curries (One should be either paneer or mushroom), Salad, Papad / Chips, Sweet, Water Bottle. • Two times tea – biscuit's in morning and evening.	EA	8,100				

[illegible]

10	Dhenkanal	AMT PMT Lunch without Venue	(Buffet Lunch) Rice / Roti, Dal, Two Curries (One should be either paneer or mushroom), Salad, Papad / Chips, Sweet, Water Bottle. • Two times tea – biscuit's in morning and evening.	EA	6,720				
11	Dhenkanal	AMT PMT Lunch with Venue	Rice, Roti, Dal Fry, Mix Veg, Paneer Butter Masala / Kadai Paneer, Mushroom Masala, Green Salad, Papad, Sweet, Ice Cream, Mineral Water. Two times tea – biscuit's in morning and evening. Projector, Screen, PA System, Microphone - 2 no's, Head Tables and Chairs, Notepad, Pen, Bouquet for Guest - 2 no's	EA	500				
12	Dhenkanal	RR Celebration (12 month) Lunch	(Bhoji) Rice, Dal, Chicken / Paneer / Mushroom Curry, Salad, Water Bottle.	EA	15000				
13	Paradeep	AMT PMT Lunch without Venue	(Buffet Lunch) Rice / Roti, Dal, Two Curries (One should be either paneer or mushroom), Salad, Papad / Chips, Sweet, Water Bottle. • Two times tea – biscuit's in morning and evening.	EA	8,160				
14	Paradeep	AMT PMT Lunch with Venue	Rice, Roti, Dal Fry, Mix Veg, Paneer Butter Masala / Kadai Paneer, Mushroom Masala, Green Salad, Papad, Sweet, Ice Cream, Mineral Water. Two times tea – biscuit's in morning and evening. Projector, Screen, PA System, Microphone - 2 no's, Head Tables and Chairs, Notepad,	EA	500				

			Pen, Bouquet for Guest - 2 no's						
15	Paradeep	RR Celebration (12 month) Lunch	(Bhoji) Rice, Dal, Chicken / Paneer / Mushroom Curry, Salad, Water Bottle.	EA	15000				
		Grand Total							-

NOTE:

- The bidders are advised to quote prices strictly in the above format and for all the line items as mentioned above. Failing to do so, bids are liable for rejection.
- The bidder must fill each and every column of the above format. ***Mentioning “extra/inclusive “in any of the column may lead for rejection of the price bid.***
- No cutting/ overwriting in the prices is permissible.
- **Bidder needs to quote mandatorily for each line item of the BoQ**
- The unit price to be indicated in col. No. 7 should be exclusive of GST which are to be indicated in separate column NO. 6 meant for the purpose.
- The Quantity mentioned above is tentative and for evaluation purpose. The actual quantity may vary.

ANNEXURE II
Technical specifications

Not Applicable

ANNEXURE III

Schedule of Deviations

*Bidders are advised to refrain from taking any deviations on this TENDER. Still in case of any deviations, all such deviations from this tender document shall be set out by the Bidders, Clause by Clause in this schedule and submit the same as a part of the **Technical Bid**.*

*Unless **specifically** mentioned in this schedule, the tender shall be deemed to confirm the TPCODL's specifications:*

S. No.	Clause No.	Tender Clause Details	Details of deviation with justifications

By signing this document we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

Seal of the Bidder:

Signature:

Name:

ANNEXURE IV

Schedule of Commercial Specifications

(The bidders shall mandatorily fill in this schedule and enclose it with the offer Part I: Technical Bid. In the absence of all these details, the offer may not be acceptable.)

S. No.	Particulars	Remarks
1.	Prices firm or subject to variation (If variable indicate the price variation clause with the ceiling if applicable)	Firm / Variable
1a.	If variable price variation on clause given	Yes / No
1b.	Ceiling	----- %
1c.	Inclusive of GST	Yes / No (If Yes, indicate % rate)
1d.	Inclusive of transit insurance	Yes / No
2.	Delivery	Weeks / months
3.	Guarantee clause acceptable	Yes / No
4.	Terms of payment acceptable	Yes / No
5.	Performance Bank Guarantee acceptable	Yes / No
6.	Liquidated damages clause acceptable	Yes / No
7.	Validity (180 days) (From the date of opening of bid)	Yes / No
8.	Inspection during stage of manufacture	Yes / No
9.	Rebate for increased quantity	Yes / No (If Yes, indicate value)
10.	Change in price for reduced quantity	Yes / No (If Yes, indicate value)
11.	Covered under Small Scale and Ancillary Industrial Undertaking Act 1992	Yes / No (If Yes, indicate, SSI Reg'n No.)

Seal of the Bidder:

Signature:

Name:

ANNEXURE V

Checklist of all the documents to be submitted with the Bid

Bidder has to mandatorily fill in the checklist mentioned below:-

S. No.	Documents attached	Yes / No / Not Applicable
1	EMD of required value	
2	Tender Fee as mentioned in this RFQ	
3	Company profile/organogram	
4	Signed copy of this RFQ as an unconditional acceptance	
5	Duly filled schedule of commercial specifications (Annexure IV)	
6	Sheet of commercial/technical deviation if any (Annexure III)	
7	Balance sheet for the last completed three financial years; mandatorily enclosing Profit & loss account statement	
8	Acknowledgement for Testing facilities if available (duly mentioned on bidder letter head)	
9	List of Machine/tools with updated calibration certificates if applicable	
10	Details of order copy (duly mentioned on bidder letter head)	
11	Order copies as a proof of quantity executed	
12	Details of Type Tests if applicable (duly mentioned on bidder letter head)	
13	All the relevant Type test certificates as per relevant IS/IEC (CPRI/ERDA/other certified agency) if applicable	
14	Project/supply Completion certificates	
15	Performance certificates	
16	Client Testimonial/Performance Certificates	
17	Credit rating/solvency certificate	
18	Undertaking regarding non blacklisting (On company letter head)	
19	List of trained/untrained Manpower	
20	PAN, GST, PF, ESIC (The bidder must have all statutory compliance like valid PAN, GSTN etc. The bidder must submit the copy of all these registrations)	
21	Power of Attorney undertaking (Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder)	

Annexure VI

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder)

In a bid to make our entire procurement process more fair and transparent, TPCODL intends to use the reverse auctions through SAP-SRM tool as an integral part of the entire tendering process. All the bidders who are found as technically qualified based on the tender requirements shall be eligible to participate in the reverse auction event.

The following terms and conditions are deemed as accepted by the bidder on participation in the bid event:

1. TPCODL shall provide the user id and password to the authorized representative of the bidder. *(Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).*
2. TPCODL will make every effort to make the bid process transparent. However, the award decision by TPCODL would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of TPCODL, bid process, bid technology, bid documentation and bid details.
4. The bidder is advised to understand the auto bid process to safeguard themselves against any possibility of non-participation in the auction event.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the entire infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of TPCODL.
6. In case of intranet medium, TPCODL shall provide the infrastructure to bidders. Further, TPCODL has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case of an auction event is restarted, the best bid as already available in the system shall become the start price for the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offer. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be out- rightly rejected by TPCODL.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at TPCODL site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of the auction event shall be considered by TPCODL.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

Signature & Seal of the Bidder

ANNEXURE VII

SCOPE OF WORK

Scope of Work & Service Level Agreement

- The event timing/venue and other details (details requirement as per attached price schedule) shall be given to the BA by Admin department through mail / phone. Order will be placed at least 72 hrs before the event.
- Any cancelation of event should be informed to BA by admin prior to at least 48 hrs of the event.
- BA will provide one person for serving buffet lunch who shall be available at the event venue prior 01hr & 30 minutes of the event to arrange the setup as requirement given by admin team.
- The BA must provide good quality & hygienic food and other items required for training / meeting / events during all the time at the venue.
- Menu for lunch will be as Rice / Roti, Dal, Two Curries (One should be either paneer or mushroom), Bhaji, Salad, Papad / Chips, Sweet.
- Two times tea – biscuit's in morning and evening.
- BA to ensure cleaning of premises and dustbins once the event is over.

Annexure-VIIa

Preferential norms for procurement from MSMEs registered in the State of Odisha

1) Tender Fees

To participate in the tender, MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.

2) Earnest Money Deposit (EMD)

EMD shall be exempted for MSME registered in the State of Odisha. However, Bidder shall be barred to participate in the tendering process for a period of 2 years in case it backs out post award of the contract.

3) Qualification Requirement for Open Tenders

Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.

For past experience, instead of relying on the volumes / value of earlier Supplies / Projects, assessment of the Bidder shall be done on the basis of feedback from Customers. Past performance experience at Tata Power and its Group Companies shall supersede feedback from other Customers.

4) Reservation for MSME

It shall be mandatory to procure at least 20% of the total volume of the procurement from MSME registered in the State of Odisha (however, it shall not apply where goods/services are not available with the MSME), subject to matching L1 discovered prices and meeting technical specifications including quality requirements.

5) Performance Bank Guarantees

Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.

Annexure VIII

GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract Attached as Annexure to this document.

ANNEXURE IX

Safety Terms and conditions

Not Applicable

ANNEXURE X
Contractor's Safety Code of Conduct

Not Applicable.

ANNEXURE XI

Not Applicable

Annexure XII

Vendor Evaluation Score Card

Performance Evaluation of Business Associate will be done in two parts as mentioned below:

- 7. Pre-Order Evaluation
- 8. Post-order Evaluation

Pre-Order Evaluation contains following parameters

- a. Responsiveness
- b. Bid Adherence
- c. Price & competitiveness

Post-Order Evaluation contains following parameters

- a. Safety Adherence
- b. Statutory Compliances
- c. Service Level Agreement