



NIT No.: TPCODL/P&S/1000002083/2024-25

Procedure to Participate in Tender

Tender Enquiry No- TPCODL/P&S/1000002083/2024-25

Tender Enquiry No.	Work Description	EMD* (Rs.)	Tender Fee** (Rs.)	Last Date for payment of Tender Fee
TPCODL/P&S/1000002083/ 24-25	Rate Contract for Providing Facility Management at Technology Centre and Pantry Services at Corporate Office TPCODL for Two Years	Rs. 2,00,000	5,000	07.03.2025

* EMD is exempted for MSME Bidders registered in the State of Odisha. However, MSME 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. MSME BAs needs to submit Bid Security Declaration.

** MSMEs registered in the State of Odisha shall pay tender fee of Rs. 1,000/- including GST.

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 are to be followed before “Last date for Payment of Tender Fee”:

1. Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letter head indicating
 - a. Tender Enquiry number
 - b. Name of authorized person
 - c. Contact number
 - d. E-mail id
 - e. Details of submission of Tender Fee
 - f. GST Registration No
 - g. Details of submission of Tender Fee
 - h. MSME Certificate, wherever applicable
 - i. Details of Bank Account for refund of EMD
 - j. 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, Bhubaneswar
Address: P.O. - Sahidnagar, Janapath, Bhubaneswar.
Branch Code: 7891
Account No: 10835304915

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IFSC Code: SBIN0007891

E-mail with necessary attachment of 1 and 2 above to be sent to arijeet.choudhury@tpcentralodisha.com, and 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 that all future correspondence regarding the tender, bid submission, due date extension, Pre-bid query, etc. will take place through TPCODL E-Tender system (Ariba) only. User manual to guide the bidders to submit the bid through E-Tender system (Ariba) is enclosed.

All communication shall be held only with the bidders who have carried out the above steps to participate in the Tender.

It is to be 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, bidder will not be able to participate in the tender. Any last moment request to participate in tender will not be considered.

Further, all future corrigendum to the said tender will be uploaded in the Tender section on website <https://www.tpcentralodisha.com>.



NIT No.: TPCODL/P&S/1000002083/2024-25

OPEN TENDER NOTIFICATION

FOR

**RATE CONTRACT FOR PROVIDING FACILITY
MANAGEMENT AT TECHNOLOGY CENTRE AND
PANTRY SERVICES AT CORPORATE OFFICE
TPCODL FOR TWO YEARS**

Tender Enquiry No.: TPCODL/P&S/1000002083/2024-25

Due Date for Bid Submission: 17.03.2025 [15:00 Hours]

**TP Central Odisha Distribution Limited
1st Floor, Anuj Building, Plot No.29, Satya Nagar,
Bhubaneswar, Odisha 751007**

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1.0 Event Information

1.1. Scope of work

Open Tenders are invited from interested Bidders entering into a Contract for the following:

S. No.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1.	Rate Contract for Providing Facility Management at Technology Centre and Pantry Services at Corporate Office TPCODL for Two Years	Rs. 2,00,000	5,000

Note: Tender Fee is inclusive of GST

1.2. Availability of Tender Documents

Please refer “Procedure to participate in the e-tender”.

1.3. Calendar of Events

(a)	Date of sale/ availability of tender documents from TPCODL Website	From 27.02.2025 onwards
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in “Procedure to Participate in Tender”	07.03.2025
(c)	Last Date of receipt of pre-bid queries, if any	10.03.2025
(d)	Pre-Bid Meeting*	11.03.2025
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	12.03.2025
(f)	Last date and time of receipt of Bids	17.03.2025; 15:00 Hours
(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

**Pre-Bid Meeting Time and Venue details shall be shared later*

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’s office, the last date of submission of bids and date of opening of bids will be the day 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 of requisite amount
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.

- 1.4.4 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable)
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 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')
- 1.4.9 Documents for safety bid evaluation as per Appendix 13: CSM-F-9 Safety Bid Evaluation Criteria

Please note that in absence of any of the above documents, bid submitted by the 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:-

- i. EMD of requisite value and validity
- ii. Tender fee of requisite value
- iii. Price Bid as per the Price Schedule mentioned in Annexure I (BOQ)
- iv. Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document
- v. Filled in Schedule of Deviations as per Annexure III
- vi. Filled in Schedule of Commercial Specifications as per Annexure IV
- vii. 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 Requirement / Eligibility Criteria

1. The bidder should have average annual turnover of Rs. 2 Cr. in last three financial years from (FY 21-22, FY 22-23 & FY 23-24). **(Audited Balance sheet and profit & loss account statements to be submitted.)**
2. The bidder must have minimum Three years' experience of providing housekeeping in reputed organizations. The bidder should have executed similar works for cumulative Rs. 75 Lacs during last 3 years. **Copy of work order / completion certificate to be submitted in this regard.**
3. Bidder should have service/sales/distribution network/office in the area covered under this tender to ensure minimum response time. **Undertaking on company letterhead for the same with details of distribution/sales/service network.**
4. The bidder should submit the performance certificates from at least 1 reputed company for similar works. The service against the issued certificates should have been completed

within 5 years of the bidding date. In case the bidder has got previous association with TP DISCOMs for service of similar, performance feedback of the same will be solely considered irrespective of the performance certificate issued by bidder's other customers.

Bidder shall submit the performance certificate.

5. Bidder should have minimum 40 number of manpower on its company's roll (Documentary proof e.g. PF-ECR /ESI Challan etc. required). **Bidder shall submit the license copy or undertaking or certificates.**
6. The bidder must have all applicable statutory compliance like valid PAN no., ESI registration, EPF registration, GSTIN etc. **The bidder must submit the copy of all these registrations/supporting document.**

1.8. 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 marketplace for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

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

1.9. 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

- The bids will be evaluated technically on the compliance to tender terms and conditions
- The bids will be evaluated commercially on all-inclusive lowest cost for overall tender BOQ as calculated in Schedule of Items [Annexure I]. **Order shall be awarded to One Business Associate.** Hence, all bidders are advised to quote their most competitive rates against each line item.
- Bidder has to mandatorily quote against each item of Schedule of Items [Annexure I]. Failing to do so, TPCODL may reject the bids.

NOTE: In case a new bidder is not registered with TPCODL, factory inspection and evaluation shall be carried out to ascertain bidder's manufacturing capability and quality procedures. However TPCODL reserves the right to carry out factory inspection and evaluation for any bidder prior to technical qualification.

In case a bidder is found as Disqualified in the factory 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.

2.1 Price Variation Clause: The prices shall remain FIRM during the entire contract period.

2.2 Quantity Variation clause: The quantity may vary during the entire contract period.

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 TPCODL e-tender system (Ariba).

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 / Bank Draft / Bankers Pay Order (issued from a Scheduled Bank) online NEFT/ RTGS transfer favoring ‘TP Central Odisha Distribution Limited’ payable at Bhubaneswar. 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 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

For Tender Fee and EMD submitted via online transfer, bidder to ensure that the same are carried out through separate transactions.

The EMD in the form of Bank Draft / BG / Bankers Pay Order shall be delivered at the following address in sealed envelope clearly indicating the tender reference / enquiry number, name of tender and bidder name:

Chief (Procurement & Stores)

TP Central Odisha Distribution Limited

1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007

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 (if 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.
- g) Quality Assurance Plan/Inspection Test Plan for supply items (if applicable)
- h) Project Implementation Plan including Level 2 Schedule for the project
- i) Unpriced mentioning “Quoted/Not Quoted” against all line items (Prices should not be mentioned)

The technical bid shall be properly indexed and is to be submitted through TPCODL E-tender platform (Ariba) only. Hard copy of Technical Bids need not be submitted.

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.

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. Price Bid is to be submitted in soft copy through TPCODL E-Tendering system (Ariba) only. Hard copy of Price Bid not be submitted.

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 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

Please note all correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. will happen through TPCODL E-Tender system (Ariba).

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

Communication Details:

Package Owner

Name: Arijeet Choudhury
Designation: Procurement (Commercial Services)
Contact No.: 9871432126
E-Mail ID: arijeet.choudhury@tpcentralodisha.com

Escalation Matrix

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

Name: Vipin Chauhan (Head – CCG, C&MM (TPCODL))
Contact No.: 9717393121
E-Mail ID: Vipin.Chauhan@tpnodl.com

Bidders are strictly advised to communicate with Package Owner through TPCODL E-tender System (ARIBA) only. They need to pay Tender Participation Fee to receive the ARIBA Log-in.

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 for each item & total price with taxes, duties & freight up to destination at various sites 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.

Applicable GST to be specified clearly.

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/ SLA 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 TPCODL against the risk of bidder's conduct which would warrant forfeiture.

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

- Banker's Cheque/ Demand Draft/ Pay order drawn in favor 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:

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

Or

- b) The successful Bidder does not
 - a) accept the Purchase Order, or
 - b) furnish the required Performance Security Bank Guarantee

4 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 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 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 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.

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.

4.6. Reverse Auctions

TPCODL reserves the right to conduct the reverse auction as per below approach:

No of bidders allowed to participate in RA process shall be: Total No of bidders on whom tender would be split **PLUS 2** more bidders

Illustrative example: Total no of qualified bidders is 10 & tender needs to split amongst 2 bidders.

PLUS 2 means (02 + 02 = 04) means lowest 4 bidders i.e., L1 to L4 bidders would be allowed in the RA process. Balance, H1 to H6 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 6 & 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

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

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

6 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. Acceptance Form for Participation in Reverse Auction (Annexure VI)
7. General Conditions of Contract (Annexure VIII)

7 Post Award Contract Administration

7.1. Special Conditions of Contract

1. The Rate contract shall be issued for a period of 2 years. However separate RC shall be issued for FMS and Pantry Services. The performance of the BA shall be monitored regularly in terms of SOW, SLA and other parameters as mentioned in the tender. In case the performance of the BA is found unsatisfactory, DISCOM shall terminate the contract as per tender terms and conditions.
2. The prices shall remain firm during the period of contract. However, In case of any changes in Minimum Wages during Project Period, TPCODL shall pay as per new wages.
3. Performance Bank Guarantee amounting to 5% of the Order value shall be submitted by the BA as per GCC for a period equivalent to contract validity period plus six month Claim period i.e. 30 months.
4. Unless communicated by TPCODL in writing, the contract shall automatically stand terminated after the expiry of its validity period without serving any notice thereof.
5. Any change in statutory taxes, duties and levies during the contract period shall be borne by TPCODL.
6. All the terms and conditions of General Conditions of Contract for Service Orders shall be applicable.

7.2 Drawing Submission and Approval (If Applicable)

The relevant drawings and GTPs need to be submitted by BA within two weeks of receipt of Rate Contract. In case, re-submission of drawings is required on request of TPCODL, same needs to be submitted back to TPCODL within 5 days of such request.

Wherever TPCODL specifications are not available, relevant IS/IEC to be followed. All Drawings mentioned in the Tender Specification and other required for the completeness of the tender shall be submitted. Drawing submission process shall not be deemed complete of all the requirements are not complied during the submission of the same

7.3 Delivery Timelines

As per Scope of Work.

7.4 Warranty Period (If applicable)

The supplier shall give Guarantee for the satisfactory functioning of the material / equipment as per specification, for a minimum period of 12 months from the last date of receipt of material in good condition at designated store for each consignment. The bidder shall be liable to undertake the replacement or rectify defects of the material failed during the guarantee period at his own cost within mutually agreed timeframe.

7.5 Payment Terms

Monthly bill shall be paid for completed services. Payment shall be released within 30 days from the date of receipt of error free invoice supported by all back up documents, certified by TPCODL.

7.6 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. Please refer attached Environment Policy and Sustainability Policy, Annexure-XI for more details.

7.7 Ethics

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.

TPCODL work practices are governed by the Tata Code of Conduct which emphasizes on the following:

- We shall select our suppliers and service providers fairly and transparently.
- 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.
- 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.
- 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.
- We respect our obligations on the use of third party intellectual property and data.

Bidder is advised to refer Tata Code of Conduct (TCOC) attached at Annexure X for more information.

Any ethical concerns with respect to this tender can be reported to Chief Ethics Counselor to the following e-mail ID: Chief Ethics Counselor Ethics@tpcentralodisha.com

8 Specification and standards

As per Annexure.

9 General Condition of Contract

Any condition not mentioned above shall be applicable as per GCC attached along with this tender.

10 Safety

All jobs are this tender have to be executed strictly in compliance to the Safety terms and Conditions of TP Central Odisha Distribution Limited. Please refer attached Safety terms and conditions, Annexure-IX, for details. Violation of Safety norms will result in Penalty as mentioned in the above document.



NIT No.: TPCODL/P&S/1000002083/2024-25

ANNEXURE I
SCHEDULE FOR ITEMS

S. No.	Item Description	UoM	Quantity per month	Months	Total Quantity	Unite Rate (Rs.)	GST (Rs.)	All Incl. unit rate (Rs.)	All incl. BOQ Price (Rs.)
A	B	C	D	E	F=DxE	G	H	I=G+h	J=I*F
1	Facility Manager	EA	1	24	24		-	-	-
2	Safety Officer- High Skilled	EA	1	24	24	20,405.72	3,673.03	24,078.75	5,77,890.05
3	Electrician - High Skilled	EA	7	24	168	20,405.72	3,673.03	24,078.75	40,45,230.33
4	Pantry Manpower- Skilled	EA	5	24	120	18,711.17	3,368.01	22,079.18	26,49,501.96
5	HK Supervisor- Skilled	EA	1	24	24	18,711.17	3,368.01	22,079.18	5,29,900.39
6	House Keeping Manpower- Unskilled	EA	17	24	408	15,322.07	2,757.97	18,080.04	73,76,658.34
7	Gardener for horticulture- Semi Skilled	EA	2	24	48	17,016.62	3,062.99	20,079.61	9,63,821.47
8	Housekeeping and Horticulture consumable	Lot	1	24	24		-	-	-
TOTAL									

NOTE:

1. 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.
2. 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.
3. No cutting/ overwriting in the prices is permissible.



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4. The unit price to be indicated in col. No. (G) should be exclusive of taxes & duties which are to be indicated in separate columns meant for the purpose.
5. The prices shall be FOR TPCODL, Bhubaneswar. Exact delivery location shall be specified in the Order.

Price Break-Up Format					
S. No.	Description	Un-Skilled	Semi-Skilled	Skilled	High-Skilled
1	Minimum Wages	452.00	502.00	552.00	602.00
2	Days	26.00	26.00	26.00	26.00
3	Minimum Wages (Basic + DA)	11,752.00	13,052.00	14,352.00	15,652.00
4	Statutory Bonus @ 8.33% on Basic & DA	978.94	1,087.23	1,195.52	1,303.81
5	Leave Encashment@ 5.77% on Basic & DA	678.09	753.10	828.11	903.12
6	Sub-Total (A)	13,409.03	14,892.33	16,375.63	17,858.93
7	EPF@13% of minimum wages	1,527.76	1,696.76	1,865.76	2,034.76
8	ESIC @3.25% of minimum wages	381.94	424.19	466.44	508.69
9	Contribution for Labor Welfare Fund	3.34	3.34	3.34	3.34
10	Sub-Total (B)	1,913.04	2,124.29	2,335.54	2,546.79
11	CTC (A+B)	15,322.07	17,016.62	18,711.17	20,405.72
12	Service Charges Including GPA				
13	Unit Rate (Sr.No. 11+12)	15,322.07	17,016.62	18,711.17	20,405.72



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ANNEXURE II
TECHNICAL SPECIFICATIONS

Not Applicable

CONFIDENTIAL



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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 tender	
3	Signed copy of this tender 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	

Seal of the Bidder:

Signature:

Name

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 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 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 Services for Facility Management Tender - Technology Centre

1. **General Overview:** This scope outlines the comprehensive facility management services required to operate and maintain the Technology Centre efficiently. The services include, but are not limited to, housekeeping services, pantry services, gardening and horticulture services, DG operation, firefighting and safety services, PA System, Electrical, Technical, Carpentry and Plumbing services, Lift, Air conditioning, close coordination with AMC service providers, Close coordination with outsourced security team, Main LT Switchgear along with all other LT Distribution Panel O&M, UPS and associated Battery & Charger, Access Control System, First aid and CPR, Canteen, Drinking Water, Confirmation of Healthiness of Auto Changeover Scheme At All Times along with property management services. These services aim to ensure the smooth, safe, and efficient operation of the centre.

2.1. Housekeeping Services

- **Routine Cleaning:**
 - Daily cleaning and dusting of all office spaces, common areas, meeting rooms, restrooms, and pantry.
 - Sweeping, mopping, and maintaining cleanliness of floors, staircases, and passageways.
 - Cleaning and sanitizing all common and high-touch areas (e.g., door handles, elevator buttons, light switches).
- **Specialized Cleaning:**
 - Regular cleaning of windows, carpets, upholstery, and high-level cleaning (e.g., ceiling fans, light fixtures).
 - Deep cleaning of floors, carpets, and furniture when required.
- **Waste Management:**
 - Collection, segregation, and disposal of waste, including recycling and hazardous waste management.
 - Waste bins should be cleaned and disinfected periodically.

2.2. Pantry Services

- **Food and Beverage Services:**
 - Provision of snacks, tea, coffee, and beverages in the pantry area as per the requirements.
 - Organization and supervision of pantry and kitchen space to ensure hygiene and cleanliness.
 - Restocking of pantry items (e.g., tea, coffee, milk, sugar, disposable cups, etc.).
 - **Hygiene & Safety:**
 - Regular cleaning and sanitization of the pantry area and equipment.
 - Proper handling, storage, and disposal of food-related waste.
 - Ensure safety and health standards in food preparation and handling.
-

2.3. Gardening and Horticulture Services

- **Landscape Maintenance:**
 - Maintenance of all gardens, lawns, and external landscaping, including mowing, trimming, and seasonal planting.
 - Ensure the irrigation system is functional and well-maintained.
- **Plant Care and Replacement:**
 - Regular watering, fertilization, and pruning of indoor and outdoor plants.
 - Replacement of dead plants, shrubs, or trees.
 - Maintain aesthetic appeal and cleanliness of all garden areas.

2.4. DG Operation (Diesel Generators)

- **Operation and Monitoring:**
 - Continuous monitoring and operation of DG sets during power outages or as required.
 - Ensure the DG sets are in proper working condition, including regular testing and activation during power interruptions.
- **Maintenance and Servicing:**
 - Routine servicing of DG sets (oil, filter, and battery checks, coolant management, and air filter replacements).
 - Ensuring proper fueling and timely refueling.
 - Maintaining logs of DG operations and service records.

2.5. Fire Fighting and Safety Services

- **Fire Safety Equipment Maintenance:**
 - Regular inspection, testing, and maintenance of fire extinguishers, fire alarms, hydrants, and emergency lighting.
 - Fire drills and training of employees on evacuation procedures and the use of firefighting equipment.
- **Compliance and Inspections:**
 - Ensure compliance with local fire safety regulations and standards.
 - Regular fire risk assessments and updates to fire evacuation plans.
- **Emergency Response:**
 - 24/7 readiness for emergency firefighting services.
 - Monitoring of fire safety equipment functionality and repairs or replacements as necessary.

2.6. PA System (Public Address System)

- **System Operation & Maintenance:**
 - Regular testing and maintenance of the PA system to ensure clear communication throughout the building.
 - Ensuring the system is operational for both scheduled and emergency announcements.
- **System Repairs & Upgrades:**

- Addressing any issues with the PA system (e.g., volume, connectivity, microphone malfunctions) promptly.
- Coordinating upgrades or replacement of any faulty equipment.

2.7. Electrical Services

- **Lighting and Electrical Systems:**
 - Ensure proper functioning and maintenance of lighting systems across the facility.
 - Regular inspection of electrical panels, distribution boards, and wiring for faults or wear.
 - Replacing light bulbs, ensuring optimal lighting levels in common and office areas.
- **Main LT Switchgear & Distribution Panel:**
 - Routine operation, monitoring, and maintenance of Main LT Switchgear and all LT distribution panels.
 - Ensuring compliance with electrical safety standards, including inspections and testing.
- Sign Writing and nomenclature has to be in place for all equipment's.
- 24 x 7 ELBO MV Workmen Permit Holder should be identified, assigned and be available to maintain continuity of supply to Technology Centre.
- Personnel deployed have to be intimated to all concerned about their availability and contact round the clock.
- These personnel should be acquainted, trained in all the Operations along with all the settings, interlocks for TPCODL Raw, UPS and DG Supply, Auto Changeover, Manual Operations
- As built Single Line Diagram from the secondary of the Transformer to all the LT Distribution has to vetted, Signoff and readily available for reference.
- **Emergency Backup Systems:**
 - Ensure functionality of all emergency backup electrical systems, including UPS systems and generators.
 - Auto change over from Incoming source 1 to Incoming source 2 and on failure of both the sources to DG and vice versa needs to be healthy at all times and ensured by the Facility Manager.
 - Auto changeover of supply to 1st Floor IT Server room from one set of UPS to other (600 kVA x 2 x 2) and vice versa needs to be healthy at all times and ensured by the Facility Manager.
 - Auto changeover of supply to 2nd Floor PSCC Main Control Centre and Backup Control Centre from one UPS to other (60 kVA x 2) and vice versa needs to be healthy at all times and ensured by the Facility Manager.
 - Operations of Lift and evacuation plan in the intermittent time of change over during power failure or otherwise.

2.8. Technical Services

- **HVAC (Heating, Ventilation, and Air Conditioning):**

- Regular inspection, servicing, and maintenance of HVAC systems to ensure proper airflow, temperature, and humidity control.
- Monitoring of air quality and temperature control to meet the comfort levels of employees.
- Emergency response for any HVAC malfunctions.
- **Lift Operations:**
 - Regular maintenance of all lifts in the building, ensuring proper operation and safety compliance.
 - Inspection and servicing of all lift systems, including mechanical, electrical, and safety devices.
- **Plumbing Services:**
 - Regular maintenance of all plumbing systems, including water supply, drains, and toilets.
 - Repair and replacement of faulty plumbing fixtures and equipment.

2.9. Close Coordination with AMC Service Providers

- **Vendor Management:**
 - Coordination with Annual Maintenance Contract (AMC) providers for the maintenance and servicing of specialized systems, including HVAC, lifts, electrical panels, fire safety equipment, DG, Air Conditioning etc.
 - Ensuring timely interventions and follow-ups to address any service delays or maintenance issues.
- **Contract and Service Level Monitoring:**
 - Maintain regular communication and service monitoring with AMC providers.
 - Ensure that all AMCs are up-to-date, and compliance with SLAs is adhered to.

2.10. Close Coordination with Outsourced Security Team

- **Security Services Management:**
 - Close coordination with the outsourced security team to ensure security protocols are being followed.
 - Overseeing the management of security guards, surveillance systems, and access control systems.
- **Surveillance and Access Control:**
 - Ensuring proper access control and visitor management procedures are followed.

2.11. UPS and Associated Battery & Charger

- **UPS Operation & Maintenance:**
 - Regular inspection, testing, and maintenance of UPS systems to ensure continuous power supply during outages.
 - Ensuring the proper functioning of associated batteries and chargers.
- **Battery Replacement & Backup:**
 - Timely replacement of batteries based on service life or performance issues.

- Regular testing and monitoring of UPS systems to confirm readiness during power failures.

2.12. Access Control System

- **System Operation & Monitoring:**
 - Operation and management of the Access Control System to ensure secure access to the building.
 - Regular updates to employee and visitor access permissions.
- **System Maintenance:**
 - Ensuring all access control hardware (e.g., card readers, biometric systems) is in working condition and serviced regularly.

2.13. First Aid and CPR

- **Health and Safety Support:**
 - Ensure first aid kits are well-stocked and accessible throughout the facility.
 - Conducting periodic first aid and CPR training for employees and the facility management team.
 - Ensure that trained first-aiders are available onsite at all times.

2.14. Canteen and Drinking Water Services

- **Canteen Management:**
 - Operation and management of the in-house canteen, ensuring hygienic food preparation and serving.
 - Regular cleaning and sanitization of canteen areas and food safety compliance.
- **Drinking Water Systems:**
 - Maintenance of water dispensers, filtration systems, and coolers to ensure the availability of safe drinking water.
 - Ensuring regular water quality checks and replacing water filters as required.

2.15. Healthiness of Auto Changeover Scheme

- **Auto Changeover System:**
 - Continuous monitoring and verification of the health of the Auto Changeover system between power sources (grid and DG sets).
 - Ensuring seamless transition between power sources and routine testing.

2.16. Property Management Services

- **Facility Operations:**

- Oversee all day-to-day operations, ensuring the facility runs efficiently and smoothly.
- Ensure compliance with all local regulations and safety standards.
- **Tenant and Visitor Management:**
 - Handling all tenant requests and issues efficiently and maintaining positive relationships with employees.
 - Managing visitor access, entry/exit logs, and security protocols.
- **Maintenance and Repair Requests:**
 - Timely addressing and management of repair or maintenance issues reported by building occupants.

3. Performance Monitoring & Reporting

- **Key Performance Indicators (KPIs):**
 - Establishment of KPIs for service delivery, including response times, resolution times, system uptime, and customer satisfaction.
- **Monthly Reports:**
 - Detailed monthly reports outlining the status of all services, pending issues, and resolution timelines.

4. Facility Manager

Identifying and deployment of Facility Manager (External) for Technology Centre for overall management of the Centre would be required. Once this is done, intimation to all concerned on the same is to be communicated.

Facility Manager should be in possession of all the Statutory Clearances as applicable, permissions with respect to running of Technology Centre and also renewing them as per periodicity of their renewals.

All the AMC's as required and identified should be in place and their validity and renewal should be taken care of.

Sl. No	Manpower Details	Qty.
1	Facility Manager	1
2	Safety Officer	1
3	Electrical Panel/ DG / VRF AC / PAC / Lift / Pump House Technician (A = 2, B = 1, C=2 , R=2) - High Skilled	7
4	Pantry Manpower- Skilled	5
5	House Keeping Manpower (Unskilled) + HK Supervisor (Skilled)	18
6	Gardener for horticulture- Semi Skilled	2

TENDER EXCLUSIONS

Following points shall not be the part of facility management tender. These are to be directly taken care off by TPCODL.

1) 11 kV HT Substation Responsibility

Responsibility of 11 / 0.4 kV , 2.5 MVA x 2 Substation has to be **handed over to the Section In charge of Power House Section 2 under BCDD 1 Division TPCODL** which will include Preventive and Breakdown maintenance of the DSS i.e. 11 kV Incoming UG ,11 /0.4 kV Distribution Transformers ,11 kV CTPT Units ,11 kV RMU ,FRTU and auxiliaries . Sign Writing and nomenclature has to be in place for all equipment's.

This has to be officially communicated through the Executive Engineer BCDD1 Division.

2) Operations of 11 kV HT Substation

TPCODL authorized LM under Power House Section 2 would be operating this DSS for the HT /LT as and when required round the clock 24 x 7. Their name, contact number, shift duty arrangement should be available with the Facility Management In charge at Technology Centre.

This has to be officially communicated through the Executive Engineer BCDD1 Division.

3) Parking Management

Clear plan with respect to demarcated areas for Vehicle parking distinct for Two Wheelers and Four wheelers need to be in place so that haphazard parking is avoided and hindrance free access is available at all times – The demarcation is to be done on one time basis by TPCODL. Day to day placement of vehicle shall be taken care off by Security. Therefore, the same shall be eliminated from the scope of facility management tender.

4) Safe Assembly Area

Demarcation and Safe Assembly Area for 200 personnel has to be made and identified- The demarcation is to be done on one time basis by us. Therefore, the same shall be eliminated from the scope of facility management tender.

SCOPE OF WORK FOR TEA, COFFEE AND SNACKS SERVICES

Party awarded for pantry services will do tea coffee snacks services too for the Corporate office. Tea services will be at rate **INR 6.50 (Excl. GST) per cup** and Coffee services will be at the rate **INR 8.00 (Excl. GST) per cup** including all, taxes extra as applicable. **Snacks rate will be based upon MRP** and it will be on a reimbursement structure based on actual consumption.

Corporate Office Address:

Power House Square, Unit-8, Bhubaneswar, 751012

Scope of Work

- In house pantry at corporate office will take care of Breakfast, Lunch, Evening Snacks and daily requirements for staffs on direct payment basis.
- The BA shall adhere to the guidelines set by canteen committee strictly and deviation to the same may attract penalty.
- The canteen committee shall have the right to set menu and can also modify the same depending upon the user's requirements.
- The BA has to interact with the committee regularly for smooth execution of services.
- The Business Associate should provide appropriate uniforms to the staff deputed in the corporate office at his own expense and the Business Associate should ensure that his staff are in uniform while working and specially while serving coffee/tea, lunch, snacks, dinner etc.
- Regular maintenance and cleaning of the kitchen area under the scope of BA in this contract by using proper tools, tackles & equipment. Cleaning of Kitchen area.
- The Business Associate shall maintain the premises in proper and hygienic condition as per the satisfaction of TPCODL representative.
- The Business Associate shall exclusively manage catering arrangements like supply of tea/snacks, meals, lunch, dinner etc. as and when required by the guests as per agreed rates fixed by TPCODL.
- The kitchen staffs should be well mannered and well versed in cooking and preparation of food and serve food/tea/snacks etc. to the guests
- Business Associate will arrange all the food items which are required in corporate office for serving the Guest(s).
- All eatables, soft drink, etc. shall be served only in the Dining Hall/Rooms.

- Sufficient stock of items such as consumable raw materials, packed and bottled items shall always be maintained so as to meet normal requirement and any immediate needs of staffs. The Business Associate shall not be permitted to stop supply of any item for any reason whatsoever.
- Raw materials like tea, coffee, masalas, ghee, refined oils (loose oil shall not be used) and eatables like bread, butter jam etc. to be served to the guests shall be fresh and of good quality and manufactured by well-known manufactures.
- The eatables served by the Business Associate to the Guests shall be completely hygienic, free from any sort of adulteration and unwanted ingredients such as stones, soil, egg-shell, human hair, glass or crockery chips, paper, wood insects, fillies or non-usable liquid etc. Dishes containing such things shall be rejected. Any item found sub-standard or of poor quality shall be rejected.
- Tea leaves, leftover food shall be collected in proper refuse bins and disposed of immediately. It shall be the responsibility of the Business Associate to dispose of garbage, accumulated during the operation of this contract, as per rules and regulations of the Corporation.
- At least twice in a day and/or at any time when garbage is accumulated in a larger quantity than the capacity of dustbin/garbage drum. The Business Associate shall ensure in co-ordination with the HK staff that garbage should never be kept overnight in the premises of TPCODL Corporate office / Technology Centre.
- Business Associate will provide the food as per the menu decided by TPCODL.
- The canteen management team shall be available at Corporate office prior 45 minutes of the lunch timing to arrange the setup as requirement given by admin team.
- TPCODL shall provide all the equipment, tables, bone china crockery, steel cutleries & big dustbin to the BA.
- Being and important office, all the high dignitaries and other senior member's visits will be quite regular and to cater them the requirement shall be well known by the BA and the same shall be briefed to staffs.
- At times we require services during senior management lunch / dinners, wherein we require special steward services which can be cater by the same BA.

The scope of BA will only be refined till Pantry area and will include following things

1. Hot Precooked meals Breakfast, Lunch and snacks) and ready to assemble meals.
2. Beverages – Hot and Cold
3. Packaged food
4. Prices of Items will be fixed till the validity of the contract.

5. Maintain High level of cleanliness and hygiene at all times.

Billing Process:

- 2 / 3 times per day Tea / Coffee services for staffs and for meetings / event, shall be borne by TPCODL. Rest all orders to be borne by individual.
- Any snacks required during meetings shall be provided by BA on BTC mode of payment. The rates shall be as per actual only.
- Individual will bear the cost on negotiated price and pay directly at counter for the rates finalized.

Tea and Coffee Quantity

Quantity for 2 Years	
Location	Quantity Nos.
Tea at Corp office	3,65,000
Coffee at Corp office	1,09,500

Snacks Item List

S. No	Snacks Items	Portion Size
1	COLD COFFEE	250 ml
2	SODA	250 ml
3	LASSI	250 ml
4	Juices- Canned	1 no
5	MILK SHAKE	250 ml
6	CURD (Sweet, Plain)	250 ml
7	CHAS	250 ml
8	COLD DRINKS	1 no
9	Juices Fresh	250 ml
10	MINERAL WATER	1 no
FRUITS		
11	CUT FRUIT	100 gms
VEG SNACKS		
12	VEG PAKODA (2 onion, 2 aloo, 2 Ghobi, 2 Mix)	200 Gms
13	PANEER PAKODA	200 Gms
14	FRENCH FRIES	200 Gms
15	ONION PAKODA	200 Gms
16	Samosa	2 Nos
17	Aloo Vada	2 Nos
18	Vada Pav	2 Nos
19	Idli Sambar	2 nos
20	Vada Sambar	2 nos

S. No	Snacks Items	Portion Size
21	Maggi (veg, egg & chicken)	
22	PANEER ROLL	
23	MUSHROOM ROLL	
24	Veg / Non-veg MIXED ROLL	
25	EGG ROLL	
26	CHICKEN ROLL	
27	EGG CHICKEN ROLL	
28	MASALA PAPAD	
EGGS		
29	EGG CURRY	2 eggs
30	EGG BHUJIA	2 eggs
31	EGG OMLET	2 eggs
32	EGG BHUJI CURRY	2 eggs
BIRIYANI / MEALS		
33	VEG BIRIYANI	250 gms
34	VEG PULAO	250 gms
35	CHICKEN BIRIYANI (4 PC)	250 gms
36	EGG BIRIYANI (2PC)	250 gms
37	ALOO PARATHA with Butter and Pickle	2 nos
38	GOBI PARATHA with Butter and Pickle	2 nos
39	Mix Veg Pratha with Butter and Pickle	2 nos
40	Mini Veg Meal (4 Roti, Rajma, Salad, Dessert)	
41	Egg Meal	
42	Chicken Meal	
43	Fish Meal	2 nos
44	Full veg meal	
44	Paneer meal	

Veg Meal	Chicken Meal	Paneer Meal	Fish Meal	Egg Meal
Rice	Rice	Rice	Rice	Rice
Dal	Dal	Dal	Dal	Dal
Curd	Curd	Curd	Curd	Curd
Alu Gravy/ Bhaji/Bharta	Alu Gravy/ Bhaji/Bharta	Alu Gravy/ Bhaji/Bharta	Alu Gravy/ Bhaji/Bharta	Alu Gravy/ Bhaji/Bharta
Seasonal Veg Curry	Chicken Curry (2 pcs+ Aloo)	Paneer Curry (4- 6 pcs)	Fish Curry (1 pcs+ Aloo)	Egg Curry (2 Egg+ Aloo)
Khata / Pickle	Khata / Pickle	Khata / Pickle	Khata / Pickle	Khata / Pickle
Papad	Papad	Papad	Papad	Papad

Cutlery / Equipment / Utensils	Quantity
Steel Thali	As per Requirement
Steel Bowls - Small	As per Requirement / 4 bowls per meal
Spoon	As per Requirement
Fork	As per Requirement
Bone China Plates	As per Requirement
Bone China Bowls	As per Requirement
Spoon/ Fork Stand	4
Steel Glass	As per Requirement
Dustbins	4
Bain Marie (6C)	2
Serving Spoons	12
Food Trolleys	2

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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.



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ANNEXURE VIII
GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract for Service Orders

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ANNEXURE IX
TATA CODE OF CONDUCT

The Owner abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Owner and the Contractor for dealings under this Order/ Contract. A copy of the Tata Code of Conduct is available a tour website:

<https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

The Contractor is requested to bring any concerns regarding this to the notice of our Chief Procurement & Stores e-mail ID: Pourush Garg <Pourush.Garg@tpcentralodisha.com>

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ANNEXURE X ENVIRONMENT & SUSTAINABILITY POLICY



TP CENTRAL ODISHA
DISTRIBUTION LIMITED
(A Joint Venture of Tata Power and Government of Odisha)



Integrated Management System Policy

Quality, Safety, Occupational Health, Environment

We at TP Central Odisha Distribution Limited are committed to deliver world class service and reliable power through an energised workforce leading to ever increasing satisfaction of its customers, environmental protection and safe and healthy working condition.

This will be achieved by:

- Complying with all the requirements of ISO-9001, ISO-14001 and ISO-45001 management system standards through engaged workforce
- Complying with applicable Legal requirements
- Continually improving Quality, Environment and Occupational Health & Safety Performance
- Ensuring Environmental protection through Prevention of Pollution
- Conservation of Natural Resources
- Creating a work environment which encourages team work, safe work practices, learning and innovation
- Providing safe and healthy conditions that prevents work related injury and illness
- Eliminating hazards and reducing OH&S Risk
- Ensuring participation and consultation of workers

This policy will be made available to interested parties.

Date: 1st June, 2023



Arvind Singh
Chief Executive Officer



CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.

(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018

TATA POWER
Lighting up Lives!



ANNEXURE XI
VENDOR PERFORMANCE EVALUATION SCORE CARD

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

- 1. Pre-Order Evaluation**
- 2. 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 (if applicable)
- b. Statutory Compliances (if applicable)
- c. Service Level Agreement
 - i. Quality of Work
 - ii. Adherence to completion timelines
 - iii. Responsiveness
 - iv. Compliance with Tender Terms & Conditions and the detailed SLA.