

TPCDL

TP Central Odisha Distribution Limited

TPNDL

TP Northern Odisha Distribution Limited

TPSDL

TP Southern Odisha Distribution Limited

TPWDL

TP Western Odisha Distribution Limited

CENTRALIZED CONTRACTS GROUP**NIT No.:**

TPCODL / P&S / 1000002960 / 25 – 26

Open Tender Notification**For****Rate Contract for hiring of agency for providing the vehicle and manpower for disconnection services for 1 year.****Tender Enquiry No.:**

TPCODL / P&S / 1000002960 / 25 – 26

Due Date for Bid Submission: 07/06/2025 [17:00 Hrs.]

**Centralized Contracts Group
Tata Power Odisha DISCOMs
1st Floor, Anuj Building, Plot No. 29, Satya Nagar,
Bhubaneswar – 751007.**

**TPCODL TPNODL TPSODL TPWODL
(TATA Power and Odisha Government Joint Venture)**

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Centralized Contracts Group (CCG):

The Centralized Contracts Group (CCG) is a shared service group of four Tata Power Odisha Distribution Companies (DISCOMs) - TPCODL, TPNODL, TPSODL & TPWODL. CCG is responsible for carrying out tendering activities to cater to the purchasing needs of all four DISCOMs.

1.0 Event Information

Bids are invited in Two-part Bid system from interested Bidders to establish a Rate Contract as below:

Tender Enquiry No.	Work Description	EMD (Rs.) *	Tender Fee inclusive of GST (Rs.) **	Last Date and Time for payment of Tender Fee
TPCODL / P&S / 1000002960 / 25 – 26	Rate Contract for hiring of agency for providing the vehicle and manpower for disconnection services for 1 year.	500,000/-	5,000/-	28/05/2025.

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

** Tender fee – Rs. 1,000/- including GST. for MSMEs registered in the State of Odisha (Ref. Odisha MSME Preferential Norms for details on Odisha MSME support)

Scope of work: Bids are invited from interested bidders for Rate Contract for hiring of agency for providing the vehicle and manpower for disconnection services for 1 year.

1.1 as per details mentioned below:

Scope of Work & Service Line Agreement**General Terms & Conditions:**

1. The bidder shall not sublet the work to any other agency/company or individual.
2. All legal proceedings and jurisdiction shall lie within the revenue divisions of the TPCODL area only.
3. The agency must have a minimum of 3 years of experience and must have executed at least one work order of similar capacity in revenue recovery for a reputed organization.
4. The agency must possess a valid GST number, ESIC registration, and PF registration.

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5. The agency shall arrange police verification and medical fitness certificates for all employees deployed under this work order. A list of verified employees must be submitted to the Engineer-in-Charge with a copy to RCG-HQ. Only verified employees are permitted to work under this contract.
6. The agency shall furnish the details of CA Numbers related to their employees and must submit an undertaking from employees stating that they are not involved in electricity theft.
7. Employees of the agency shall not represent themselves as TPCODL employees during disconnection activities.
8. In case of unethical conduct or activity reported on-site, the vendor shall bear full responsibility. TPCODL shall not be held liable for any unethical acts committed by the agency or its personnel.
9. If any legal action arises against TPCODL due to the agency's activities, the vendor shall be solely responsible and shall bear all associated costs.
10. The safety and security of the agency's personnel is the sole responsibility of the agency.
11. Smart mobile phone/mPOS machine and software will be provided by TPCODL for Door to door Collection, DO Execution and GIS.

Terms and Conditions for the vehicle:

1. The vehicle provided must be Mahindra Bolero or similar type (subject to approval from the competent authority) and should not be more than four years old from the date of the Purchase Order.
2. The vehicle must have a valid Registration Certificate, pollution certificate, and insurance.
3. Drivers must hold a valid driving license, should be under 50 years of age, and be in sound health.
4. All vehicles must be equipped with GPS tracking systems, first aid Box & Charging system.
5. Each vehicle must be equipped with a 6-meter double-fold (2x3m) FRP ladder, provided by the vendor. A proper carrier must be installed for the ladder.
6. Vendors must supply raincoats (during rainy season) and PPE (helmets, safety shoes, double harness safety belts, and gloves) for linemen and helpers, in compliance with TPCODL's Contract Safety Management (CSM) policy.
7. Agency Should have one Safety Supervisor.
8. Vehicles must carry the tools listed in the annexure (pliers, cutters, etc.) along with manpower for disconnection tasks.
9. The agency must provide one Safety Supervisor.
10. Vehicles must be in good and clean condition, with facilities to carry ladders.
11. Fuel costs (diesel) shall be borne by the vendor.

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12. Each vehicle is expected to cover up to 2,500 km per month.
13. If the total running exceeds 2,500 km/month (on average across all vehicles), extra payment will be made at the pre-agreed per-kilometer rate, finalized during the tender process.
14. Each vehicle must have a fire extinguisher with an audit certificate.
15. Each vehicle must carry a spare tyre (Stepney) and the required tools to change a tyre.
16. Vehicles must be available on a 7x12 basis (9:00 AM to 9:00 PM) for at least 26 days per month. The schedule may vary as per TPCODL instructions. Vehicles must be available on holiday or for extended hours during recovery drives. Up to 2 days of maintenance per month is allowed with prior approval/preferably on holidays.
17. In case of breakdowns or vehicle unavailability, the agency must arrange an immediate replacement vehicle.
18. During month-end, vehicles may be required on rest days/holidays to expedite recovery. Compensatory rest must be granted in the first week of the following month.
19. Each vehicle must be staffed with one lineman and two helpers.
20. The vendor must provide one supervisor per Circle Office and one back-office staff per BA (in case of multiple vendors) at the RCG Head Office.
21. TPCODL may introduce a prepaid card collection system, and cards will be issued to DC squads for arrear collection.
22. Agency has to give security amount of average collection of 3 days in particular allotted division in form of Bank Guarantee (BG) or in form of Cash deposit to secure hard cash collection handled during door to door collection activities in addition to Performance Bank Guarantee of contract value.
23. Any delay beyond 48 hours in cash deposit to designated bank against energy amount collected by field staff is penalized @ 2% of amount collected per day delay.
24. Any amount pending for deposit against collection while reconciliation at the end of each month (on 5th day of next month) is considered as negligence and authorization for collection will be restricted/suspended till the normalcy is restored.
25. 70% of the payment shall be made to the BA immediately after submission of invoice on the vehicles and manpower deployed. The remaining 30% shall be paid after receipt of certified bills, statutory compliance documentation and completion of performance evaluation.
26. Employee salaries and vehicle payments should be cleared by the 7th of every month.

Qualification and Responsibility of Linemen:

20. Linemen must possess a valid ELBO or MV license from the Government of Odisha, and at least one lineman must hold an ITI qualification.
21. Linemen must be under 40 years of age and physically fit to climb poles.

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22. Linemen must follow safety guidelines as per Safety SOP. They must assess the condition of poles before climbing. They should seek assistance from TPCODL staff in unsafe conditions. Single-phase disconnections must be handled live; three-phase disconnections must be done post-shutdown in coordination with section staff.
23. Linemen must work based on Disconnection Orders (DOs) issued by Division/Circle/HO and are expected to complete at least 15 DOs per day using the DO App, following prescribed guidelines.
24. Linemen must use the Recovery App to submit daily reports to the circle supervisor, who in turn will forward them to the relevant division/circle/RCG.

Qualification and Responsibility of Helpers:

26. Helpers should be 10th pass (preferred but not mandatory) and under 40 years of age.
27. Helpers are to assist linemen with disconnection and collection tasks.

Qualification and Responsibility of Supervisors:

28. Supervisors must be technical graduates: Diploma holders with 3 years of experience or B. Tech holders with at least 1 year of experience.
29. They are responsible for coordinating their team and ensuring smooth operations.
30. Supervisors must distribute DO and arrear lists to their teams.
31. They must maintain MIS reports on team performance and submit them daily to all concerned teams, Sections / Subdivision /Division/ Circle & Head Office.
32. Each supervisor must be equipped with a laptop, which will be provided by the vendor.

Work Responsibilities:

1. The Divisional Manager will act as the Engineer-in-Charge for this contract.
2. DO cases to be assigned to the agency.
3. Both Active and Disconnected cases will be handed over to the agency for recovery of pending electricity bills and related charges.
4. Monthly targets for Disconnections (DOs) and Money Receipts (MRs) are outlined in Annexure 1. Failure to meet targets within 30 days will result in penalties as per Annexure 2.
5. Agencies must submit daily follow-up reports using the prescribed TPCODL format and must record on-site feedback through the Collection/DO App.

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6. TPCODL will not tolerate any misbehavior, mishandling, or illegal activities by the agency or its staff.
7. If a consumer has vacated the premises, it is the vendor's responsibility to trace the current address and initiate recovery.
8. In the event the consumer is reported dead or missing, dues must be recovered from the current occupant.
9. If an address is untraceable, TPCODL will assist in locating the consumer, and the agency's 30-day recovery timeline will begin post-verification. The agency must inform TPCODL within 7 days of untraceable cases. In cases of ongoing readings, the agency must coordinate with the MBC BA for address tracing.
10. If a meter is found live at the site while database records show the connection is disconnected, the case shall be treated as illegally reconnected, and recovery shall proceed as per TPCODL guidelines.
11. BA disconnection team can help of TPCODL lineman to ensure safe working and following safety guidelines.

Annexure No.1: Target per month (Tentative).

Division Wise Target For Vendor				
Division	No Of Team	Working Days	DO Closer / Day / Team	Total DO Closer / Month
BCDD-1	3	26	15	1170
BCDD-2	11	26	15	4290
BED	7	26	15	2730
NED	7	26	12	2184
BBSR Circle-I	28	26		10374
BAED	5	26	12	1560
KHD	11	26	12	3432
NYED	7	26	12	2184
PED	11	26	12	3432
BBSR Circle-II	34	26		10608
AED	6	26	12	1872
CDD-1	2	26	15	780
CDD-2	7	26	15	2730
CED	10	26	12	3120
SED	7	26	12	2184
Cuttack Circle	32	26		10686

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Angul	6	26	12	1872
Dhenkanal	11	26	12	3432
Talcher	11	26	12	3432
Dhenkanal Circle	28	26		8736
JED	6	26	12	1872
KED- I	12	26	12	3744
KED-II	4	26	12	1248
PDP	6	26	12	1872
Paradeep Circle	28	26		8736
Total	150	26		49140

Annexure 2: Liquidate Damage / Penalty

Sl. No.	Condition	LD/penalty	Time period
1	If Vendor successfully DO closer minimum 390 for Urban & 312 for Rural (Avg. DO closer / team / month)		30 days
1.a	If there is a shortfall of target in between 2% and 5% per team. (Avg. DO closer / team / month)	2% of the invoice value will be deducted from the invoice amount.	
1.b	If the deviation from the target is between 5% and 10% per team. (Avg. DO closer / team / month)	3% of the invoice value will be deducted from the invoice amount.	
1.c	If the deviation from the target is more than 10% per team. (Avg. DO closer / team / month)	5% of the invoice value will be deducted from the invoice amount.	
1.d	If the vendor achieves the target between 101% and 110% (Avg. DO closer / team / month)	Then 2% of the invoice value will be incentive	
1.e	If the vendor achieves the target between 110% and 115% (Avg. DO closer / team / month)	Then 3% of the invoice value will be incentive	
1.f	If the vendor achieves the target more than 115% (Avg. DO closer / team / month)	Then 5% of the invoice value will be incentive	
2	100% compliance on the DO App as per Standard Guidelines.	An incentive of Rs. 1500/- will be awarded to this team.	

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3	If 200 or more disconnections were carried out per month, all of which were executed through the DO App.	An incentive of Rs. 3000/- will be awarded to this team.	
4	During any breakdown of vehicle, the vendor must arrange an alternate vehicle.		2 hours
4.a	If alternate vehicle, not arrange within 2 hours	In case of noncompliance, Rs. 200 will be imposed per hour.	
4.b	In case the vehicle doesn't turn up for duty on any day	Penalty of Rs. 1500 per day will be imposed on the vendor.	
6	"If any person found to be indulged in corruption/unethical practices	Penalty of Rs. 10000 will be imposed on the agency. And termination of the concerned employee/Employees	

Odisha MSME Preferential Norms

- **Tender Fees Relaxation:** To participate in the tender, MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.
- **Earnest Money Deposit (EMD) Exemption:** 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.
- **Qualification Requirement Relaxation:** Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.
- **Past-Experience Relaxation:** 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.
- **Reservation for MSME:** TP DISCOM shall 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.
- **Performance Bank Guarantee (PBG) Relaxation:** Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.

1.2 Availability of Tender Documents

The bidder can get primary information about the tender from the Newspaper advertisement. Tender documents can be downloaded from TP Odisha DISCOM's websites:

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www.tpcentralodisha.com,
www.tpsouthernodisha.comwww.tpnodl.com,www.tpwesternodisha.com,

Non-Refundable Tender Participation Fee, as indicated in tender document, to be submitted before last date of tender fee payment, in the form of direct deposit / NEFT / RTGS in the following bank account.

Account Name: TP Central Odisha Distribution Limited**Bank Name: State Bank of India,
IDCO Towers, Bhubaneswar****Bank Account No.: 10835304915****IFSC Code: SBIN0007891**

To receive online bidding link, eligible and Interested bidder shall send an email to Package Owner (Ref. Clause 4.0 for details) attaching duly signed and stamped letter on Bidder's letterhead, with following details, expressing their intent to bid against above tender in following format:

Sr No	Description	Bidder's Response
i)	Tender Enquiry No.	
ii)	Description of materials / Works Tendered	
iii)	Name and address of the bidding company	
iv)	Name of the authorized contact person	
v)	Contact No. of authorized person	
vi)	E-mail Id to which online ARIBA link to be sent	
vii)	Tender Fee details (Amount / NEFT-RTGS UTR No / Date) (Ref sec 1.2)	
viii)	GST No. of bidder	
ix)	MSME Certificate (if applicable)	
x)	Postal address of bidder for return of EMD BG	

E-mail must be sent to saurabh.kumar@tpwesternodisha.com with copy to umesh.bhardwaj7@tpcentralodisha.com on or before last date and time for payment of tender participation fee (Clause 1.3).

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On receipt of the above letter, after due verification, ARIBA link for participation in the tender will be sent to bidder's e-mail address from ARIBA system. Bids shall be submitted only through the online e-procurement platform, ARIBA. Any other form of bid submission shall not be accepted. **(Ref. Annexure XII for detailed instructions on bid submission in ARIBA)**

1.3 Calendar of Events

(a)	Date of sale/ availability of tender documents from Website	28-05-2025
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in "Procedure to Participate in Tender"	02-06-2025
(c)	Date & Time of Pre-Bid Meeting (If any)	It shall be intimated later, if required.
(d)	Due Date of receipt of pre-bid queries by e-mail if any	04-05-2025; 15:00 Hrs.
(e)	Due Date of Posting Consolidated replies to all the pre-bid queries as received	06-06-2025
(f)	Due date and time of receipt of Bids	13-06-2025; 17:00 Hrs.
(g)	Date & Time of opening technical bids	Shall be intimated later
(h)	Date & Time of opening of Price of qualified bids	Shall be notified to the successful bidders 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 TP Discom'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.

2.0 Pre- Qualification Criteria:

1. The bidder should be a firm registered/incorporated under Companies Act, 1956 or Companies Act, 2013, and further amendment (s)

(Photocopy of Certificate of Incorporation issued by the Registrar of Companies)

OR

a registered partnership firm (registered under section 59 of the Partnership Act, 1932),

(Photocopy of registered Partnership Deed)

OR

a limited liability partnership (under the Limited Liability Partnership Act, 2002),

(Photocopy of the LLP Registration Certificate issued by Registrar of Companies)

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OR

a Proprietorship firm.

("Photocopy of Certificate/license issued by municipal authorities under Shop & Establishment Act. Or

Complete ITR (including computation of income) in the name of Proprietor. Or Relevant documents issued by Central/State Government authority/department etc.)

2. The bidder should have demonstrable experience, from among either of the following, of having successfully executed similar works during last Three (03) years ending on the last day of the month previous to the one in which the Tender is issued,

Three similar completed works, each valued not less than Rs. 1.25 Cr each

OR

Two similar completed works, each valued not less than Rs. 2.5 Cr each

OR

One similar completed work valued not less than Rs. 5 Cr Lakhs.

Relevant documentary proof – Copy of Purchase Order/Letter of Award/Contract/Work Order, with proof of completion in the form of Completion Certificate/Payment Advice/Client's Letter regarding release of Security Deposit/CPG on successful completion of Order, etc.

3. Bidder should have service/sales/distribution network/office in Bhubaneswar or Cuttack region to ensure minimum response time. Undertaking on company letterhead for the same with details of distribution/sales/service network.

4. The bidder should have average annual turnover of Rs. 13 Crore in the last three completed financial years. (Copy of Audited balance sheet and Profit and Loss Statement to be submitted). Duly authorized copy of the audited annual reports is to be submitted by the bidder for the respective year. In case, of Proprietorship Documents to be furnished will be the ITR for the respective year as defined in column (D) of this table along with the financial statements signed by the Proprietor).

Bidders need to submit the details/set of documents as per the attached format with RFP and ensure that the documents submitted are clearly marked/bundled in support of above-mentioned qualification criteria. In absence of these reference documents, the bid will not be further evaluated by the Purchaser and/or the Purchaser may not subsequently be made responsive by the Bidder for any correction of the non-conformity.

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3.0 Evaluation Criteria

- The bids will be evaluated technically and on qualifying criteria of tender terms and conditions.
- The bids will be evaluated commercially on an overall BOQ basis for all-inclusive lowest cost as calculated in Schedule of Items [Annexure I]).
- Bidder must mandatorily quote against each item of Schedule of Items [Annexure I]. Failing to do so, CCG may reject the bids.

NOTE: In case a new bidder is not registered with DISCOM, factory inspection and evaluation shall be carried out to ascertain bidder's manufacturing capability and quality procedures. However, DISCOM 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 DISCOM shall be final and binding on the bidder in this regard.

3.1 Price Basis

-The Price shall be subject to the Price variation formula/clause as mentioned below:

The price revision shall be on completion of one year period only while renewing the contract for next year. Only 50% price of base price on start date of last contract shall be subject to revision. Of which:

2.1.1 60% shall be considered for manpower cost and a fixed % increment shall be applicable.

2.1.2 Remaining 40% shall be considered for Diesel cost and maintenance part. The same shall be as per below mentioned formula which is applicable at the time of annually renewal only:

$$Q1 = [(Q0/2 \times C1/C0) \times 0.40] - Q0/2$$

Where:

C0: Diesel Rate on start date of last contract.

C1: CNG / Diesel Rate on Date of revision.

Q0: Base price/ final price on start date of last contract.

Q1: Differential Price for fuel cost.

$$\text{Revised Price} = Q0 + (Q0/2 \times 0.6 \times \% \text{ increment for manpower}) + Q1.$$

2.1.3 Price Variation clause will only be applicable in case the hike in Fuel prices is more than 15% from the price at the time of issuing of RC. The price revision shall be on **NIT No.:** TPCODL / P&S / 1000002960 / 25 – 26, completion of 06 months period. Only 50% price of base price on start date of last contract shall be subject to revision. This clause shall be independent of clause 2.1.1 & 2.1.2.

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4.0 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 website by the stipulated timelines as detailed in calendar of events.

Communication Details:Package Owner:

Name: Saurabh Kumar

Contact No.: 7004418500

E-Mail ID: saurabh.kumar@tpwesternodisha.com

Escalation Level I:

Name: Sony Jha, Contracts (TPCODL) & CCG

Contact No.: 9204752050

E-Mail ID: sony.jha@tpcentralodisha.com

Escalation Level II:

Name: Mr. Vipin Chauhan, Head -CCG

Contact No.: 9717393121

E-Mail ID: vipin.chauhan@tpnodl.com

5.0 Submission of Bid Documents**5.1 Bid Submission:**

Bidders are requested to submit their offer in line with this Tender document through e-tendering process.

All future correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. shall be through TPCODL E-Tender system (Ariba).

Bids shall be submitted in 3 (Three) parts:

5.1.1 First Part: EMD

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 Bank Guarantee / 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 BG has to be strictly in the format as mentioned in the General Condition of Contract, failing which it shall not be accepted by CCG and the bid as submitted shall be liable for

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rejection. A separate **non-refundable tender fee** of the 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**

Note: EMD is preferred in the form of Bank Guarantee and to be delivered to the following address. However, in view of the present situation if Bidder is finding it difficult to submit BG for EMD amount, they can do online transfer of EMD amount in the above-mentioned Account and submit proof of the same as part of Bid Submission.

-In such case, Tender Fee and EMD should be strictly 2 separate transactions else bids shall be rejected.

-Return of EMD from Bank Account is non-standard practice and the same may take more time than return of EMD BG.

EMD Original Hard Copy shall be delivered to the following address in Envelope clearly indicating Tender Reference/ Enquiry Number, Name of Tender and Bidder Name.

“EMD (Earnest Money Deposit)”

“Rate Contract for hiring of agency for providing the vehicle and manpower for disconnection services for 1 year”.

Chief –Centralized Contracts Group

TP Central Odisha Distribution Limited

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

Kind Attn.: Package Owner Name, Mob No.: 7004418500.

**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.*

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

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

- Bank Guarantee in favor of TP Central Odisha Distribution Limited payable at Bhubaneswar.

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- Online transfer of requisite amount through NEFT/ RTGS.
- Bank Guarantee valid for 210 days after the due date of submission.
Ref. GCC for Format of Bank Guarantee

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
- i. accept the Purchase Order, or
 - ii. furnish the required Performance Security Bank Guarantee

5.1.2 Second Part: Techno-Commercial Bid.

Techno-Commercial bid shall contain the following documents. Absence of any of these may attract bid rejection:

1. Index Stating Document name & Page No./Document No. in bid. As illustrated below:

Sr No	Document	Page No/Document No
1	Type test Reports	3
2	Schedule of Deviations	8
3	...	...

2. Requisite Documents for compliance with Qualification Criteria mentioned in Clause 2.0 and clause no. 1.5.
3. Type Test Certificate* of same or higher rating.
4. Acceptance of Specification as per Annexure II.
5. Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
6. Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
7. Duly filled in Annexure V and VI.
8. Proper authorization letter / Power of Attorney to sign the tender on behalf of bidder.
9. Copy of PAN, GST registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

The type tests specified in technical specifications should have been carried out **within five years (unless otherwise explicitly stated) prior to the date of opening of technical bids and test reports are to*

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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 DISCOM.

The technical bid shall be submitted through CCG / TPCODL E-tender System (Ariba) only. Hard Copy of Technical Bids need not be submitted unless specifically asked for.

5.1.3 Third Part: Price Bid

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 and Taxes & duties 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. The price bids containing any deviations/conditions shall be liable to be rejected.

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

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and CCG, 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.

5.2 Signing of Bid Documents

The bid must contain the name, residence, and place of business of the person or person making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all the people 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

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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.

5.3 Mandatory documents required along with the Bid.

- 1.4.1 EMD of requisite value and validity
- 1.4.2 Tender Fee.
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Acceptance of Scope of work/services.
- 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 Duly filled in Annexure V and VI.
- 1.4.8 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.9 Copy of PAN, GST 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 the absence of any of the above documents (as applicable), the bid submitted by a bidder shall be liable for rejection.

5.4 Deviation from Tender

Normally, 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.

6.0 Bid Related Details**6.1 Bid Prices**

Bidders need to quote for all items as per the Price schedule attached in Annexure I. 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 DISCOMs' sites. The all-inclusive prices offered shall be inclusive of all costs –Insurance, Transport, duties, taxes, levies paid or payable etc. during the execution of the supply work. Applicable GST to be specified clearly.

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The quantity break-up shown elsewhere other than Price Schedule may be 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.

6.2 Bid Currencies

Prices shall be quoted in Indian Rupees Only unless otherwise stated explicitly.

6.3 Period of Validity of Bids

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

Notwithstanding clause above, CCG 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.

6.4 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 terms and conditions, which are not substantially responsive to the requirements of the bidding documents.

6.5 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.

7.0 Bid Opening & Evaluation**7.1 Bid Confidentiality**

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 people not officially concerned with such process. Any effort by a Bidder to influence CCG in processing of Bids or award decisions may result in rejection of the Bidder's Bid.

7.2 Technical Bid Opening

Technical Bids shall be opened online as per schedule mentioned in section 1.3, in CCG Office (1st Floor Conference room, Plot -29, Anuj Building Satya Nagar, Bhubaneswar). Bidders having authorization letter (format Annexed- XI) for attending bid opening from competent authority of respective Organizations, who may choose to be present physically / online at the time of tender opening. If the

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office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time. Technical bid must not contain any cost information whatsoever, else bids shall be liable to be rejected.

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.

7.2.1 Preliminary Examination of Bids/Responsiveness

CCG 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 in order & format as detailed elsewhere in this document. CCG may ask for submission of original documents 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, CCG 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. CCG reserves the right to reject non-responsive bids.

7.2.2 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, CCG/Engineering may at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to specifications and attempt will be made to bring all bids on a common footing. Any such clarification as sought shall have to be responded to by the bidder within two working days, post which the bids shall be liable to be rejected. 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.

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7.2.3 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 with Qualification Requirements mentioned in Clause 2.0 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. Signed and filled in Specification and GTP as per Annexure II.
- viii. Duly filled and signed Annexure V and VI.
- ix. Receipt of Bid within the due date and time.

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

7.3 Price Bid Opening

Price Bids will be opened online for all technically qualified bidders on the dates as shall be informed to qualified bidders in CCG Office (First Floor Conference room, Plot -29, Anuj Building Satya Nagar, and Bhubaneshwar). Bidders having authorization letter (format annexed) for attending bid opening from competent authority of respective Organizations shall be allowed to be present physically/online at the time of bid opening. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time. 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 DISCOM without any further correspondence in this regard.

8.0 Market 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, CCG 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:

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

9.0 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 CCG. This includes all bidding information submitted to the DISCOM. All tender documents remain the property of DISCOM, and all suppliers are required to return these documents to DISCOM upon request. Suppliers who do not honor these confidentiality provisions will be excluded from participating in future bidding events.

10.0 Reverse Auctions

CCG reserves the right to conduct the reverse auction for the products/ services being asked for in the 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.

Bidders shall be allowed to participate in Reverse auction as per following criteria hence bidders are advised to quote their most competitive rates while submitting the bids to avoid disqualification from participation in Reverse Auction.

Reverse Auction shall be as per the 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 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.

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

11.0 Award Decision

DISCOM 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 in Clause 3.0. 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 7.2.1. The decision to place purchase order/LOI solely depends on CCG on bidder qualification & cost competitiveness across multiple lots, quality, delivery, and bidder's capacity, in addition to other factors that CCG may deem relevant.

CCG reserves the right to split the order quantity wise/Line item wise among any number of Bidders as deemed suitable. All bidders are advised to quote their most competitive rates against each line item. However, CCG reserves the right to adjust the splitting as per bidders' participation/qualification/any other unforeseen condition in tender.

DISCOM reserves the right to award the contract to one or more number of bidders 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 DISCOM reserves right to award contract to other suppliers who are found fit.

12.0 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 – Price Bid (Annexure I)
2. Technical Specifications (Annexure II)
3. Special Conditions of Contract (Clause 13.1)
4. Submission of Bid Documents (Clause 5.0)
5. Acceptance Form for Participation in Reverse Auction (Annexure VI)
6. General Conditions of Contract (Annexure VII)

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13.0 Post Award Contract Administration**13.1 Special Conditions of Contract**

- I. After finalization of tender, TPCODL shall place a Rate Contract for an initial period of One (01) year to the successful bidder.
- II. Business Associate (BA) shall submit applicable Performance Bank Guarantee as per GCC within 15 days of issuance of order. PBG applicable shall be 5% of Order Value. PBG submitted, shall be released after completion of applicable guarantee period plus Three (03) month claim period.
- III. Guarantee applicable shall be as per technical specifications.
- IV. Completion Schedule / Delivery period shall be as per timelines defined in Annexure VII.
- V. Any change in statutory taxes, duties and levies during the contract period shall be borne by TPCODL.
- VI. All the terms and conditions of TPCODL General Conditions of Contract for Service Orders shall be applicable.

14.0 Drawing Submission and Approval

As per SCC, Clause number 13.1

15.0 Payment Terms

100% payments to vendors will be released within 15 days of invoice date certified by TPCODL. Invoice to be submitted monthly by the bidder. Payment release will be against invoice raised for the service against Purchase order/Release order placed against the corresponding (Rate Contract in case of Release Orders) placed to the bidder by TPCODL.

16.0 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 to combat climate change. Please refer to the attached Environment Policy and Sustainability Policy (Annexure–X).

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17.0 Ethics

TP DISCOMs are ethical organizations bound by Tata Code of Conduct. As a policy we lay 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.

DISCOM 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 for more information. For details, refer link: <https://www.tata.com/about-us/tata-code-of-conduct>

Any ethical concerns with respect to this tender can be reported to the following:

Mr. Pradip Sil (Chief Central Contracts Group): pradip.sil@tpcentralodisha.com

18.0 Specification and standards

As per Annexure II

19.0 General Condition of Contract

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

20.0 Safety Policy and Safety Terms & Conditions

Annexure VIII attached along with this tender.

21.0 Tata Code of Conduct

Annexure IX attached along with this tender.

22.0 Environment & Sustainability Policy

Annexure X attached along with this tender.

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TPNODL

TP Northern Odisha Distribution Limited

TPSODL

TP Southern Odisha Distribution Limited

TPWODL

TP Western Odisha Distribution Limited

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ANNEXURE-I: Price Schedule

Sl. No.	Item Description	Qty. per Month	Basic Unit Rate (Rs./ Unit)	GST (Rs/ Unit)	All Inclusive Unit Rate (Rs.)	Total All Inclusive Value (Rs.)
A	B	C	D	E	F=(D+E)	G=(F x C)
1	Monthly Hiring Charges for Bolero / Equivalent, with Ladder (12 hrs. per day; 2500 Km per month)	109				
2	Charges per km for Bolero / Equivalent beyond 2500 Km per Month	32,500				
3	Lineman (Skilled category)	150				
4	Helper (Unskilled category)	300				
5	Supervisor (Highly skilled category)	13				

Mandatory to quote in all line items (If Applicable)*NOTE:**

- The bids will be evaluated commercially on an overall BOQ basis.
- The unit price to be entered in column “D” of above table is exclusive of GST.
- The bidders are advised to quote prices strictly in the above format. Failing to do so, bids shall be liable for rejection.
- The bidder must fill every column of the above format. **Mentioning “extra/inclusive”/other conditions in any of the column may lead to rejection of the price bid.**
- No cutting/ overwriting in the prices is permissible.
- The quantity mentioned above is for evaluation purposes only and may vary as per actual site requirement.

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TPNDL

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TPSDL

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TPWDL

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ANNEXURE-II: Technical Specification

Attached with Tender documents.

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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 specifications:

Sl. 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:

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TP Central Odisha Distribution Limited

TPNODL

TP Northern Odisha Distribution Limited

TPSODL

TP Southern Odisha Distribution Limited

TPWODL

TP Western Odisha Distribution Limited

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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
a.	If variable price variation on clause given	Yes / No
b.	Ceiling	----- %
c.	Inclusive of GST	Yes / No (If Yes, indicate % rate)
d.	Inclusive of transit insurance	Yes / No
2.	Delivery Clause acceptable	Yes / No
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.	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:***

TPCODL

TP Central Odisha Distribution Limited

TPNODL

TP Northern Odisha Distribution Limited

TPSODL

TP Southern Odisha Distribution Limited

TPWODL

TP Western Odisha Distribution Limited

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ANNEXURE V: Checklist of all the documents to be submitted with the Bid

Bidder must 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 three completed 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:***

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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 fairer and more transparent, CCG 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 accepted by the bidder on participation in the bid event:

1. CCG 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. CCG will make every effort to make the bid process transparent. However, the award decision by CCG would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of CCG, 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 CCG.
6. In case of intranet medium, CCG shall provide the infrastructure to bidders. Further, CCG 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 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 outrightly rejected.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.

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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 Discom site / store.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for event time extension of auction event shall be considered by CCG.
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 & Stamp of Bidder]

TPCDL

TP Central Odisha Distribution Limited

TPNDL

TP Northern Odisha Distribution Limited

TPSDL

TP Southern Odisha Distribution Limited

TPWDL

TP Western Odisha Distribution Limited

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ANNEXURE VII: General Conditions of Contract

Attached Separately

TPCDL

TP Central Odisha Distribution Limited

TPNDL

TP Northern Odisha Distribution Limited

TPSDL

TP Southern Odisha Distribution Limited

TPWDL

TP Western Odisha Distribution Limited

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ANNEXURE VIII: Safety Policy and Safety Terms & Conditions

Attached Separately with Tender

TPCDL

TP Central Odisha Distribution Limited

TPNDL

TP Northern Odisha Distribution Limited

TPSDL

TP Southern Odisha Distribution Limited

TPWDL

TP Western Odisha Distribution Limited

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ANNEXURE IX: Tata Code of Conduct***Attached Separately with Tender******Also Refer: <https://www.tata.com/about-us/tata-code-of-conduct>***

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TPSDL

TP Southern Odisha Distribution Limited

TPWDL

TP Western Odisha Distribution Limited

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ANNEXURE X: Environment & Sustainability Policy

TPCDL

TP Central Odisha Distribution Limited

TPNDL

TP Northern Odisha Distribution Limited

TPSDL

TP Southern Odisha Distribution Limited

TPWDL

TP Western Odisha Distribution Limited

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ANNEXURE XI: Authorization Letter Format**CORPORATE ENVIRONMENT POLICY**

Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:

- Complying with the requirements and spirit of applicable environmental laws and striving to exceed required levels of compliance wherever feasible
- Ensuring that our employees are trained to acquire the necessary skills to meet environmental standards
- Conserving natural resources by improving efficiency and reducing wastage
- Making business decisions that aim towards sustainable development
- Engaging with stakeholders to create awareness on sustainability

(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018

TATA POWER
Lighting up Lives!



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TPNODL

TP Northern Odisha Distribution Limited

TPSODL

TP Southern Odisha Distribution Limited

TPWODL

TP Western Odisha Distribution Limited

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(To be presented by the authorized person at the time of opening of Bid on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company)

Chief - Central Contracts Group

Tata Power Odisha DISCOMs
Plot-29 Anuj Building
Satya Nagar Bhubaneswar

SUB: Tender for**Ref: Tender No..... dated.**

Dear Sir,

This has reference to your above Tender. Mr. / Miss / Mrs. _____
is hereby authorized to attend the bid opening of the above Tender on _____ on behalf
of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority
Name & Designation of Authorizing Authority

NOTE: This Authorization letter is to be carried at the time of Bid Opening

CENTRALIZED CONTRACTS GROUP

NIT No.:

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ANNEXURE XII: Instructions to Bidder for participation in ARIBA System

Step 1: Eligible and Interested bidder shall send an email to Package Owner (Ref. Clause 4.0 for details) attaching duly signed and stamped letter on Bidder's letterhead, with following details, expressing their intent to bid against above tender:

Sr No	Description	Bidder's Response
i)	Tender Enquiry No.	
ii)	Description of materials / Works Tendered	
iii)	Name and address of the bidding company	
iv)	Name of the authorized contact person	
v)	Contact No. of authorized person	
vi)	E-mail Id to which online ARIBA link to be sent	
vii)	Tender Fee details (Amount / NEFT-RTGS UTR No / Date) (Ref sec 1.2)	
viii)	GST No. of bidder	
ix)	MSME Certificate (if applicable)	
x)	Postal address of bidder for return of EMD BG	

E-mail must be sent to saurabh.kumar@tpwesternodisha.com with copy to umesh.bhardwaj7@tpcentralodisha.com on or before “Last date and time for payment of Tender Participation Fee”.

Step 4: On receipt of the document as mentioned in Step 3 above and after due verification of the same, ARIBA link for participation in the tender will be sent to bidder's e-mail address from ARIBA system.

Step 5: In this e-mail online link as “[Click Here](#)” shall be there to access the event & participate in the tender.

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Step 6: First time bidders need to **Sign Up** for accessing the event. Create User Name and password as mentioned in Sign Up page. A one-page registration screen will open for first time user. All * mark mandatory field to be filled in.

Those who already have User Name and password for accessing events may LOGIN by using same User Name and password. (Bidder's user name and password for their other customers shall not be applicable for TPCODL / TPWODL / TPNODL / TPSODL).

Step 7: Post login, access the RFQ.

Step 8: After review and downloading of all documents click on **"Review Pre-requisites."**

Step 9: Review and accept **"Bidder Agreement"**.

Step 10: Tender document (PDF) can be downloaded from relevant section in Ariba Portal

Step 11: Technical Bid Submission: Bidder must attach pdf version of technical bid in section relevant to technical bid submission. Uploading any price-related information in this section shall lead to bidder rejection.

Step 12: Price Bid Submission: Price schedule as attached in relevant section must be downloaded. Price and tax details to be filled in as per the format. PDF version of duly filled price bid to be uploaded in relevant section. Price bid to be mandatorily signature & sealed by authorized person on Company letter head. For Price Bid put all the unit prices and taxes and duties in the provided field. Put "NA" in the not applicable field.

Step 13: After successfully uploading Techno commercial offer and price part, click - **"Submit Entire Response."**

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CENTRALIZED CONTRACTS GROUP**NIT No.:**

TPCODL / P&S / 1000002960 / 25 – 26

To
The Chief - CCG & Engineering
Centralized Contract Group - TP Odisha DISCOMS
1st Floor, Anuj Building, Plot no. 29, Satyanagar,
Bhubaneswar- 751007

UNDERTAKINGRef. Tender Doc: **TPCODL / CCG / 24-25 / 1000001764**

Tender Description:

Dear Sir

This is to certify that:

1. Apart from our bid in the name of M/s we have not participated in this tender through any other name who is/are related firm (where owner, Partner, Director are same or holding stake in such firm).
2. In case such relation is found out between our firm and any other firm who has participated in this tender, TP Odisha DISCOMS reserves right to disqualify bids from all such related firms or cancel Purchase Order placed on such firm/firms.

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NIT No.:

TPCODL / P&S / 1000002960 / 25 – 26

[Signature & Stamp of Bidder]

Format for unconditional acceptance of Clauses, Terms and Conditions of Tender Document,**Technical Specification and applicable GCC**

To
The Chief - CCG & Engineering
Centralized Contract Group- TP Odisha DISCOMS
1st Floor, Anuj Building, Plot no. 29, Satyanagar,
Bhubaneswar, Odisha - 751007

Sub: Declaration on Tender Terms and Conditions

Ref. Tender Doc:

Tender Details:

Dear Sir

This is to inform that I, the undersigned (Proprietor / Partner /Director/ Authorized Signatory of M/s _____) am authorized to sign this declaration and execute the tender bid submission process on behalf of our Organization.

I have carefully read and understood all the terms and conditions of the entire Tender Document, applicable GCC along with the Technical Specification and hereby convey my acceptance of the same unless specifically mentioned in Annexure IV of this tender document.

It is also understood that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage.

With warm regards,

[Signature & Stamp of Bidder]