TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007
NIT No.: TPCODL/P&S/1000007846/2025-26

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

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

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

Procedure to Participate in Tender
Tender Enquiry No - TPCODL/P&S/1000007846/25-26

Tender Enquiry No.	Work Description	EMD (Rs.) *	Tender Fee (Rs.) **	Last Date and Time for payment of Tender Fee
TPCODL/P&S/ 1000007846/25-26	SITC of 5 MT gantry crane at DT Workshops of TPCODL	50,000	5,000	21.01.2026

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

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

Procedure to Participate in Tender.

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

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

a.	Tender Enquiry number
b.	Name of authorized person
c.	Contact number of authorized person
d.	E-mail id of authorized person
e.	Name of Firm

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

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

Beneficiary Name – TP Central Odisha Distribution Ltd.

Bank Name – STATE BANK OF INDIA

Branch Name – IDCO Towers, Bhubaneshwar

Address – PO- Sahidnagar, Janapath, Bhubaneswar.

Branch Code – 7891

Account No – 10835304915

IFSC Code – SBIN0007891

E-mail with necessary attachment of 1 and 2 above to be sent to liki.debata@tpcentralodisha.com with copy to asish.karmakar@tpcentralodisha.com before last date and time for payment of Tender Fee.

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

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

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

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

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

-: Steps for E-tender submission: -

Step 1:
The bidder can get primary information about the tender from the NEWSPAPER advertisement / TPCODL website (in case of open tender) / invitation through e-mail (in case of limited tenders)
Step 2:
First the prospective Bidder who intends to participate in an open tender should deposit the requisite tender fee as mentioned in the tender document trough NEFT/ RTGS in the a/c of TPCODL as mentioned in the tender document. Deposit of the Tender fee should be made within the scheduled time for such deposit as indicated in the Tender document
Step 3:
After deposit of the tender fee, the bidder should furnish the following information through e-mail to the contact person indicated in the tender document.
Step 4:
After receipt of the above information through e-mail, Vendor will get an **invitation e-mail** from ARIBA System which is the e-tendering platform of TPCODL. In this mail there will be an online link as **Click Here** to participate in the tender. The link is **valid for 48 hrs** only.

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

Step 6:

If you are bidding first time for TPCODL through ARIBA site then please "Sign UP by creating User Name and password as mentioned in Sign Up page. Please follow the process, as mentioned in the Sign Up page, during creation of User Name and password.
Those who are already having User Name and password for accessing TPCODL events, they can LOGIN using same User Name and password.

Step 7:
Click Continue. The simple one-page registration screen will open for first time user. **All * mark mandatory field to be filled in**.

Step 8:
You will be able to see the RFQ (i.e Detail Tender document).

Step 9:
After review and downloading of all documents click on **"Accept Review Pre-requisites"** i.e acceptance of terms and conditions.

Step 10:
Review and accept **"Bidder Agreement".**

Step 11:
You can see attached tender document in PDF format against clause no 1.1.1 (Introduction).

Step 12:
Vendor has to attach PDF version of technical bid in clause no. 2.1 and 2.2. (**In this field do not attach any price document.)**

Step 13:

Uploading of Price Bid

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

(b) In addition, the bidder has to upload the editable form of the price bid in EXCEL format in envelope 3.2 of ARIBA system.

Step 14:
After uploading successfully Techno commercial offer and price part then click on **"Submit Entire Response"**

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

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

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NIT No.: TPCODL/P&S/1000007846/2025-26

OPEN TENDER NOTIFICATION

FOR

SITC of 5 MT gantry crane at DT Workshops of TPCODL

Tender Enquiry No.: TPCODL/P&S/1000007846/2025-26

Due Date for Bid Submission-31.01.2026 [15:00 Hrs.]

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

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1. Event Information

1.1Scope of work

Open Tenders are invited in through e-tender bidding process from interested Bidders for entering into for **SITC of 5 MT gantry crane at DT Workshops of TPCODL** as defined below

Package no	Description	EMD Amount(Rs.)	Tender Fee Incl. GST(Rs.)
1	SITC of 5 MT gantry crane at DT Workshops of TPCODL	50,000	5,000

1.2 Availability of Tender Documents

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

Head (Procurement and Stores)
Tata Power Central Odisha Distribution Limited

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

Tender documents may be downloaded by interested eligible bidders from TPCODL website www.tpcentralodisha.com with effect from 15.01.2026 In the event detailed tender documents are downloaded from TPCODL website or are received through email from TPCODL, the Tender Fee shall be compulsorily submitted either online through NEFT/ RTGS or demand draft/ Banker's cheque drawn in favour of "TP Central Odisha Distribution Limited", payable at Bhubaneswar only. Any such bid submitted without this Fee shall be rejected.

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

1.3 Calendar of Events

(a)	Date of sale/ availability of tender documents from TPCODL Website/ARIBA E-Tender Portal	From 15.01.2026
(b)	Last date and time of payment of Tender fees through RTGS/NEFT to get link for participation in E-Tender portal	21.01.2026
(c)	Last Date of receipt of Pre-Bid queries in **MS – Excel** format through e-mail, (if any) **after which no queries will be entertained**	23.01.2026
(d)	**Date of pre-bid meeting**	**To be intimated later, if required**
(e)	Last Date of Posting Consolidated replies to all the Pre-Bid queries as received in the TPCODL website	27.01.2026

(f)	Last date and time of receipt of Bids through ARIBA E-Tender portal	31.01.2026 up to 15:00 Hours
(g)	Date & Time of opening of bids	**To be intimated 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, Bhubaneswar office the last date of submission of bids and date of opening of bids will be the following working day at appointed times.

1.4 Mandatory documents required along with the Bid

1.4.1 EMD of requisite value and validity
1.4.2 Tender Fee in case the tender is downloaded from website
1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause1.7.
1.4.4 Drawing, Type Test details (as applicable)
1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letterhead.
1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
1.4.7 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
1.4.8 Copy of PAN, GST, PF and ESI Registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

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

1.5 Deviation from Tender

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

1.6 Right of Acceptance/Rejection

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

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

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

1.7 Qualification Criteria:

1. The average annual turnover of the bidder shall be a minimum of Rs. 2 Cr. for last three financial years. Copy of audited Balance Sheet and P&L Account to be submitted in this regard.
2. The bidder must have all statutory compliance like valid PAN no, GSTN etc. The bidder must submit the copy of all these registrations.
3. Vendor to submit the recent performance certificate of supplied Equipment (gantry crane) from any Govt. organization/ PSU /Reputed Private Organization. (Performance certificate to be submitted in this regard)
4. Vendor must have successfully/executed the supply of Gantry crane of 5Ton Or Above (Work order copy to be submitted in this regard)
5. Vendor have to their own/in house testing facilities (Self undertaking to be submitted)
6. Vendor to provide all testing certificates (Routine/ special) whichever will be required (Self undertaking to be submitted)

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

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

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 overall all-inclusive lowest cost on overall BoQ Basis as calculated in Schedule of Items [Annexure I]. TPCODL however, reserves right to split the order line item wise and/or quantity wise among more than one Bidder. Hence all bidders are advised to quote their most competitive rates against each line item.

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

NOTE: In case of a new bidder not registered with TPCODL, 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:** Prices will remain firm during the validity of Purchase order.

2.2 **Quantity variation Clause**: Not applicable.

3.0 Submission of Bid Documents

3.1 Bid Submission

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

Bids shall be submitted in 3 (Three) parts:

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

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

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

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

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

The technical bid shall be properly indexed and is to be submitted through E-Tender

portal of TPCODL.

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

FOR BIDS INVITED THROUGH E-PROCUREMENT PORTAL:

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

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

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

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

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

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

EMD for Entire Package "SITC of 5 MT gantry crane at DT Workshops of TPCODL"
Please mention our Enquiry Number: - **TPCODL/P&S/1000007846/2025-26** on the Tender and drop the same at Tata Power Central Odisha Distribution Limited, 1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007.

The envelope shall be addressed to:

Head (Procurement and Stores)
Tata Power Central Odisha Distribution Limited
1st Floor, Anuj Building, 29, Satya Nagar, Bhubaneswar-751007

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

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

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

SIGNING OF BID DOCUMENTS:

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

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

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

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

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

3.2 Contact Information

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

Communication Details:

Contracts:-

Name : Liki Kumari Debata, Procurement
Contact No: 9777451282
E-Mail ID: liki.debata@tpcentralodisha.com

Name : Asish Karmakar, Head Procurement & Store
Contact No: 8768455566
E-Mail ID: asish.karmakar@tpcentralodisha.com

3.3 Bid Prices

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

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

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

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

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

3.6 Alternative Bids

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

3.7 Modifications and Withdrawal of Bids

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

3.8 Earnest Money Deposit (EMD)

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

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

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

The EMD shall be forfeited in case of:

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

Or

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

3.9 Type Tests (if applicable)

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

4.0 Bid Opening & Evaluation process

4.1 Process to be confidential

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

4.2 Technical Bid Opening

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

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

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

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

4.3 Preliminary Examination of Bids/ Responsiveness

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

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

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

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

4.4 Techno Commercial Clarifications

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, TPCODL may, at its discretion, ask the

Bidder for a clarification on its Bid for any deviations with respect to the TPCODL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted owing to any clarifications sought by TPCODL. After all techno commercial issues are clarified, the date of price bid opening will be intimated to the technically accepted bidders and same shall also be notified at TPCODL website.

4.5 Price Bid Opening

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

4.7 Reverse Auctions

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

Reverse Auction shall be as per the below approach:

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

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

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

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

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

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

This contract shall be awarded to single bidder.

5.0 Award Decision

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

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

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

6.0 Order of Preference/Contradiction:

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

1. Schedule of Items (Annexure I)
2. Post Award Contract Administration (Clause7.0)
3. Submission of Bid Documents (Clause3.0)
4. Scope of Work and SLA (Annexure VII)
5. Technical Specifications (Annexure II)
6. Inspection Test Plan (Annexure VIII)
7. Acceptance Form for Participation in Reverse Auction (Annexure VI)
8. General Conditions of Contract (Annexure IX)

7.0 Post Award Contract Administration

7.1 Special Conditions of Contract

1. Business Associate (BA) shall submit applicable Performance Bank Guarantee as per GCC within 30 days of issuance of Purchase order. PBG applicable shall be 10% of Purchase order Value. PBG submitted, shall be released after completion of applicable guarantee period plus three months of claim period.
2. Any change in statutory taxes, duties and levies during the contract period shall be borne by TPCODL. However, in case of delay in work execution owing to reasons not attributable to TPCODL, any increase in total liability shall be passed on the Bidder, whereas any benefits arising owing to such statutory variation in taxes and duties shall be passed on TPCODL.
3. Statutory Variations: Any changes in existing taxes/ Duties and levies, Introduction of new taxes and duties etc. during the period of the contract shall be paid at actuals to BA subject to BA shall submit the tax break up in details, however, where BA has quoted the all-inclusive prices and not shown the tax break-up, this clause will not be applicable. The date of issue of MDCC shall be used for this purpose.
4. Liquidated Damages (LD) applicable as per GCC (Annexure-VIII)
5. All the terms and conditions of TPCODL General Conditions of Contract shall be applicable.

7.2 Drawing Submission & Approval- Will be applicable, if needed by TPCODL.

7.3 Delivery Terms: 90 days from the date award of PO/GTP approval/Site clearance.

7.4 Guarantee / Warranty Period: Two years from the date of installation.

7.5 Payment Terms

On delivery of the materials in good condition and certification of acceptance by certified official, Associate shall submit the Bills/ Invoices through Sigitek. The payment shall be released within 30 days upon complete of installation and commissioning and submission of certified bills/ invoices.

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.

7.7 Ethics

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

8.0 Specification and standards

As per Annexure II.

9.0 General Condition of Contract

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

10.0 Safety

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

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

ANNEXURE I

Schedule of Items

Material / Service Code No (as per SAP)	Quantity (A)	Unit	Unit Rate (Rs.) (B)	Applicable Taxes GST (C)	All incl Unit Rate (Rs.) (B+C)	Total Cost (Rs.) including Tax A*B+C
SITC of 5 MT gantry crane at DT Workshops of TPCODL	2	EA				
Total All Inclusive Value (Rs.)						-

- The bidders are advised to quote prices strictly in the above format and for all the line items as mentioned above. Failing to do so, bids are liable for rejection.
- The bidder must fill each and every column of the above format. ***Mentioning "extra/inclusive "in any of the column may lead for rejection of the price bid.***
- No cutting/ overwriting in the prices is permissible.
- Prices shall be F.O.R for TPCODL locations as mentioned in Scope of Work/SLA (Annexure II). Freight shall be inclusive in above rates.
- **Bidder needs to quote mandatorily for each line item of the BoQ.**
- The Quantity mentioned above is tentative and for evaluation purpose. The actual quantity may vary.
- Break up of total price shall be provided.

ANNEXURE II

Technical specifications

TECHNICAL SPECIFICATIONS OF S.G.G CRANE CAPACITY 05 MT

01. CAPACITY SAFE WORKING LOAD : 5 TON

02. HEIGHT OF LIFT : 2.8 meters

03. SPAN : 9.5 meters

04. CLASS & DUTY : CLASS-II (M5) as per IS 3177

05. OPERATION : Wireless remote

06. LOCATION : Indoor

07. HOISTING Chain. (MAIN HOIST)

a. DIAMETER : MH- 10 mm Make- Indef.

c. NUMBER OF FALLS : MH: - 2 fall

08. OPERATION SPEED.

a. MAIN HOIST : 04 mpm with VFD

b. CROSS TRAVEL : 10 mpm with VFD

c. LONG TRAVEL : 15 mpm with VFD

09. MOTORS.

a. MAIN HOIST (Sq cage) : 3.5kW / 4.7Hp

b. CROSS TRAVEL (Sq. cage) : 0.37kW / 0.5Hp

c. LONG TRAVEL (Sq cage) : 1.2kW / 1.5Hp

10. WHEELS. (EN-9 FORGED)

a. LONG TRAVEL : Dia 200 mm & Qty: - 4 (EN-9 FORGED)

b. CROSS TRAVEL : Dia 140 mm & Qty: - 4 (EN-9 FORGED)

11 RAIL

a. LONG TRAVEL : SQ BAR 40 (Our scope of Work)

The civil foundation work will be done by TPCODL

12 HOOK : Drop forged, C- type swiveling on thrust
bearings as per IS:3815

13. HOIST WEIGHT : 0.3 Ton (Approximately)

14. CRANE WEIGHT : 2.5 Ton (Approximately)

15. MAIN BRIDGE GIRDER : 350x350 BOX TYPE FABRICATED STRUCTURE As per IS 2062.

16. END CARRIAGES : Box Fabricated / ISMC

17. POWER SUPPLY : 415 V ± 10% A.C, 3-Phase + 1 ground

18. DSL BUS BAR : (R, Y, B, G) 4 Way type, 125 Amp

ANNEXURE III

Schedule of Deviations

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

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

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

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

Seal of the Bidder:

Signature:

Name:

ANNEXURE IV

Schedule of Commercial Specifications

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

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

Seal of the Bidder:

Signature:
Name:

ANNEXURE V

Checklist of all the documents to be submitted with the Bid

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

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

Annexure VI

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder)

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

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

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

Signature & Seal of the Bidder

ANNEXURE VII

SCOPE OF WORK

Background
TP Central Odisha Distribution Limited (TPCODL) is a Joint Venture of Tata Power and Government of Odisha with the majority stake being held by Tata Power Company (51%). TPCODL serves a population of 1.36 Crore with Customer Base of 32.96 Lakh and a vast Distribution Area of 29,354 Sq. Km.

TPCODL achieved an outstanding milestone in the 12th Annual Integrated Rating and Ranking of Power Distribution Utilities conducted by the Ministry of Power (MOP), Government of India (GOI) for FY 2023. With a score of 91.1 out of 100, TPCODL secured an impressive A+ rating and ranked 9th among all distribution utilities in the country. This achievement is a testament to the company's exceptional performance, strong financial health, consistent adherence to regulatory compliance, unmatched commitment to customer service and a relentless focus on process excellence.

TPCODL's primary objective is to provide a reliable power supply, enhance customer services and systematically reduce Aggregate Technical and Commercial (AT&C) losses. These goals are being pursued through strategic upgrades to existing distribution infrastructure, the adoption of advanced technologies and the provision of digital services to customers, ensuring both efficiency and convenience.

Presently, in TPCODL, all Non-SBM consumers are read manually by each Division. After quality verification, the bills are generated and then printed centrally through an authorized bill printing vendor. The bill format and information are designed as per the requirements of the Regulatory Commission. Additionally, Disconnection Notices are printed and dispatched along with the Non-SBM bills as part of the regular billing process.

TPCODL is currently availing these services through an external vendor. However, as the existing contract has expired, TPCODL intends to **initiate an open tender** for engagement of a new **Bill Printing Agency**. The proposed scope primarily covers:

- Printing of Non-SBM consumer bills,
- Printing of Disconnection Notices,
- Printing of Site Verification Forms in booklet format,
- Stapling, packing, and delivery of the materials to the Head Office in sealed envelopes.

The selected agency shall be engaged for an initial period of one year to carry out the above activities and support operational efficiency within TPCODL. Based on **satisfactory performance and improved operational outcomes**, the contract may be **extended for a further period** at the discretion of TPCODL.

Scope of Work

1. **Pre-printed Stationery**

1.1 GSM - The stationery shall be printed on 75 GSM paper of reputed make — *Century, BILT, JK, Andhra, or ITC* — using Maplitho or Copier grade paper only**.**
1.2 Size - Paper sizes shall be A4 and A3, as per the requirement of TPCODL.
1.3 Designing - The Bill Agency (BA) shall provide the facility to design the required stationery formats at its own cost, based on inputs and approvals provided by TPCODL**.**

1.4 Printing - All pre-printed stationery shall be printed by the BA strictly as per the approved format and at the agreed rates.
1.5 There will be three types of electricity bill formats to be printed **—** ‘Blue’, ‘Red’, and ‘Green’.
1.6 Language Requirement: In addition to the standard format, Odia, Hindi and English versions of the bill formats may be required to be printed as and when instructed by TPCODL.

2. **Printing of Electricity Bills**

The Business Associate (BA) shall print electricity bills on pre-printed stationery (minimum **75 GSM**) or through Variable Data Printing (VDP) using the data provided by TPCODL. Bills shall be printed in Blue, Red, or Green formats as per the logic defined in the data file, using duplex printing with multiple trays**.**

At present, VDA printing for electricity bills is not being used due to alignment issues. Hence, all bills are shared Area/Section/Division-wise in PDF format through a shared folder, and the vendor is required to print them exactly as per the folder structure and specifications. Each set of printed bills must be packed together in a single packet corresponding to the respective folder, maintaining the same sequence as in the data file.

The bills shall be printed as per requirement of TPCODL - bilingually in Odia and/or English. On certain occasions, the BA may be required to print files after rearranging the data (e.g., Agency-wise**,** Division-wise**,** etc.) as per TPCODL’s specific requirements.

3. Printing of letters on white plain stationery along with the bills.

The Business Associate (BA) shall print letters on white plain stationery along with the electricity bills. The printing shall be done selectively on the front side of the plain paper, in bilingual format (Odia and/or English) as per TPCODL’s requirement**,** and each printed letter/supporting shall be stapled together with the corresponding bill.

The text content of the letters will be predefined, while certain variable fields will be populated using the main data file, based on the flag indicators set in the electricity bill data file. The sequence of printed letters must exactly match the sequence of the corresponding bills.

The number of such letters to be printed may vary and shall be as per the specific requirements of TPCODL.

4. Printing of letters on white plain stationery (without any bills)

The Business Associate shall print on white plain stationery, on the front side in bilingual format (Odia and/or English). The text content will be predefined, while certain fields will contain variable data. A separate data file will be provided for this purpose.

5. Software development/arrangement for printing of electricity bills and all other kind of printing.

The Business Associate shall develop the required software at its own cost for carrying out all types of printing through Variable Data Printing (VDP)**.** The software modification and upgradation shall be an ongoing activity based on TPCODL’s requirements and will be executed in line with the Service Level Agreement (SLA)**.**

At present, VDA printing for electricity bills is not being utilized due to alignment issues. Therefore, all bills are shared Area/Section/Division-wise in PDF format through a shared folder. The vendor shall print the bills strictly as per the folder structure and specifications and ensure that each set is packed together in a single packet, maintaining the prescribed sequence.

6. Packing of printed matters

6.1 The Business Associate shall pack all printed materials for delivery to the TPCODL Head Office. The materials shall be packed in striped (bundled) packing, and the use of plastic bags is not required.
Any unpacked bills found during delivery shall be treated as undelivered, and no payment shall be made for such items. Additionally, a penalty equivalent to twice the unit rate of the unpacked bills shall be imposed**.**

6.2 The bills shall be stacked and packed Division-wise and Section-wise in separate bundles according to the walking sequence/route of each consumer. The walking sequence/route numbers will be provided by TPCODL in the respective PDF files, with all bills arranged sequentially within each file. The vendor is required to print and pack the bills exactly in the sequence provided, without any deviation.

6.3 Separate bundles are also required for SBM consumers (House Locked), organized according to their walking sequence, and delivered to the Executive Engineer (Division Manager) office for further handover to the meter reading agency.

7. Server and Link

The Business Associate shall provide the necessary server and link for uploading and downloading data files for VDP at their own cost. No additional payment will be made by TPCODL for the provision of the server or link.

8. Stapling of Inserts

The Business Associate shall staple the inserts with the bills. The number of inserts to be stapled may vary and could be different for each bill. Stapling may be required for **all bills** or for **selective bills**, as per district-wise requirements.

9. Delivery of Printed matters

The Business Associate shall deliver the packed printed materials to the TPCODL site at the Head Office, Bhubaneswar – IDCO Tower. Normally, the printed materials are to be delivered to the designated TPCODL store on the 2nd floor of IDCO Tower. Any bills left outside the building or store room will be considered as undelivered.

Other Information to the Business Associate

10. Print Run Estimate

Currently, the billing for 3-phase consumers and Smart Meter TPCODL consumers (approximately 1.5 lakh, expected to increase to 2 lakhs within the next year with expanded smart meter installations) is carried out once every 30 days. In addition, the following materials will also be printed:

- Disconnection notice booklets – approximately 480 booklets annually
- Customized pocket stickers for House Locked (HL) cases & Reading Request Information (RRI)– approximately 3.9 lakh annually
- Site verification form booklets – approximately 33,600 booklets annually

The workload is staggered throughout the month, and delivery may be required on any day, at any time, round the clock.

11. Data handover for printing

Generally, the data for printing will be handed over between 11:00 A.M. **and** 11:00 P.M. on all days, except 26th January**,** 15th August**,** and 2nd October. The above timing may be adjusted as per mutual consent.

12. Delivery of printed Bills at TPCODL

The Business Associate shall deliver the packed printed bills, as per the PDF file lot handover, to the designated TPCODL location round the clock, 365 days a year, in accordance with the timelines specified in the Service Level Agreement (SLA).

13. Stationery Stock

Since the advertisement/format needs to remain in use for a specified period, the pre-printed stationery order will be placed based on the duration of the advertisement. The Business Associate is required to maintain at least 30 days' stock of stationery at all times, and TPCODL may randomly verify the stock levels. When the stock reduces to 15 days' consumption, the Business Associate should initiate discussions with TPCODL for further printing. Both TPCODL and the Business Associate must ensure continuous availability of pre-printed stationery.

In the event that TPCODL decides to discontinue the existing format and adopt a new/revised format, TPCODL will buy back the unused stationery (as declared by TPCODL). The Business Associate cannot claim for any stationery that has been printed incorrectly by them. It is the Business Associate's responsibility to maintain sufficient stationery at their own cost to ensure uninterrupted operations.

If there is no advertisement to be printed, TPCODL may either provide its own advertisement content or instruct the Business Associate to print predefined text in place of the advertisement. TPCODL may also, wherever possible, provide at least three months' stock of stationery to the Business Associate at a time.

14. Data Handing Over

14.1 Confirmation of data receipt will be provided within 2 hours from the time of data submission by TPCODL. The time taken for submission of printed bills will be calculated from the time of data receipt, provided the data is acknowledged within 2 hours of submission. If the confirmation is delayed beyond 2 hours, the calculation will be based on the original data submission time by TPCODL.

14.2 TPCODL will communicate the submission of data through telephone, email, or the shared folder.

14.3 In case of any issue with the data submission link, the Business Associate shall make arrangements to collect the data directly from the TPCODL site at their own cost.

14.4 The party has make to arrangement for data lifting, storage like link, server etc. at their own cost.

15. Printing of Booklet

TPCODL requires the printing of booklets using carbonless paper in A4 size, 50 GSM. The printing will be on pre-printed stationery or in a fixed format, bilingual in English and / or Odia, with the cost of stationery included. Each booklet will consist of 200 pages — 100 white pages and 100 carbonless pink pages, arranged as self-carbonizing sheets. The first page will be white, and the second page will be light pink carbonless paper. Detailed specifications regarding the booklet format will be shared by TPCODL during the pre-bid meeting.

16. Printing of Customize Pocket Sticker

TPCODL requires the printing of customized pocket stickers. Each sticker should be 10 cm x 10 cm, made of 70 GSM light yellow self-adhesive paper. Detailed specifications regarding the pocket sticker format will be shared by TPCODL during the pre-bid meeting.

17. Printing of Booklet with Variable

Printing of pre-printed stationery or in a fixed format, bilingual in English and/ or Odia (including the cost of stationery), will be done through VDA for a few lines such as name, address, and account number in an A4 size booklet of 200 pages. Detailed specifications regarding the booklet format will be shared by TPCODL during the pre-bid meeting.

18. Incremental Scope of work:

- The vendor shall provide sample hard copies of the newly approved stationery for final approval by TPCODL management before printing the entire lot.

- Agency will be penalized for any delay in delivery of bills due to the shortage of the stationary, logistics issues or missing bills without any prior information.

- We place bulk orders for stationery; however, if a vendor is requested to print in smaller lots during the course of time to avoid wastage, and the request is not accommodated, the quality of work may be affected. In such cases, the vendor will print the full lot, and any resulting wastage will be borne by the vendor, i.e., the cost of unused stationery will be their responsibility. Any modifications in the printing volume will be communicated at least 15 days in advance**.**
- .CDR Files to be created and provided by the vendor for any changes in creative.

- The vendor needs to make changes to the stationary as and when it is required by TPCODL.

- At-least one visit to be made by the vendor before start of work in 1st month after inception and every quarterly to the HQ- Bhubaneswar office to check quality of delivery. On specific requirement, EIC may ask vendor to visit any division to take care delivery issue.

- No payment will be made to the vendor for late delivery or re-printing of missing/ misprinted bills and penalty will be imposed as two times of unit rate of misprinted bills. Notice will be issued for such 1st incident and for repeat incident contract will be terminated and handover to other suitable vendor who participated.

- Vendors should readily accept the data for printing of bills at any time of the day usually after 6 PM in the evening, in instances where they are informed about the same.
- The delivery of bills at one location at HQ – Bhubaneswar IDCO tower and all printed bills/stationary to be placed at safe location at 2nd floor of IDCO tower. The shifting of printed bills from vendor vehicle to TPCODL store (2nd floor IDCO tower through lift, timing of lift usage as per IDCO is before 9AM or after 6PM) is in scope of vendor. Vendor can't claim any additional payment for shifting material.

Normally electricity bills approximately 1.2 Lakh in two lot will be provided to vendor. 1st lot on 5th day of each month and 2nd lot around 10th day of each month. 1st lot will have 1Lakh quantities and 20K in 2nd lot. However, pocket sticker, booklet printing and other printing will not have any schedule and will be informed to print either in each quarterly or half yearly and will be informed in 15 days advance.

Service Level Agreement

Software for printing & Modification in bill printing S/W						
S. No.	**Description**	**Measurement Unit**	**Response Time**	**Completion Time**	**Remarks**	**LD clause**
1	Modification in Software	Hours	6 hours	96 Hours	This includes the testing and approval from TPCODL, The TPCODL holiday will not be counted	Rs. 100/- per hour in case the same is not done. But same will be not applied in case of TPCODL holiday and late approval from TPCODL side. TPCODL approval time shall be 24 hours under normal circumstances
2	Small changes / message printing in all bills at pre decided space of bill	Hours	4 hour	24 hours	This includes the testing and approval from TPCODL, The TPCODL holiday will not be counted	Rs. 100/- per hour in case the same is not done. But same will be not applied in case of TPCODL holiday and late approval from TPCODL side. TPCODL approval time shall be 24 hours under normal circumstances
3	Change of pre-printed stationary format	Month	1 hour	96 Hours	The change of bill format must be completed before 1 month of last stock	Rs. 100/- per hour in case the same is not done. But same will be not applied in case of TPCODL holiday and late approval from TPCODL side. TPCODL approval time shall be 24 hours under normal circumstances
Quality						
4	Alignment of printed matters	%	All printed matters must be printed in proper boxes and in line & length. Percentage compliance to be calculated with no. of		1. In case of minor problem (i.e., alignment issues), 10 times of the bill printing cost of that lot (faulty lot) subject to 10% RO/invoice value of faulty bills. TPCODL can also ask to	

			faulty bills with total no. of bills printed	reprint the bills and same have to done within 12 hr. No payment to be made for reprinting. 2. In case of major problem (i.e., pre-printed stationery quality) then Business Associate will be asked to reprint the revised data at their own cost. Printable items going outside the boxes fully or partially & overwriting on pre-printed items to be treated as major alignment problem.
5	Sharpness	%	All printed matters must have proper/uniform ink in all bills. Percentage compliance to be calculated with no. of faulty bills with total no. of bills printed	1. In case of minor problem, 10 times of the bill printing cost of that lot (faulty lot) subject to 10% RO/invoice value of faulty bills. TPCODL can also ask to reprint the bills and same have to done within 12 hr. No payment to be made for reprinting. 2. In case of major problem then Business Associate will be asked to reprint the revised data at their own cost.
6	Character missing	%	There should not be missing of character in printed matters. Percentage compliance to be calculated with no. of faulty bills with total no. of bills printed	1. In case of minor problem, 10 times of the bill printing cost of that lot (faulty lot) subject to 10% RO/invoice value of faulty bills. TPCODL can also ask to reprint the bills and same have to done within 12 hr. No payment to be made for reprinting. 2. In case of major problem then Business Associate will be asked to reprint the revised data at their own cost.
7	Barcode readability	%	Barcode must be readable. The readability of barcode could be noticed after the delivery to the consumer. Percentage compliance to be calculated with no. of faulty bills with total no. of bills printed	10 times of bill printing cost /per bill subject to maximum of 10 % faulty lot.
8	Packing of printed bills	Number	The printed bills must be delivered in proper packing. Package to be prepared as per direction of TPCODL	Rs. 100/- per bad package.

Delivery of Printed Bills				
9	12 Hours if the bills are up to 30000, and 1 hour extra for per 10000 bills if volume exceeds 30000 bills (it is irrespective of stapling of letters/ inserts)	%	The duration calculated from the receiving of print file by the agency provided they have received the data within 2 hours. If received later than 2 hours then calculation will done after 2 hours from actual data submission. Submission will be done in all respect like after stapling of all the inserts (if any) Monthly MIS shall be submitted by the Business Associate in this regard. Whenever any advertisement leaflet is required to be attached with bills then extra 2 hours will be allowed for delivery of bills.	Rs. 200/- per hour on the delayed lot.

Annexure-VIIa

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

1) Tender Fees

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

2) Earnest Money Deposit (EMD)

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

3) Qualification Requirement for Open Tenders

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

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

4) Reservation for MSME

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

5) Performance Bank Guarantees

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

Annexure VIII

GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract Attached as Annexure to this document.

ANNEXURE IX

Safety Terms and conditions

Attached

ANNEXURE X

Contractor’s Safety Code of Conduct

Attached

ANNEXURE XI

Attached

Annexure XII

Vendor 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**
b. **Statutory Compliances**
c. **Service Level Agreement**