

1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007**NIT No.:** TPCODL/P&S/2026-27/1000011967**INFORMATION TO THE BIDDERS TO PARTICIPATE IN E-TENDER SYSTEM OF TPCODL FOR THE RATE
CONTRACT FOR CIVIL MAINTENANCE ACROSS TPCODL FOR TWO YEARS****-: Steps for E-tender submission: -****Step 1:**

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

Step 2:

First, the prospective Bidder who intends to participate in an open tender should deposit the requisite tender fee as mentioned in the tender document, through NEFT/ RTGS in the account of TPCODL as mentioned below/in the tender document. The tender fee shall be deposited within the prescribed time schedule specified in the Tender Document.

Beneficiary Name: TP Central Odisha Distribution Ltd.**Bank Name:** STATE BANK OF INDIA**Branch Name:** IDCO Towers, Bhubaneswar**Address:** P.O. - Sahidnagar, Janapath, Bhubaneswar.**Branch Code:** 7891**Account No:** 10835304915**IFSC Code:** SBIN0007891**Step 3:**

After deposit of the tender fee, the bidder will furnish the following information through e-mail to the contact person indicated in the tender document/below this table.

Sl No	Description	Bidder's Response
1	Tender Enquiry No.	
2	Description of materials / Works Tendered	
3	Name of the bidding company	
4	Place & Detail Address of the Company	
5	Postal Code (PIN Code)	
6	Name of the authorized contact person of the Bidder	
7	Contact No./Mobile No. authorized person	
8	E-mail Id of the contact person	
9	Tender Fee details (Bank Name / Amount / NEFT-RTGS UTR No / Date)	
10	GST No.	

E-mail with necessary information & attachment, mentioned in step 2 and 3 above to be sent to Krishna.murari@tpcentralodisha.com, vishal.sharma@tpcentralodisha.com and Asish.Karmakar@tpcentralodisha.com before last date and time for payment of Tender Fee.

Step 4:

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After receipt of the above information through e-mail, Business Associate 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

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:

Business Associate 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 Business Associate's letter head and signature and seal to be made by authorized person. PDF version of this price bid to be attached. For Price Bid put all the unit price, 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:

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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>

Note: -

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

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

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

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

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**OPEN TENDER NOTIFICATION
FOR
RATE CONTRACT FOR
CIVIL MAINTENANCE ACROSS TPCODL FOR TWO YEARS**

Tender Enquiry No.: TPCODL/P&S/2026-27/1000011967

Due Date for Bid Submission: 19.08.2026 [20:00 Hrs.]

**TP Central Odisha Distribution Limited
1st Floor, Anuj Building, Satya Nagar, Bhubaneswar-751007**

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1.0 Event Information

1.1 Scope of work

Open Tenders are invited in e-tender bidding process from interested Bidders for entering into a Rate Contract for two years as defined below:

S. No.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1	Rate Contract for Civil Maintenance across TPCODL for Two years.	1,00,000	5,000

* Tender Fee is inclusive of GST

* 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.

1.2 Availability of Tender Documents

Non-transferable tender documents may be downloaded by interested eligible bidders from tender section of our website <https://www.tpcentralodisha.com>. Same will also be sent to bidder through ARIBA e-procurement system after payment of tender fee as mentioned in "Process for bidding" in the tender above. Bidder can participate in the tender only through ARIBA e-procurement platform.

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

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

1.3 Calendar of Events

(a)	Date of availability of tender documents From TPCODL Website	From 24.07. 2026 onwards.
(b)	Last date and time of Payment of Tender Fee	05.08.2026 up to 17:00 Hours
(c)	Date of pre-bid meeting	To be announced
(d)	Last date and time of receipt of Pre-bid Query by e-mail	08 .08.2026 up to 17:00 Hours
(e)	Last date of Pre-bid query response	12.08.2026 up to 17:00 Hours
(f)	Last date and of receipt of Bids	19.08.2026 up to 20:00 Hours
(g)	Date & Time of opening technical bids	To be announced

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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 details
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 List of Make of materials as per Annexure II duly signed and stamped by bidder.
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.7 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.8 Copy of MSME, 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: -

- 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
- iv. Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document.
- v. Filled in Schedule of Deviations as per Annexure III
- vi. Filled in Schedule of Commercial Specifications as per Annexure IV
- vii. Receipt of Bid within the due date and time.

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

1.7 Qualification Criteria

The bidder should meet the following criteria:

Sr No	Parameter	Requirement	Documents to be submitted by Bidder
A	<i>Technical Pre-qualification requirements</i>		
1	Technical	The bidder must have experience of carrying out general civil works (e. g. civil foundation, PCC, RCC	Order copies along with completion certificate

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	Experience	works, brick work, plastering, tiling works, structural steel works, excavation works, MEP Work, HVAC work etc.) with a cumulative value of work executed during last 4 years should be equal to or greater than 1 crore. (1.) 1 crore in single order or, (2.) 50 lacs in Two orders or, (3.) 25 lacs in last four years.	duly signed by competent authority have to be submitted as documentary proof.
2	Performance	BA shall submit at least one-year Performance Certificate by any DISCOMs / PSUs / Reputed Companies for similar nature of work or higher rating of work experience. Work against these issued certificates should be completed in last 5 years from the date of bid submission. Performance certificate to be submitted in this regard. In case the bidder has a previous association with Tata Power Group of Discoms for similar services, the performance feedback for that bidder by respective Discoms shall only be considered.	Performance certificates to be submitted.
B Financial Pre-Qualification Requirements			
1	Commercial Capability	The bidder must have an average annual turnover of at least Rs. 1 Crore in any three of the following financial years: FY 2022-23, FY 2023-24, FY 2024- 25 or FY2023-24, FY 2024-25, FY 2025-26. To support this, the bidder must submit a copy of the audited Profit & Loss Account (bearing the UDIN number), along with the Balance Sheet and Profit & Loss statement duly certified by a Chartered Accountant. Qualification requirement of financial turn over for MSME registered in the state of Odisha shall be reduced to 20% of the existing criteria.	A copy of the audited Profit & Loss Account (bearing the UDIN number), along with the Balance Sheet and Profit & Loss statement duly certified by a Chartered Accountant.

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2	Statutory Compliances	Bidder must submit mandatory documents like GST & PAN. Bidder should also have Statutory Compliance like MSME Certificates (If Odisha MSME, Certificates to be submitted), ESI registration, EPF registration etc. company website & Labour Dept. Compliances. Bidder must submit the copy of all these Registrations. In case Bidder don't have documents for statutory compliance, they shall provide the undertaking of the same that these certificates shall be submitted post awarding the contract. <i>GST & PAN are mandatory and shall be submitted with bid.</i> Bank solvency certificates to be provided.	Certificates to be submitted.
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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 behaviour that disrupts the fair execution of the marketplace, may result in restriction of a bidder from further participation in the marketplace for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

- Failure to 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 honour these confidentiality provisions will be excluded from participating in future bidding events.

2.0 Evaluation Criteria

- The bids will be evaluated technically on the compliance to tender terms and conditions.
- The bids will be evaluated commercially on the **overall all-inclusive lowest cost** for the complete tender BOQ as calculated in Schedule of Items [Annexure I]. TPCODL however, reserves right to split the order line item wise, Lot 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 against each item of Schedule of Items [Annexure I]. Failing to do so, TPCODL may reject the bids.

NOTE: In case of a new bidder not registered, factory inspection and evaluation may be carried out to ascertain bidder's manufacturing capability and quality procedures. How-ever TPCODL reserves the right to

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carry out factory inspection and evaluation for any bidder prior to technical qualification. In case a bidder is found as Disqualified in the factory evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of TPCODL shall be final and binding on the bidder in this regard.

2.1 Price Variation Clause:

The prices shall remain firm during the entire contract period.

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.

Bids shall be submitted in 3 (three) parts:

FIRST PART: “EMD” as applicable shall be submitted. The EMD shall be Valid for 210 days from the due date of bid submission in the form of BG /Bank Draft/Bankers Pay Order/Online Payment (issued from a Scheduled Bank) favouring ‘TP Central Odisha Distribution Limited’. The EMD has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted 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 as per clause no. 1.7 above
- b) Technical literature/GTP/Type test report etc. *(if applicable)*
- c) Qualified manpower available (please refer Scope of work Annexure-II)
- 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 scanned copy of the same is to be uploaded in ARIBA e-procurement platform. Hard copy of Technical Bids need not be submitted.

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.

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

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EMD

“Rate Contract for Civil Maintenance across TPCODL for two years”

Online payment details of EMD has to be uploaded in ARIBA e-procurement platform, during submission of online bid, by printing the same in bidder's letter head with company seal and signature.

Bids have to be mandatorily online through ARIBA. No other form of bid submission will be accepted. Please mention our Enquiry Number:- TPCODL/P&S/2026-27/1000011967 in your bid and bid should be addressed to :

Chief – CCG & Engineering (TPCODL)
Tata Power Central Odisha Distribution Limited
1st Floor, Anuj Building, Plot No-29, Satya Nagar, Bhubaneswar-751007

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.

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:

Package Owner

Name: Mr. Krishna Murari
Lead Procurement & Contracts
Contact No: 9504090107
E-Mail ID : krishna.murari@tpcentralodisha.com

1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007**NIT No.:** TPCODL/P&S/2026-27/1000011967**Escalation Matrix**

Name: Mr. Vishal Kishore Sharma,
Designation: HoD-Procurement & Store
Contact No: 9971395292
E-Mail ID : vishal.sharma@tpcentralodisha.com

Name: Mr. Asish Karmakar
Designation: Head- Contracts & Store-TPCODL
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 for each item & total price with taxes, duties & freight up to destination at various sites of TPCODL. The all-inclusive prices offered shall be inclusive of all costs as well as Duties, Taxes and Levies paid or payable during the execution of the supply work, breakup of price constituents.

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

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

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

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

3.6 Alternative Bids

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

3.7 Modifications and Withdrawal of Bids

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

3.8 Earnest Money Deposit (EMD)

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

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

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- 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 Area of work

This tender is for carrying out civil maintenance and construction work any where in the TPCODL Jurisdiction. Bidder can't bid giving their choice of area for carrying out the job.

4.0 Bid Opening & Evaluation process

4.1 Process : Bid opening will be done in two stages

- (1.) Technical bid opening &
- (2.) Price bid opening

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.

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.

4.2 Technical Bid Opening

The Bids shall be opened at TPCODL Office, 1st Floor, Anuj Building, Plot No-29, Satya Nagar, Bhubaneswar-751007 as per the schedule time to be announced. Bids will be opened online in presence of all bidders. Technical bid must not contain any cost information whatsoever, else bids shall be liable to be rejected.

First the "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

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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, price bids will be opened internally by TPCODL.

4.5 Clarification Of bids

To assist in the examination, evaluation and comparison of Bids, the TPCODL may, at its discretion, ask the Bidder for a clarification of its Bid. 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.

4.6 Price Bid Opening

Price bid of only Techno-commercially and / or safety qualified Bidders shall be opened internally. Bidders shall get mail intimation from TPCODL E-Tender system (Ariba) when their Price Bids are opened. 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.

4.7 Reverse Auctions

TPCODL 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.

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Reverse Auction shall be as per the below approach:

No. of bidders to be 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

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

5.0 Award Decision

TPCODL will award the contract to the successful bidder whose bid has been determined to be the lowest-evaluated responsive bid as per the Evaluation Criterion mentioned at Clause 2.0. The Cost for the said calculation shall be taken as the all-inclusive cost quoted by bidder in Annexure I (Schedule of Items) subject to any corrections required in line with Clause 3.1 above. The decision to place Rate Contract/purchase order/LOI solely depends on TPCODL on the cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that TPCODL may deem relevant.

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

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

6.0 Order of Preference/Contradiction:

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

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

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10. Tata Code of Conduct Policy (Annexure X)

7.0 Post Award Contract Administration

7.1 Special Conditions of Contract

- *Bids are to be submitted in Annexure I format and same rates will be applicable across TPCODL all over area. Rate Contract will be issued and Job has to be executed across TPCODL for which RO will be placed. The bidder has to quote for all line items in the price bid (Annexure – I) mandatorily.*
TPCODL appreciates and welcomes the engagement/employment of persons from SC/ ST community or any other deprived section of society by their Bas.
- *Jobs under this tender may be located anywhere under TPCODL area and volume of job will vary according to TPCODL requirement, bidder need to carry out all required job irrespective of its volume and Location.*
- ***After finalization of tender, Rate contract shall be valid for a period of 2 year from the placement of Contract.***
- *The quantity mentioned in Annexure -I (Schedule for items) is for evaluation purpose only and may vary during the execution. **Release Orders against this Rate Contract shall be issued by TPCODL as per actual requirement.***
- *Performance Bank Guarantee amounting to 5% of the RC value for (Non-Odisha MSME) or 1.25% for (Odisha MSME) shall be submitted by the BA within 21 days of issuance of RC as per GCC (Please refer the GCC attached). PBG should be valid for a period equivalent to contract period plus three months claim period.*
- *Completion Schedule / Delivery period will be mentioned in release order.*
- *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.*
- *BA Shall deploy resources within 7 days from the date of placement of release order.*
- *All safety precautions as mentioned in attached Safety Policy shall be maintained by bidder during work, in case of order.*
- *All the terms and conditions of TPCODL GCC shall be applicable as per the composite orders.*
- *All price will remain firm and fixed for two years without any escalation.*
- *TPCODL shall short close the issued Release Order / Rate contract, in case of any quality issues.*

7.2 Drawing Submission and Approval

Applicable, if required

7.3 Delivery Terms

Delivery timeline will be mentioned in Release Order.

7.3 Warranty Period

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Standard warranty clause of OEM will be applicable.

7.4 Defect Liability Period

12 months from the date of completion of work & handover to TPCODL.

7.5 Payment Terms

- a) 100% (Hundred Percent) of contract price along with taxes and duties shall be paid within 15 days from the bill certification for Running Bills.
- b) 100% (Hundred Percent) of contract price along with taxes and duties shall be paid within 30 days from the bill certification for Final Bills.

7.5 Climate Change

Significant quantities of waste are generated during the execution of project and an integrated approach for effective handling, storage, transportation and disposal of the same shall be adopted. This would ensure the minimization of environmental and social impact in order to combat the climate change. Please refer attached Environmental Policy and sustainability Policy, Annexure-XI of Tata Power for more details.

7.6 Ethics

TPCODL is an ethical organization and as a policy TPCODL lays emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.

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

- We shall select our suppliers and service providers fairly and transparently.
- We seek to work with suppliers and service providers who can demonstrate that they share similar values. We expect them to adopt ethical standards comparable to our own.
- Our suppliers and service providers shall represent our company only with duly authorized written permission from our company. They are expected to abide by the Code in their interactions with, and on behalf of us, including respecting the confidentiality of information shared with them.
- We shall ensure that any gifts or hospitality received from, or given to, our suppliers or service providers comply with our company's gifts and hospitality policy.
- We respect our obligations on the use of third party intellectual property and data.

Bidder is advised to refer GCC attached at Annexure VII for more information.

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

8 Specification and standards

As per Annexure II.

9 General Condition of Contract

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

10 Safety

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All jobs are this tender have to be executed strictly in compliance to the Safety terms and Conditions of TP Central Odisha Distribution Company Limited. Please visit <https://www.tatapower.com/corporate/policies.aspx> for detailed Safety terms and conditions, Annexure-VIII, for details. Violation of Safety norms will result in Penalty as mentioned in the above document. Safety Policy of TP Central Odisha Distribution Company Limited is also enclosed for reference.

CONFIDENTIAL



TP CENTRAL ODISHA
DISTRIBUTION LIMITED

(A Joint Venture of Tata Power and Government of Odisha)

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ANNEXURE I

Schedule for Items

Signature & Seal of the Bidder

NOTE:

- Please refer to the attached Excel sheet titled Annexure I – Schedule of Items. Bidders are required to submit their price quotations strictly in the attached Excel sheet using the prescribed format only. Any deviation from the prescribed format may result in the rejection of the bid.
- The list of approved makes for Civil, Sanitary, and Electrical materials & photographs of the approved sanitary fittings along with their respective model numbers is attached separately.
- The bidder must fill as per the attached excel format, mentioning “extra/inclusive” in any of the column may lead for rejection of the price bid.

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1. The contractor must commit a dedicated, qualified team as per below mentioned details.

Sl No	Position	Minimum Qualification	Minimum Experience
1	Site Engineer	B.E. / B.Tech (Civil Engineering)	3+ Years
2	Site Supervisor	B.E. / B.Tech (Civil Engineering)	2+ Years
3	Quality/Safety Inspector	Diploma / Degree (Civil/Safety)	2+ Years

2. The bidder must prove ownership or possess verified lease agreements for the critical tools required for civil works:

- (a.) Needle and plate vibrators.
- (b.) Steel scaffolding, shuttering (plywood for slab)/centring materials.
- (c.) Total Station / Auto Level surveying instruments.
- (d.) Cube-testing apparatus, and site safety barricading systems.
- (e.) Personal Protective Equipment list.

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*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

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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 Excise Duty	Yes / No (If Yes, indicate % rate)
1d.	Sales tax applicable at concessional rate	Yes / No (If Yes, indicate % rate)
1e.	Octroi payable extra	Yes / No (If Yes, indicate % rate)
1f.	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 technical 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.)

Signature & Seal of the Bidder

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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/organ gram	
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	

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

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

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

Signature & Seal of the Bidder