



**ODISHA POWER TRANSMISSION COARPORATION LIMITED  
OFFICE OF THE DEPUTY GENERAL MANAGER,  
TELECOMDIVISION, OPTCL. BERHAMPUR  
AT; DUDUMA COLONY, POST; PANIGRAHYPENTHO  
BERHAMPUR-760006(GANJAM)(ODISHA)  
CIN – U40102OR2004SGC007553**

**TENDER DOCUMENTS  
FOR SUPPLY OF  
GODREJ MAKE  
OFFICE FURNITURE  
BY THE AUTHORISED  
DEALERS**



## **ODISHA POWER TRANSMISSION CORPORATION LIMITED**

*(A Government of Odisha Undertaking)*

REGD. OFFICE: JANPATH, BHUBANESWAR-751 022

CIN – U40102OR2004SGC007553

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### **TENDER DOCUMENT**

**[For Supply of Godrej Make Office Furniture to Telecom Division OPTCL Berhampur Office,  
by authorized dealers ]**

- (a) Period of issue of Tender Document : **From date of Publication to 16.11.2016  
Up to 4 PM**
- (b) Last date and time for submission of Bids : **17.11.2016 up to 4.00 PM**
- (c) Date and time for opening of Bids : **18.11.2016 at 4.00 P.M**
- (d) Cost of the Tender Paper : **Rs. 2130/- (Rs. 2029/- for cost of the  
Tender Paper + Rs. 101/- towards VAT  
@ 5%) to be deposited in shape of Bank  
Draft in favour of the D.D.O, Telecom.  
Divn.OPTCL, Berhampur and payable  
at Berhampur.**
- (e) Earnest Money (EMD) amount : **Rs.3720/- (Rupees three thousand  
seven hundred twenty) only to  
be deposited in shape of Bank  
Draft in favour of the D.D.O, Telecom  
Divn. OPTCL, Berhampur and  
Payable at Berhampur.**

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## SCOPE & SPECIFICATION OF WORK

### SCOPE:

The Deputy General Manager, Telecom division OPTCL, Berhampur invites Sealed Tender in single part bidding system from authorized dealers of Godrej Make Office Furniture as per the specification.

### SPECIFICATION:

<b>Specification of Furniture</b>	<b>Quantity (Approximately)</b>
1. Executive Chair - Bravo Mid Back - PCH - 9U02R	<b>10 Nos.</b>
2. Executive Table - Enterprisers - 1500	<b>02 Nos.</b>
3. Table - T - 08	<b>10 Nos.</b>
4. Executive Chair - Bravo High Back - PCH - 9U01R	<b>02 Nos.</b>
5. Visitor Chair - PCH - 7112R	<b>26Nos.</b>

The interested dealers may participate in the Tender process by submitting the Tender documents in complete shape within the specified date & time. The Firms / Suppliers submit their Bids in a Sealed Envelope, containing Tender Paper along with required documents super scribing on the Top of Envelope "Tender for Supply of Godrej Make Office Furniture", to the D.G.M, Telecom Division OPTCL, Berhampur within stipulated date and time.

## GENERAL INSTRUCTIONS TO BIDDERS

1. The participated Godrej make office furniture dealers shall have to pay Rs. 2130/- towards the cost of the Tender Paper **which is not refundable** in shape of **Bank Draft / Demand Draft** or **Pay Order** drawn on any **scheduled Bank** in favour of the **D.D.O Telecom Divn. OPTCL Berhampur** and payable at **Berhampur**.

2. The tentative estimated cost of the Tender for above work is Rs. 3, 71,964/- (Rupees three lakhs seventy one thousand nine hundred sixty four) only.

Basing on the above tentative estimated cost the EMD @ 1% has been calculated and the same is required to be deposited by the authorized dealers in shape of **Bank Draft / Demand Draft** or **Pay Order** drawn on any **scheduled Bank** in favour of the **D.D.O, Telecom Divn. OPTCL, Berhampur** and payable at **Berhampur**.

The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Tender or after final execution of order as the case may be **without any interest**. However, in case of successful dealers the EMD amount shall be converted / adjusted towards the Security Deposit.

3. The successful Bidder shall be required to deposit **Security Money @ 5% of the total value of the awarded work**. After adjustment of the EMD amount of the Firm / Supplier, the balance amount of Security Money to be deposited **in** shape of **Bank Draft / Demand Draft** or **Pay Order** drawn on any **scheduled Bank** in favour of the **D.D.O, Telecom Divn. OPTCL Berhampur** and payable at **Berhampur**.

4. The Bids of the Bidders shall be accompanied with the following documents failing which, the Bid of the Bidder(s) shall be rejected:

1. Copy of the Sales Tax Registration (TIN Numbers)
2. Copy of the PAN Numbers
3. Copy of the up-to-date VAT - 612 Clearance Certification
4. **Bank Draft / Demand Draft** or **Pay Order** towards the cost of the Tender Paper ;
5. **Bank Draft / Demand Draft** or **Pay Order** towards the cost of EMD Amount
6. The copies of Purchase Orders in support of acquiring experience in supply of Office Furniture to any Govt. / PSU Organization during the last three years
7. Copy of authorized dealers certificate.

5. The Bids shall be opened on the scheduled date and time at **18.11.2016 at 4.00 PM** at the office of D.G.M, Telecom. Divn. OPTCL Berhampur in the presence of the representatives of the Bidder(s), who wish to be present on the spot at that time.

## TERMS & CONDITIONS

### PRICE:

1. Unit Price shall be inclusive of all Taxes, duties and Charges (i.e. including freight, VAT and any other taxes) for delivery in Telecom Division OPTCL Berhampur.
2. The price quoted by the Firm / Supplier shall be firm and no variation shall be accepted.

### DELIVERY:

3. The materials shall be delivered within 30 days from the date of awarding the supply order.
4. The materials shall be delivered by the Bidder as per the specification mentioned above and also in good condition to the Consignee along with Challan in duplicate and Bills in triplicate.

### VERIFICATION:

5. (I) The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned supplier has to take back the rejected materials within seven (07) days from the date of rejection at his own expenses failing which the OPTCL will not held responsible for any loss of materials . In case such materials are accepted with penalty as may be decided by the OPTCL. The supplier is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the consignee.

(II) Supplier shall provide warranty for the items supplied for a period of **twelve months** from date of supply. If any item found to be defective during the warranty period, the same shall be replaced free of cost.

### PAYMENT:

6. The payment shall be made after verification of the materials.
7. The D.D.O, Telecom Divn. OPTCL, Berhampur shall make the payment with due certification thereof. However, Tax (**T.D.S.**) shall be deducted by the D.D.O, as per rate applicable, from the Bill of the Firm / Supplier.

### PENALTY:

8. In case of delay in delivery of materials and remaining undelivered within the stipulated time, delivery penalty @ ½% of the contract of the undelivered materials for each calendar week or a part of delay subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. The date of receipt of materials in division office will be treated as date of supply.

**CONSIGNEE:**

9. The S.D.O Telecom. Sub-Division, Berhampur shall be the Consignee for the above work.

**PAYING OFFICER:**

10. The D.D.O, Telecom Division OPTCL, Berhampur shall be the Paying Officer.

**OUTRIGHT REJECTION:**

11. Non-compliance / submission of documents indicated at Clause - 4 of General Instruction to Bidder is liable for outright rejection of the Firm / Supplier.

12. Conditional Bid of any Firm / Supplier shall be liable for outright rejection.

**PERIOD OF VALIDITY:**

13. The Tender shall be valid for a minimum period of six (06) months from the date of opening of the Tender.

**DISCRETION POWER:**

14. The OPTCL reserves the right:

- (i) To reject all the Bids of the Firms / Suppliers without assigning any reasons thereof ;
- (ii) To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the tender without assigning any reasons thereof ;
- (iii) To cancel the supply order in the event of unsatisfactory supply/ delay in supply of materials or non-observance of relevant clauses of the supply orders.
- (iv) to relax or withdraw any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage

**LEGAL JURISDICTION:**

15. Any dispute arises out of supply order, shall be under the jurisdiction of the Orissa High Court, Cuttack.

**DEPUTY GENERAL MANAGER (TELECOM)  
OPTCL, BERHAMPUR**

**APPLICATION FORMAT**

**PART - I**

**For Supply of Godrej Make Office Furniture**

TENDER SPECIFICATION NO. OPTCL \_\_\_\_\_ Dated \_\_\_\_\_

1. Name of the Firm / Supply Agency :
2. Details of Cost of Tender Paper : DD No. \_\_\_\_\_ Date \_\_\_\_\_  
of Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_
3. Details of Earnest Money Deposit : DD No. \_\_\_\_\_ Date \_\_\_\_\_  
of Rs. \_\_\_\_\_ drawn on Bank  
\_\_\_\_\_
4. Full Office Address : \_\_\_\_\_  
of the Firm / Supply Agency \_\_\_\_\_  
\_\_\_\_\_
- Telephone No. : \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
5. Name & telephone no. of : \_\_\_\_\_  
Authorized officer/person  
to liaise with OPTCL  
Corporate Office
6. PAN / GIR No. : \_\_\_\_\_  
(Attach attested copy)
7. Service Tax Registration No. : \_\_\_\_\_  
(Attach attested copy)  
(VAT Clearance Certificate  
in VAT - 612 shall be attached)

8. Details of the three years' experience in supplying the materials in Govt. Department / PSU in the following format (if the space provided is insufficient, a separate sheet may be attached) [Copy of the relevant Work Orders shall be attached ]:

<b>Sl. No.</b>	<b>Name of the Client with address</b>	<b>Specification of materials supplied with year of supply</b>	<b>Quantity of materials</b>	<b>Total cost of the materials</b>

Date:  
Place:

**Signature of authorized person**  
Name:  
Seal:



**PART - III**

**DECLARATION**

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Sri \_\_\_\_\_ Proprietor / Director / authorized  
signatory of the Bidder, mentioned above, am competent to sign this declaration and execute this  
tender document;

2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;

3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that  
furnishing of any false information / fabricated document would lead to rejection of my tender  
at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place:

**Signature of authorized person of Firm/Supplier**  
**Name:**  
**Seal:**

