



ORISSA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Orissa Undertaking)

Registered Office: Janpath, Bhubaneswar – 751022

TENDER NOTICE

Sealed tenders are invited from reputed Manufacturer/Authorised Dealer registered under VAT Orissa having registered office and business for at least three years in Bhubaneswar for supply of following computer items at OPTCL's Corporate Office, Bhubaneswar-751022, as per the specification given in the tender paper.

Sl. No.	Tender Specification No.	Description of Materials with Quantity	Cost of Tender Paper in Rs.	Last date of sale of Paper	Date & Time of receipt & opening of Tender.
1.	TW-IT-OT-11 /2005-06	Computer Consumables	By Hand 1500.00 By Post 1550.00	31.10.2005 upto 04.00 P.M.	05.11.2005 upto 1.30 P.M. and to be opened on the same day at 04.30 P.M.

Tender Document having detailed specification alongwith the Terms and Conditions of supply for item at above can be obtained from the office of Chief General Manager(IT), IT Deptt., 2nd Floor, Vidyut Bhawan, OPTCL Hqrs. office, Sahid Nagar, Bhubaneswar-751022 on production of Money Receipt acknowledging deposit of cost of Tender paper as mentioned above in shape of Cash or by Demand Draft payable to Drawing & Disbursing Officer, H.Qrs., Orissa Power Transmission Corporation Ltd., Regd. Office, Janapath, Bhubaneswar-751022(Orissa) on all working days between 11.00 hours to 16.00 hours. The said tender paper is also available in the website: www.gridco.co.in.

Chief General Manager(I.T)

**ORISSA POWER TRANSMISSION CORPORATION LIMITED
BHUBANESWAR**

TENDER SPECIFICATION NO. TW-IT-OT-11/2005-06.

TERMS & CONDITIONS OF TENDER SPECIFICATION

1. **UNIT PRICE :**

Unit price for each item of supply inclusive of all charges for delivery in the Hqrs. office of the OPTCL, Bhubaneswar but exclusive of Sales Tax(VAT) etc. leviable on each item may be quoted separately which will be paid extra. The rate of VAT be indicated in the quotation against each individual item.

2. **VALIDITY :**

The tender shall be valid for a minimum period of 120 days from the date of opening of the tender/quotation failing which the quotation will be rejected.

3. **EARNEST MONEY:**

(A) The tenderer shall have to deposit the Earnest Money @ 1% (One Percent) of the tender value in shape of Cash/Bank Draft alongwith the tender failing which the tender will be rejected. No other mode of payment towards earnest money is acceptable. The Earnest Money, either by Account Payee Bank Draft payable to the D.D.O., Hqrs Office, OPTCL, Bhubaneswar-751022 drawn on any Nationalised Bank payable at Bhubaneswar only or in cash should be deposited/remitted to the said D.D.O. in the working days within 11 A.M. to 3 P.M.

The Bank Draft or the money receipt (if the deposited payable in shape of Cash) must be enclosed with the sealed tender failing which the tender shall be liable for rejection.

- (B) (i) The Earnest Money deposited in case of successful tenderers may be adjusted towards security deposit.
- (ii) In case of unsuccessful tenderers, the same will be refunded after finalization of Tender or after final execution of the order.
- (C) The Small Scale Industry Units who have registered with the Director of Export & Promotion & Marketing Orissa, Bhubaneswar for the materials tendered will be eligible for exemption from payment of earnest money and for grant of price preference respectively, as per OGFR rules.

- (D) The Earnest Money deposited will be forfeited in case the successful tenderer fails to execute the purchase order within the time stipulated in the purchase order.

4. **SECURITY DEPOSIT:**

The successful tenderer will be required to deposit a security deposit @ 5%(Five Percent) of the total value of the purchase order(less the amount of earnest money deposited alongwith quotation) in shape of Cash/Bank Draft payable to the D.D.O. Hqrs. Office, OPTCL, Bhubaneswar-751022 immediately within 15 days alongwith the acceptance of the purchase order for timely and satisfactory execution of the order.This will be refunded after six(6) months.

The security deposit shall be forfeited by OPTCL, if the order is not executed timely, fully and satisfactorily in accordance with the Terms & Conditions of the purchase order.

5. **DELIVERY:**

Delivery of the materials should be made within 30(Thirty) days from the date of issue of the purchase order. For any delay in delivery of materials remained undelivered, within the stipulated delivery schedule of the purchase order penalty @ ½% (Half Percent) of the contract basic price of such undelivered quantities of the materials for each calender week or part there of delay shall be imposed, subject to a maximum of 5%(Five Percent) of such portion of the contract which remain undelivered. The date of receipt of materials in Hqrs. Office will be treated as date of supply.

Materials found defective and not in accordance to the specification at the time of delivery will not be accepted and the concerned supplier have to take back the rejected materials within 7(Seven days) from the date of rejection at his own expense failing which the OPTCL will not take the responsibility of such materials in any respect after the date.

6. **VAT & I.T. CLEARANCE CERTIFICATE:**

The tenderers shall have to furnish Xerox copies of up to date VAT & I.T. Clearance Certificate granted on behalf of the firms alongwith the tender failing which the tender liable for rejection.

7. **SAMPLE:**

Qualified tenderers have to furnish the sample of such materials (computer consumables) for which the rates they have been quoted in case required shall be furnished before placement of purchase order.

The tenderers shall have to clearly indicate against each item for which they offered their quotation whether they are the Manufacturing Units/Authorised Dealer for such item and to furnish Xerox copies of necessary up to date valid license/certificates issued by the Competant Authority to that effect.

8. **ORIGINAL CERTIFICATES:**

The tenderers have to furnish all the original certificates issued by Director of EPM in respect of the Xerox copies they furnished alongwith their quotation for necessary verification at the time of opening of quotation.

9. The Tender/Quotation should be submitted in accordance with the Terms & Conditions indicated above alongwith the BID Form (Annexure-I) declaration enclosed failing which the tender/quotation will not be entertained.
10. The Tender/Quotation documents received/furnished within the stipulated date and time will be taken as final. Any correspondence what so ever the case may be received after the last date and time fixed, will not be entertained.
11. No conditional tender/quotation shall be accepted.
12. The undersigned reserves the rights: (a) To reject any or all tenders. (b) to increase or to reduce the quantity or order or to split up the quantities covered under the Tender without assigning any reason thereof. (c) The purchase order will be liable for cancellation in the event of un-satisfactory supply/delay in supply of materials, non observance of relevant clauses of the purchase order.
13. Specification of the computer consumable covered under the tender specification for 28 (twenty eight)items for the year 2005-06 are annexed herewith.

NOTE: The bidders have to purchase the Demand Draft or deposit the cash at the OPTCL's cash counter for the cost of the Tender paper on or before the last date of sale of paper if they down load the tender document from the website (www.gridco.co.in). They have to enclose the Demand Draft/ Money Receipt alongwith the Tender bid failing which the tender shall be rejected.

BID FORM

BID FORM

Date :
Tender Specification No.:

To: (Name & Address of Purchaser)

Gentlemen:

Having examined the Bidding Documents we, the undersigned offer to supply and deliver (Description of Equipment & Services) in conformity with the said Bidding documents for the sum of (Total Bid Amount in words and Figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence delivery within..... (Number) days and to complete delivery of all the items specified in the contract within.....(Number) days calculated from the date of receipt of your purchase/Job Order.

If our tender is accepted, we will submit the security deposit in a sum not exceeding Rs..... Being% of the contract price for the due execution and performance of the contract.

We agree to keep this bid valid for a period of(Number) days from the date fixed for bid opening and it shall remain binding upon us and accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated..... Day of.....19.....

Signature :.....
(in the Capacity of)

Duly authorized to sign bid for and behalf of
(Name & Address of the Bidder)

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Sl.No.	Name of Computer Consumables	Quantity
1	LQ 1050 DX+ Printer Cartridge	40
2	Laser (HP) Cartridge (2100M/ 96A)	8
3	Laser (HP) Cartridge (6MP)	4
4	Laser (HP) Cartridge (6L)	4
5	Laser (HP) Cartridge (1100)	3
6	Laser (HP) Cartridge (4L)	2
7	Laser (HP) Cartridge (2200 M)	4
8	Laser (HP) Cartridge (5000)	3
9	Deskjet HP (670C) - Black	5
10	" - Colour	4
11	Deskjet HP (640C) - Black	4
12	" - Colour	4
13	Deskjet HP (845C) - Colour	3
14	Deskjet HP (950 C) - Black	1
15	" - Colour	1
16	Deskjet HP (9300) - Black	6
17	" - Colour	6
18	Laser (SAMSUNG) Cartridge (1650)	3
19	Laser (SAMSUNG) Cartridge (ML 2151N)	1
20	Xerox Printer (440 ST) Cartridge	2
21	Print Head for LQ 1050 DX+ Printer	8
22	CD Media (CDR)	40
23	Floppy (1.44MB)	30
24	LQ 1050+ Printer Cartridge Ribbon	100
25	Floppy Drive Cleaner	8
26	CDRW	20
27	DVD ROM	30
28	Battery (UPS) , 12volt	40