

TPCODL

TP Central Odisha Distribution Limited

TPNODL

TP Northern Odisha Distribution Limited

TPSODL

TP Southern Odisha Distribution Limited

TPWODL

TP Western Odisha Distribution Limited

CENTRALIZED CONTRACTS GROUP

NIT No.: TPCODL / CCG / 2023-24 / 007

OPEN TENDER NOTIFICATION**FOR****Rate Contract**

for providing Meter Reading, Spot Billing, Spot Bill Printing, Bill Distribution, Special Letter Delivery, Special Meter Reading, Three Phase Meter Reading and Disconnection Notice Delivery Services for TPCODL / TPNODL / TPSODL / TPWODL for 3 (Three) Years

Tender Enquiry No.: TPCODL / CCG / 2023-24 / 007**Due Date for Tender Fee Submission: 12.07.2023 [15.00 Hrs.]****Due Date for Bid Submission: 17.07.2023 [15.00 Hrs.]**

**Centralized Contracts Group
(A TATA Power and Odisha Government Joint Venture)
TP Central Odisha Distribution Limited
1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar – 751007**

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INFORMATION TO THE BIDDERS TO PARTICIPATE IN E-OPEN TENDER SYSTEM**:- Steps for E-tender submission:-**

Bids are to be submitted only through online e-procurement platform, ARIBA. Any other form of bid submission will not be accepted. Online Link for submission of bid through ARIBA will be sent only after confirmation of payment of tender fee from bidder.

Step 1: The bidder can get primary information about the tender from the Newspaper advertisement / TPCODL / TPNODL / TPSODL / TPWODL website such as <www.tpcentralodisha.com> and can download the tender document from the above website.

Step 2: Non-Refundable Tender Participation Fee, as indicated in tender document, to be submitted before last date of tender fee payment, in the form of direct deposit / NEFT / RTGS in the following bank account.

Beneficiary Name – TP Central Odisha Distribution Ltd.
Bank Name – STATE BANK OF INDIA
Branch Name – SBI, IDCO Towers, Bhubaneswar
Address – Post- Sahidnagar, Janapath, Bhubaneswar-751007.
Branch Code – 7891
Account No – 10835304915
IFSC Code – SBIN0007891

Step 3: Eligible and Interested bidder to send an email to CCG attaching duly signed and stamped letter on Bidder's letterhead, with following details, expressing their intend to bid against above tender:

Sl No	Description	Bidder's Response
i)	Tender Enquiry No.	
ii)	Description of materials / Works Tendered	
iii)	Name and address of the bidding company	
iv)	Name of the authorized contact person	
v)	Contact No. authorized person	
vi)	E-mail Id of the where online ARIBA link to be mailed.	
vii)	Tender Fee details (Amount / NEFT UTR No / Date), Ref step 2 above	
viii)	GST No.of bidder	
ix)	MSME Certificate, wherever applicable	
x)	Postal address of bidder for return of EMD BG	

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E-mail has to be sent to <umesh.sahoo@tpnodl.com> with copy to <vipin.chauhan@tpnodl.com> before “Last date and time for payment of Tender Participation Fee”.

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

Step 5: In this mail there will be an online link as **Click Here** to participate in the tender.

Step 6: Click **“Click Here”** to access this event.

Step 7: If bidder is 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. Also a simple one-page registration screen will open for first time user. All * mark mandatory field to be filled in. Those who are already having User Name and password for accessing TPCODL events, they can LOGIN using same User Name and password.

If bidder has got User name and password for their other customer, same will not be applicable for TPCODL.

Step 8: You will be able to see the RFQ

Step 9: After review and downloading of all documents click on **“Review Pre-requisites”**

Step 10: Review and accept **“Bidder Agreement”**.

Step 11: You can see attached pdf tender document 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.

Price schedule is attached in clause no.3.2. 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 authorized person. PDF version of this price bid to be attached in clause 3.2 For Price Bid put all the unit price and taxes and duties in provided field. Put "0" (ZERO) in not applicable field.

Step 13: After successfully putting 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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1.0 Event Information**1.1 Scope of work**

Bids are invited against the Open Tenders through e-tender bidding process from interested Bidders for entering into a Purchase Order as per the details mentioned below:

Tender Enquiry No.	Work Description	EMD (Rs.)	Tender Fee (Rs.)
TPCODL / CCG / 23-24 / 007	Rate Contract for providing Meter Reading, Spot Billing, Spot Bill Printing, Bill Distribution, Special Letter Delivery, Special Meter Reading, Three Phase Meter Reading and Disconnection Notice Delivery Services for TPCODL / TPNODL / TPSODL / TPWODL	2,00,000	5,000

1.2 Availability of Tender Documents

Please refer "Procedure to participate in the e-tender".

1.3 Calendar of Events

(a)	Date & Time of Pre-Bid Meeting (If any)	06.07.2022: 15:00 Hrs
(b)	Last Date of receipt of Tender Fee	12.07.2023 ; 15:00 Hrs
(c)	Last Date of receipt of pre-bid queries, if any	12.07.2023 up to 18:00 Hrs (after which no queries will be entertained)
(d)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	14.07.2023 up to 18:00 Hrs
(e)	Last date and time of receipt of Bids	17.07.2023 up to 15:00 Hrs
(f)	Date & Time of opening technical bids & EMD	17.07.2023 up to 15:30 Hrs
(g)	Date & Time of opening of Price of qualified bids	Will be notified to the successful bidders through our website / e-mail.

Mandatory documents required along with the Bid

- 1.4.1 EMD of requisite value and validity (as applicable)
- 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 Clause 1.7.
- 1.4.4 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable).
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head (Separate for each Discom).