



TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
2nd Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha 751022

NIT No.: TPCODL/P&S/1000000400/2023-24

**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/1000000400/23-24

Tender Enquiry No.	Work Description	EMD (Rs.) *	Tender Fee (Rs.) **	Last Date and Time for payment of Tender Fee
TPCODL/P&S/1000000400/23-24	Bill Printing Services for TPCODL for 2years	2,00,000	5,000	29.07.2023

* 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

Property of TPCODL – Not to be reproduced without prior written permission of TPCODL



TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
2nd Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha 751022

NIT No.: TPCODL/P&S/1000000400/2023-24

- 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, Bhubaneswar

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 sudhakar.behera@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.



TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
2nd Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha 751022

NIT No.: TPCODL/P&S/1000000400/2023-24

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 through 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**".



TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
2nd Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha 751022

NIT No.: TPCODL/P&S/1000000400/2023-24

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>



TP CENTRAL ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
2nd Floor, IDCO Tower, Janpath, Bhubaneswar, Odisha 751022

NIT No.: TPCODL/P&S/1000000400/2023-24

OPEN TENDER NOTIFICATION

FOR

Bill Printing Services for TPCODL for 2years

Tender Enquiry No.: TPCODL/P&S/1000000400/2023-24

Due Date for Bid Submission: 10.08.2023 [15:00 Hrs.]

The Tata Power Central Odisha Distribution Limited
2nd Floor, IDCO Towers, Janpath, Bhubaneswar-
751022

CONTENTS OF THE ENQUIRY

S. NO.	PARTICULARS
1.	Event Information
2.	Evaluation Criteria
3.	Submission of Bid Documents
4.	Bid Opening & Evaluation process
5.	Award Decision
6.	Order of Preference/Contradiction
7.	Post Award Contract Administration
8.	Specifications and Standards
9.	General Conditions of Contract
10.	Safety
Annexures	
I.	Annexure I – Schedule of Items
II.	Annexure II – Technical Specifications
III.	Annexure III – Schedule of Deviations
IV.	Annexure IV – Schedule of Commercial Specifications
V.	Annexure V – Document Check List
VI.	Annexure VI – Acceptance Form for Participation in Reverse Auction Event
VII.	Annexure VII – General Condition of Contract
VIIa.	Annexure VIIa - Preferential Procurement norms for Local MSMEs
VIII.	Annexure VIII - Safety Policy and Safety Terms and Conditions
IX.	Annexure IX – Tata Code of Conduct (TCoC)
X.	Annexure X - Environment & Sustainability Policy

1. Event Information

1.1 Scope of work

Open Tenders are invited in through e-tender bidding process from interested Bidders for entering into for **Bill Printing Services for TPCODL for 2years** as defined below

Package no	Description	EMD Amount(Rs.)	Tender Fee Incl. GST(Rs.)
1	Bill Printing Services for TPCODL for 2years	2,00,000	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.

Chief (Procurement & Stores)
Tata Power Central Odisha Distribution Limited
2nd Floor, IDCO Towers, Janpath, Bhubaneswar-751022

Tender documents may be downloaded by interested eligible bidders from TPCODL website www.tpcentralodisha.com with effect from 20.07.2023 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 20.07.2023
(b)	Last date and time of payment of Tender fees through RTGS/NEFT to get link for participation in E-Tender portal	29.07.2023
(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	01.08.2023
(d)	Last Date of Posting Consolidated replies to all the Pre-Bid queries as received in the	04.08.2023

	TPCODL website	
(e)	Last date and time of receipt of Bids through ARIBA E-Tender portal	10.08.2023 up to 15:00 Hours

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 Clause 1.7.
- 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.