

**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**

**RFP No.: TPCODL / P&S / 1000000455 / 23-24**

**RFP Notification**

**for**

**Empanelment of Business Associates for various Service Activities for TPCODL and other TP Odisha Discoms.**

**RFP No.: TPCODL / P&S / 1000000455 / 23-24**

**Due Date for Proposal Submission: 20.11.2023 [15:00 Hrs.]**

**Centralized Contracts Group  
TP Central Odisha Distribution Limited  
(A TATA Power and Odisha Government Joint Venture)**

**1<sup>st</sup> Floor, Anuj Building, Plot No. 29, Satya Nagar,  
Bhubaneswar – 751007**

**CENTRALIZED CONTRACTS GROUP**

RFP No.: TPCODL / P&amp;S / 100000455 / 23-24

| Enquiry No.                  | Description   | EMD (Rs.)      | Application Fee inclusive of GST (Rs.) | Last Date and Time for payment of Application Fee |
|------------------------------|---|----------------|--|---|
| TPCODL/P&S /100000455/ 23-24 | RFP for Empanelment of Business Associates for supply of various services for TPCODL and other TP Odisha Discoms. | NOT APPLICABLE | 1,000/-                                | 06.11.2023,<br>15:00 Hrs                          |

**INFORMATION TO THE BIDDERS TO PARTICIPATE IN E-OPEN TENDER SYSTEM OF TPCODL**

**:- 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/TPWODL/TPNODL/TPSODL website <www.tpcentralodisha.com> and can download the tender document from the above website.

**Step 2:** Non-Refundable Application 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.

**Account Name: TP Central Odisha Distribution Limited**

**Bank Name: State Bank of India,**

**IDCO Towers, Bhubaneswar**

**Bank Account No. : 10835304915**

**IFSC Code : SBIN0007891**

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

| SI No | Description   | Bidder's Response |
|-------|---|-------------------|
| i)    | 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 sent                     |                   |
| vii)  | Tender Fee details (Amount / NEFT-RTGS UTR No / Date), Ref step 2 above |                   |
| viii) | GST No. of bidder   |                   |
| ix)   | MSME Certificate, wherever applicable                                   |                   |

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E-mail has to be sent to <umesh.sahoo@tpnodl.com> with copy to <Umesh.Bhardwaj7@tpcentralodisha.com> & <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 CCG 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/TPWODL/TPNODL/TPSODL

**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 related document.

**Step 13:** After successfully enclosing the proposal then click on **“Submit Entire Response”**

**Note: Once user ID and password created, bidder can also login to ARIBA site through the following URL:**

**CENTRALIZED CONTRACTS GROUP**

RFP No.: TPCODL / P&amp;S / 1000000455 / 23-24

**CONTENTS OF THE ENQUIRY**

| S. NO.           | PARTICULARS  |
|------------------|--|
| 1.               | Event Information  |
| 2.               | Evaluation Criteria  |
| 3.               | Submission of Proposal Documents                           |
| 4.               | Proposal Opening & Evaluation process                      |
| 5.               | Special Conditions   |
| <b>Annexures</b> |  |
| I                | Annexure I – BA Empanelment Form                           |
| II               | Annexure II – Schedule of Deviations                       |
| III              | Annexure III – General Condition of Contract               |
| IV               | Annexure IV – Checklist for proposal submission            |
| V                | Annexure V – Safety Policy and Safety Terms and Conditions |
| VI               | Annexure VI – Tata Code of Conduct (TCOC)                  |
| VII              | Annexure VII – Environment & Sustainability Policy         |

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**CENTRALIZED CONTRACTS GROUP****RFP No.: TPCODL / P&S / 100000455 / 23-24****Definition & Introduction of Centralized Contracts Group**

The Centralized Contracts Group (CCG) is a shared service group of four TP Odisha Discoms (TPCODL, TPNODL, TPSODL & TPWODL). The empaneled BA list finalized by CCG shall be referred by four TP Odisha Discoms.

**1.0 Event Information****1.1. Scope of work**

Proposals are invited from interested service provider for empanelment as our Business Associates for supply of various service activities across TP Odisha Discoms. Relevant documents as mentioned in this RFP notification shall be submitted through ARIBA Single Part Bid system by service provider for empanelment/ re-empanelment of their firms (irrespective of their current association status with any TP Odisha Discom) for supply of various service activities used in Power Distribution Sector as stated hereunder:

| <b>Sr No</b> | <b>Item Description</b>   |
|--------------|---|
| 1            | General Civil Work  |
| 2            | ITC / SITC of 11kV and LT Works                                     |
| 3            | ITC / SITC for 33kV Bay Extension Jobs                              |
| 4            | SITC of 33kV / 11kV AIS Grid  |
| 5            | SITC of 33kV / 11kV GIS Grid  |
| 6            | Meter Installation / Replacement along with Allied Services         |
| 7            | Site Verification for New Connection and Attribute Change           |
| 8            | Professional Services Towards Intelligence / Enforcement Assignment |
| 9            | Repair of Distribution Transformers                                 |
| 10           | Repairing of Power Transformer at Site                              |
| 11           | Repairing of Power Transformer at Factory Premises                  |
| 12           | AMC of AC   |
| 13           | SITC of Industrial AC   |
| 14           | AMC of Fire Extinguisher  |
| 15           | SITC of Fire Suppression / Detection System                         |
| 16           | AMC for Office Furniture Repairing                                  |
| 17           | Providing Manpower for Call Centre Operation                        |
| 18           | Providing Manpower for Commercial Activities                        |
| 19           | Providing Manpower for Security Services                            |
| 20           | Providing Manpower for Housekeeping Services                        |
| 21           | Providing Manpower for IT related Hardware/ Software/ Applications  |

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|    |   |
|----|---|
| 22 | Services for Cloud  |
| 23 | Store Logistics Support Services  |
| 24 | Hiring Commercial Vehicles on monthly basis                                 |
| 25 | Hiring of LP Truck, Crane & Labor on Call Basis.                            |
| 26 | Hiring of HMTV Vehicles   |
| 27 | Hiring of Hydraulic Lift Mounted Vehicle                                    |
| 28 | Hiring of Driver  |
| 29 | Media Services  |
| 30 | Photography Services during raids in CEG through Digital Camera / Handycam. |

**1.2. Availability of RFP Documents**

RFP Documents shall be available at the respective Discom websites from 20.10.2023 onwards. Please refer “Procedure to participate in the e-tender”.

**1.3. Calendar of Events**

|     |  |                         |
|-----|--|-------------------------|
| (a) | Last date and time of Payment of Application Fee                             | 18.11.2023, 15:00 Hours |
| (b) | Last date and time of submission of Proposals by interested service provider | 20.11.2023, 15:00 Hours |
| (c) | Date and time of opening of Proposals  | 20.11.2023, 16:00 Hours |

**Note:** In the event of due dates specified above is declared as a closed holiday for TPCODL’s office, the last date of submission and date of opening of bids will be the day following working day at appointed times.

**1.4 Mandatory documents required along with the Proposal**

- 1.4.1 Checklist as per Annexure IV.
- 1.4.2 Cover note (as per format given in clause 3.1)
- 1.4.3 Contents of proposal (with proper indexing to individual documents)
- 1.4.4 Details of Application Fee submission.
- 1.4.5 Duly filled, signed and stamped Annexure – I (BA Empanelment Form)
- 1.4.6 Supporting documents as mentioned in Annexure – I (BA Empanelment Form), Point 19.
- 1.4.7 Duly signed and stamped Annexure – II (Schedule of Deviations).
- 1.4.8 Proper authorization letter/ Power of Attorney to sign the proposal.

**1.5. Deviation from Tender**

Normally, the deviations to RFP terms are not admissible and the proposal with deviation are liable for rejection. Hence, the bidders are advised to refrain from taking any deviations. Still in case of any deviations, all such deviations shall be set out by the Bidders, clause by clause in the ‘Annexure II - Schedule of Deviations’ and same shall be submitted as a part of the Proposal.