

1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007

NIT No.: TPCODL/P&S/1000000465/2023-24

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

**-: 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.

SI No	Description	Bidder's Response
1	Tender Enquiry No.	
2	Description of materials / Works Tendered	
3	Name of the bidding company	
4	Place & Detail Address of the Company	
5	Postal Code (PIN Code)	
6	Name of the authorized contact person of the Bidder	
7	Contact No./Mobile No. authorized person	
8	E-mail Id of the contact person	
9	Tender Fee details (Bank Name / Amount / NEFT-RTGS UTR No / Date)	
10	GST No.	

**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.

**Step 5:**

Click "**Click Here**" to access this event.

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**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"**.

**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 authorized person. PDF version of this price bid to be attached. For Price Bid put all the unit price, 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>

**TPCODL**

**TP CENTRAL ODISHA  
DISTRIBUTION LIMITED**

(A Joint Venture of Tata Power and Government of Odisha)

**1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007**

**NIT No.: TPCODL/P&S/100000465/2023-24**

## **OPEN TENDER NOTIFICATION**

**FOR**

**A RATE CONTRACT FOR IT SERVICE DESK (SAHAYAK) AND  
DATA CENTRE OPERATION AT TPCODL, ODISHA**

**Tender Enquiry No.: TPCODL/P&S/100000465/2023-24**

**Due Date for Bid Submission: 29.12.2023 [17:00 Hrs.]**

**Tata Power Central Odisha Distribution Limited  
1<sup>st</sup> Floor, Anuj Building, Satya Nagar, Bhubaneswar-  
751007**

1st Floor, Anuj Building, Plot No.29, Satya Nagar, Bhubaneswar, Odisha 751007

NIT No.: TPCODL/P&amp;S/1000000465/2023-24

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

**Open Tenders** are invited in e-tender bidding process from interested Bidders for entering into a Purchase Order as defined below:

S. No.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1	RC FOR IT SERVICE DESK (SAHAYAK) AND DATA CENTRE OPERATION AT TPCODL, ODISHA	6,00,000	5,000

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\* 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.

### 1.2 Availability of Tender Documents

Non-transferable tender documents may be downloaded by interested eligible bidders from tender section of our website <https://www.tpcentralodisha.com>. Same will also be sent to bidder through ARIBA e-procurement system after payment of tender fee as mentioned in "Process for bidding" in the tender above. Bidder can participate in the tender only through ARIBA e-procurement platform.

Bidders are requested to visit TPCODL website <https://www.tpcentralodisha.com> regularly for any modification/ clarification to the bid documents

Bidders are requested to visit TPCODL website <https://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	From 01.12. 2023 to Onwards
(b)	Last date and time of Payment of Tender Fee	12.12.2023 up to 17:00 Hours
(c)	Date & Time of Pre-Bid Meeting (If any)	Not applicable. Queries to be answered through email/TPCODL Tender Website
(d)	Last Date of receipt of pre-bid queries, (through mail),if any	16.12.2023 up to 17:00 Hours
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	22.12.2023 up to 17:00 Hours
(f)	Last date and time of receipt of Bids	29.12.2023 up to 17:00 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 Bidder / OEM must have service centre in Odisha.
- 1.4.4 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.5 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable)
- 1.4.6 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.7 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.