

Procedure to Participate in Tender

Tender Enquiry No- TPCODL/P&S/100000582 /23-24

Tender Enquiry No.	Work Description	*EMD (Rs.)	Tender Fee (Rs.)	Last Date and Time for payment of Tender Fee
TPCODL/P&S/ 100000582 /23-24	Supply of Stationary Items for TPCODL offices	2,00,000/-	5000/-	16.02.2024; 17:00 Hours

**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, please refer "Annexure VII-A"*

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
 - 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- Saheed Nagar, 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 mosam.saxena@tpcentralodisha.com with copy to samarendra.patnaik@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.

Also all future corrigendums to the said tender will be informed on Tender section on website <https://www.tpcentralodisha.com>.

Open Tender Notification for Supply of Stationary Items for TPCODL Offices

Tender Enquiry No.: TPCODL/P&S/ 1000000582/23-24

Due Date for Bid Submission: [01.03.2024; 17:00 Hours]

**TP Central Odisha Distribution Limited 1st floor, Anuj building, Plot No. 29,
Satya Nagar, Bhubaneswar, Odisha - 751007**

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1.0 Event Information

1.1. Scope of work

Open Tenders are invited from interested Bidders entering into a firm contract for the following:

S. No.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1.	Rate Contract for Supply of Stationary Items for TPCODL offices	2,00,000/-	5,000/-

Note:

- Tender Fee is inclusive of GST
- 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, please refer "**Annexure VII-A**"

1.2. Availability of Tender Documents

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

1.3. Calendar of Events

(a)	Date of sale/ availability of tender documents from TPCODL Website	From 09.02.2024 onwards
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in "Procedure to Participate in Tender"	16.02.2024; 17:00 Hours
(c)	Last Date of receipt of pre-bid queries, if any	19.02.2024; 17:00 Hours
(c)	Date & Time of Pre-Bid Meeting (if any)	NA
(d)	Location of Pre-Bid Meeting	NA
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	21.02.2024; 17:00 Hours
(f)	Last date and time of receipt of Bids	01.03.2024; 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's office, the last date of submission of bids and date of opening of bids will be the day 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 of requisite amount
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.