

**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 / 23-24 / 1000000849****Open Tender Notification****for****Rate Contract for Supply of Neon Tester & 33 KV Contactless Voltage Detector for TPCODL.****Tender Enquiry No.: TPCODL/CCG/23-24/1000000849,  
Due Date for Bid Submission: 20/08/2024 [17:00 Hrs.]****Centralized Contracts Group  
Tata Power Odisha DISCOMs  
1<sup>st</sup> Floor, Anuj Building, Plot No. 29, Satya Nagar,  
Bhubaneswar – 751007.****TPCODL TPNODL TPSODL TPWODL  
(TATA Power and Odisha Government Joint Venture)**

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****Centralized Contracts Group (CCG):**

The Centralized Contracts Group (CCG) is a shared service group of four Tata Power Odisha Distribution Companies (DISCOMs) - TPCODL, TPNODL, TPSODL & TPWODL. CCG is responsible for carrying out tendering activities to cater to the purchasing needs of all four DISCOMs.

**1.0 Event Information**

Bids are invited in Two-part Bid system from interested Bidders to establish a Rate Contract as below:

Tender Enquiry No.	Work Description	EMD (Rs.) *	Tender Fee inclusive of GST (Rs.) **	Last Date and Time for payment of Tender Fee
TPCODL/CCG/23-24/1000000849	Rate Contract for Supply of Neon Tester & 33 KV Contactless Voltage Detector for TPCODL.	50,000/-	5,000/-	09-08-2024

\* EMD exempted for MSMEs registered in the State of Odisha.

\*\* Tender fee – Rs. 1,000/- including GST. for MSMEs registered in the State of Odisha (Ref. Odisha MSME Preferential Norms for details on Odisha MSME support)

**1.1 Scope of work**

Bids are invited from interested Bidders to award Rate Contract for Supply of Neon Tester & 33 KV Contactless Voltage Detector for TPCODL as per details mentioned below:

Sl. No.	Material Description	UOM	TPCODL Qty.
1	Neon Tester	Nos.	500
2	33 KV Contactless Voltage Detector	Nos.	2,000

Detailed scope as stipulated elsewhere in this tender document.

**Odisha MSME Preferential Norms**

- **Tender Fees Relaxation:** To participate in the tender, MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.
- **Earnest Money Deposit (EMD) Exemption:** EMD shall be exempted for MSME registered in the State of Odisha. However, Bidder shall be barred to participate in the tendering process for a period of 2 years in case it backs out post award of the contract.
- **Qualification Requirement Relaxation:** Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.

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- **Past-Experience Relaxation:** *instead of relying on the volumes / value of earlier Supplies / Projects, assessment of the Bidder shall be done based on feedback from Customers. Past performance experience at Tata Power and its Group Companies shall supersede feedback from other Customers.*
- **Reservation for MSME:** *TP DISCOM shall procure at least 20% of the total volume of the procurement from MSME registered in the State of Odisha (however, it shall not apply where goods/services are not available with the MSME), subject to matching L1 discovered prices and meeting technical specifications including quality requirements.*
- **Performance Bank Guarantee (PBG) Relaxation:** *Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.*

**1.2 Availability of Tender Documents**

The bidder can get primary information about the tender from the Newspaper advertisement. Tender documents can be downloaded from TP Odisha DISCOM's websites:

[www.tpcentralodisha.com](http://www.tpcentralodisha.com),  
[www.tpsouthernodisha.com](http://www.tpsouthernodisha.com)

[www.tpnodl.com](http://www.tpnodl.com),

[www.tpwesternodisha.com](http://www.tpwesternodisha.com),

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.

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

**Bank Name: State Bank of India,  
IDCO Towers, Bhubaneswar**

**Bank Account No.: 10835304915**

**IFSC Code: SBIN0007891**

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**To receive online bidding link**, eligible and Interested bidder shall send an email to Package Owner (Ref. Clause 4.0 for details) attaching duly signed and stamped letter on Bidder's letterhead, with following details, expressing their intent to bid against above tender in following format:

<b>Sr No</b>	<b>Description</b>	<b>Bidder's Response</b>
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. of authorized person	
vi)	E-mail Id to which online ARIBA link to be sent	
vii)	Tender Fee details (Amount / NEFT-RTGS UTR No / Date) (Ref sec 1.2)	
viii)	GST No. of bidder	
ix)	MSME Certificate (if applicable)	
x)	Postal address of bidder for return of EMD BG	

E-mail must be sent to saurabh.kumar@tpwesternodisha.com with copy to umesh.bhardwaj7@tpcentralodisha.com on or before last date and time for payment of tender participation fee (Clause 1.3).

On receipt of the above letter, after due verification, ARIBA link for participation in the tender will be sent to bidder's e-mail address from ARIBA system. Bids shall be submitted only through the online e-procurement platform, ARIBA. Any other form of bid submission shall not be accepted. **(Ref. Annexure XII for detailed instructions on bid submission in ARIBA)**

**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****1.3 Calendar of Events**

(a)	Date of sale/ availability of tender documents from Website	29-07-2024
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in “Procedure to Participate in Tender”	09-08-2024
(c)	Due Date of receipt of pre-bid queries by e-mail if any	12-08-2024
(d)	Due Date of Posting Consolidated replies to all the pre-bid queries as received	14-08-2024
(e)	Date & Time of Pre-Bid Meeting (If any)	Shall be intimated later, if required.
(f)	Due date and time of receipt of Bids	20-08-2024; 17:00 Hrs.
(g)	Date & Time of opening technical bids	21-08-2024; 17:00 Hrs.
(h)	Date & Time of opening of Price of qualified bids	Shall be notified to the successful bidders later.

**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 TP Discom’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.

**2.0 Pre- Qualification Criteria**

Sl. No	Parameter	Owner Requirement	Documents to be submitted by Bidder
<b>A</b>	<b>Technical Pre-Qualification Requirements</b>		
1	Technical Experience / Performance	<p>In case the Bidder is a manufacturer of the tendered items, then the bidder should have their own manufacturing facility to manufacture &amp; in-house testing facility for the same. The bidder must submit a self-undertaking in this regard.</p> <p>In case the bidder is a channel partner/trader/authorized distributor for the items, the bidder shall submit the Manufacturer Authorization Form (MAF) as per GCC.</p>	Self-undertaking on Bidder’s company letterhead for having manufacturing & in-house testing facility to be submitted/Manufacturer Authorization Form (MAF).

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		One Performance Certificate by any Discoms / PSUs / Reputed companies is to be submitted. The work against these issued certificates should be completed in the last 07 years from the date of bid submission. In case the bidder has got previous association with Tata Power / TPCODL / TPNODL / TPWODL for supply of similar product, performance feedback of the same will be solely considered irrespective of the performance certificate issued by bidder's other customers	The performance certificate and contact details of the client need to be submitted
2	BIS/ISO Certification.	Relevant BIS/ISO certification shall be submitted. The certification should be valid on the date of the Tender opening.	A valid BIS/ISO certificate is to be submitted, if applicable.
3	Non-blacklisting/Debarment	The Bidder should not be blacklisted/debarred from any Govt. organization/DISCOM/Power Utility in India.	Self-undertaking on Bidder's company letterhead to be submitted.
<b>B</b>	<b>Financial Pre-Qualification Requirements</b>		
1	Commercial Capability	The bidder should have an Average Annual Turnover of at least Rs. 0.20 Cr. for any of 5 Financial Year (FY) out of FY 18-19, FY 19-20, FY 20-21, FY 21-22 & FY 22-23. Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria. In case Bidder is an authorized distributor/channel partner, joint credentials of OEM & Bidder can be considered.	Copy of audited Balance sheet with UDIN no. and CA certified Turnover certificate with UDIN No. to be submitted in this regard.
2	Statutory Compliances	The prospective Bidder(s) should be have following certificates: a. Valid GST Registration Certificate.	PAN, GST and MSME Certificates to be submitted.

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		b. Valid PAN No. c. MSME certificate d. EPFO certificate/Undertaking for exemption e. ESI certificate/ Undertaking for exemption	
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**3.0 Evaluation Criteria**

- The bids will be evaluated technically and on qualifying criteria of tender terms and conditions.
- The bids will be evaluated commercially on an individual line-item basis for all-inclusive lowest quoted price as calculated in Schedule of Items [Annexure I]).
- Bidder must mandatorily quote against each item of Schedule of Items [Annexure I]. Failing to do so, CCG may reject the bids.

**NOTE:** In case a new bidder is not registered with DISCOM, factory inspection and evaluation shall be carried out to ascertain bidder's manufacturing capability and quality procedures. However, DISCOM reserves the right to carry out factory inspection and evaluation for any bidder prior to technical qualification.

In case a bidder is found as Disqualified in the factory evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of DISCOM shall be final and binding on the bidder in this regard.

**3.1 Price Basis**

-Price will be fixed and FIRM during the contractual period.

**4.0 Contact Information**

All the bidders are requested to send their pre-bid queries (if any) against this tender through e-mail within the stipulated timelines. The consolidated reply to all the queries received shall be posted on website by the stipulated timelines as detailed in calendar of events.

**Communication Details:**Package Owner:

Name: Saurabh Kumar

Contact No.: 7004418500

E-Mail ID: saurabh.kumar@tpwesternodisha.com

Escalation Level I:

Name: Umesh Bhardwaj, HoD- CCG

Contact No.: 9871552975

E-Mail ID: umesh.bhardwaj7@tpcentralodisha.com

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849**Escalation Level II:

Name: Mr. Vipin Chauhan, Head -CCG

Contact No.: 9717393121

E-Mail ID: vipin.chauhan@tpnodl.com

**5.0 Submission of Bid Documents****5.1 Bid Submission:**

Bidders are requested to submit their offer in line with this Tender document through e-tendering process.

All future correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. shall be through TPCODL E-Tender system (Ariba).

Bids shall be submitted in 3 (Three) parts:

**5.1.1 First Part: EMD**

EMD as applicable shall be submitted. The EMD shall be valid for 210 days from the due date of bid submission in the form of Bank Guarantee / Bank Draft / Bankers Pay Order (issued from a Scheduled Bank) online NEFT/ RTGS transfer favoring '**TP Central Odisha Distribution Limited**' payable at **Bhubaneswar**. The EMD BG must be strictly in the format as mentioned in the General Condition of Contract, failing which it shall not be accepted by CCG and the bid as submitted shall be liable for rejection. A separate **non-refundable tender fee** of the stipulated amount also needs to be transferred **online through NEFT/ RTGS** in case the tender document is downloaded from our website.

TPCODL Bank Details for transferring Tender Fee and EMD is as below:

**Account Name: TP CENTRAL ODISHA DISTRIBUTION LIMITED****Bank Name: SBI, IDCO Towers, Bhubaneswar****Bank Account No.: 10835304915****IFSC Code: SBIN0007891**

**Note-** EMD is preferred in the form of Bank Guarantee and to be delivered to the following address. However, in view of the present situation if Bidder is finding it difficult to submit BG for EMD amount, they can do online transfer of EMD amount in the above-mentioned Account and submit proof of the same as part of Bid Submission.

-In such case, Tender Fee and EMD should be strictly 2 separate transactions else bids shall be rejected.

-Return of EMD from Bank Account is non-standard practice and the same may take more time than return of EMD BG.

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**EMD Original Hard Copy shall be delivered to the following address in Envelope clearly indicating Tender Reference/ Enquiry Number, Name of Tender and Bidder Name.**

**“EMD (Earnest Money Deposit)”**

**“Rate Contract for Supply of Neon Tester & 33 KV Contactless Voltage Detector for TPCODL.”**

**Chief – Centralized Contracts Group**

**TP Central Odisha Distribution Limited**

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

**Kind Attn.: Saurabh Kumar, Contact No.: 7004418500.**

*\*EMD shall be exempted for MSME registered in the State of Odisha. However, Bidder shall be barred to participate in the tendering process for a period of 2 years in case it backs out post award of the contract.*

The bidder shall furnish, as part of its bid, an EMD amounting as specified in the tender. The EMD is required to protect DISCOM against the risk of bidder's conduct which would warrant forfeiture.

The EMD shall be denominated in any of the following form:

- Bank Guarantee in favor of TP Central Odisha Distribution Limited payable at Bhubaneswar.
- Online transfer of requisite amount through NEFT/ RTGS.
- Bank Guarantee valid for 210 days after the due date of submission.

*Ref. GCC for Format of Bank Guarantee*

***The EMD shall be forfeited in case:***

- a) The bidder withdraws its bid during the period of specified bid validity.

**Or**

- b) The successful Bidder does not

- i. accept the Purchase Order, or
- ii. furnish the required Performance Security Bank Guarantee

**5.1.2 Second Part: Techno-Commercial Bid.**

Techno-Commercial bid shall contain the following documents. Absence of any of these may attract bid rejection:

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1. Index Stating Document name & Page No./Document No. in bid. As illustrated below:

Sr No	Document	Page No/Document No
1	Type test Reports	3
2	Schedule of Deviations	8
3	...	...

2. Requisite Documents for compliance with Qualification Criteria mentioned in Clause 2.0 and clause no. 1.5.
3. Type Test Certificate\* of same or higher rating.
4. Acceptance of Specification as per Annexure II.
5. Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
6. Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
7. Duly filled in Annexure V and VI.
8. Proper authorization letter / Power of Attorney to sign the tender on behalf of bidder.
9. Copy of PAN, GST registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

*\*The type tests specified in technical specifications should have been carried out **within five years** (unless otherwise explicitly stated) prior to the date of opening of technical bids and test reports are to be submitted along with the bids. If type tests carried out are not within the five years prior to the date of bidding, the bidder will arrange to carry out type tests specified, at his cost. The decision to accept/reject such bids rests with DISCOM.*

**The technical bid shall be submitted through CCG / TPCODL E-tender System (Ariba) only. Hard Copy of Technical Bids need not be submitted unless specifically asked for.**

### **5.1.3 Third Part: Price Bid**

Price Bid shall contain only the price details and strictly in format as mentioned in Annexure I along with explicit break up of basic prices and Taxes & duties etc. In case any discrepancy is observed between the item description stated in Schedule of Items mentioned in the tender and the price bid submitted by the bidder, the item description as mentioned in the tender document (to the extent modified through Corrigendum issued if any) shall prevail. The price bids containing any deviations/conditions shall be liable to be rejected.

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**Price Bid is to be submitted in soft copy through CCG/TPCODL E-Tendering system (Ariba) only. Hard copy of Price Bid shall not be submitted.**

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and CCG, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in another Language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the Bid, the English translation shall govern.

**5.2 Signing of Bid Documents**

The bid must contain the name, residence, and place of business of the person or person making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all the people signing should also be typed or printed below the signature.

The Bid being submitted must be signed by a person holding a **Power of Attorney** authorizing him to do so, certified copies of which shall be enclosed.

The Bid submitted on behalf of companies registered with the Indian Companies Act, for the time being in force, shall be signed by persons duly authorized to submit the Bid on behalf of the Company and shall be accompanied by certified true copies of the resolutions, extracts of Articles of Association, special or general Power of Attorney etc. to show clearly the title, authority and designation of persons signing the Bid on behalf of the Company. Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with bid.

A bid by a person who affixes to his signature the word 'President', 'Managing Director', 'Secretary', 'Agent' or other designation without disclosing his principal will be rejected.

The Bidder's name stated on the Proposal shall be the exact legal name of the firm.

**5.3 Mandatory documents required along with the Bid.**

- 1.4.1 EMD of requisite value and validity
- 1.4.2 Tender Fee.
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Acceptance of Specification, drawing with filled in GTP as per Annexure II.
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.7 Duly filled in Annexure V and VI.
- 1.4.8 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.

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- 1.4.9 Copy of PAN, GST 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 the absence of any of the above documents (as applicable), the bid submitted by a bidder shall be liable for rejection.***

**5.4 Deviation from Tender**

Normally, 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.

**6.0 Bid Related Details****6.1 Bid Prices**

Bidders need to quote for all items as per the Price schedule attached in Annexure I. The bidder shall complete the appropriate Price Schedules included herein, stating the Unit Price for each item & total price with taxes, duties & freight up to destination at various DISCOMS. sites. The all-inclusive prices offered shall be inclusive of all costs –Insurance, Transport, duties, taxes, levies paid or payable etc. during the execution of the supply work. Applicable GST to be specified clearly.

The quantity break-up shown elsewhere other than Price Schedule may tentative. The bidder shall ascertain himself regarding material required for completeness of the entire work. Any items not indicated in the price schedule, but which are required to complete the job as per the Technical Specifications/ Scope of Work/ SLA mentioned in the tender, shall be deemed to be included in prices quoted.

**6.2 Bid Currencies**

Prices shall be quoted in Indian Rupees Only unless otherwise stated explicitly.

**6.3 Period of Validity of Bids**

Bids shall remain valid for **180 days** from the due date of submission of the bid.

Notwithstanding clause above, CCG may solicit the Bidder's consent to an extension of the Period of Bid Validity. The request and responses thereto shall be made in writing.

**6.4 Alternative Bids**

Bidders shall submit Bids, which comply with the Bidding documents. Alternative bids will not be considered. The attention of Bidders is drawn to the provisions regarding the rejection of Bids in the

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terms and conditions, which are not substantially responsive to the requirements of the bidding documents.

**6.5 Modifications and Withdrawal of Bids**

The bidder is not allowed to modify or withdraw its bid after the Bid's submission. The EMD as submitted along with the bid shall be liable for forfeiture in such an event.

**7.0 Bid Opening & Evaluation****7.1 Bid Confidentiality**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence CCG in processing of Bids or award decisions may result in rejection of the Bidder's Bid.

**7.2 Technical Bid Opening**

Technical Bids shall be opened online as per schedule mentioned in section 1.3, in CCG Office (1<sup>st</sup> Floor Conference room, Plot -29, Anuj Building Satya Nagar, Bhubaneswar). Bidders having authorization letter (format Annexed- XI) for attending bid opening from competent authority of respective Organizations, who may choose to be present physically / online at the time of tender opening. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time. The technical bid must not contain any cost information whatsoever, else bids shall be liable to be rejected.

First the envelope marked "EMD" will be opened. Bids without EMD/cost of tender (if applicable) of required amount/ validity in prescribed format, shall be rejected.

Next, the technical bid of the bidders who have furnished the requisite EMD will be opened, one by one.

**7.2.1 Preliminary Examination of Bids/Responsiveness**

CCG will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are in order & format as detailed elsewhere in this document. CCG may ask for submission of original documents to verify the documents submitted in support of qualification criteria.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit

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price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

Prior to the detailed evaluation, CCG will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviation. CCG reserves the right to reject non-responsive bids.

**7.2.2 Techno Commercial Clarifications**

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, CCG/Engineering may at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to specifications and attempt will be made to bring all bids on a common footing. Any such clarification as sought shall have to be responded to by the bidder within two working days, post which the bids shall be liable to be rejected. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered, or permitted owing to any clarifications sought.

**7.3 Right of Acceptance/Rejection**

Bids are liable for rejection in absence of following documents:

- i. EMD of requisite value and validity.
- ii. Tender fee of requisite value.
- iii. Price Bid as per the Price Schedule mentioned in Annexure I (BOQ)
- iv. Necessary documents against compliance with Qualification Requirements mentioned in Clause 2.0 of this Tender Document.
- v. Filled in Schedule of Deviations as per Annexure III.
- vi. Filled in Schedule of Commercial Specifications as per Annexure IV.
- vii. Signed and filled in Specification and GTP as per Annexure II.
- viii. Duly filled and signed Annexure V and VI.
- ix. Receipt of Bid within the due date and time.

CCG reserves the right to accept/reject any or all the bids without assigning any reason thereof.

**7.4 Price Bid Opening**

Price Bids will be opened online for all technically qualified bidders on the dates as shall be informed to qualified bidders in CCG Office (First Floor Conference room, Plot -29, Anuj Building Satya Nagar, and Bhubaneswar). Bidders having authorization letter (format annexed) for attending bid opening

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from competent authority of respective Organizations shall be allowed to be present physically/online at the time of bid opening. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time. The EMD of the bidder withdrawing or substantially altering his offer at any stage after the technical bid opening will be forfeited at the sole discretion of DISCOM without any further correspondence in this regard.

**8.0 Market Integrity**

We have a fair and competitive marketplace. The rules for bidders are outlined in the General Condition of Contracts. Bidders must agree to these rules prior to participating. In addition to other remedies available, CCG reserves the right to exclude a bidder from participating in future markets due to the bidder's violation of any of the rules or obligations contained in the General Condition of Contracts. A bidder who violates the market place rules or engages in behavior that disrupts the fair execution of the marketplace, may result in restriction of a bidder from further participation in the marketplace for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

- Failure to honor prices submitted to the marketplace.
- Breach of terms as published in TENDER / NIT

**9.0 Supplier Confidentiality**

All information contained in this tender is confidential and shall not be disclosed, published or advertised in any manner without written authorization from CCG. This includes all bidding information submitted to the DISCOM. All tender documents remain the property of DISCOM, and all suppliers are required to return these documents to DISCOM upon request. Suppliers who do not honor these confidentiality provisions will be excluded from participating in future bidding events.

**10.0 Reverse Auctions**

CCG reserves the right to conduct the reverse auction for the products/ services being asked for in the tender. The terms and conditions for such reverse auction events shall be as per the Acceptance Form attached as Annexure VI of this document. The bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form attached as Annexure VI as a token of acceptance for the same.

**Bidders shall be allowed to participate in Reverse auction as per following criteria hence bidders are advised to quote their most competitive rates while submitting the bids to avoid disqualification from participation in Reverse Auction.**

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**Reverse Auction shall be as per the below approach:**

No. of bidders allowed to participate in RA process shall be: Total No. of bidders on whom tender would be split PLUS 2 more bidders.

**Illustrative example:** Total no. of qualified bidders is 10 & tender needs to split amongst 4 bidders.

PLUS 2 means ( $04 + 02 = 06$ ) means lowest 6 bidders i.e., L1 to L6 bidders would be allowed in the RA process. Balance, H1 to H4 bidders would not be allowed in the RA process.

In case – Total no. of qualified bidders is equal to or less than the **PLUS 2** number, all qualified bidders shall be allowed in the RA process.

**Illustrative example:** Total no. of qualified bidders is 4 & tender needs to split amongst 2 bidders. PLUS 2 means ( $02 + 02 = 04$ ), so all 4 qualified bidders would be allowed in the RA process.

**Illustrative example:** Total no. of qualified bidders is 3 & if the tender is to be awarded to a single party only, PLUS 2 means ( $01 + 02 = 03$ ), so all 3 qualified bidders would be allowed in the RA process.

### **11.0 Award Decision**

DISCOM will award the contract to the successful bidder whose bid has been determined to be the lowest-evaluated responsive bid as per the Evaluation Criterion mentioned in Clause 3.0. The Cost for the said calculation shall be taken as the all-inclusive cost quoted by bidder in Annexure I (Schedule of Items) subject to any corrections required in line with Clause 7.2.1. The decision to place purchase order/LOI solely depends on CCG on bidder qualification & cost competitiveness across multiple lots, quality, delivery, and bidder's capacity, in addition to other factors that CCG may deem relevant.

CCG reserves the right to split the order quantity wise/Line item wise among two number of Bidders. All bidders are advised to quote their most competitive rates against each line item. However, CCG reserves the right to adjust the splitting as per bidders' participation/qualification/any other unforeseen condition in tender.

DISCOM reserves the right to award the contract to one or more number of bidders to meet the delivery requirement or nullify the award decision without assigning any reason thereof.

In case any supplier is found unsatisfactory during delivery process, the award will be cancelled and DISCOM reserves right to award contract to other suppliers who are found fit.

### **12.0 Order of Preference / Contradiction**

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In case of contradiction in any part of various documents in tender, following shall prevail in order of preference:

1. Schedule of Items – Price Bid (Annexure I)
2. Technical Specifications (Annexure II)
3. Special Conditions of Contract (Clause 13.1)
4. Submission of Bid Documents (Clause 5.0)
5. Acceptance Form for Participation in Reverse Auction (Annexure VI)
6. General Conditions of Contract (Annexure VII)

**13.0 Post Award Contract Administration****13.1 Special Conditions of Contract**

- i. The Rate Contract shall be valid for a period of 12 months from the placement of the Contract. Release Order (RO) shall be placed as per the requirement of respective TP Odisha Discom. Rates shall remain FIRM throughout the RC period.
- ii. Prices shall be inclusive of Transit Insurance/ Packing & Forwarding charges and shall be inclusive of unloading & stacking at Discom site / store locations.
- iii. BA shall submit applicable PBG as per GCC within 15 days of issuance of RC. PBG applicable shall be 5% of contract value. PBG submitted shall be released after completion of applicable guarantee period plus one month. Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.
- iv. The guarantee period shall be 24 months from the date of supply, whichever is earlier.
- v. BA shall submit GTP/ Drawing within 15 days from issuance of rate contract. If drawings are not approved by competent authority due to document shortfall or any changes are suggested, vendor must resubmit new drawing/GTP/documents within 05 days of such intimation. BA shall offer prototype inspection within 15 days of issuance of approved Drawings/GTP (if applicable). In case BA does not get necessary approvals for issuance of manufacturing clearances /CAT-A within mentioned / mutually agreed timelines, then CCG/TP Odisha Discoms reserve the right to cancel issued rate contract / release order and reserve the right to forfeit EMD/PBG.
- vi. **Delivery Period** shall be 60 Days from date of receipt of release order / CAT-A GTP approval, whichever is later.

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- vii. **Payment Terms:** 100% payment within 60 days of submission of error-free Invoice complete in all respects. However, for MSME the payment cycle shall be 45 days.
- viii. Pre-dispatch inspection, MDCC and LD shall be applicable as per GCC.
- ix. TP Odisha Discom reserves the right to short close the issued Release Order / Rate contract, in case of any quality issues.
- x. Any change in statutory taxes, duties and levies during the contract period shall be borne by respective TP Odisha Discom. However, in case of delay in supply owing to reasons not attributable to TP Odisha Discom, any increase in total liability shall be passed on the Bidder, whereas any benefits arising owing to such statutory variation in taxes and duties shall be passed on TP Odisha Discom.
- xi. All other terms of GCC – Supply shall be applicable.

**14.0 Drawing Submission and Approval**

As per SCC, Clause number 13.1

**15.0 Payment Terms**

As per SCC, Clause number 13.1

**16.0 Climate Change**

Significant quantities of waste are generated during the execution of project and an integrated approach for effective handling, storage, transportation, and disposal of the same shall be adopted. This would ensure the minimization of environmental and social impact to combat climate change. Please refer to the attached Environment Policy and Sustainability Policy (Annexure–X).

**17.0 Ethics**

TP DISCOMs are ethical organizations bound by Tata Code of Conduct. As a policy we lay emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.

DISCOM work practices are governed by the Tata Code of Conduct which emphasizes on the following:

- We shall select our suppliers and service providers fairly and transparently.
- We seek to work with suppliers and service providers who can demonstrate that they share similar values. We expect them to adopt ethical standards comparable to our own.



TP Central Odisha Distribution Limited



TP Northern Odisha Distribution Limited



TP Southern Odisha Distribution Limited



TP Western Odisha Distribution Limited

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- Our suppliers and service providers shall represent our company only with duly authorized written permission from our company. They are expected to abide by the Code in their interactions with, and on behalf of us, including respecting the confidentiality of information shared with them.
- We shall ensure that any gifts or hospitality received from, or given to, our suppliers or service providers comply with our company's gifts and hospitality policy.
- We respect our obligations on the use of third party intellectual property and data.

Bidder is advised to refer Tata Code of Conduct (TCOC) attached for more information. For details, refer link: <https://www.tata.com/about-us/tata-code-of-conduct>

Any ethical concerns with respect to this tender can be reported to the following:

Mr. Pradip Sil (Chief Central Contracts Group): [pradip.sil@tpcentralodisha.com](mailto:pradip.sil@tpcentralodisha.com)

### 18.0 Specification and standards

As per Annexure II

### 19.0 General Condition of Contract

Any condition not mentioned above shall be applicable as per GCC attached as Annexure VII along with this tender.

### 20.0 Safety Policy and Safety Terms & Conditions

Annexure VIII attached along with this tender.

### 21.0 Tata Code of Conduct

Annexure IX attached along with this tender.

### 22.0 Environment & Sustainability Policy

Annexure X attached along with this tender.

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE-I: Price Schedule**

Sl. No.	Item Description	Qty.	UoM	HSN Code	Unit Ex-Work Price (Rs./ Unit)	GST (Rs/ Unit)	All Inclusive Unit Rate (Rs.)	Total All Inclusive Value (Rs.)
A	B	C	D	E	F	G	H=(F+G)	I=(H x C)
1	Neon Tester	500	Nos.					
2	33 KV Contactless Voltage Detector	2,000	Nos.					

**NOTE:**

- Prices shall be firm till the validity of the contract (As applicable).
- The bids will be evaluated commercially on a Line-item basis.
- The unit price to be entered in column “F” of above table is exclusive of GST.
- The prices mentioned above shall be on an F.O.R basis for all the TPCODL, TPNODL & TPSODL designated locations.
- Issuance of Release Orders (RO) shall be done by respective Discoms as per their requirement.
- The material shall be delivered as per the location mentioned in the release order/MDCC.
- The bidders are advised to quote prices strictly in the above format. Failing to do so, bids shall be liable for rejection.
- The bidder must fill every column of the above format. ***Mentioning “extra/inclusive”/other conditions in any of the column may lead to rejection of the price bid.***
- No cutting/ overwriting in the prices is permissible.
- The quantity mentioned above is for evaluation purposes only and may vary as per actual site requirement.

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## **CENTRALIZED CONTRACTS GROUP**

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### **ANNEXURE-II: Technical Specification**

***Attached separately with Tender.***

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE III: Schedule of Deviations**

Bidders are advised to refrain from taking any deviations on this TENDER. Still in case of any deviations, all such deviations from this tender document shall be set out by the Bidders, Clause by Clause in this schedule and submit the same as a part of the **Technical Bid**.

Unless specifically mentioned in this schedule, the tender shall be **deemed** to confirm the specifications:

Sl. No.	Clause No.	Tender Clause Details	Details of deviation with justifications

By signing this document, we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

***Seal of the Bidder:******Signature:******Name:***

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**TPSODL**

TP Southern Odisha Distribution Limited

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE IV: Schedule of Commercial Specifications**

***(The bidders shall mandatorily fill in this schedule and enclose it with the offer Part I: Technical Bid. In the absence of all these details, the offer may not be acceptable.)***

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Prices firm or subject to variation (If variable indicate the price variation clause with the ceiling if applicable)	Firm / Variable
a.	If variable price variation on clause given	Yes / No
b.	Ceiling	----- %
c.	Inclusive of GST	Yes / No (If Yes, indicate % rate)
d.	Inclusive of transit insurance	Yes / No
2.	Delivery Clause acceptable	Yes / No
3.	Guarantee clause acceptable	Yes / No
4.	Terms of payment acceptable	Yes / No
5.	Performance Bank Guarantee acceptable	Yes / No
6.	Liquidated damages clause acceptable	Yes / No
7.	Validity (180 days) (From the date of opening of bid)	Yes / No
8.	Inspection during stage of manufacture	Yes / No
9.	Covered under Small Scale and Ancillary Industrial Undertaking Act 1992	Yes / No (If Yes, indicate, SSI Reg'n No.)

***Seal of the Bidder:******Signature:******Name:***

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE V: Checklist of all the documents to be submitted with the Bid**

Bidder must mandatorily fill in the checklist mentioned below:

<b>S. No.</b>	<b>Documents attached</b>	<b>Yes / No / Not Applicable</b>
1	EMD of required value	
2	Tender Fee as mentioned in this tender	
3	Signed copy of this tender as an unconditional acceptance	
5	Duly filled schedule of commercial specifications (Annexure IV)	
6	Sheet of commercial/technical deviation if any (Annexure III)	
7	Balance sheet for the last completed three financial years; mandatorily enclosing Profit & loss account statement	
8	Acknowledgement for Testing facilities if available (duly mentioned on bidder letter head)	
9	List of Machine/tools with updated calibration certificates if applicable	
10	Details of order copy (duly mentioned on bidder letter head)	
11	Order copies as a proof of quantity executed	
12	Details of Type Tests if applicable (duly mentioned on bidder letter head)	
13	All the relevant Type test certificates as per relevant IS/IEC (CPRI/ERDA/other certified agency) if applicable	
14	Project/supply Completion certificates	
15	Performance certificates	
16	Client Testimonial/Performance Certificates	
17	Credit rating/solvency certificate	
18	Undertaking regarding non blacklisting (On company letter head)	
19	List of trained/untrained Manpower	

***Seal of the Bidder:******Signature:******Name:***

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE VI: Acceptance form for Participation in Reverse Auction Event*****(To be signed and stamped by the bidder)***

In a bid to make our entire procurement process fairer and more transparent, CCG intends to use the reverse auctions as an integral part of the entire tendering process. All the bidders who are found technically qualified based on the tender requirements shall be eligible to participate in the reverse auction event.

**The following terms and conditions are deemed as accepted by the bidder on participation in the bid event:**

1. CCG shall provide the user id and password to the authorized representative of the bidder. *(Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).*
2. CCG will make every effort to make the bid process transparent. However, the award decision by CCG would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of CCG, bid process, bid technology, bid documentation, and bid details.
4. The bidder is advised to understand the auto bid process to safeguard themselves against any possibility of non-participation in the auction event.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the entire infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of CCG.
6. In the case of intranet medium, CCG shall provide the infrastructure to bidders. Further, CCG has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case an auction event is restarted, the best bid as already available in the system shall become the start price for the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer, and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offer. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be outrightly rejected.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at Discom site / store.

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10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for event time extension of auction event shall be considered by CCG.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

**[Signature & Stamp of Bidder]**

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## **CENTRALIZED CONTRACTS GROUP**

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### **ANNEXURE VII: General Conditions of Contract**

*Attached Separately*

**TPCODL**

TP Central Odisha Distribution Limited

**TPNODL**

TP Northern Odisha Distribution Limited

**TPSODL**

TP Southern Odisha Distribution Limited

**TPWODL**

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## **CENTRALIZED CONTRACTS GROUP**

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### **ANNEXURE VIII: Safety Policy and Safety Terms & Conditions**

*Attached Separately with Tender*

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TP Northern Odisha Distribution Limited

**TPS**DL

TP Southern Odisha Distribution Limited

**TPW**DL

TP Western Odisha Distribution Limited

**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE IX: Tata Code of Conduct*****Attached Separately with Tender******Also Refer: <https://www.tata.com/about-us/tata-code-of-conduct>***

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE X: Environment & Sustainability Policy****CORPORATE ENVIRONMENT POLICY**

**Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:**

- Complying with the requirements and spirit of applicable environmental laws and striving to exceed required levels of compliance wherever feasible
- Ensuring that our employees are trained to acquire the necessary skills to meet environmental standards
- Conserving natural resources by improving efficiency and reducing wastage
- Making business decisions that aim towards sustainable development
- Engaging with stakeholders to create awareness on sustainability

(Praveer Sinha)  
CEO & Managing Director

Date: 15<sup>th</sup> June, 2018

**TATA POWER**  
**Lighting up Lives!**



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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE XI: Authorization Letter Format**

(To be presented by the authorized person at the time of opening of Bid on the letter head of Bidder and should be signed by an Authorized Signatory with Name and Seal of the Company)

**Chief - Central Contracts Group**

Tata Power Odisha DISCOMs

Plot-29 Anuj Building

Satya Nagar Bhubaneswar

**SUB: Tender for .....****Ref: Tender No..... dated. ....**

Dear Sir,

This has reference to your above Tender. Mr. / Miss / Mrs. \_\_\_\_\_

is hereby authorized to attend the bid opening of the above Tender on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name &amp; Designation of Authorizing Authority

**NOTE: This Authorization letter is to be carried at the time of Bid Opening**

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**CENTRALIZED CONTRACTS GROUP****NIT No.: TPCODL / CCG / 23-24 / 1000000849****ANNEXURE XII: Instructions to Bidder for participation in ARIBA System**

**Step 1:** Eligible and Interested bidder shall send an email to Package Owner (Ref. Clause 4.0 for details) attaching duly signed and stamped letter on Bidder's letterhead, with following details, expressing their intent to bid against above tender:

<b>Sr No</b>	<b>Description</b>	<b>Bidder's Response</b>
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. of authorized person	
vi)	E-mail Id to which online ARIBA link to be sent	
vii)	Tender Fee details (Amount / NEFT-RTGS UTR No / Date) (Ref sec 1.2)	
viii)	GST No. of bidder	
ix)	MSME Certificate (if applicable)	
x)	Postal address of bidder for return of EMD BG	

E-mail must be sent to saurabh.kumar@tpwesternodisha.com with copy to umesh.bhardwaj7@tpcentralodisha.com on or 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 e-mail address from ARIBA system.

**Step 5:** In this e-mail online link as "[Click Here](#)" shall be there to access the event & participate in the tender.

**Step 6:** First time bidders need to **Sign Up** for accessing the event. Create User Name and password as mentioned in Sign Up page. A one-page registration screen will open for first time user. All \* mark mandatory field to be filled in.

**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 / 23-24 / 1000000849**

Those who already have User Name and password for accessing events, may LOGIN by using same User Name and password. (Bidder's user name and password for their other customer shall not be applicable for TPCODL / TPWODL / TPNODL / TPSODL).

**Step 7:** Post login, access the RFQ.

**Step 8:** After review and downloading of all documents click on **"Review Pre-requisites."**


**Step 9:** Review and accept **"Bidder Agreement"**.

**Step 10:** Tender document (PDF) can be downloaded from relevant section in Ariba Portal

**Step 11: Technical Bid Submission:** Bidder must attach pdf version of technical bid in section relevant to technical bid submission. Uploading any price-related information in this section shall lead to bidder rejection.

**Step 12: Price Bid Submission:** Price schedule as attached in relevant section must be downloaded. Price and tax details to be filled in as per the format. PDF version of duly filled price bid to be uploaded in relevant section. Price bid to be mandatorily signature & sealed by authorized person on Company letter head. For Price Bid put all the unit price and taxes and duties in the provided field. Put "NA" in the not applicable field.

**Step 13:** After successfully uploading Techno commercial offer and price part, click - **"Submit Entire Response."**

	<b>TP CENTRAL ODISHA DISTRIBUTION LIMITED, BHUBANESHWAR</b>	
	<b>TECHNICAL SPECIFICATION</b>	
<b>Doc. Title</b>	<b>STANDARD TECHNICAL PARTICULARS FOR LIVE LINE DETECTOR ( NEON TESTER ) without FRP rod</b>	
<b>Rev. No</b>	01	

### 1. SCOPE:

The scope of this technical document is to give design & constructional features for Live Line detectors (Neon tester) with all mandatory accessories for efficient & trouble free operations. The specific requirements are covered in the enclosed standard technical requirement.

### 2. APPLICABLE STANDARDS

The equipment covered by this specification shall unless otherwise stated, be designed , manufactured and tested in accordance with the latest editions of the following Indian, International standards and shall conforms to the regulations of the local authorities :


Compliance to IEC-60855

### 3. CLIMATIC CONDITIONS OF THE INSTALLATION:

The service conditions shall be as follows:

1. Maximum altitude above sea level 1,000m
2. Maximum ambient air temperature 50°C
3. Maximum daily average ambient air temperature 35°C
4. Minimum ambient air temperature 0°C
5. Maximum relative humidity 95%
6. Average number of thunderstorm days per annum (isokeraunic level) 70
7. Average number of rainy days per annum 120
8. Average annual rainfall 150cm
9. Earthquakes of an intensity in horizontal direction - equivalent to seismic acceleration of 0.3g
10. Earthquakes of an intensity in vertical direction - equivalent to seismic acceleration of 0.15g (g being acceleration due to gravity)
- 11 Wind velocity: 300 km/hr, 200 km/hr and 160 km/hr. environmentally, some of the regions, where the work will take place includes coastal areas, subject to high relative humidity, which can give rise to condensation. Onshore winds will frequently be salt laden. On occasions, the combination of salt and condensation may create pollution conditions for outdoor insulators. Some places are in heavily industrial polluted areas. Therefore, Outdoor material and equipment shall be designed and protected for use in exposed, heavily polluted, salty, corrosive and humid coastal atmosphere


The design of equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.1 g.

	<b>TP CENTRAL ODISHA DISTRIBUTION LIMITED, BHUBANESHWAR</b>	
	<b>TECHNICAL SPECIFICATION</b>	
Doc. Title	<b>STANDARD TECHNICAL PARTICULARS FOR LIVE LINE DETECTOR ( NEON TESTER ) without FRP rod</b>	
Rev. No	01	

#### 4. GENERAL TECHNICAL PARTICULARS:

Sr. No.	Description	Requirements
1	Application	The Electronic detector should be capable of detecting up to from 230 V to 33 kV and suitable for indoor & outdoor application
2	Live Line Indication	Sound : should be easily audible from ground level for each voltage selection and presence of noise
3	Light	Light : Should be visible in day light ( BLINKING)
4	Visual Indicator	Visual Indicator –High bright LEDs flashing
5	Audible indication	Audible indication-Buzzer
6	Battery	1.5V AAA Battery
7	Battery life	Alkaline - :~ 400 hours
8	Battery make	High quality reputed make
9	Storage Temperature	10 °C to 60 °C
10	Warranty	2 Year
12	<b>Mode of use of selector switch as given below</b>	

SELECTOR SWITCH POSITION	FUNCTION OF INSTRUMENT	INDICATION OF VOLTAGE FROM 80V TO 1000V AC	INDICATION OF VOLTAGE FROM 1000V TO 33KV OR HIGHER	REMARKS
<b>OFF</b>	INSTRUMENT IS OFF	-	-	WHEN NOT IN USE THE DETECTOR IS TO BE KEPT IN OFF POSITION.
<b>T</b>	TEST POSITION	-	-	LIGHT AND SOUND INDICATION IN THIS MODE SHOWS THAT THE DETECTOR HEALTH IS GOOD. IF THERE IS NO LIGHT AND SOUND INDICATION IN

	<b>TP CENTRAL ODISHA DISTRIBUTION LIMITED, BHUBANESHWAR</b>	
	<b>TECHNICAL SPECIFICATION</b>	
<b>Doc. Title</b>	<b>STANDARD TECHNICAL PARTICULARS FOR LIVE LINE DETECTOR ( NEON TESTER ) without FRP rod</b>	
<b>Rev. No</b>	01	


				THIS MODE CHECK BATTERY STATUS.
<b>L</b>	LOW VOLTAGE	WILL INDICATE IN CONTACT	WILL INDICATE FROM PROXIMITY i.e. APPROX. FROM 70CM FOR 11KV	THIS MODE IS USED AS PROXIMITY MODE IN HV APPLICATION i.e. >1000V
<b>H</b>	HIGH VOLTAGE	NO INDICATION	WILL INDICATE WHEN BROUGHT IN CONTACT OR CLOSE ( ABOUT 150MM FROM LIVE CONDUCTOR FOR 11KV)	THIS MODE IS USED AS CONTACT MODE  USE THIS MODE ONLY WHEN VOLTAGE >1000V

## 5. OTHER REQUIREMENTS

- Carry case provided should be handy in view of the safety of detector.
- Self-test button to test battery and proper functioning of HV detector.
- Demonstration can be asked anytime, anywhere in the field.
- Battery should be easily replaceable on field.

## 6. CALIBRATION CERTIFICATE/TEST REPORTS:

Bidder to provide the Calibration certificate & test reports at the time of supply of material. All the tests shall be conducted at NABL accredited lab as per the relevant standards. Test should have been conducted in certified test laboratories for all instruments to be supplied. In the event of any discrepancy in the test reports i.e. any test report not acceptable/ type test not carried out, same shall be carried out without any cost implication to TPCL, Bhubaneshwar.

	<b>TP CENTRAL ODISHA DISTRIBUTION LIMITED, BHUBANESHWAR</b>	
	<b>TECHNICAL SPECIFICATION</b>	
Doc. Title	<b>STANDARD TECHNICAL PARTICULARS FOR LIVE LINE DETECTOR ( NEON TESTER ) without FRP rod</b>	
Rev. No	01	

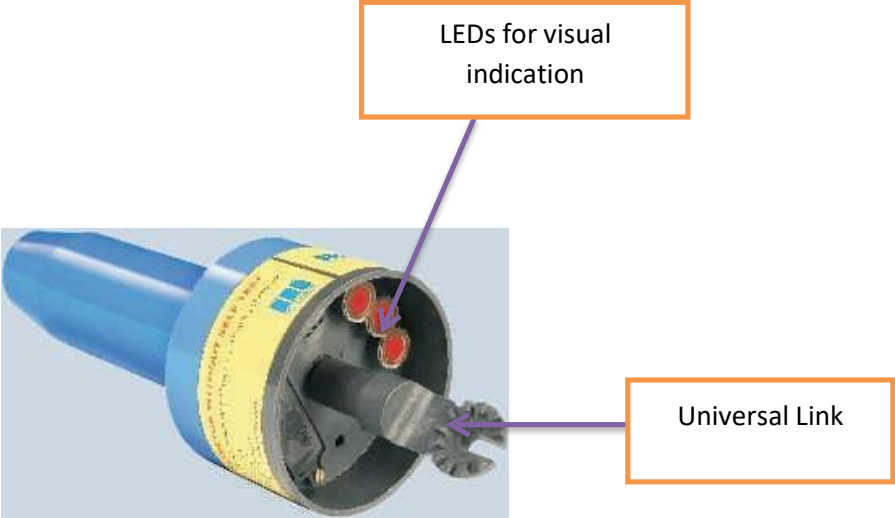


Photo for representation only

1. SCOPE
2. APPLICABLE STANDARDS
3. CLIMATIC CONDITIONS OF THE INSTALLATION
4. GENERAL TECHNICAL REQUIREMENTS
5. GENERAL CONSTRUCTIONS
6. MARKING
7. INSPECTION AFTER RECEIPT AT STORES
8. GUARANTEE
9. PACKING
10. TENDER SAMPLE
11. QUALITY CONTROL

**1. SCOPE:**

This specification covers technical requirements of Supply of Helmet mounted Induction Sensor

**2. APPLICABLE STANDARDS:**

The equipment covered by this specification shall unless otherwise stated, be designed, manufactured and tested in accordance with the latest editions of the following Indian Standards and shall conform to the regulations of the local Statutory authorities:

**3. CLIMATIC CONDITIONS:**

The service conditions shall be as follows:

1. Maximum altitude above sea level 1,000m
2. Maximum ambient air temperature 50°C
3. Maximum daily average ambient air temperature 35°C
4. Minimum ambient air temperature 0°C
5. Maximum relative humidity 95%
6. Average number of thunderstorm days per annum (isokeraunic level) 70
7. Average number of rainy days per annum 120
8. Average annual rainfall 150cm
9. Earthquakes of an intensity in horizontal direction - equivalent to seismic acceleration of 0.3g
10. Earthquakes of an intensity in vertical direction - equivalent to seismic acceleration of 0.15g (g being acceleration due to gravity)
11. Wind velocity: 300 km/hr, 200 km/hr and 160 km/hr. environmentally, some of the regions, where the work will take place includes coastal areas, subject to high relative humidity, which can give rise to condensation. Onshore winds will frequently be salt laden. On occasions, the combination of salt and condensation may create pollution conditions for outdoor insulators. Some places are in heavily industrial polluted areas. Therefore, Outdoor material and equipment shall be designed and protected for use in exposed, heavily polluted, salty, corrosive and humid coastal atmosphere

The design of equipment and accessories shall be suitable to withstand seismic forces corresponding to an acceleration of 0.1 g.

#### 4. GENERAL TECHNICAL REQUIREMENTS

Parameter	Specification										
Usage	Detection of Voltage for Safety of Operators performing Operation & Maintenance activities in Electrical Networks, Panels, Lines etc.										
Principle	Capacitive Coupling with Charged Device										
Operation Voltage ranges	LT (240V ) and higher 33kV( higher)										
Voltage Indication	Visual : 2 Nos. Red LEDs High Intensity Audible : Electromagnetic Buzzer , >80 Decibels @ 10cm Continuous Light and Sound Indication for Voltage detecton.										
Ready Indication	Provided which shows healthy operation of Voltage Detector and Battery OK. (Periodic blinking for ready status)										
Sensitivity	<table> <tr> <th>Voltage</th><th>Indication Distance</th></tr> <tr> <td></td><td>240V</td></tr> <tr> <td></td><td>30cm</td></tr> <tr> <td>11KV</td><td>1.2 meters</td></tr> <tr> <td>33KV</td><td>2.5 meters</td></tr> </table>	Voltage	Indication Distance		240V		30cm	11KV	1.2 meters	33KV	2.5 meters
Voltage	Indication Distance										
	240V										
	30cm										
11KV	1.2 meters										
33KV	2.5 meters										
Power Source	Inbuilt Li-Po Rechargeable Battery 500mAH or more Charging / Discharging Cycles : 5000 plus										
Battery Operating Time after full charge	90 hours plus										
Charging time from zero to 100%	40 minutes										
Battery Indications	Charging On - RED LED Charging Complete - Green LED										
Enclosure	IP66										
Shock and Vibration	IEC 60068-2-6 IEC 60068-2-27										
Compliances	IEC 61236 CE										
Enclosure	Engineering Plastic / ABS										
Dimensions	60 x45x30 mm Approx										
Weight	Less than 50 grams Approx										

Mounting

On Helmet

**5. INSPECTION AFTER RECEIPT AT STORES**

The material received at TPCL, Bhubaneshwar store will be inspected for acceptance and shall be liable for rejection, if found different from the reports of the pre-dispatch inspection and one copy of the report shall be sent to each Contracts and Engineering department.

**6. GUARANTEE**

Bidder shall stand guarantee towards design, materials, workmanship & quality of process / manufacturing of items under this contract for due and intended performance of the same, as an integrated product delivered under this contract. In the event any defect is found by the Purchaser up to a period of 24 months from the date of last supplies made under the contract Bidder shall be liable to undertake to replace/rectify such defects at its own costs, within mutually agreed time frame, and to the entire satisfaction of the Purchaser, failing which the Purchaser will be at liberty to get it replaced/rectified at Bidder's risks and costs and recover all such expenses plus the Purchaser's own charges (@ 20% of expenses incurred), from the Bidder or from the "Security cum Performance Deposit" as the case may be.

Bidder shall further be responsible for 'free replacement' for another period of THREE years from the end of the guarantee period for any 'Latent Defects' if noticed and reported by the Purchaser.

**7. TENDER SAMPLE**

Sample to be submitted with free of charge for evaluation at Corporate safety cell at Bhubaneshwar.

This will be used as benchmark against the quality of goods supplied during the contract period.

**8. QUALITY CONTROL**

The bidder shall have a prove track of not less than 5 years in discharge rod manufacturing and servicing in Indian market. The bidder shall submit with the offer Quality assurance plan indicating the various stages of inspection, the tests and checks which will be carried out on the material of construction, components during manufacture. As part of the plan, a schedule for stage and final inspection within the parameters of the delivery schedule shall be furnished. The Purchaser's engineer or its nominated representative shall have free access to the manufacturer's/sub-supplier's works to carry out inspections.



# SUPPLIER MANUAL ANSWERING TO E-BIDDING

	<b>Version 1.2</b>
Company Confidential	DEC - 2020

# INDEX

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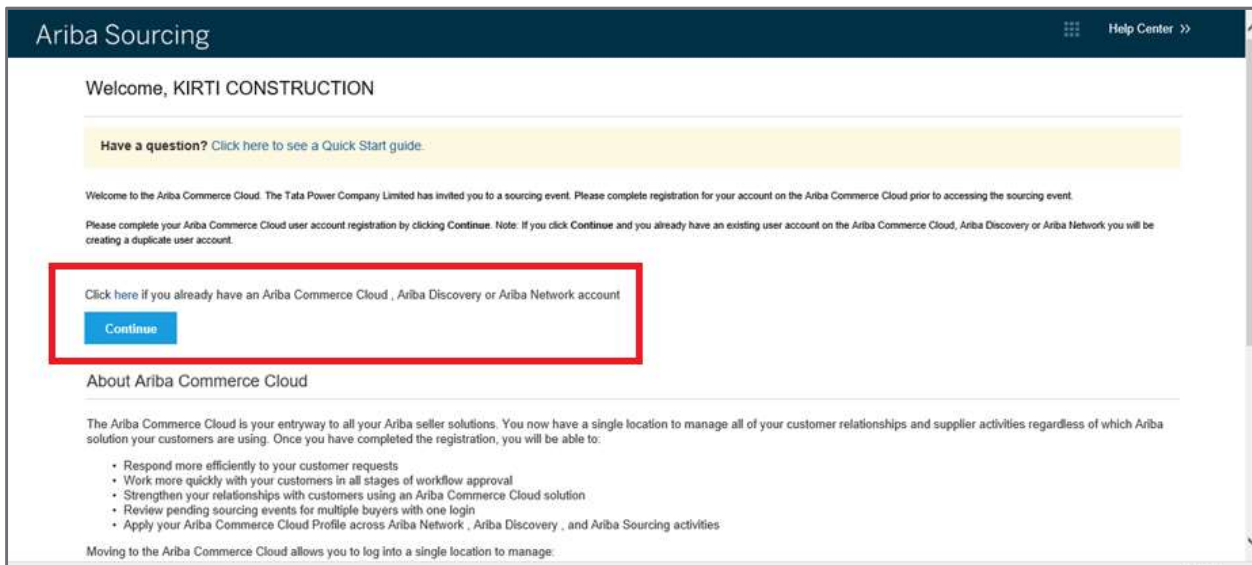
## 1- Accessing Ariba Sourcing

**Step 1:** You will get an invitation to your email from Ariba System. Keep this email, it contains your login Information and a direct link to Ariba.

**Step 2:** Click "Click Here" to access the Ariba Web Site.



**Step 3:** Supplier has to click on "Continue"



**Step 4:** The registration process only takes a few moments, with a simple one-page registration Define your password and secret question. Click "OK"

\* Indicates a required field

Company Name: KIRTI CONSTRUCTION

Country: India [IND]

Address: Yashodeep E3- 08  
Sector 22 Koperkhairne Navi Mumbai  
400709

City: mumbai

State: maharashtra

Postal Code: 400709

Product and Service Categories: Enter Product and Service Categories [Add](#) -or- Browse

Ship-to or Service Locations: Enter Ship-to or Service Location [Add](#) -or- Browse

Tax ID: Optional Enter your Company Tax ID number.

DUNS Number: Optional Enter the nine-digit number issued by Dun & Bradstreet.

**Supplier has to fill the form**

**Step 5:** If it's the first time you are invited to use UPM Ariba, you'll need to accept the "Participant Terms". Select "I accept the terms of this agreement". Click "Submit".

The registration form includes the following elements:

- A password field with a strength indicator (\*\*\*\*\*).
- A "Secret Question:" dropdown menu with the option "In what city was your mother born?". A note states: "The answer to your secret question must be atleast 5 characters."
- Two additional input fields, each with a strength indicator (\*\*\*\*\*).
- A "Language:" dropdown menu set to "English". A note states: "The language used when Ariba sends you configurable notifications. This is different than your web b..."
- A paragraph of legal text regarding company profile visibility and data consent.
- A checkbox labeled "I have read and agree to the Terms of Use and the Ariba Privacy Statement", which is checked and highlighted with a red box.
- "Submit" and "Cancel" buttons at the bottom right.

## 2 Vendor Screen - Submitting Your Answers / Proposal

2.1.1 If vendor goes through mail invitation then directly Screen 3.1.1 will appear, but if If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the **Login** button to continue. Log in with your Ariba username and password in order to participate in the event OR you have to follow the following steps.

Step 1 - Log on [supplier.ariba.com](https://supplier.ariba.com)

Step 2 - Put your USER ID and Password in following screen

The login screen features the SAP Ariba Proposals logo and the text "Powered by Ariba Sourcing". It includes a "Supplier Login" heading, input fields for "User Name" and "Password", and a "Login" button. Below the login button are links for "Forgot Username or Password" and "Need help? See Quick Start". On the right side, there is a laptop displaying a dashboard with various charts and data.

### Step 3 - Go to "Ariba Proposals & Questionnaire".

The screenshot shows the Ariba Sourcing portal interface. A dropdown menu is open under the 'Ariba Proposals and Questionnaire' link, showing options: 'Ariba Discovery', 'Ariba Proposals And Questionnaire', 'Ariba Contracts', and 'Ariba Network'. A blue oval callout points to the 'Ariba Proposals And Questionnaire' option with the text: 'Goto "Ariba Proposals & Questionnaire" after logging in at supplier.ariba.com'. Below the menu, the 'Events' table is visible, listing events with columns: Title, ID, End Time, and Event Type. A blue oval callout points to the 'Events' table with the text: 'Events (Tender enquiries) in which Bidder has participated shall be visible. Click and enter into any specific event'.

Title	ID	End Time	Event Type
Status: Open (2)			
Maintenance of HT and LT Networks for Tata Power Distribution at Odisha (TPC-ENG-ENG-016-20-21)	Doc2416130949	6/4/2020 4:55 PM	RFP
Tender Documents-Meter Reading Cum Spot billing and Bill Distribution(TPC-ENG-ENG-015-20-21)	Doc2420255101	6/4/2020 3:00 PM	RFP

The screenshot shows the 'Event Details' page for Doc2420255101 - Tender Documents-Meter Reading Cum Spot bill... The page includes a 'Checklist' on the left with steps: 1. Review Event Details, 2. Review and Accept Prerequisites, and 3. Submit Response. A blue oval callout points to the 'Review Prerequisites' button with the text: 'Click on "Review Prerequisites"'. The main content area displays 'Tender Documents' and '1.1 Introduction' with text: 'As per the Notice Inviting Tender dated 12th May 2020, Bidders are to download Tender from Tata Power website (Tenders section). Same Tender documents are attached in this E-tender enquiry for reference purpose. As mentioned in the Procedure for participating in tender (which is enclosed with the tender documents), this e-Tender enquiry is being issued to the bidders who have purchased the tender documents following instructions therein. All future/further communications wrt the subject tender and Bid submission shall be through this e-Enquiry only. Following is to be noted, >> Next Section: Techno Commercial Bid'.

Tata Power - Ariba Spend Manag

s1.ariba.com/Sourcing/Main/aw7a...

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Prerequisites must be completed prior to participation in the event.

In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Sponsor') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement').

- 1. Bids.** If you are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
- 2. Price Quotes.** Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
- 3. Procedures and Rules.** Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.
- 4. Confidentiality.** Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
- 5. Bids through Site only.** Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.
- 6. Ethical Conduct.** All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
- 7. Survival.** The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

\*\*\*\*  
BA v1.1 19Aug05

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Accept the Terms of Agreement and Submit

Tata Power - Ariba Spend Manag

s1.ariba.com/Sourcing/Main/aw7a...

Console

Doc2420255101 - Tender Documents-Meter Reading Cum Spot bill...

8 days 03:33:47

Event Messages  
Response History  
Response Team

Checklist

1. Review Event Details
2. Review and Accept Prerequisites
3. Submit Response

Event Contents

All Content

1 Tender Documents

2 Techno Commercial Bid

3 Price Bid

All Content

2.1 Please attach the Techno-Commercial bid

2.2 Please attach your techno commercial offer (Extra File)

3 Price Bid

3.1 Bidder to specify the prices either in terms of percentage ( % ) or Value where the options are available for both percentage ( % ) , please Specify Zero ( 0 ) in the amount field and vice-versa.

3.2 Bidders to download editable copy of Price bid format (Which is attached herewith), and re-attach the same after filling in prices as their Price Bid. No Alterations/changes shall be made by the bidders in this format as requested.

References

(\*) indicates a required field

Submit Entire Response

Update Totals

Excel Import

Price Bid to be attached in Tab 3.2. Attach file link is towards extreme right, and is shown in next slide

Technical Bid to be attached in Tab 2.1 and 2.2. Attach file link is towards extreme right, and is shown in next slide

Divendra Sharma (desharma@gmail.com) last visited 26 May 2020 10:55:18 PM. Horizons Cybersoft Ltd. AN01523824134  
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SAP Ariba Privacy Statement Security Disclosure Terms of Use

These are "Attach File" links for Tab 2.1 and 2.2 where Technical bid is to be attached. Pls attach files in BOTH these tabs otherwise it will show error on submission.

This is "Attach File" link for Tab 3.2 (Price Bid).

Click On "Submit Entire Response" AFTER Attaching technical and Price bids as above.

Note: In case of multiple files, all files can be kept in one folder and folder can be converted to zip file for attaching

terms of percentage ( % ) or Value where the options are available for both. In case price is specified in 0 ) in the amount field and vice-versa.  
 h is part of Annexure I of Tender/attached herewith, and re-attach the same after filling in prices as their Price Bid.  
 mat apart from entering their rates/prices/taxes as requested.

(\*) indicates a required field

Submit Entire Response Update Totals Save draft Excel Import

### 3 Communicating with Tata Power Buyer during e- bidding

**Step 1:** Click "Compose Message".

Submit Entire Response Update Totals Save draft **Compose Message** Excel Import

**Step 2:** Compose Your Message and click "Send".

back to The Tata Power Company Limited-TEST Dashboard Desktop File Sync Notifications

**Compose New Message**

From: shingare manufacturers (Ravi Shingare)

To: Project Team

Subject: Dec681345837 - sourcing project 001

Attachments: attach a file

Send Cancel

Dear Sir,

Can we submit the price ??

Regards

ABC

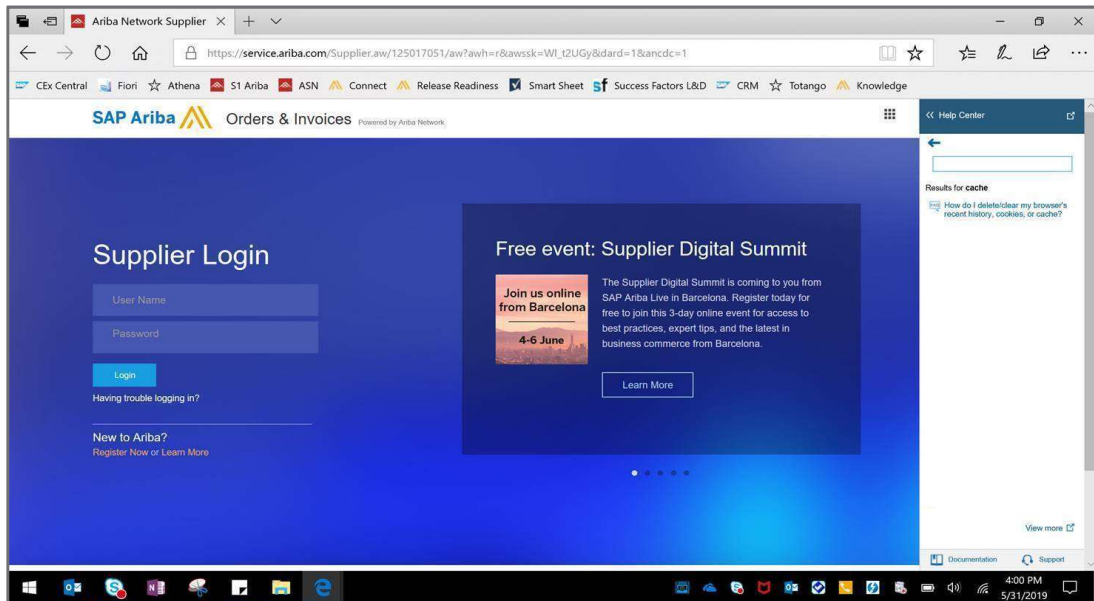
## **ARIBA TRAINING VIDEOS**

Participating in a RFI or RFP on Ariba Network - [https://www.youtube.com/watch?v=9\\_XXUaVyI7o](https://www.youtube.com/watch?v=9_XXUaVyI7o)

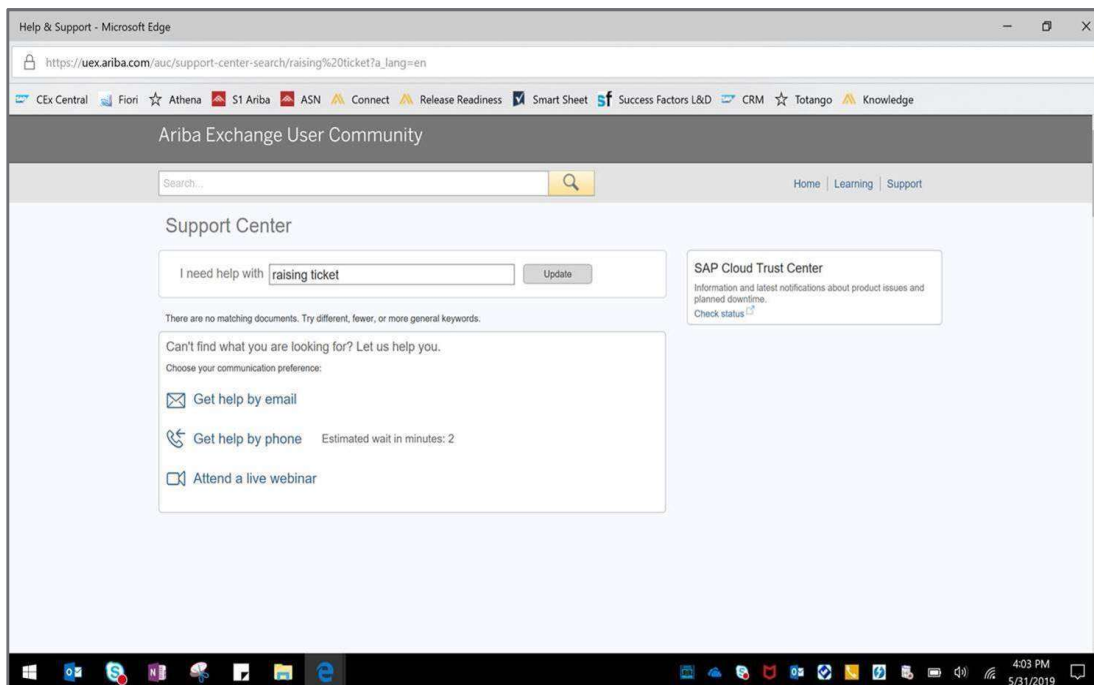
## **Support from Ariba - Supplier can raise the Ticket for “Support”**

Here are the steps that Suppliers can follow for raising a ticket or requesting a call back from Support team. They can do so without logging in – pls follow the brief instructions given below.

1. Go to login page>Choose “Support” on the bottom right corner



2. Add query and press “Start” – After that, following screen will pop up where you can choose either Get Help by Email or Get Help by Phone.



3. Choose phone and add following basic details and you will get call back

Waiting for response from uex.ariba.com.- - Microsoft Edge

https://uex.ariba.com/auc/support-center/email-webform?channel=callme

CEx Central Fiori Athena S1 Ariba ASN Connect Release Readiness Smart Sheet Success Factors L&D CRM Totango Knowledge

## SAP Ariba Phone Support

Provide the following information, and the next available specialist will call you.

### Problem Description

Short Description:

### Contact Information

First Name:

Last Name:

Company:

Email:

Requested Language: English [Select a different language from the Home tab.](#)

Phone:  201-555-0123 Extension:

Confirm Number:

☐ My phone number is correct.

☐ Do not record this phone call.

Ariba Network ID:

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

☐ I agree

\* Required Fields

4:57 PM 6/7/2019

If not by phone, they can ask for a response/support by email.

[illegible]

## SUPPLIER FREQUENTLY ASKED QUESTIONS

 **If I registered on my buyer's Ariba Sourcing site in the past, do I need to register again?**

**Answer-** Yes. Although you have registered on your buyer's Ariba Sourcing site in the past, registering on the Ariba Commerce Cloud is required. The registration process only takes a few moments, with a simple one-page registration. Registering on the Ariba Commerce Cloud gives you access to all your buyer relationships with one username and password.

## What is the Ariba Commerce Cloud?

**Answer:** - The Ariba Commerce Cloud is your entry point to all of your seller solutions. Rather than managing log in information for multiple buyers' sites, you will have one log in and one account. This means fewer passwords to remember, easier user maintenance for your company, and a unified profile for your organization.

## Do I need to add Product and Service Categories during registration?

**Answer:-Yes**; this is a required field. Product and Service Categories classify what your company sells, and the system uses this information to match potential business opportunities with your products and services.

Click **Add Product and Service Categories** to select one or more categories from the list of options. During registration, you only need to choose one category, preferably related to the event you are joining. You can add, refine, or remove categories any time after the registration process.

**+ Do I need to add ship-to or service locations during registration?**

**Answer:** - **Yes**; this is a required field. Ship-to or Service locations inform buyers where your company sells its products or provides its services, and the system uses this information to match potential business opportunities with your products and services.

Click **Add Ship-to or Service Locations** to select one or more sales territories from a list. You can add, refine, or remove ship-to or service locations any time after the registration process.

Additional Information: - D-U-N-S is a registered trademark of Dun & Bradstreet or its subsidiaries in the United States and other countries.

#### **What is the difference between the Email and Username fields in my profile?**

**Answer:** - The Email field represents the email address where you wish to receive email notifications. The Username field is the identifier that you use to access your account. The Username field must be in email format, but you do not have to use a valid email address.

**Note:** Leave the **This is my username** box checked if you want your email address to be the same as your username.

#### **How do I participate in my buyer's event using an email invitation?**

**Answer:** - Use the **Click here** link in the email notification to access the sourcing event.

While buyers might customize the email content you receive, all email invitations contain a link to access the event.

Depending on your previous experience with Ariba solutions, do one of the following to access the event after you click the link:

- If you are new user, click **Continue** on the welcome page. You continue to register an Ariba account to link with your buyer and participate in the event.
- If you have used Ariba before and have already accessed an event for the buyer-specific account with your current log in ID, click the **Login** button to continue. Log in with your Ariba username and password in order to participate in the event.
- If you already have an existing Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account, but you have not accessed any events for the inviting buyer's site, use the **Click here if you already have an Ariba Commerce Cloud, Ariba Discovery or Ariba Network account** link. After clicking the link, log in with your existing account to move your information to your buyer's site.

Additional Information: - Registering an Ariba account provides you with a consolidated view of all your customer relationships. With this one profile, you can view business opportunities, participate in sourcing events, participate in contract negotiations, and manage orders, catalogs, and invoices.

#### **Why doesn't the link in the email invitation to participate in a sourcing event work?**

**Answer:** - If you cannot click the link, or the link does not open the log in page, highlight and copy the Uniform Resource Locator (URL), and then paste the URL into your web browser.

#### **Can my company have multiple accounts?**

**Answer:** - Your Company can have multiple Ariba accounts, depending on your business needs. For example, if your company has several locations around the world, you might want a separate account for each region.

Most companies choose to have one account with multiple customer relationships, which provides a centralized location to maintain their company profile information and all of their customer relationships.

#### **How do I complete registration if my username already exists?**

**Answer: -** This message means that you already have an Ariba Network, Ariba Discovery, or Ariba Sourcing supplier account registered under username you entered. You can either register a new account by creating a new username, or access one of the following sites to request a password reset for the registered username:

- Ariba Network (This login page is used for all Ariba Network, Ariba Sourcing, or Ariba Contracts suppliers).
- Ariba Discovery login page

To reset your password, click the **Having trouble logging in?** Link on the Login page.

#### **Nothing happens when I click Forgot Username and enter my email address**

**Issue: -** Nothing happens when I click the **Forgot Username** link and enter my email address.

**Cause: -** After you submit your request to retrieve your username, the Ariba Network sends an email notification with usernames that match the email address you submitted.

Some possible reasons why you may not receive this username retrieval email notification:

- The email address on your account does not match the email address you entered when submitting the request.
- Your buyer-specific account was deactivated before you could move it to the Ariba Commerce Cloud. Generally, that means you probably have not participated in an event with that buyer for a while.

#### **Solution: -**

- To ensure you receive this email notification:
- Make sure you type the email address configured within your account.

If your buyer-specific account has been deactivated, contact your buyer to determine how to proceed.

#### **Where is my password reset email?**

**Answer: -** After you submit your request for a password reset, Ariba sends instructions to the email address associated with your account. If you didn't receive a password reset email, check the following scenarios to troubleshoot.

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The username you entered is in the wrong format, or it isn't associated with the email address you are checking.

- Keep in mind, your username is in the format of a full email address, but it can be associated with any email address you entered previously.
- Your username is also case-sensitive.
- To confirm that you are using the correct username and format, return to the Ariba login page, and click the **Having trouble logging in?** link (**Forgot Username** if you're working in Ariba Discovery).
  - Choose **I forgot my username**, and click **Continue**.
  - Enter the email address associated with your account, and click **Submit**.

- You will receive an email that lists the exact format of the username associated with the email you entered.

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You entered the correct username, but you still didn't receive the password reset email notification.

- This can occur if the configured email address is different from the account you are checking.
- You might have multiple accounts for your company, so make sure you are attempting to access the correct account.

Your email configuration or company's security settings might also prevent you from receiving the password reset email. To find out, check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your email account.

 **Why do I get this message on the SAP Ariba Login page: "The username and password pair you entered was not found"?**

**Answer: -** You entered an incorrect **Username** or **Password**. You might receive this message if you entered a previous **Username** or **Password**. Remember that your **Username** has the format of an email address, and both the **Username** and **Password** are case sensitive.

Click the **Having trouble logging in?** Link on the Login page if you don't remember your log in information.