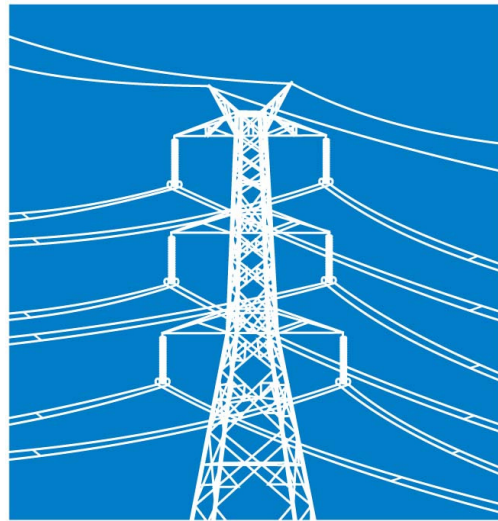


ORISSA POWER TRANSMISSION CORPORATION LIMITED



OPTCL

Lifeline of Orissa

TENDER SPECIFICATION NO. TW-IT-OT- 03/2010-11.

DUE DATE & TIME OF TENDER SUBMISSION

27.01.2011 AT 01.30 P.M.

DUE DATE & TIME OF TENDER OPENING

27.01.2011 AT 03.30 P.M.



ORISSA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Orissa Undertaking)

Registered Office: Janpath, Bhubaneswar – 751022

Phone: (0674) 2541320 / 2542320 (O) Fax- (0674)-2545821

OPTCL
Lifeline of Orissa

TENDER SPECIFICATION NO. TW-IT-OT-03/2010-11.

TERMS & CONDITIONS OF TENDER SPECIFICATION

Chief General Manager (IT), OPTCL, Bhubaneswar on behalf of Orissa Power Transmission Corporation Limited, Bhubaneswar invites sealed tenders from reputed manufacturers / authorized dealers **having branch office in Orissa** for supply of I.T. consumable items conforming to the specification, terms and conditions stated below. Offers in a sealed envelope duly super scribed as “ Tender for Procurement of I.T. consumables” due on 27.01.2011 shall be received up to 01.30 PM & shall be opened on the same day at 03.30 PM in the office of the undersigned in presence of the tenders or their authorized representatives..

The Scope, Terms and Conditions of supply are as follows:

1. **SCOPE OF SUPPLY:**

Supply of IT consumable items conforming to the Specification, quality & quantity as per order.

2. **PRICE:**

Price shall be firm on FOR destination i.e. IT Stores, OPTCL Headquarters, Bhubaneswar basis. Taxes & duties if any should be mentioned in clear terms separately.

3. **VALIDITY:**

The tender shall be valid for a minimum period of 120 days from the date of opening of the tender/quotation failing which the quotation will be rejected.

4. **EARNEST MONEY:**

(A) The tenderer shall have to deposit the Earnest Money **₹8700/- (Rupees Eight Thousand Seven Hundred only)** in shape of Cash/Bank Draft/BG along with the tender failing which the tender will be rejected. No other mode of payment towards earnest money is acceptable. The Earnest Money, either by BG or Account Payee Bank Draft payable to the Drawing & Disbursing Officer, Hqrs. Office, OPTCL, Bhubaneswar-751022 drawn on any Nationalized Bank payable at Bhubaneswar shall be enclosed with the tender. EMD in cash should be deposited in the cash counter, OPTCL, Hqrs. office Bhubaneswar in the working days within 11 A.M. to 4 P.M. and the original money receipt should be enclosed with the tender.

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The Bank Draft or the money receipt if not enclosed with the sealed tender, the same shall be liable for rejection.

- (B) (i) The Earnest Money deposited in case of successful tenderer may be adjusted towards security deposit.
(ii) In case of unsuccessful tenderer, the same will be refunded after finalization of Tender or after final execution of the order.
- (C) The Earnest Money deposited will be forfeited in case the successful tenderer fails to execute the purchase order within the time stipulated in the purchase order.
- (D) EMD submitted In OPTCL against any other tender shall not be adjusted against the current tender.

5. **SECURITY DEPOSIT:**

The successful tenderer will be required to deposit a security deposit @ 5%(Five Percent) of the total value of the purchase order (less the amount of earnest money deposited alongwith quotation) in shape of Cash/Bank Draft/BG payable to the Drawing & Disbursing Officer, Hqrs. Office, OPTCL, Bhubaneswar-751022 immediately within 30 days alongwith the acceptance of the purchase order for timely and satisfactory execution of the order. This will be refunded after six(6) months. The security deposit shall be forfeited by OPTCL, if the order is not executed timely, fully and satisfactorily in accordance with the Terms & Conditions of the purchase order.

6. **DELIVERY:**

Delivery of the materials should be made within 30(Thirty) days from the date of issue of the purchase order. Delay in delivery of materials under scope of the contract beyond the stipulated delivery period shall attract penalty @ ½% (Half Percent) of the contract basic price of such undelivered quantities of the materials for each calendar week or part there of subject to a maximum of 5% (Five Percent) of such portion of the contract which remain undelivered. The date of receipt of materials in Hqrs. Office shall be treated as date of delivery of materials.

Materials found defective and not in accordance to the specification at the time of delivery will not be accepted and the concerned supplier have to take back the rejected materials within 7 (Seven days) from the date of rejection at his own expense failing which the OPTCL will not take the responsibility of such materials in any respect after the due date.

7. **VAT & I.T. CLEARANCE CERTIFICATE:**

The tenderer shall have to furnish photocopies of up to date VAT & I.T. PAN granted on behalf of the firms along with the tender failing which the tender is liable for rejection.

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8. **SAMPLE:**

Qualified tenderer have to furnish the sample of such materials (I.T. consumables) for which the rates they have quoted, in case required, before placement of purchase order.

The tenderers shall have to clearly indicate whether they are the Manufacturing Units/Authorised Dealers for each item for which rate is offered and to furnish photocopies of necessary up to date valid license/certificates issued by the Competent Authority to that effect.

9. **PAYMENT:**

100% payment shall be made within 30 days of delivery of materials at IT Stores, OPTCL Headquarters Office, Bhubaneswar after due verification of the materials by the Quality Control Committee of I.T. Department, OPTCL, Bhubaneswar.

10. The Tender/Quotation should be submitted in accordance with the Terms & Conditions indicated above along with the BID Form (Annexure-I) declaration enclosed failing which the tender/quotation will not be entertained.

11. The Tender/Quotation documents received/furnished within the stipulated date and time shall be taken as final. Any change made after the opening of the tender shall not be entertained.

12. No conditional tender/quotation shall be accepted.

13. The undersigned reserves the rights: (a) to accept or reject any or all tenders. (b) to increase or to reduce the ordered quantity or to split up the quantities covered under the Tender without assigning any reason thereof.

14. The purchase order shall be liable for cancellation in the event of un-satisfactory supply/delay in supply of materials and non-observance of relevant clauses of the purchase order.

15. Specification of the I.T consumable items in Annexure-II enclosed may be referred by the tenderers.

16. **TENDER PAPER COST:**

The bidder has to submit tender paper cost amounting to Rs .4000/- (Rupees Four thousand) + 4% VAT only along with the tender. The cost may be submitted either by Bank draft payable to the Drawing & Disbursing Officer, OPTCL Hqrs., Bhubaneswar or by cash paid at OPTCL Hqrs. cash counter.

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The Bank Draft or the money receipt against cash payment, as the case may be, shall be enclosed with the tender.

Tender papers may be either down loaded from OPTCL website (www.optcl.co.in) or received from the office of the Chief General Manager(IT), 3rd Floor, OPTCL Tower, Janpath, Bhubaneswar-751022. However, submission of tender paper cost for tender document in any form is a must without which the tender shall not be considered.

CHIEF GENERAL MANAGER (IT)

BID FORM

BID FORM

Date:
Tender
Specification No.:

To: (Name & Address of Purchaser)

Gentlemen:

Having examined the Bidding Documents we, the undersigned offer to supply and deliver (Description of Equipment & Services) in conformity with the said Bidding documents for the sum of (Total Bid Amount in words and Figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence delivery within..... (Number) days and to complete delivery of all the items specified in the contract within.....(Number) days calculated from the date of receipt of your purchase/Job Order.

If our tender is accepted, we will submit the security deposit in a sum not exceeding Rs..... Being% of the contract price for the due execution and performance of the contract.

We agree to keep this bid valid for a period of(Number) days from the date fixed for bid opening and it shall remain binding upon us and accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated..... Day of.....20.....

Signature :.....
(in the Capacity of)

Duly authorized to sign bid for and behalf of
(Name & Address of the Bidder)

.....

LIST OF I.T. CONSUMABLES

| Sl.No. | Description of Items | Type | Quantity | Unit Price (in Rs.) incl. Taxes | Total Price (in Rs.) |
|----------|--|-----------|----------|---------------------------------------|----------------------------|
| 1 | Cartridges for Laser Printers | | | | |
| 1.1 | HP LJP 2200D Cartridge | Black | 4 | | |
| 1.2 | HP Laser Jet 6L Cartridge | Black | 2 | | |
| 1.3 | Laser Jet 2151 (Samsung)Cartridge | Black | 3 | | |
| 1.4 | HP LJ 1320 Cartridge(49A) | Black | 10 | | |
| 1.5 | HP CLJ 5550 dn Cartridge | Black | 1 | | |
| 1.6 | | Color Set | 1 | | |
| 1.7 | HP 1022 Laser jet Cartridge | Black | 3 | | |
| 1.8 | HP LJP 3005DN Monochrome Laser Printer Cartridge | Black | 15 | | |
| 1.9 | HP CLJ 3505 Color Laser Printer Cartridge | Black | 2 | | |
| 1.10 | | Color Set | 1 | | |
| 1.11 | HP Laserjet 5200N Monochrome Laser Printer Cartridge | Black | 3 | | |
| 1.12 | Samsung ML-2851ND Monochrome Laser Printer Cartridge | Black | 15 | | |
| 1.13 | CLP 610ND Samsung Colour Laser Printer Cartridge | Black | 5 | | |
| 1.14 | | Color Set | 2 | | |
| 1.15 | HP Laser jet P3015DN Monochrome Laser Printer Cartridge | Black | 6 | | |
| 2 | Cartridge for Inkjet Printers, All in One printer and Photo Smart Printer | | | | |
| 2.1 | HP Officejet Pro 8500 All-in-One Printer Cartridge | | 3 | | |
| 2.2 | | | 2 | | |
| 2.3 | HP Inkjet G85 Printer Cartridge | | 1 | | |
| 2.4 | | | 1 | | |
| 2.5 | HP Deskjet 9300 Printer Cartridge(45,78) | | 4 | | |
| 2.6 | | | 4 | | |
| 2.7 | HP Deskjet 1180 Printer Cartridge(45A,78D) | | 2 | | |
| 2.8 | | | 2 | | |
| 2.9 | HP BIJ 1200D Printer Cartridge | | 1 | | |
| 2.10 | | | 2 | | |
| 2.11 | HP Photosart C6188 Printer Cartridge | | 2 | | |
| 2.12 | | | 2 | | |
| 3 | Cartridge, Ribbon and Printer Head for DMP Printers | | | | |
| 3.1 | Wipro HQ 2000 Heavy DMP cartridge(Make: WEP) | | 2 | | |
| 3.2 | Wep LQ 5235 DSI DMP Cartridge(Make: WEP) | | 2 | | |
| 3.3 | EPSON LQ 2090 DMP Cartridge (Make: EPSON) | | 50 | | |
| 3.4 | EPSON make DLQ 3500 Heavy DMP Cartridge | | 5 | | |
| 3.5 | Wep LQ 5235 DSI DMP Head | | 2 | | |

| | | | | | |
|----------|---|--------|-----|--|--|
| 3.6 | EPSON LQ 2090 DMP Head | | 10 | | |
| 3.7 | Ribbon for DMPs (Make : WEP, 15mtr Length,High Density) | | 500 | | |
| 4 | Computer Accessories | | | | |
| 4.1 | Pen Drive (4 GB) Make -Transcend | | 50 | | |
| 4.2 | CD Media(CD-R)Make- MoserBaer/Sony/HP | | 200 | | |
| 4.3 | DVD Media(DVD-R)8.5GB Dual layer (Make: Moserbayer/HP) | | 100 | | |
| 4.4 | Key Board for Desktop PC | | 20 | | |
| 4.5 | Mouse(USB-Optical) | | 20 | | |
| 4.6 | Mouse PS/2 | | 2 | | |
| 4.7 | Data Cable for serial Printer | | 10 | | |
| 4.8 | Data Cable USB Printer | | 10 | | |
| 4.9 | USB Hard Disk(1TB)-(Make: seagate) | | 1 | | |
| 4.10 | Cable Cat-6(Make-Dlink) | 1 Box. | 5 | | |
| 4.11 | RJ 45 Connector(Make-Dlink) | | 500 | | |
| 4.12 | Extension cord for connection of Pen Drive | | 10 | | |
| | Total Amount(in Rs.) | | | | |