

ODISHA POWER TRANSMISSION CORPORATION LTD
OFFICE OF THE DY. GENERAL MANAGER (HRD), T&D
JANAPATH, BHUBANESWAR-751022
TEL NO. 0674-2541633 FAX NO. 0674-2540871



TENDER SPECIFICATION FOR
THIRD PARTY SAFETY AUDIT OF EHT SUB-STATIONS (130 KV/ 220 KV / 400 KV)

Tender Call Notice No. TD-HO-9/2012/20418, Dated- 13/12/2012

LAST DATE OF SALE OF TENDER PAPER : 02.01.2013. (up to 01:00PM)
LAST DATE OF RECEIPT OF EARNEST MONEY : 02.01.2013. (up to 3:00PM)
LAST DATE OF RECEIPT OF TENDER : 02.01.2013. (up to 3:00PM)
DATE OF OPENING OF TENDER : 02.01.2013. (up to 4:00PM)
(TECHNO COMMERCIAL BID)

NAME & ADDRESS OF THE FIRM / AGENCIE :

COST OF THE TENDER PAPERS : Rs. 6,300/- (Rs. 6,000/- + VAT @ 5%)



ODISHA POWER TRANSMISSION CORPORATION LTD

(A Govt. of Odisha Undertaking)

REGD. OFFICE: JANPATH: BHUBANESWAR-751022, Odisha

Tel: (0674) 2541633 (EPABX) Fax: (0674)-2540871

TENDER NOTICE No. TD-HO-9/2012/20418, Dated- 13/12/2012

Sealed Tenders in prescribed format are invited from reputed Firms / Agencies / Organizations with expertise and proven track records for carrying out Safety Audit for EHT Sub-Stations of OPTCL. The details of the tender with terms and conditions are available in OPTCL Website: www.optcl.co.in.

The last date of receipt of Tender is dt 02.01.2013. (up to 3PM). Date of time of opening of Techno Commercial Bid dt.02.01.2013 (4 PM).

Cost of Tender Paper: Rs. 6,300/- and EMD Rs. 12,000/-.

Sd-

DY. GENERAL MANAGER (HRD), T&D

NOTICE INVITING TENDER

ODISHA POWER TRANSMISSION CORPORATION LTD

JANPATH, BHUBANESWAR – 751 022,

TENDER NOTICE NO.

For and on behalf of the Odisha Power Transmission Corporation Limited (OPTCL), a Transmission Utility, having its Corporate Office at Janapath, Bhubaneswar, the undersigned invites bids under two-part bidding system i.e. “TECHNO COMMERCIAL BID” & “FINANCIAL BID”, in double-sealed cover, for carrying out Safety Audit for EHT Sub-Stations of OPTCL., duly super scribed with Tender Specification No. & Date, from reputed Firms / Agencies / Organizations with expertise and proven track records in execution of similar job / work for Central Govt. / State Govt. / Central or State Govt. undertakings / reputed private organizations.

4. **Eligibility Criteria:** As a qualification, the Firm / Agencies / Organisation shall fulfill the following requirement:

- (i) The Firm / Agency should have its Office in India with infrastructure and man power ive personnel.
- (ii) The gross annual turnover of the firm / agency should not be less than Rs.25.00 Lakhs per year for last 3 years (2008-09, 2009-10 & 2010-11). Attach Chartered Accountant’s Certificate / IT Return Statement of each year.
- (iii) The Firm / Agency should be a firm/company registered/incorporated in India.
- (iv) The Firm / Agency should have adequate personnel to handle the assignment/job. The firm / agency should furnish biodata and assignments successfully executed by them person-wise of important personnel.
- (v) The Firm / Agency should not be blacklisted by any Central / State Government / Public Sector Undertaking India.
- (vi) The Firm / Agency should submit the credentials with respect of similar jobs carried out for Central Govt. / State Govt. / Central or State Govt. Undertakings / reputed private organizations during last 3 years.

5. The tender documents can be obtained from the Office of the undersigned on payment of non-refundable cost of tender specification documents in the shape of cash from 11:00 A.M. to 01:00 P.M. during dt. 14/12/2012 to 02/01/2013 on any working day either in person or by remitting demand draft payable to “**Drawing & Disbursing Officer OPTCL, Hqrs. Office**”, Janapath, Bhubaneswar- 751022. No other mode of payment is acceptable. No tender documents will be sold on any other day except as indicated.

6. The specification can also be downloaded from OPTCLs official web site and the same may be submitted along with the cost of tender document by way of demand draft/ pay order payable to D.D.O, OPTCL Hqrs. Office., Bhubaneswar at the time of submission of tender document. In case any deviation is found in the tender document submitted by the Tenders from the content mentioned in our web site and/ or non submission of cost of tender documents, the tender shall liable to be rejected at any stage of the contract. The Tenders has to indemnify OPTCL for any loss accruing due to such alteration in the

terms and conditions of the tender document & / or for such alteration, resulting in the cancellation of the contract.

7. The intending bidders, who want to get a copy of the tender specification document by post, are required to deposit an additional amount of Rs.100/- over and above the cost of the tender specification, mentioned.

8. **Complete bid for the works will be received up to 02/01/2013 (3:00 PM), only and the same will be opened 4:00 P.M. on the same date (02/01/2013).**

9. Tender (s) received after due date / time would not be accepted.

10. Date and time of opening of price bids in respect of two-part tenders shall be intimated to the Techno-Commercially responsive bidders only.

11. In the event of any specified date for the sale, submission or opening of bids being declared a holiday for purchaser, the bids will be sold/ received/ opened up to the appointed times on the next working day.

12. Only one representative of the bidder will be allowed to participate in the bid opening. OPTCL also reserves the right to accept or reject the tender without assigning any reasons thereof, if the situation so warrants. OPTCL shall not be responsible for any postal delay at any stage.

Sd/-
DY. GENERAL MANAGER (HRD) T&D

TABLE OF CONTENTS

Sl. No.	Part	Items	Page No.
1		Instruction to Bidder	5
2		Scope of Work & General Information	5-6-7
3		Terms & Conditions	7
		FORMS	
4	PART-I	FORM-1 : Tender Letter Proforma	8-9
5		FORM-2 : Minimum Eligibility	10
6		FORM-3 : Prior Experience	11-12
7		FORM-4 : Innovativeness / Comments & Suggestion	13
8		FORM-5: Approach and Methodology	14
9		FORM-6: Declaration Letter	15
10		Check list for submission of Tender Document	16
11	PART-II	Price Bid Format	17

Instruction to Bidders

- 1. Introduction-** Odisha Power Transmission Corporation Limited (OPTCL), was incorporated in March 2004 under the Companies Act. 1956 as a company wholly owned by the Government of Odisha to undertake the business of Transmission and wheeling of electricity in the State. The Company owns Extra High Voltage Transmission System and operates about 11344 ckts of transmission lines at 400 KV, 220 KV & 132 KV levels and 100 nos. of Substations with Transformation Capacity of 10,642 MVA. The Management of OPTCL is interested to conduct a Comprehensive Safety Audit covering all the operational areas with special emphasis on Electrical Safety Audit / Fire Risk assessment and Disaster Management Planning for their 132 KV, 220 KV & 440 KV EHV Sub-Stations.
- 2. Scope of Work-**
 - i.** In order to conduct a realistic check, diagnostics survey and review all aspects of Safety Systems and Procedures both Management and Technical, the Safety Audit for EHT Sub-Stations (400 KV, 220 KV and 132 KV) of OPTCL shall be carried out as per CEA Safety Regulations.
 - ii.** Audit shall be through physical inspection of all functional areas of the Substations with reference to all applicable Indian standards & statutory rules. The study will also identify the extent of compliance to Statutory Requirements, hazards (electrical shocks, fires etc) and other Unsafe Conditions, Unsafe Practices and Acts and suggest remedial measures.
 - iii.** Evaluation of Safety Manual, Safe Operating Procedures and Safe Maintenance Practices.
 - iv.** Review of Safety of Systems and Electrical Installation.
 - v.** Review of Safety in Material Handling
 - vi.** Suggest improvement over the existing Safety Systems & Procedures, if any.
 - vii.** Study of Disaster Management Plan and suggest for its improvement.
 - viii.** The following points shall be covered under the Safety Audit: Safety & Health Policy, Safety & Health of Organisation, Accident reporting, Investigation & analysis, Safety Inspections, Safety educations & training, First Aid, General working conditions, Hazard identification & control, Safe operating procedures, Work permit system, Waste Disposal, Personal protective equipments, Fire protection, Emergency Preparedness, Plant layout and area classification, Static electricity, New Equipment review, Lifting machines & Tackles, Access, Material Handling, Communication system adopted and Transportation.
 - ix.** Review of all aspects of Fire Safety.
 - x.** The methodology to be followed shall be specified with the time line.
 - xi.** The fast phage Safety Audit shall be carried out for the following Sub-Stations of OPTCL of different voltage levels:
 - a) 400/ 220 KV Sub-Stations – 2 nos.
 - b) 220/ 132 KV Sub-Stations – 6 nos.
 - c) 132/33 KV Sub-Stations – 12 nos.
 - xii.** The Audit should be completed and final report shall be submitted within 120 days from the date of pressing of work order.

3. Bidders are required to go through the details of Tender Specification and submit their bids in the following manner :

i) **Techno Commercial Bid** (Part-I – Bid) in prescribed format (**Form-1 to 6**) in sealed cover super scribed as “**Techno Commercial Bid**” and containing the following:

- Documents pertaining to Firm / Agency experience in this field & execution of similar orders.
- Copies of PAN / TAN and Service Tax Registration
- Copy of this tender document signed on each page by the tenderer.
- **EMD of Rs.12,000/- & tender paper cost of Rs.6,300/- (Rs.6,000/- + 5% VAT)** (Non- refundable) will be submitted in the form of two separate bank drafts drawn on any Nationalized Bank in favour of “**Drawing & Disbursing Officer OPTCL, Hqrs. Office**” payable at Bhubaneswar.

ii) **Price Bid** (Part-II Bid) in the format given in Part -II in one sealed cover super scribed as “**Price Bid**”.

These two sealed covers as mentioned in 1(i) & 1(ii) should be placed inside another sealed cover. It should be super scribed with TCN no & marked as “**Safety Audit for EHT Sub-Stations of OPTCL**”

4. The tender should be sent to The Dy. General Manager (HRD), T&D, OPTCL, Janpath, Bhubaneswar-751022 by Speed Post/ Reg. Post or by Person. Bidding through E-mail/ Telephone/ Fax will not be accepted. OPTCL shall not be held responsible for any delay in delivering the bid document.
5. The tender should reach the addressee on or before **3 PM of 02/01/2013**. Bids received beyond the stipulated date and time will not be considered.
6. The Techno Commercial bid shall be opened **on 02/01/2013 at 4.00 PM**. Those who qualify in the commercial bid shall be invited to give their presentations before a designated Committee on their creditability experience to prove their capability for completing the project, methodology to be followed and the time line. The date of presentation shall be intimated in due course.
7. The tender has to quote in the prescribed price bid format. Quoting in any other manner will not be entertained.
8. Tender with over written or erased, not authenticated, illegible rate or rates not shown in figures and words will be liable for rejection.
9. The rate quoted should be in Indian Rupees, FIRM and inclusive of all taxes & duties. The format for quoting of price is indicated in Part- II (Price Bid). If there is any discrepancy in quoted price in figures & in words the later shall be considered.
10. The Date of opening of Price bid shall be intimated only to the bidder whose commercial bids are selected by the designated committee.

11. TERMS & CONDITIONS:-

- i) **EMD:** An amount of Rs. 12,000/- (Rupees Twelve Thousand) only for **Safety Audit of EHT Sub-Stations** in shape of D.D. drawn in favour of “**Drawing & Disbursing Officer OPTCL, Hqrs. Office**” payable at Bhubaneswar. which will be deposited as EMD by the tenderers and subsequently shall be converted to Security Deposit in case of successful bidder before execution of the order and the same will be retained till completion of contract period without any interest.
- ii) **Bank Guaranty:** -The selected firm / agency shall have to produce bank guarantee of 10% value of contract price within ten days from receipt of order failing which the order shall be cancelled & the EMD shall be forfeited.
- iii) **Modality of Payment:** 90% payment shall be made after the receipt of the draft Safety Audit Reports and the balance 10% payment shall be released, after acceptance of the final report. The Bills in duplicate shall be submitted to the DGM (HRD) T & D.
- iv) **Legal dispute:** Legal dispute if any concerning this purchase shall be subject to the Courts exercising civil jurisdiction over Bhubaneswar.
- v) **General:**
 - a) OPTCL takes no responsibility for any loss of documents/ delay/ non-receipt of tender specification/ tender sent by post or by any other arrangement.
 - b) The offer should be valid for a period of 150 days from the date of opening of tender, failing which the tender will be liable for rejection.
 - c) The tenderers should have sound financial as well as capabilities to execute the said job & experience to complete the same.
 - d) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the Purchaser shall be final and binding on the Tenderer.
 - e) DGM (HRD) T&D, OPTCL will be the Officer-in-charge for the above work order.
 - f) Drawing & Disbursing Officer, OPTCL Hd.qrs. Office will be the Paying Officer.

Sd-
DGM (HRD) T&D

PART – I

TECHNO COMMERCIAL BID

FORM No: 1

TENDER LETTER PROFORMA

To

The Dy.General Manager (HRD), T&D
Odisha Power Transmission Corporation Limited,
Janpath, Bhubaneswar-751022

Sub:- Tender For **Third Party Safety Audit of EHT Sub-Stations** as per the scope of work,
Terms & Conditions.

Sir,

The undersigned, having read and examined in detail all the Tender documents in respect of Firm / Agency for OPTCL do hereby submit tender documents to provide Services as specified in the scope of work.

I. Correspondence Details

Our correspondence details are:

1	Name of the Firm / Agency	
2	In case the Firm / Agency is a subsidiary of a larger organization, please write the name of the present organization.	
3	Registered Address of the Firm / Agency	
4	Name of the Contact Person / Authorized Signatory to whom all references shall be made regarding this project	
5	Designation & Address of the person to whom all reference shall be made regarding this tender	
6	Telephone (with STD code) & Mobile No.	
7	E-Mail of the contact person	
8	Fax No (with STD code)	

II. Document forming part of Tender

We have enclosed the following

- i. Tender Form 2 : Minimum Eligibility
- ii. Tender Form 3: Prior Experience
- iii. Tender Form 4 : Innovativeness / Comments and Suggestions
- iv. Tender Form 5 : Approach and Methodology
- v. Tender Form 6 : Declaration Letter

- vi. Earnest money deposit
- vii. Check List for submission of Tender Documents
- viii. Price Bid (Part-II)

We hereby declare that our Tender is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Authorized Representative)

Name :
 Designation :
 Seal :
 Date :
 Place :
 Business Address :

Witness:

Signature _____
 Name _____
 Address _____
 Firm/Company _____
 Date _____

Signature _____
 Name _____
 Address _____
 Firm/Company _____
 Date _____

Minimum Eligibility

The Firm / Agency / Organisation should not include the figures of the subcontractors for Tender Form 2

1.1	Name of the Firm / Agency			
1.2	Year of Registration / Incorporation *			
1.3	Number of Employees as on March 31,2012			
1.4	PAN/TAN/Service Tax Registration No.			
1.5	Gross Annual Turnover **	2008-09	2009-10	2010-11

* Enclosed a copy of Registration document

** Enclosed Certificate from Chartered Accountant / IT Return Statement.

Witness:

Authorized Representative

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Firm/Company_____

Firm/Company_____

Date _____

Date _____

Prior Experience

Using the format below, provide information on each assignment for which your firm/agency, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out ad services shall give information about maximum of five projects covering the areas as indicated

Details of relevant experience of the consulting Firm

Sl. No.	Title/ brief description of the relevant projects carried out	Client Name	Project Cost (in Rs.)	State of Project Execution (Completed / under progress) as on date	Any other relevant information

Qualification and experience of key Professionals

Sl. No.	Field of Expertise	Qualification & Institute	Experience (in years)			
			Total	In relevant project	Name of the corresponding project	Experience at national / international level
1.	Team Leader					
2.	Subject Experts (Safety Professionals)					

Note: (i) Please attach Letter of Intent or Work Order or certificate successful completion for each project, from the respective Client(s).
(ii) Please attach separate sheet for individual experience if required.

Witness

Authorized Representative

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Firm/Company_____

Firm/Company_____

Date _____

Date _____

Innovativeness / Comments & Suggestion

Suggest and justify here any modifications or improvement to scope of work and tasks to be performed, timeline, deliverables etc. to improve performance in carrying out the Assignment. The Firm/Agency can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be actionable, concise and to the point.

Signature of the Authorized Representative

**Description of the Methodology & Approach
For Safety Audit of EHT Sub-Stations of OPTCL**

1. Key areas to be covered along with brief Objectives, Scope of work, methodology and deliverables for conducting 3rd Party Safety Audit.

2. Methodology and Approach for this study.

Signature of the Authorized Representative

Declaration Letter

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract.

We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:	_____	Authorized Representative	
Signature	_____	Signature	_____
Name	_____	Name	_____
Address	_____	Address	_____
Firm/Company	_____	Firm/Company	_____
Date	_____	Date	_____
		Seal	

Check list for Submission of Tender documents

The bidder shall submit the following document along with the tender

1. EMD of Rupees Twelve thousands in the form of Demand Draft from a scheduled bank drawn in favour of **“Drawing & Disbursing Officer OPTCL, Hqrs. Office”** payable at Bhubaneswar.
2. Particulars of firm / agency enclosed as form 1.
3. Qualifying requirement for selection of firm / agency enclosed as form 2.
4. All the forms (form 1 to 6) should be complete with required certificate / documents mentioned therein.
5. Each page of tender document is to be signed by the authorized person of the tenderer.
6. Copies of update TAN/PAN & Service tax registration shall be enclosed.

PART –II

Price Bid Format

To be submitted in sealed cover without any correction or overwriting.

The Sub-Stations wise rates of charges for taking up detailed Safety Audit towards professional, documentation charges and other incidentals as follows.

Item	<u>Price quoted in figures</u> (Including taxes, duties, etc)	<u>Price quoted in words</u> (Including taxes, duties, etc)
For each 132 / 33 KV Sub-Stations		
For each 220/ 132/ 33 KV Sub-Stations		
For each 400/ 220 KV Sub-Stations		

Date :

Place :

Signature of authorized signatory