



TP WESTERN ODISHA DISTRIBUTION LIMITED  
(A Tata Power & Odisha Govt. joint venture)

Tender Ref No. TPWODL/SA/O/SU/2500000965

## **Open Tender Notification**

**For**

**PO for supply of Aerial tower wagon vehicle  
mounted**

**Tender Enquiry No.: TPWODL/SA/O/SU/2500000965,  
Due Date for Bid Submission: 21<sup>st</sup> June '2025 [18:00  
Hrs.]**

**TP WESTERN ODISHA DISTRIBUTION LIMITED  
(A TPWODL and Odisha Government Joint Venture)  
Head - Contracts & Procurement Department  
Corporate office: Burla-768017**



TP WESTERN ODISHA DISTRIBUTION LIMITED  
(A Tata Power & Odisha Govt. joint venture)

Tender Ref No. TPWODL/SA/O/SU/2500000965

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## 1.0 Event Information

Bids are invited in Two Bid system from interested Bidders to establish a Rate Contract with Twelve Months of validity as mentioned below:

| Tender Enquiry No.        | Work Description                                    | EMD (Rs.) * | Tender Fee inclusive of GST (Rs.) ** | Last Date and Time for payment of Tender Fee |
|---------------------------|---|-------------|--------------------------------------|--|
| TPWODL/SA/O/SU/2500000965 | PO for supply of aerial tower wagon vehicle mounted | 50,000      | 5,000                                | 21.06.2025<br>18:00 Hrs.                     |

\*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<sup>^</sup> for details on Odisha MSME support)

## 1.1 Scope of work

Bids are invited from interested Bidders to award Purchase order (PO) for Procurement Supply of aerial tower wagon vehicle mounted link as per specification, as per below mentioned details:

| PO for supply of aerial tower wagon vehicle mounted |                                    |     |            |
|---|------------------------------------|-----|------------|
| Sl. No.   | Item Description                   | UOM | TPWODL Qty |
| 1   | Aerial tower wagon vehicle mounted | EA  | 4          |

### <sup>^</sup>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.
- Past Experience Relaxation:** Instead of relying on the volumes / value of earlier Supplies / Projects, assessment of the Bidder shall be done on the basis of feedback from Customers. Past performance experience at Tata Power and its Group Companies shall supersede feedback from other Customers.



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- **Reservation for MSME:** TPWODL 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 TPWODL' website: -

[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.

**Beneficiary Name: TPWODL Expenditure Account**

**Bank Name: Union Bank of India**

**Branch Name: Sambalpur Naya Para**

**Address: At/Po: Sambalpur, Dt: Sambalpur, Odisha-768 001**

**Branch Code: 536521**

**Account No.: 365201010033244**

**Account Type: Current**

**IFSC Code: UBIN0536521**

**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:

| Sr No | Description   | Bidder's Response |
|-------|---|-------------------|
| 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   |                   |



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|     |   |  |
|-----|---|--|
| ix) | MSME Certificate (if applicable)              |  |
| x)  | Postal address of bidder for return of EMD BG |  |

E-mail has to be sent to [adwisha.nanda@tpwesternodisha.com](mailto:adwisha.nanda@tpwesternodisha.com) & [sonali.acharya@tpwesternodisha.com](mailto:sonali.acharya@tpwesternodisha.com) > with copy to Head - Contracts & Procurement <[ajit.singh@tpwesternodisha.com](mailto:ajit.singh@tpwesternodisha.com)> 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 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**)

### 1.3 Calendar of Events

|     |   |                            |
|-----|---|----------------------------|
| (a) | Date of sale/ availability of tender documents from Website   | 02.06.2025                 |
| (b) | Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation as mentioned in "Procedure to Participate in Tender" | 09.06.2025, 15:00 Hours    |
| (c) | Date & Time of Pre-Bid Meeting (If any)   | Shall be intimated, if any |
| (d) | Due Date of receipt of pre-bid queries by e-mail, if any  | 11.06.2025, 18:00 Hours    |
| (e) | Due Date of Posting Consolidated replies to all the pre-bid queries as received   | 13.06.2025, 18:00 Hours    |
| (f) | Due date and time of receipt of Bids  | 21.06.2025, 18:00 Hours    |

**Note:** In the event of last date specified for submission of bids and date of opening of bids is declared as a closed holiday for TP Discoms 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

| Sr No | Parameter                                | Owner Requirement   | Documents to be submitted by Bidder  |
|-------|--|---|--|
| A     | Technical Pre-Qualification Requirements |   |  |
| 1     | Technical Experience / Performance       | Performance certificate for one (1) year satisfactory performance from at least from 2 reputed companies is required of same capacity/similar TOWER WAGON. The work against these certificates should be completed in last five years from the date of bid submission. In case the bidder has a previous association with Tata Power for similar products and services, the performance feedback for that bidder by Tata Power's User Group shall only be considered irrespective of performance certificates issued by any third organization. | The performance certificate and contact details of the client need to be submitted |
| 2     | Manufacturing Facility                   | Bidder should have their own manufacturing facility to manufacture the Tower Wagon. In case the bidder is not a manufacturer then they have to submit the authorization letter of main manufacturer for participating in the bid on their behalf and an undertaking of manufacturer has to be submitted in this regard. Self-undertaking to be submitted in this regard. TPWODL reserves the right to inspect the said manufacturing facility as proof of compliance with this parameter  | Self- Undertaking along with Factory license/MOA to be submitted.                  |



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| Sr No | Parameter                                | Owner Requirement   | Documents to be submitted by Bidder  |
|-------|--|---|--|
| 3     | Support service                          | Bidder should have a customer support Centre or support service office with qualified technicians for 24X7 support in Odisha. Office address proof with personnel details has to be submitted.  | Self- Undertaking  |
| 4     | Experience                               | The bidder should have sold at least 04 Ariel Tower Wagon Vehicles during the last three years from the date of opening of technical bid to be considered during evaluation of bid for the said item. Order copies/completion certificates to be submitted.                     | Order copies has to be submitted by bidder in this regard.                 |
| B     | Financial Pre-Qualification Requirements |   |  |
| 1     | Commercial Capability                    | The bidder should have an average annual turnover of Rs. 2 Cr in last 3 Financial years. Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria. (UDIN no is mandatory for balance sheet.) | Copy of audited P&L Account (with UDIN no.) to be submitted in this regard |
| 2     | Statutory Compliances                    | The prospective Bidder(s) should be have following certificates-<br>a. Valid GST Registration Certificate.<br>b. Valid PAN No.<br>c. Odisha State MSME Certificate (if applicable)  | Certificate to be submitted  |
| 3     | Blacklisting                             | Bidder should not have been blacklisted by any Govt. Organization / utility.  | Bidder shall submit self-undertaking in this regard.                       |

### 3.0 Evaluation Criteria

- The bids will be evaluated techno-commercially and on qualifying criteria of tender terms and conditions.
- The bids will be evaluated commercially for all-inclusive lowest cost on LOT wise BOQ as calculated in Schedule of Items [Annexure I].
- Bidder has to mandatorily quote against each item of Schedule of Items [Annexure I]. Failing to do so, TPWODL may reject the bids.
- In case the bidder has a previous association with TPWODL for similar products, the performance feedback for that bidder from TPWODL's User Group shall only be considered irrespective of performance certificates issued by any third organization.  
However, TPWODL reserve the right to scrutinize and reject any of such existing vendors without assigning reason what so ever may be.
- Based on latest / previous years experiences of Tata Power / Tata Power group companies with BA, TPWODL reserves the right to disqualify the bidders during techno - commercial evaluation of the bid.

**NOTE:** In case a new bidder is not registered with TPWODL, factory inspection and evaluation shall be carried out to ascertain bidder's manufacturing capability and quality procedures. However, TPWODL





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*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 TPWODL shall be final and binding on the bidder in this regard.*

### **3.1 Price Basis**

Price shall 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: Sonali Acharya

E-Mail ID: [sonali.acharya@tpwesternodisha.com](mailto:sonali.acharya@tpwesternodisha.com)

Mob No.: - 9437483192

For Communication

Name: Adwasha Nanda

E-Mail ID: [adwasha.nanda@tpwesternodisha.com](mailto:adwasha.nanda@tpwesternodisha.com)

Mob. No. 8144787983

Head- Contracts & Procurement

Name: Mr. Ajit Singh

E-Mail ID: [ajit.singh@tpwesternodisha.com](mailto:ajit.singh@tpwesternodisha.com)





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## 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 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 Western Odisha Distribution Limited**' payable at **Burla**. The EMD BG has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted by TPWODL and the bid as submitted shall be liable for rejection. A separate **non-refundable tender fee** of stipulated amount also needs to be transferred **online through NEFT/ RTGS** in case the tender document is downloaded from our website.

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

**Beneficiary Name: TP WESTERN ODISHA DISTRIBUTION LTD.**

**Bank Name: UNION BANK OF INDIA**

**Branch Name: Burla (Andhra Bank)**

**Address: AT/PO: Burla**

**District: SAMBALPUR, ODISHA**

**PIN: 768 017**

**Account No.: 005511100001556**

**Type of Account: CURRENT CUM FLEXI ACCOUNT**

**IFSC Code: UBIN0800554**

**Note-** EMD is preferred in form of Bank Guarantee and to be delivered at the following address. However, in view of 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.



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

**EMD Original Hard Copy shall be delivered at 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 DO fuse and DD Fuse link.”

**Head – Contracts & Procurement  
TP Western Odisha Distribution Limited  
Corporate office, Burla:768017**

Kind Attn.: Mrs. Sonali Acharya, Mob. 9437483192

*\*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 favour of TP Western Odisha Distribution Limited payable at Sambalpur/Burla.
- Online transfer of requisite amount through NEFT/ RTGS.
- Bank Guarantee valid for 210 days after 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



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### 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:

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

2. Indexing of the Content of Techno-commercial Bid may also be furnished per the Bidder's preference. But in that case, the above-mentioned table as well as the **Corresponding Page Nos.** need to be modified and furnished accordingly.

**The technical bid shall be submitted through 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.

**Price Bid is to be submitted in soft copy through 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 TPWODL, 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 persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons 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



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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**

- I. EMD of requisite value and validity
- II. Tender Fee.
- III. Requisite Documents for compliance to Qualification Criteria mentioned in Clause 2.0
- IV. Acceptance of Specification, drawing with filled in GTP as per Annexure II.
- V. Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- VI. Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- VII. Duly filled in Annexure V and VI.
- VIII. Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- IX. 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 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, the 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 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 breaks up shown else-where 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.



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## **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, TPWODL 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 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 event.

# **7 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 TPWODL 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 TPWODL Office. 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. 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

### **7.2.3 Preliminary Examination of Bids/Responsiveness**

TPWODL 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



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document. TPWODL may ask for submission of original documents in order 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 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, TPWODL 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. TPWODL reserves the right to reject non-responsive bids.

#### **7.2.4 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, TPWODL /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 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.

#### **7.2.5. 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 to 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.

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

#### **7.3 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 TPWODL Office. Bidders having authorization letter (format annexed) only for attending bid opening from competent authority of respective Organizations, who may choose 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.





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## 8 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, TPWODL 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 honour prices submitted to the marketplace
- Breach of terms as published in TENDER / NIT

## 9 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 TPWODL. This includes all bidding information submitted to the TPWODL. 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 Reverse Auctions

TPWODL 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.**

**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 & tender would be awarded to single party only. PLUS 2 means (01 + 02 = 03), so all 3 qualified bidders would be allowed in the RA process.





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## 11 Award Decision

TPWODL 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 at Clause 2.0. 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 4.3 above. 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 at 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 TPWODL on bidder qualification & cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that TPWODL may deem relevant.

All bidders are advised to quote their most competitive rates against each line item. However, TPWODL reserves the right to adjust the splitting as per bidders' participation/qualification/any other unforeseen condition in tender.

DISCOM reserves the rights to award contract to one or more bidders so as to meet the delivery requirement or nullify 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 Order of Preference / Contradiction

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 Post Award Contract Administration

### 13.1 Special Conditions of Contract

- 1) Contract period: Purchase order shall be valid till completion of supply from the placement of the Contract.
- 2) Prices Validity: shall remain firm. Prices shall be on FOR Basis, inclusive of Transit Insurance/ Packing & Forwarding & ITC charges and shall be inclusive of unloading & stacking at TPWODL site / store locations.
- 3) Business Associate (BA) shall submit applicable Performance Bank Guarantee as per GCC within 15 days of issuance of PO, with validity of warranty Period plus one Month. PBG applicable shall be 10 % of Contract Value. Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value prescribed.



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- 4) LD: Liquidated damages shall be levied without prejudice to any of the other contractual rights of TPWODL. For delay of each week and part thereof from the delivery schedule specified in the contract, 1% of contract value corresponding to undelivered quantity, provided full quantity is supplied within 130% of the original contract time. If full contractual quantity is not delivered within 130% of contract time for delivery, TPWODL has the right to levy LD on the entire contract value, subject to a maximum of 10% of the total contract value. Any change in statutory taxes, duties and levies during the contract period shall be borne by TPWODL. However, in case of delay in work execution owing to reasons not attributable to TPWODL, 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 TPWODL.
  - 5) Guarantee/Warranty Period: shall be as per the technical specification attached with the tender.
  - 6) BA shall submit GTP/ Drawing within 15 days from issuance of the purchase order. If drawing is not approved by competent authority due to document shortfall or any changes are suggested, vendor has to resubmit new drawing/GTP/documents within 05 days of such intimation. BA shall offer for 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 TPWODL reserve the right to cancel issued rate contract / release order and also reserve the right to forfeit EMD/PBG.
  - 7) Payment Terms:  
On successful delivery of the materials in good condition, and certification of acceptance by TPWODL's certified official of the work, 100% payment shall be released within 60 days from the date of submission of certified bills/invoices in original in the name of TP Western Odisha Distribution Ltd. to Business associate portal (SIGITEK).
- For MSME-** Payment shall be made within 45 days.
- 8) Pre-dispatch inspection and MDCC shall be applicable as per GCC.
  - 9) TPWODL reserves right to short close the issued purchase Order, in case of any quality or performance issues.
  - 10) All the terms and conditions of TPWODL GCC- Supply (attached with this tender) shall be applicable.

## 14 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 in order to combat the climate change.

## 15 Ethics

TPWODL 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.



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TPWODL 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.
- 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 email ID: [ppt@tpwesternodisha.com](mailto:ppt@tpwesternodisha.com)

## **16 Specification and standards**

As per Annexure II

## **17 General Condition of Contract**

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

## **10 Safety**

All jobs of this tender must be executed strictly in compliance to the Safety terms and Conditions of TP WESTERN Odisha Distribution Limited. For Safety norms details, please visit our site as mentioned below.

<http://www.tatapower.com>

## **18 Tata Code of Conduct**

Annexure IX attached along with this tender.



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## ANNEXURE I

### Schedule for Items

| PO for supply of Aerial tower wagon vehicle mounted |                                    |     |            |                             |        |
|---|------------------------------------|-----|------------|-----------------------------|--------|
| Sl. No.   | Item Description                   | UOM | TPWODL Qty | UNIT PRICE (INR)            | AMOUNT |
| 1   | Aerial tower wagon vehicle mounted | EA  | 4          |                             |        |
|   |                                    |     |            | Total                       |        |
|   |                                    |     |            | GST @18%                    |        |
|   |                                    |     |            | Total inclusive of GST @18% |        |

Note: All the items mentioned above should be supplied along with respective fittings.

#### NOTE:

- 1) Prices shall be firm till completion of supply.
- 2) The bids will be evaluated commercially on overall basis.
- 3) The material shall be delivered as per the location captured in the Purchase Order.
- 4) The bidders are advised to quote prices strictly in the above format. Failing to do so, bids are liable for rejection.
- 5) The bidder must fill each and every column of the above format. **Mentioning "extra/inclusive"/other conditions in any of the column may lead for rejection of the price bid.**
- 6) No cutting/ overwriting in the prices is permissible.
- 7) The quantity mentioned above are for evaluation purpose only and may vary as per actual site requirement.
- 8) The bidders are advised to quote prices strictly in the above format. Failing to do so, bids are liable for rejection.



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**ANNEXURE-II : Technical Specification**

***Attached separately with Tender***



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### **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:

| S. 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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**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.)***

| S. No. | Particulars   | Remarks                            |
|--------|---|------------------------------------|
| 1.     | Prices firm or subject to variation<br>(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)<br>(From the date of opening of bid)  | Yes / No                           |
| 8.     | Inspection during stage of manufacture  | Yes / No                           |
| 9.     | Covered under Small Scale and Ancillary<br>Reg'n No.)<br>Industrial Undertaking Act 1992                                | Yes / No (If Yes, indicate, SSI    |

**Seal of the Bidder:**

**Signature:**

**Name:**





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**ANNEXURE V : Checklist of all the documents to be submitted with the Bid**

Bidder has to mandatorily fill in the checklist mentioned below:

| S. No. | Documents attached  | Yes / No / Not Applicable |
|--------|---|---------------------------|
| 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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## **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, TPWODL intends to use the reverse auctions as an integral part of the entire tendering process. All the bidders who are found as 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. TPWODL 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. TPWODL will make every effort to make the bid process transparent. However, the award decision by TPWODL would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of TPWODL, 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 TPWODL.
6. In case of intranet medium, TPWODL shall provide the infrastructure to bidders. Further, TPWODL 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 of 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 out-rightly 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 TPWODL site / store.
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 TPWODL.
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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**ANNEXURE VII: General Conditions of Contract**

***Attached Separately with Tender***



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### **ANNEXURE IX : Tata Code of Conduct**

The Owner abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Owner and the Contractor for dealings under this Order/ Contract. A copy of the Tata Code of Conduct is available a tour website:

**<https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>**

The Contractor is requested to bring any concerns regarding this to the notice of our Head - Contracts & Procurement e-mail ID: [ajit.singh@tpwesternodisha.com](mailto:ajit.singh@tpwesternodisha.com)



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**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)

**Head - Contracts & Procurement**

**Tata Power Western Odisha Distribution Limited**

**Corporate office: Burla-768017**

**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 & Designation of Authorizing Authority



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

**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:

| Sr No | Description   | Bidder's Response |
|-------|---|-------------------|
| 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 has to be sent to <adweshananda@tpwesternodisha.com> with copy to <sonali.acharya@tpwesternodisha.com> 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.

Those who are already having User Name and password for accessing events, may LOGIN using same User Name and password. (Bidder's user name and password for their other customer shall not be applicable for TPWODL)

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

**Step 8:** After review and downloading of all documents click on "[Review Pre-requisites](#)"



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**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 has to 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 has to 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 provided field. Put "NA" in not applicable field.

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



|                |  |                             |
|----------------|--|-----------------------------|
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| DOCUMENT TITLE | <b>STANDARD TECHNICAL SPECIFICATION FOR VEHICLE MOUNTED AERIAL TOWER WAGON</b> | EFFECTIVE DATE - 18/06/2022 |
| DOCUMENT NO    | TPWODL/ENGG/SPEC/183/2022  | REVISION NO: R0             |

# **STANDARD TECHNICAL SPECIFICATION FOR VEHICLE MOUNTED AERIAL TOWER WAGON**

|                        |                    |                        |
|------------------------|--------------------|------------------------|
| <b>PREPARED BY</b>     | <b>REVIEWED BY</b> | <b>APPROVED BY</b>     |
| <b>SANTOSH K PATRA</b> | <b>ANUP JAWASE</b> | <b>VARUN BHATNAGAR</b> |

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|                |  |                             |
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- 21.0 SCHEDULE OF DEVIATION

|                        |                    |                        |
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### 1. SCOPE:

This specification covers the technical requirements of design, manufacture, testing at manufacturer's works, packing and forwarding, supply, unloading of Vehicle mounted Aerial Tower Wagon at TPWODL stores/sites. Following equipment's / materials covered under the scope with all fittings, accessories and associated auxiliary equipment, mandatory spares which are required for efficient and trouble-free operation.

### 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 / IEC and shall conform to the regulations of the local authorities.

**IS 10585: 2002** Method of Test for Cylinders for Oil Hydraulic System.

**IS 8384: 1977** Method of test for collapse/burst resistance of oil hydraulic filter element.

**IS 10069: 1992/ISO 4409: 1986** Hydraulic fluid power - Positive displacement pumps, motors and integral transmissions - Determination of steady-state performance.

**IS 10481: 2002/ISO 4413: 1998** Hydraulic Fluid Power - General Rules Relating to Systems.

**IS 14150: 2005 /ISO 6264: 1998** Hydraulic Fluid Power - Pressure Relief Valve.

**IS 14601: 1998** Method for presenting performance data for hydraulic pump.

**IS 9878: 1981** Safety gears and governors for electric passenger and goods lifts -- (Withdrawn Standard)

### 3. CLIMATIC CONDITIONS OF THE INSTALLATION:

The service shall be as follow:

- |  |                 |
|--|-----------------|
| 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 temperature attainable by an object exposed to sun  | 60°C            |
| 6. Maximum relative humidity   | 95%             |
| 7. Average number of thunderstorms per annum   | 70              |
| 8. Average number of rainy days per annum  | 120             |
| 9. Rainy months  | June to October |
| 10. Average annual rainfall  | 150cm           |
| 11. Maximum Wind velocity  | 200 km/hr.      |
| 12. Earthquakes of an intensity in horizontal direction - equivalent to seismic acceleration of 0.3g   |                 |
| 13. Earthquakes of an intensity in vertical direction - equivalent to seismic acceleration of 0.15g<br>(g being acceleration due to gravity) |                 |

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Environmentally, some of the regions, where the work will take place includes hilly areas, subject to high relative humidity, which can give rise to condensation. Atmosphere is generally laden with mild acid and dust due to industrial activities. Some places are in heavily industrial polluted areas. On occasions, the combination of humid, acidic and dust condensation may create pollution conditions for outdoor equipment's. Therefore, outdoor materials and equipment's shall be designed and protected for use exposed, heavily polluted, acidic, corrosive, tropical and humid atmosphere.

#### 4. GENERAL TECHNICAL REQUIREMENTS:

The Tower Wagon will consist of hydraulically operated elevating platform mounted on diesel/CNG driven Engine minimum 3.00 ton truck chassis with heavy duty steel structure and construction.

Minimum/Maximum working height of the hydraulically operated elevating platform will be minimum 6.5 meter and Maximum 14.5 meter as well as minimum 6.5 meter and Maximum 11.5 meter.

The elevating platform will be articulation/telescopic type and can be stopped at any desired height. The action of the beam shall be controlled with operation by hydraulic device. The complete unit shall be fully equipped with hydraulic outriggers minimum 2 points to stabilize the unit during operation and shall also include all necessary accessories & control devices to ensure maximum maneuverability and safety of operation.

| SL No | PERFORMANCE DATA                                    | REQUIREMENT   |
|-------|---|---|
|       | HYDRAULIC PLATFORM                                  |   |
| 4.1   | Max working height                                  | 14 M  |
| 4.2   | Max height to cage floor in fully elevated Position | 14.5 M / 11.5 M   |
| 4.3   | Safe working load                                   | 250 kgs at the Highest Cage Height.   |
| 4.4   | Slew  | 360 degree continuous on either direction. Slewing shall be provided with hydraulically powered slewing rams. The Slewing structure shall be provided with large bearings to ensure smooth operation. |
| 4.5   | Type of stabilizers                                 | Fully hydraulic "A" frame design. The Stabilizer shall be flush with the chassis when retracted. Able to level the vehicle on uneven ground.  |
| 4.6   | No of stabilizers                                   | 2   |
| 4.7   | No. of Booms  | 2   |
| 4.8   | Hydraulic oil tank capacity                         | 70 liters   |
| 4.9   | Control   | Dual control for booms shall be provided at base & at operator's cage.  |

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|      |              |   |
|------|--------------|---|
| 4.10 | Workmen cage | Reinforced fiberglass cage, Non-slip floor, drain holes, mounted on a steel cradle. The Cage/Bucket shall be insulated to minimum 600 volt and remain level in any boom position. Operator shall be able to control the movement of the cage Size 1.1 x 0.8 x 1.1 M |
|------|--------------|---|

#### **5.A. SAFETY FEATURES:**

|    |  |
|----|--|
| 1  | Over load protection, safe working load tested to 50% overload   |
| 2  | Lock valve to boom cylinders to safe guard operator in case of leakage.  |
| 3  | Lock valves on stabilizer cylinders.   |
| 4  | Emergency hands pump to enable stowing of the unit in case of pump/engine failure.                                   |
| 5  | Interlock between stabilizer & boom  |
| 6  | Interlock between boom & stabilizer. Booms shall not be operated unless stabilizers are put in place.                |
| 7  | Spot light in workmen cage for night operation.  |
| 8  | Flashed light on driver's cabin and warning lamps at key points.   |
| 9  | Emergency stop switches at base and operators cage to isolate boom hydraulic functions including restoration switch. |
| 10 | Automatic stop to prevent operator inadvertently reaching unsafe areas.  |
| 11 | Safety Interlock between Low Hydraulic Oil Pressure and Boom Operation.  |
| 12 | Low Hydraulic Oil Level Annunciation.  |
| 13 | Low Hydraulic Oil Pressure Annunciation  |
| 14 | Safety Blinking Light on the workmen cage  |
| 15 | Safety belt anchorage point in the workmen cage  |

#### **5.B. Standard Features:**

|   |   |
|---|---|
| 1 | Emergency stop button on control panels.                            |
| 2 | Hydraulic operated outriggers.                                      |
| 3 | Safe and Reliable electric & hydraulic system                       |
| 4 | Outriggers should be within the vehicle body & Vertically operating |
| 5 | Leveling Indicator  |
| 6 | Differential Pressure Indicator across Hydraulic Oil Filters        |
| 7 | The boom should be almost within the body after lowering.           |
| 8 | Lock valves on outriggers.  |

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#### **5.C. DESIGN:**

- **BOOMS**  
Booms fabricated from pressed steel sections and the whole assembly mounted on a large diameter tubular column forming part of the slewing mechanism.
- **STABILIZERS**  
“A” frame design stabilizer shall form as an integral part of the slewing assembly. Each stabilizer should be operated independently to allow leveling on uneven ground. These stabilizers may flush with the sides of the decking in stowed condition.
- **PARALLEL LINKS**  
Tandem fully independent twin links shall be provided to ensure that the cage always remain in level and horizontal to the ground.
- **HYDRAULIC CYLINDERS**  
All hydraulic cylinders shall be of double acting type. **Make: Young and Franklin, Rexroth, Caterpillar**
- **Tube**  
Will be of ST-52 high tensile steel as per DIN 2391 Bk+s, skived & roller burnished.
- **Piston Rods**  
Corrosion resistant as per ISO 3768/3769. Piston rod should be CK45 normalized, ground and chrome plated.
- **HYDRAULIC PRESSURE HOSES**  
Synthetic oil resistant rubber, double wire braided. R2 grade, working pressure 4500 psi, testing pressure 9000 psi, bursting pressure 18000 psi. **Make Gate/ Markwel/Parker**
- **PINS**  
En8, hard chrome plated & ground.
- **HYDRAULIC PUMP – Vickers**
- **HYDRAULIC MOTOR – Eaton/M+S**
- **CONTROL VALVES**  
A 2 point control valve with relief valve for independent operation of each stabilizer.  
A 3 point control valve with relief valve fitted at base on slew column for lifting, lowering & rotation of booms. Another set of control valve shall be provided inside the cage for boom & slew operation. **Make Hydro Controls/ Walvoil.**
- **TOOL BOX**

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## EXTRA FITTINGS

1. Provision for keeping water jug secured in the truck platform
  2. Provision for safety belt hooks
  3. Reflectors should be provided at the workmen cage for warning the oncoming traffic/drivers.
  4. Safety Blinking Light on the workmen cage
- **PAINTING & FINISH**  
All the surfaces of interior and exterior panels which are hidden and remain unseen shall be covered with a coat of suitable anti corrosive paint. The entire surface of the body below the floor which is exposed to the ground shall be sprayed with a coat of rubber seal black compound. The final finish shall be done with two coats of glossy finish of superior paint of reputed brand in golden yellow or as per the color preference of the buyer.
  - **TOOL KIT** - One set of standard tool kit shall be supplied along with each unit.
  - **PARTS CATALOGUE** - One set of operators' manual cum parts catalogue shall be provided along with each equipment.
  - **TRUCK CHASSIS** - Tata 712 or equivalent chassis with cabin & half body shall be provided by qualified bidder.

## 6. MARKING:

The Tower Wagon shall be legibly and indelibly marked with the following:

- a) Manufacturer's name
- b) Month and year of manufacture
- c) Country of manufacture
- d) Maximum Working Length
- e) Maximum Load at the Highest Cage Height
- f) Working Instruction
- g) Safety Guidelines
- h) Voltage levels and Danger Signs wherever applicable.

## 7. TESTS:

All routine, acceptance & type tests shall be carried out in accordance with the relevant IS/IEC standards. All Routine/acceptance tests shall be witnessed by the purchaser/his authorized representative. All the components shall also be type tested as per the relevant standards. Following tests shall be necessarily conducted on the Vehicle mounted aerial tower in additions to others specified in the IS/IEC Standards.

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### 7.1. Type test:

- a) Visual examination
- b) Verification of dimensions
- c) Load Test
- d) Pressure Test of Hydraulic Cylinder/ Pressure Pipes/Pressure Tubes

### 7.2. Acceptance Test:

- a) Verification of dimensions
- b) Load Test
- c) Testing of Operational Features
- d) Testing of Safety features

### 7.3. Routine Test:

- a) Visual Examination
- b) Routine electrical test
- c) Routine mechanical test

## 8. TYPE TEST CERTIFICATES:

The bidder shall furnish the type test certificates of the Hydraulic Cylinder, Pressure Pipes, Pressure Tubes, Electrical and Control Cable, Control/ relief Valves for the tests as mentioned as above as per the corresponding standards. All the tests shall be conducted by CPRI/IRDA as per the relevant standards. Type test should have been conducted in certified Test Laboratories during the period not exceeding 5 years from the date of opening the bid. In the event of any discrepancy in the test reports i.e., any test report not acceptable or any/all type tests (including additional type tests, if any) not carried out, same shall be carried out without any cost implication to TPWODL.

## 9. PRE-DISPATCH INSPECTION:

1. Material shall be subject to inspection by a duly authorized representative of TPWODL.
2. Inspection may be made at any stage of manufacture at the option of the purchaser and the equipment if found unsatisfactory as to workmanship or material, the same is liable to rejection.
3. Bidder shall grant free access to the places of manufacture to TPWODL's representatives at all times when the work is in progress.
4. Inspection by TPWODL or authorized representatives shall not relieve the supplier of his obligation of furnishing equipment in accordance with the specifications.
5. Material shall be dispatched after specific MDCC (Material Dispatch Clearance Certificate) is issued by TPWODL.

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Following documents shall be sent along with material:

- a) Test report
- b) MDCC issued by TPWODL
- c) Invoice in duplicate
- d) Packing list
- e) Drawings & catalogue
- f) Guarantee / Warrantee card
- g) Brought out (raw) material test certificates
- h) Delivery Challan
- i) Other Documents (as applicable)

#### **10. INSPECTION AFTER RECEIPT AT STORES:**

The material received at TPWODL, Odisha store shall 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 Engineering department

#### **11. GUARANTEE:**

1. Bidder shall stand guarantee towards design, materials, workmanship & quality of process/ manufacturing of items under the contract for due and intended performance of the same, as an integrated product delivered under this contract.

2. In the event any defect is found by the TPWODL, up to a period of 24 months from the date of commissioning or 48 months from the date of last supplies made under the contract, whichever is earlier, (the time scale of 24/48 months could be enhanced subject to mutual agreements). Bidder shall be liable to undertake to replace/rectify such defects at his own costs. within mutually agreed timeframe, and to the entire satisfaction of the Purchaser, failing which the Purchaser will be at liberty to get it replaced/rectified at supplier's risks and costs and recover all such expenses plus the Company'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

#### **12. PACKING:**

Supplier shall ensure that all the equipment covered under this specification shall be prepared for rail/road transport and be packed in such a manner so as to protect the equipment from damage in transit. The material used for packing shall be environmentally friendly.

#### **13. TENEDR SAMPLE:**

Not Applicable

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#### **14. TRAINING:**

Not applicable

#### **15. QUALITY CONTROL:**

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 and bought out items and fully assembled component and equipment after finishing. As part of the plan, a schedule for stage and final inspection within the parameters of the delivery schedule shall be furnished. TPWODL's engineer or its nominated representative shall have free access to the manufacturer's/sub-supplier's works to carry out inspections.

#### **16. MINIMUM TESTING FACILITIES:**

Bidder shall have adequate in-house testing facilities for carrying out all routine tests & acceptance tests as per relevant International / Indian standards.

#### **17. MANUFACTURING ACTIVITIES:**

The successful bidder will have to submit the bar chart for various manufacturing activities clearly elaborating each stage, with quantity. This bar chart should be in line with the Quality assurance plan submitted with the offer. This bar chart will have to be submitted within 15 days from the release of the order.

#### **18. SPARES, ACCESSORIES AND TOOLS:**

A full length tool box with seating arrangement will be provided at the rear of the cabin with seating facility for workmen with overhead canopy.

#### **19. DRAWINGS AND DOCUMENTS:**

Following drawings and documents shall be prepared based on TPWODL specifications and statutory requirements and shall be submitted with the bid:

- Completely filled in Technical Particulars
- General description of the equipment and all components including brochures
- General arrangement for connectors
- Bill of material
- Type Test certificates.
- Brought out (raw material) test certificates
- Experience List

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After the award of the contract four (4) copies of drawings, drawn to scale, describing the equipment in detail shall be forwarded for approval and shall subsequently provide four (4) complete sets of final drawings, one of which shall be auto positive suitable for reproduction, before the dispatch of the equipment. Soft copy of all the drawing, GTP, Test certificates shall be submitted after the final approval of the same to purchaser.

Following drawings / documents shall be submitted by the bidder for Purchaser's approval.

| S. No | Description   | For Approval | For Review Information | Final Submission |
|-------|---|--------------|------------------------|------------------|
| 1     | Technical Parameters  | √            |                        | √                |
| 2     | Manual/Catalogues/drawings for all components.                  |              | √                      |                  |
| 3     | Technical details and test certificates of Hydraulic Cylinders. |              | √                      | √                |
| 4     | Technical details and test certificates of Tubes/Hoses/Cables.  |              | √                      |                  |
| 5     | Cross sectional area of the cable/Tubes/Hose Pipes.             |              | √                      | √                |
| 6     | Installation Instructions                                       |              | √                      | √                |
| 7     | Instructions for use  |              | √                      | √                |
| 8     | Transport/shipping dimension drawing                            |              | √                      | √                |
| 9     | QA & QC Plan  | √            | √                      | √                |
| 10    | Routine, Acceptance and Type test Certificates                  | √            | √                      | √                |

\*All the documents & drawings shall be in English language.

#### Instruction Manuals:

Bidder shall furnish two softcopies and four (4) hard copies of nicely bound manuals (In English language) covering erection and maintenance instructions and all relevant information and drawings pertaining to the main equipment as well as auxiliary devices.

#### 20. GUARANTEED TECHNICAL PARTICULARS:

| S No | Description                              | Units                    | Requirement (TO be fill by the bidder) |
|------|--|--------------------------|--|
| 1.   | Type Aerial Wagon                        |                          |  |
| 2.   | Classification based on the construction |                          |  |
| 3.   | Max. Working Load                        | 250 Kg at fully elevated |  |
| 4.   | Maximum Working Height                   | 14 mtrs                  |  |

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|-----|--|---|--|
| 5.  | Boom Control   | Dual; at base & at operator's cage.         |  |
| 6.  | Interlock between Boom and Stabilizer  | To be described by Vendor                   |  |
| 7.  | Steps for Safe operation during Oil Leakage  | To be described by Vendor                   |  |
| 8.  | Slew Angle   | 360 Degree in either Direction              |  |
| 9.  | Stabilizer Design  | A Type                                      |  |
| 10. | Stabilizer Capability  | Able to level the Vehicle on uneven surface |  |
| 11. | Min. No of stabilizers   | 2   |  |
| 12. | Min. No. of Booms  | 2   |  |
| 13. | Min. Hydraulic oil tank capacity   | 70 liters                                   |  |
| 14. | Workmen cage Design  | As per detailed specification               |  |
| 15. | Over load protection, safe working load tested to 50% overload   | Yes/No                                      |  |
| 16. | Lock valve to boom cylinders to safe guard operator in case of leakage.  | Yes/No                                      |  |
| 17. | Lock valves on stabilizer cylinders.   | Yes/No                                      |  |
| 18. | Emergency hands pump to enable stowing of the unit in case of pump/engine failure.                                   | Yes/No                                      |  |
| 19. | Interlock between stabilizer & boom  | Yes/No                                      |  |
| 20. | Interlock between boom & stabilizer. Booms shall not be operated unless stabilizers are put in place.                | Yes/No                                      |  |
| 21. | Spot light in workmen cage for night operation.  | Yes/No                                      |  |
| 22. | Flashed light on driver's cabin and warning lamps at key points.   | Yes/No                                      |  |
| 23. | Emergency stop switches at base and operators cage to isolate boom hydraulic functions including restoration switch. | Yes/No                                      |  |
| 24. | Automatic stop to prevent operator inadvertently reaching unsafe areas.  | Yes/No                                      |  |
| 25. | Safety Interlock between Low Hydraulic Oil Pressure and Boom Operation.  | Yes/No                                      |  |
| 26. | Low Hydraulic Oil Level Annunciation.  | Yes/No                                      |  |
| 27. | Low Hydraulic Oil Pressure Annunciation  | Yes/No                                      |  |

Signature

Date

Designation

Seal of the Bidder

|                        |                    |                        |
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## 21. SCHEDULE OF DEVIATIONS:

### (TO BE ENCLOSED WITH TECHNICAL BID)

All deviations from this specification shall be set out by the Bidders, clause by Clause in this schedule. Unless specifically mentioned in this Schedule, the tender shall be deemed to confirm the purchaser's specifications:

| S. No | Clause No. | Details of deviation with justifications |
|-------|------------|--|
|       |            |  |

We confirm that there are no deviations apart from those detailed above. Seal of the Company:

Signature of Bidder:


Name of the Company:

Date:

Office Seal:

|                        |                    |                        |
|------------------------|--------------------|------------------------|
| <b>PREPARED BY</b>     | <b>REVIEWED BY</b> | <b>APPROVED BY</b>     |
| <b>SANTOSH K PATRA</b> | <b>ANUP JAWASE</b> | <b>VARUN BHATNAGAR</b> |

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|  |   |              |
|--|---|--------------|
|  | TP WESTERN ODISHA DISTRIBUTION LIMITED        |              |
|  | WORK INSTRUCTION /OPERATING GUIDELINES        |              |
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## 1.0 ORGANIZATIONAL VALUES

The Tata Group has always been a value driven organization. These values continue to direct the Group's growth and businesses. The six core Tata Values underpinning the way we do business are:

**Integrity** - We must conduct our business fairly, with honesty and transparency. Everything we do must stand the test of public scrutiny.

**Understanding** - We must be caring, respectful, compassionate and humanitarian towards our colleagues and customers around the world and always work for the benefit of India.

**Excellence** - We must constantly strive to achieve the highest possible standards in our day to day work and in the quality of goods and services we provide.

**Unity** - We must work cohesively with our colleagues across the group and with our customers and partners around the world to build strong relationships based on tolerance, understanding and mutual co-operation.

**Responsibility** - We must continue to be responsible and sensitive to the countries, communities and environments in which we work, always ensuring that what comes from the people goes back to the people many times over.

**Agility** - We must work in a speedy and responsive manner and be proactive and innovative in our approach.

## 2.0 ETHICS

In our effort towards Excellence and in Management of Business Ethics at TPWODL, an Ethics Management Team is constituted.

The main objective of the Ethics Management Team is to:

1. Record, address and allay the issues and concerns on ethics raised by different stakeholders like employees, consumers, vendors, Associates etc. by initiating immediate corrective actions.
2. Ensure proper communication of the ethics policies and guidelines through prominent displays at all offices of TPWODL and through printed declarations in all concerned documents where external stakeholders are involved.
3. Ensure proper framework of policies as preventive measures against any ethics violation recorded by them.
4. Prepare and submit MIS of all issues and concerns, corrective and preventive actions on monthly basis to the top management for their information.

All Associates and Stakeholders are requested to register any grievance on ethics violation on our website [www.tatapower.com](http://www.tatapower.com)

## 3.0 CONTRACT PARAMETERS

### 3.1 Issue/Award of Contract

TPWODL awards the contract to the Associate in writing in the form of Purchase Order (PO) or Rate Contract (RC), hereafter referred as Contract, through in any or all of following modes physical handover / post / e-mail / web document / fax with all the attachments/enclosures which shall be part of the contract document.

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On receipt of the contract, the associate shall return to TPWODL copy of the contract document duly signed by legally authorized representative of associate, within two days of Effective Date of Contract for contracts having contract execution time less than 30 days and within five days for all other contracts.

### **3.2 Contract Commencement Date**

The date of issue/award of contract shall be the Effective Date of Contract or Contract Commencement date.

### **3.3 Contract Completion Date**

The date of expiry of Guarantee Period shall be deemed as the Contract Completion Date.

### **3.4 Contract Period/Time**

The period from Contract Commencement Date to Contract Completion Date shall be deemed as the Contract Period/Time.

### **3.5 Contract Execution Completion Date**

The stipulated date for completing the supply as per schedule of quantities shall be deemed as the Contract Execution Completion Date.

### **3.6 Contract Price /Value**

The total all inclusive price/value mentioned in the PO/RC is the Contract Price/Value and is based on the quantity, unit rates and prices quoted and awarded and shall be subject to adjustment based on actual quantities supplied and accepted and certified by the authorized representative of the company unless otherwise specified in schedule of quantities or in contract documents.

### **3.7 Contract Document**

The Contract Document shall mean and include but not limited to the following:

- NIT/Tender Enquiry, QR, Instruction to Bidders, Special Condition of Contract (SCC) of tender, GCC, Technical & Commercial Specifications including relevant annexure and attachments).
- Bids & Proposals Received from Associate including relevant annexure/attachments.
- RC/PO with agreed deviations from the tender/bid documents.
- All the Inspection and Test reports, Detailed Engineering Drawings.
- Material Dispatch Clearance Certificate (MDCC).
- Minutes of Meeting (MoM)

### **3.8 Contract Language**

All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels, on deliveries and any other data shall be in English Language.

The Contract documents and all correspondence between the TPWODL, Third Parties associated with the contract, and the Associate shall be in English language.

However, all signboards required indicating "Danger" and/or security at site and otherwise statutory required shall be in English, Hindi, and local languages.

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### 3.9 Reverse Auction

TPWODL reserves the right to conduct the reverse auction (instead of public opening of price bids) 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 in Annexure F. The bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form as mentioned in the Annexure J as a token of acceptance for the same.

### 4.0 SCOPE OF WORK

All the activities that are to be undertaken by the Associate to realize the contractual deliverables in completeness form Scope of Work. Following clauses list, but not limited to, major requirements of the scope of work.

The associate shall satisfy himself and undertake fully the technical/commercial requirements of items to be supplied as listed in the Schedule of Quantities together with the tests to be performed /test reports to be furnished before dispatch, arrangement of stage and final inspections during manufacturing as per terms and conditions of contract, technical parameters & delivery terms and conditions including transit insurance to be met in order to fully meet TPWODL's requirements.

Completeness: Any supplies and services which might have not been specifically mentioned in the Contract but are necessary for the scope mentioned in Special Terms & Conditions and/or completeness of the works at the highest possible level, including any royalties, license fees & compensation to be paid, whether incurred by the associates or by a third party for the work covered in the scope, regardless of when incurred, shall be supplied/provided by the associate without any extra cost and within the time schedule for efficient , smooth and satisfactory operation and maintenance of the works at the highest possible level under Indian conditions (but according to international standards for facility of this type), unless expressly excluded from the scope of supplies and services in this Contract.

TPWODL have the right, during the performance of the Contract, to change the scope and/or technical character of the Project and/or of the supplies and services stipulated in the Contract by submitting a request in writing to the Associate. The Associate shall, within fifteen days of receipt of such request from the TPWODL, provide Purchaser with a reasonably detailed estimate of the cost of the change outlined in the request.

In the event, TPWODL requests a change, the Contract price and time shall be adjusted upwards or downwards, as the case may be and shall be mutually agreed to. The associate shall not be entitled to any extension of time unless such changes adversely affect the time schedule.

The Associate shall not proceed with the changes as requested till adjustment of contract price and time schedule where so applicable in terms of or otherwise directed by the TPWODL.

### 5.0 PRICES/RATES/TAXES

Unless specified elsewhere in the contract document, the prices/rates are inclusive of cost of finished product for which MDCC will be issued by TPWODL, packaging and forwarding charges, freight and transit insurance charges covering loading at Associate's works, transportation to TPWODL store/site & unloading & delivery at TPWODL stores/TPWODL site, cost of documentation including all the relevant test certificates and other supportive documents to be furnished.

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The Prices/Rates are inclusive of all taxes, levies, cess and duties, particularly Goods and Services Tax as applicable. All government levy / taxes shall be paid only when the invoice is submitted according to the relevant act.

The prices/rates shall remain firm till actual completion of entire supply of goods/material/equipment as per contract is achieved and shall remain valid till the completion of the contract.

The prices shall remain unchanged irrespective of TPWODL making changes in quantum in all or any of the schedules of items of contract.

### **5.1 Changes in Statutory Tax Structure**

If rate of any or all of the statutory taxes and duties applicable to the contract changes, such changes shall be incorporated by default if the changes occur within the contract execution time and shall be applicable if the contract is executed by the Associate within the Contract Execution Time.

For execution of contracts beyond contract execution time, where the delay is not attributable to TPWODL no upward revision in tax /duties shall be considered irrespective of changes in the statutory tax structure either within the contract execution time or beyond. However, in such cases, benefits due to any downward revisions in statutory tax rates shall be passed on to TPWODL.

### **6.0 TERMS OF PAYMENT**

On delivery of the materials in good condition and certification of acceptance by TPWODL official, Associate shall submit the Bills/Invoices in original in the name of "TP Western Odisha Distribution Ltd" to invoice desk, complete with all required documents as under:

- Test Reports (4 sets).
- MDCC issued by TPWODL.
- Packing List.
- Drawing and Catalogue.
- Guarantee/Warranty Card.
- Delivery Challan.
- O&M Manual.
- Copy of Order.
- Minutes of Meeting.

Bills/ invoices shall mention Supplier's GST Number. TPWODL will make 100% payment within 30 days of submission of the Bill/Invoice complete in all respects and along with all the requisite documents mentioned above, subject to condition that Associate has furnished the requisite Security-cum-Performance Guarantee as stipulated in the contract.

### **6.1 Quantity Variation**

Payment will be made on the basis of actual quantity of supplies/actual measurement of works accepted by TPWODL and not on the basis of contract quantity.

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## 6.2 Full and Final Payment

Full & Final Payment in all contracts shall be made subject to the associate submitting "No Demand Certificate" in the format as per Annexure-C.

## 7.0 MODE OF PAYMENT

Payment shall be made through crossed Cheque or RTGS whichever of the two modes chosen by the Associate, in favour of Associate's Bank Account on TPWODL records, on whose name Contract has been issued. Those Associates opting for the RTGS mode shall submit the details of Bank Account and other details as per annexure G. Further, for any payments made, TPWODL is not responsible for any consequences/disputes Associate have among the owners channel partners, sub-Associates and all such dispute/concerns shall be settled solely by the Associate.

## 8.0 SECURITY CUM PERFORMANCE DEPOSIT

Associates shall submit within 15 days from the effective date of issue of PO/RC, Security Performance Bank Guarantee (SPBG) in the format as per Annexure B of this document from banks acceptable to TPWODL for:

- (a) 5% of the PO value if purchase order value is more than Rs 5 Crores.
  - (b) 10% of the PO value if purchase order value is less than Rs 5 Crores.
- This shall remain valid till the end of the Guarantee Period of contract, plus one month.
- (c) 5% of the RC value in case of Rate Contract. This shall remain valid till the Guarantee period plus one month.
- For PO/RC values less than Rs. 5 lacs, Associate may request for deduction of amount equivalent to SPBG value from their first invoice. Such amount shall be withheld by TPWODL while processing the invoice and shall be released after completion of Guarantee Period plus one month.
  - For PO/RC values less than Rs. 3 lacs, the clause (8.0) for Security cum Performance Bank Guarantee (SPBG) shall not be applicable.
  - In case of RC (Rate Contract) after the expiry of RC validity, Associate shall have to submit SPBG. However, the Associate has the option to re-submit the SPBG as per actual RO (Release Order) value issued against the RC, valid for Guarantee Period plus one month. The Guarantee Period shall be considered as per the last RO issued against the said RC. The original SPBG as submitted against the RC shall be released on submission of the new SPBG to TPWODL. Alternatively, Associate may extend the validity of original SPBG only till the requisite period, i.e. Guarantee Period plus one month.

## 9.0 STATUTORY COMPLIANCE

### 9.1 Compliance to Various Acts

Associate should ensure adherence to all applicable laws, rules and regulation applicable under this contract from time to time. In case of violation any risk, costs etc shall be in associates account and keep TPWODL indemnified always till completion of contracts.



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## 9.2 SA 8000

As TPWODL is SA 8000 compliant, it expects its Associates to follow guidelines of SA 8000:2014 on the following aspects

1. Child Labour
2. Forced or Compulsory Labour
3. Health & Safety
4. Freedom of Association & Right to Collective Bargaining
5. Discrimination
6. Disciplinary Practices
7. Working Hours
8. Remuneration
9. Management System

## 9.3 Affirmative Action

TPWODL appreciate and welcome the engagement/employment of persons from SC/ST community or any other deprived section of society by their business associates.

### Relaxation in Contract Clauses under Affirmative Action for SC/ ST Business Associates\*\*

TPWODL believes that inclusive growth is the key to sustainable development, and to promote the same Policy on Affirmative Action for Scheduled Caste & Scheduled Tribe Communities has been adopted across the company.

Under the same pre-text, and to promote entrepreneurship among SC/ST community TPWODL has taken initiative by proposing relaxations in contract clauses as per below:

| S. No | Initiative                 | for SC/ ST BA's  | Guideline Document           |
|-------|----------------------------|--|------------------------------|
| 1     | Tender Fees                | 100% waiver for SC/ST community  | All Open Tenders             |
| 2     | Earnest Money Deposit      | 50 % relaxation of estimated EMD value                                   | All limited and Open Tenders |
| 3     | Performance Bank Guarantee | 50% relaxation in PBG for order value above 50 lacs else 25% relaxation  | All limited and Open tenders |
| 4     | Turnover                   | 25% relaxation in company turnover under qualifying requirement criteria | All Open Tenders             |

### \*\*Classification of BAs under SC/ST shall be governed under following guidelines:

- Proprietorship/ Single Ownership Firm: Proprietor of the firm should be from SC/ST community. Governing document shall be duly audited balance Sheet for the last FY bearing the name of proprietor.
- Partnership Firm: Only such firms shall qualify which have SC/ST partners holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Partnership Deed and audited balance sheet/ ITR for last FY.
- Private limited company: Only such firms shall qualify which have SC/ST directors holding equal to or more than 50% of the total ownership pattern of the firm. Governing

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document shall be Memorandum of Understanding (MoU) and/or Article of Association (AoA).

Governing document shall be Memorandum of Understanding (MoU) and/or Article of Association (AoA).

*Note: Certification from SC/ST commission shall be required for deciding upon SC/ST status of a person.*

## **10.0 QUALITY**

### **10.1 Knowledge of Requirements**

The Associate shall be deemed to have carefully examined and to have knowledge of the equipment, the general and other conditions, specifications, schedules, drawings, etc. forming part of the Contract and also to have satisfied himself as to the nature and character of the work to be executed and the type of the equipment and duties required including wherever necessary of the site conditions and relevant matters and details. Any information thus procured or otherwise obtained from TPWODL/Consultants shall not in any way relieve the Associate from his responsibility and executing the works in accordance with the terms of contract.

### **10.2 Material/Equipment/Works Quality**

The items / works under the scope of the Associate shall be of the best quality and workmanship according to the latest engineering practice and shall be manufactured from materials of best quality considering strength and durability for their best performance and, in any case, in accordance with the specifications set forth in this Contract. All material shall be new. Substitution of specified material or variation from the process of fabrication/ construction/ manufacture may be permitted but only with the prior written approval of the TPWODL.

### **10.3 Adherence to Rules & Regulations**

The Associate shall procure and/or fabricate/erect all materials and equipment in accordance with all requirements of Central and State enactment, rules and regulations governing such work in India and at site. This shall not be construed as relieving the Associate from complying with any requirement of TPWODL as enumerated in the Contract which may be more rigid than and not contrary to the above mentioned rules, nor providing such construction as may be required by the above mentioned rules and regulations. In case of variance of the Technical Specification from the laws, ordinance, rules and regulations governing the work, the Associate shall immediately notify the same to the TPWODL. It is the sole responsibility of the Associate, however, to determine that such variance exists. Wherever required by rules and regulations, the Associate shall also obtain the statutory authorities' approval for the plant, machinery and equipment to be supplied by the Associate.

### **10.4 Specifications and Standards**

The Associate shall follow all codes and standards referred in the Contract Document. Codes and standards of other may be followed by the Associate with the prior written approval of TPWODL, provided materials, supplies and equipment according to the standard are equal to or better than the corresponding standards specified in the Contract.

Brand names mentioned in the Contract documents are for the purpose of establishing the type and quality of products to be used. The Associate shall not change the brand name and

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qualities of the bought out items without the prior written approval of the TPWODL. All such products and equipment shall be used or installed in strict accordance with original manufacturer's recommendations, unless otherwise directed by the TPWODL. In any circumstances the codes, specimen and standards prescribed by any government agency should not be violated.

## **11.0 INSPECTION/PARTICIPATION**

### **11.1 Right to Carry Out Inspection**

TPWODL reserves the right to send its representatives for inspection or participation at various stages of contract execution listed below, applicable as per contract construction.

- During basic design and detail engineering of material/ Equipment carried out by Associate /Outsourced Agencies.
- During manufacturing stages of the product at Associate's/Associate's Outsourced Agency's Plant/Facility.
- During Pre-dispatch Inspection and Testing of finished/manufactured product at Associate's/Associate's outsourced Agency's Plant/Facility.
- During Installation & Commissioning Activities/Stages.
- Prior to Clearing of the completed installation for commissioning.
- Any other stage as find appropriate by TPWODL during contract execution time.

All inspections and participations shall be carried out by TPWODL giving written intimation to the Associate or receiving appropriate advance written inspection call from the Associate, unless otherwise specified elsewhere in the contract document.

### **11.2 Facilitating Inspection**

The Associate shall provide all opportunities and information to TPWODL's engineers to get acquainted with the technical know-how and the methods and practices adopted by the Associate in basic and detail engineering. The Associate shall provide documents, drawings, calculations etc. as may be required by TPWODL's Engineers.

The Associate shall provide free of charge office accommodation, office facilities, secretarial services, communication facilities, general and drawing office stationary, etc. as may be reasonably required by the TPWODL's engineers. Similarly, facilities shall also be provided by Associate's outsource agencies/partners/authorized dealers (collectively termed as sub associates) if such basic and detail engineering activities are carried out in the design offices of sub-Associates.

The Associate shall be responsible for the safety of employees of TPWODL/Third Party Agency when they are at the Associate's /Associate's outsource agency's plant or facility for carrying out/witnessing inspection/testing. All statutory safety precautions as applicable shall be followed by the Associate during Inspection Testing. If TPWODL inspectors are not satisfied with the safety arrangements at the plant, TPWODL have the right to call off inspection till such time corrective action is taken by the Associate.

Before raising the call for pre-dispatch final inspection and testing, the Associate shall conduct all the tests—type tests, routine tests etc-as specified in the contract document and submit copies of the test certificates to TPWODL along with the inspection call, for scrutiny of TPWODL.

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The Associate and TPWODL shall jointly document all the observations, comments and action points after completion of inspection and it shall be binding on the Associate to provide compliance on all the points requiring compliance and furnish the compliance report to the designated authority of TPWODL for receiving clearance for dispatch of materials

### **11.3 Third Party Nomination**

TPWODL also may nominate a third party for the purpose of carrying out the inspection and such an agency shall be entitled to all the rights and privileges of TPWODL as far as conducting the inspection.

### **11.4 Waiver of Inspections**

TPWODL on its own discretion shall chose to waive off any inspection and ask the Associate to submit all the test reports as applicable as per contract specifications, related to inspection and testing of the goods ordered for scrutiny and clearance for dispatch.

### **11.5 Incorrect Inspection Call**

In case it is observed that the material offered for inspection is not ready at the time of TPWODL inspection visit rendering it as futile, all costs towards such inspection shall be recovered from the BA. Taxes as applicable on such recoveries shall be borne by the BA.

## **12.0 MDCC & DELIVERY OF MATERIALS**

### **12.1 Material Dispatch Clearance Certificate**

Associate shall deliver material/goods/equipment against Supply Contracts or Supply Part of Composite/Service Contracts only after receiving Material Dispatch Clearance Certificate (hereafter termed as MDCC) issued by designated authority of TPWODL. Material delivered at TPWODL stores or at project site without a valid MDCC issued by the designated official of TPWODL shall be rejected. MDCC shall be issued to associate furnishing compliance report on the action points documented during pre-dispatch inspection and testing at Associate's/ Sub Associate's plant/ facility. In case Pre-dispatch inspection is waived at the discretion of TPWODL, then, MDCC shall be issued on receiving all the test reports-routine& type-from the Associate and finding them in order.

The associate shall include and provide for securely protecting and packing the materials so as to avoid loss or damage during handling and transport by air, sea, rail and road or any other means.

All such packing shall allow to the extent possible for easy removal and checking at Site. The associate shall take special precautions to prevent rusting of steel and iron parts during transit by sea. Gas seals or other materials shall be utilized by the associate for protection against moisture during transit of all Plant and Equipment.

Each Equipment or parts of Equipment shall be tagged with reference to the assembly drawings and corresponding part numbers. Each bale or package shall contain a packing note quoting specifically the name of the associate, item description, quantity, item / package identification.

All packing cases, containers, packing and other similar materials shall be new and supplied free by the associate and it shall not be required to be returned to the associate.

Notwithstanding anything stated in this clause, the associate shall be entirely responsible for loss, damage or depreciation or deterioration to the materials and supplies due to faulty and/or insecure packing or otherwise during transportation to the Site until otherwise provided herein.

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In case of the consignments dispatched by road, the associate shall ensure that it or its subcontractors:

- i) Identify and obtain the correct type of trucks/trailers, keeping in view the nature of consignments to be dispatched.
- ii) Take such actions as may be necessary to avoid all possible chances of damages during transit and to ensure that all packages are firmly secured.

Timelines for inspection and MDCC is as below:

| S. No. | Inspection        | MDCC issuance time including Inspection time (max.) |
|--------|-------------------|---|
| 1      | Outside Sambalpur | 12 days   |
| 2      | Within Sambalpur  | 5 days  |
| 3      | Waiver*           | 3 working days                                      |

\* Associate is expected to raise the inspection call assuming that Inspection shall be carried out by TPWODL. The decision for waiver of inspection shall be on sole discretion of TPWODL.

## 12.2 Right to Rejection on Receipt

Goods/Material/Equipment delivered in condition physically damaged & incomplete as a product ordered, or not packed and transported as per the terms and conditions of the contract is liable to be rejected. Such item shall be lifted back by Associates within 15 days from receipt of rejection note from TPWODL and have to supply back the material within next 30 days or within the timeframe mutually decided by Associate and TPWODL.

If delivery of the material is beyond the agreed time, Liquidated damage clause, mentioned in this GCC separately shall be applicable; but the period for levy of LD shall be considered as per the original delivery schedule and not from the agreed timelines for material rectification.

## 12.3 Consignee

Unless otherwise specified in the Contract Document, Materials/Goods/Equipment shall be consigned to "Stores-In-Charge", TPWODL, Burla.

## 12.4 Submission of mandatory documents on Delivery

Following documents shall be mandatorily submitted by BA along with supply of material to TPWODL stores/site:

| S. No. | Documents  | Requisite                                    |
|--------|--|--|
| 1      | Invoice copy in original                             | With all consignments                        |
| 2      | LR copy  | Wherever required                            |
| 3      | Packing list   | With all consignments                        |
| 4      | MDCC   | With all consignments                        |
| 5      | Purchase order / Release order                       | Signed copy                                  |
| 6      | Test certificates                                    | With all consignments                        |
| 7      | Inspection/JVR report                                | In case pre-dispatch inspection is conducted |
| 8      | Device data in CD as per template for metering items | Wherever applicable                          |

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## 12.5 Dispatch and Delivery Instructions

| S. No. | Instructions  |
|--------|---|
| 1      | Purchase order/ Release order no. shall be mentioned on invoice and on material   |
| 2      | TPWODL material code and material description shall be mentioned in invoice and on material.  |
| 3      | "Property of TPWODL" shall be embossed on material.   |
| 4      | The material shall be properly sealed and packed in standard packing as per purchase order terms & conditions.  |
| 5      | The weight and quantity of material shall be mentioned wherever applicable  |
| 6      | The material supplied shall be co-related with the packing list.  |
| 7      | The name plate detail on equipment shall include Material code, Material description, specification detail of material [as applicable], Serial No. Year of manufacturing, PO/RO no. and date, "PROPERTY OF TPWODL, Burla", Guarantee period and Associate's name. |
| 8      | In case of manual unloading, supplier / transporter shall deploy sufficient Labour for unloading the material at TPWODL central store.<br>For heavy item(s), crane will be provided by TPWODL [unloading cost will be recovered from the associate].              |
| 9      | The driver should have valid License and one helper in truck. All the documents of truck like registration papers, PUC etc. should be available in Truck.   |
| 10     | BA representative should accompany the material and get it unloaded / stacked in his presence wherever possible.  |

## 13.0 GUARANTEE

### 13.1 Guarantee of Performance

Associates shall stand guarantee that the equipment and material supplied under the contract is free from design, manufacturing, material, construction, erection & installation and workmanship & quality defects and is capable of its due, rated and intended quality performance, as an integrated product delivered under the contract, for a specific period termed as Guarantee Period(as elaborated elsewhere in this clause). The Associate should also guarantee that the equipment/material is new and unused except for the usage required for the tests and checks required as part of quality assurance.

### 13.2 Guarantee Period

The Guarantee Period will be equipment/service/work specific and shall be as specified in the Standard Specifications of TPWODL for the equipment/material/service/work and where standard specifications are not part of contract documents or guarantee period is not specified in the standard specifications,, the guarantee period shall be as per the Special Terms and Conditions of the Contract. In case of no mention of the guarantee period in standard specifications or SCC Guarantee Period will be 12 Months from the Date of Commissioning or 24 months from the date of delivery of final lot of supplies made, whichever is earlier.

### 13.3 Failure in Guarantee Period (GP)

If the equipment and material supplied under the contract fails to perform its due, rated & intended quality performance, during the Guarantee period, the associate is liable to undertake repair/rectify/replace the equipment and material supplied within time frame specified in the SCC or elsewhere in the contract documents at associate's cost to make the equipment and material supplied/service or work rendered under the contract of performing its due, rated and

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intended quality performance. If Associate fails to repair/rectify/replace the equipment or material supplied rendered under the contract, failed in Guarantee Period, TPWODL will be at liberty to get the same done at Associate's risks and costs and recover all such expenses plus the TPWODL's own charges (@ 20% of expenses incurred), from the Associate or from the "Security cum Performance Deposit" as the case may be.

If during the Warranty/ Guarantee period some parts of the supplies are replaced owing to the defects/ damages under the Warranty, the Warranty period for such replaced parts shall be until the expiry of twelve months from the date of such replacement or renewal or until the end of original Guarantee period, whichever is later.

Any repairs during the Guarantee Period shall be carried out by the Associate within 30 days of reporting the issue to Associate by TPWODL. However, if replacement of the Equipment is required, Associate shall notify the same to TPWODL within 7 days of reporting the issue by TPWODL. Thereafter, the total time for supply of new equipment/ material shall be equal to the original delivery period of that equipment/ material as specified in the Contract. In case the Associate is not able to rectify/ replace the faulty equipment/ material within the stipulated timelines as mentioned above, penalty shall be levied as per the Liquidated Damages clause mentioned in this document. The penalty amount shall be recovered from the payment due to the vendor or by encashment of the SPBG as the case may be.

#### **13.4 Cost of repairs on failure in GP**

The cost of repairs/rectification/replacement, required transportation, site inspection /mobilization/dismantling and re-installation costs as applicable, to be borne by Associate. The Associate has to ensure that the interruption in the usage of intended purpose of the equipment is minimized to the maximum extent. In lieu of the time taken for repairs/rectification/replacement.

#### **13.5 Guarantee period for Goods Outsourced**

If the Associate outsources partly equipment/materials/services from third party as mutually agreed upon at the pre award stage of contract, TPWODL shall have the benefit of any additional guarantee period if provided by the third party for the part supplied/executed by them.

#### **13.6 Latent Defect**

Hidden defects in manufacturing or design of the product supplied and which could not be identified by the tests conducted but later manifested during operation of the equipment are termed as latent defects. Associates 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 Company.

#### **13.7 Support beyond the Guarantee Period**

The Associate shall ensure availability of spares and necessary support for a period of atleast 10 years post completion of guarantee period of equipment supplied against the contract.

### **14.0 LIQUIDATED DAMAGES**

- a) For supplies which are of standalone use, multiple in quantities and having a single final delivery schedule, Liquidated damages shall be levied without prejudice to any of the other contractual rights of TPWODL, as described below:



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For delay of each week and part thereof from the delivery schedule specified in the contract, 1% of contract value corresponding to undelivered quantity, provided full quantity is supplied within 130% of the original contract time. If full contractual quantity is not delivered within 130% of contract time for delivery, TPWODL has the right to levy LD on the entire contract value, subject to a maximum of 10% of the total contract value.

- b) For Supplies having phased delivery schedule as per contract terms, standalone use and multiple in quantities, Liquidated damages shall be levied without prejudice to any of the other contractual rights of TPWODL, as described below:

For the purpose of calculating and applying LD, each delivery lot shall be considered separately. For delay of each week and part thereof, from the delivery schedule specified for the lot, 1% of the contract value corresponding to the undelivered quantity of the lot subject to a maximum of 10% of the total contract value of the subject lot. However, if full contractual quantity is not delivered within 130% of contract time for delivery, TPWODL has the right to levy LD on the entire contract value, subject to a maximum of 10% of the total contract value. Deduction of LD shall be on landed cost i.e contract value inclusive of taxes and in pursuant statutory compliance GST would be applicable at the stipulated rate and the same shall be borne by Business Associate. In case of LD deduction, a GST invoice shall be issued by TPWODL as a proof of deduction/ recovery.

#### **14.1 LD Waiver Request**

Any request of LD waiver shall be submitted within thirty (30) days of deducting LD. Request submitted beyond the timeline shall not be entertained.

#### **15.0 UNLAWFUL ACTIVITIES**

The Associate shall have to ensure that none of its employees are engaged in any unlawful activities (whether covered under the scope of the present GCC or not) subversive of the TPWODL's interest failing which appropriate action (legal or otherwise) may be taken against the Associate by the TPWODL, in accordance with the terms of the present GCC.

#### **16.0 CONFIDENTIALITY**

Associate and its employees or representatives thereof shall strictly maintain the confidentiality of various information they come across while executing the contract as detailed below.

##### **16.1 Documents**

All maps, plans, drawings, specifications, schemes and other documents or information related to the Contract/Project and the subject matter contained therein and all other information given to the Associate by the TPWODL in connection with the performance of the contract shall be held confidential by the Associate and shall remain the property of the TPWODL and shall not be used or disclosed to third parties by the Associate for any purpose other than for which they have been supplied or prepared. The Associate may disclose to third parties, upon execution of confidentiality agreements, such part of the drawings, specifications or information if such disclosure is necessary for the performance of the Work provided such third parties agree in writing to keep such information confidential to the same extent and degree as provided herein, for the benefit of the TPWODL.

##### **16.2 Geographical Data**

Maps, layouts and photographs of the unit/plant including its surrounding regions showing vital installation for national security of country or those of TPWODL shall not be published or

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disclosed to the third parties or taken out of the country without prior written approval of the TPWODL and upon execution of confidentiality agreements satisfactory to the TPWODL with such third parties prior to disclosure.

### **16.3 Associate's Processes**

Title to secret processes if any developed by the Associate on an exclusive basis and employed in the design of the equipment shall remain with the Associate. TPWODL shall hold in confidence such processes and shall not disclose such processes to the third parties without prior approval of the Associate and execution by such third parties of secrecy agreements satisfactory to the Associate prior to disclosure. Upon completion of contract, such processes shall become the property of the TPWODL. Title to technical specifications, drawings, flow sheets, norms, calculations, diagrams, interpretations of test results, schematics, layouts and such other information, which the Associate has supplied to the TPWODL under the Contract shall be passed on to the TPWODL. The TPWODL shall have the right to use these for construction, erection, start-up, Trial Run, operation, maintenance, modifications and/or expansion of the works including for the manufacture of spare parts.

### **16.4 Exclusions**

The provision of Clauses 16.1 to 16.3 shall not apply to information:

- Which at the time of disclosure are in the public domain which later on become part of public domain through no fault of the party concerned, or
- Which were in the possession of the party concerned prior to disclosure to him by the other party, or
- Which were received by the party concerned after the time of disclosure without restriction on disclosure or use, from a third party who did not acquire such information directly or indirectly from the other party or has no obligation of confidentiality for such information.

### **16.5 Violation**

In case of violation of this clause, the Associate is liable to pay compensation and damages as may be determined by the competent authority of TPWODL.

## **17.0 INTELLECTUAL PROPERTY RIGHTS**

If, in the course of performance of its functions and duties as envisaged by the scope of the present GCC, the Associate acquires or develops, any unique knowledge or information which would be covered, or, is likely to be covered within the definition of a trademark, copyright, patent, business secret, geographical indication or any other form of intellectual property right, it shall be obliged, under the terms of this present GCC, to share such knowledge or information with the TPWODL. All rights, with respect to, or arising from such intellectual property, as afore mentioned, shall solely vest in TPWODL.

Moreover, the Associate undertakes not to breach any intellectual property right vesting in a third party/parties, whether by breach of statutory provision, passing off, or otherwise. In the event of any such breach, the Associate shall be wholly liable to compensate, indemnify or make good any loss suffered by such third party/parties, or any compensation/damages arising from any legal proceeding/s, or otherwise. No liability of TPWODL shall arise in this respect, and any costs, damages, expenses, compensation payable by TPWODL in this regard to a third party/parties, arising from a legal proceeding/s or otherwise, shall be recoverable from the Associate.

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## 18.0 INDEMNITY

The Associate shall at all times indemnify, keep indemnified and hold harmless the TPWODL and its officers, directors, employees, affiliates, agents, successors and assigns against all actions, claims, demands, costs, charges and expenses arising from or incurred by reason of any infringement of patent, trade mark, registered design, copy rights and/or industrial property rights by manufacture, sale or use of the equipment supplied by the Associate whether or not the TPWODL is held liable for by any court judgement. In this connection, the TPWODL shall pass on all claims made against him to the Associate for settlement.

The Associate assumes responsibility for and shall indemnify and save harmless the TPWODL from all liability, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by the TPWODL and its officers, directors, employees, affiliates, agents, successors and assigns arising from any breach of the Associate's obligations under the Contract or for which the Associate has assumed responsibilities under the Contract including those imposed under any local or national law or laws, or in respect to all salaries, wages or other compensation for all persons employed by the Associate or his Sub-Associates or suppliers in connection with the performance of any work covered by the Contract. The Associate shall execute, deliver and shall cause his Sub-Associate and suppliers to execute and deliver, such other further instruments and to comply with all the requirements of such laws and regulation as may be necessary there under to conform and effectuate the Contract and to protect the TPWODL.

The TPWODL shall not be held responsible for any accident or damages incurred or claims arising, due to the Associate's error there from prior to completion of work. The Associate shall be liable for such accidents and after completion of work for such accidents as the case may be due to negligence on his part to carry out Work in accordance with Indian laws and regulations and the specifications set forth herein.

## 19.0 LIABILITY & LIMITATIONS

### 19.1 Liability

Except for any specific liability which may be identified in the Contract and which may be payable hereunder, Associate shall not be liable for any special, incidental, indirect, or consequential Damages or any loss of business Contracts, revenues or other financial loss (or equivalents thereof no matter how claimed, computed or characterized) arising out of or in connection with the Performance of the Work or supply of Goods ***unless caused by Associate's negligence, willful misconduct or breach of contract.***

If the Associate is a joint venture or consortium, all concerned parties shall be jointly and severally bound to the TPWODL for the fulfillment of the provisions of the Contract. The consortium or the joint venture shall designate one party as their leader, who will be the coordinator between the parties and TPWODL. The constituents & leader of the consortium or joint venture shall not be changed without the prior consent of TPWODL.

TPWODL shall have no liability or any special, incidental, indirect or consequential Damages for any loss of Business Contracts, revenues or other financial loss arising out of this Contract.

### 19.2 Limitation of Liability

The total liability of Associate against any contract shall be limited to the Total All Inclusive Contract Value.

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## 20.0 FORCE MAJEURE

Force Majeure applies if the performance by either Party ("the Affected Party") of its obligations under Contract is materially and adversely affected.

"Force Majeure" shall mean any event or circumstance or combination of events or circumstances referred below and their consequences that wholly or partly prevents or unavoidably delays any Party in the performance of its obligations under this Agreement, but only and to the extent that such events and circumstances are not within the reasonable control, directly or indirectly, of the Affected Party and could not have been avoided even if the Affected Party had taken reasonable care:

- Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, embargo, blockade, revolution, riot, bombs, religious strife or civil commotion, etc. ▪ Politically motivated sabotage, or terrorism, etc.
- Action or Act of Government or Governmental agency for which remedy is beyond the control of the affected parties. ▪ Any act of God.

Note: Causes like power breakdown/ shortages/fire/strikes, accidents etc do not fall under Force Majeure.

Time being the essence of the Contract, if either party is prevented from the performance of its obligations in whole or in part due to an event of Force Majeure, then provided Notice of happening of any event by the Affected Party is given to the other party within seven (7) days from the date of occurrence of such event, which DIRECTLY has impact on works and submitted details and quantum of resulting effect, but at the same time had made all possible efforts to mitigate and overcome effects thereof, the Affected Party's performance under this Contract shall be suspended until such event ceases and the Scheduled Completion shall be delayed accordingly.

If Force Majeure event(s) continue for a period of more than three months, the parties shall hold consultation to discuss the further course of action.

Neither party shall be considered to be in default or in breach of its obligation under the Contract to the extent that performance of such obligation by either party is prevented by any circumstances of Force Majeure which arise after effective date of Contract.

Neither party can claim any compensation from the other party on account of Force Majeure.

## 21.0 SUSPENSION OF CONTRACT

### 21.1 Suspension for Convenience

TPWODL may, at any time and at its sole option, suspend execution of all or any portions of the schedule of items of contract to be supplied/work to be executed by Associate under the contract by providing to the Associate at least two business days written notice for contracts having contract completion period less than sixty days and at least seven business days' notice for all other contracts.

Upon receipt of any such notice, the Associate shall respond as follows as applicable as per contract construction.

- Immediately discontinue further supply of material/goods specified in the suspension notice for supply contracts

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- Immediately discontinue further service/work and supply of materials of those services/materials/work specified in the suspension notice for service /composite contract
- Promptly make every reasonable effort to obtain suspension, upon terms satisfactory to TPWODL, of all orders, outsourcing arrangements, and rental Contracts to the extent that they relate to performance of the portion of Work suspended by the notice.
- Protect and maintain the portion of the service/Work already completed, including the portion of the Work suspended hereunder, unless otherwise specifically stated in the notice.
- Continue delivering/carrying out the supply/service/work items as per contract conditions, which do not fall under purview of the suspension notice.

On receipt of resumption notice from TPWODL, the Associate shall resume execution of contract as specified in the resumption notice, within the time frame specified in the resumption notice.

### **21.2 Suspension for Breach of Contract conditions.**

TPWODL shall suspend execution of whole/or part thereof the contract till such time Associate complies with the conditions stipulated under section clause 22.1 for breach/default of contract conditions.

### **21.3 Compensation in lieu of Suspension**

If the suspension of the contract in whole or in part is for convenience of TPWODL and not due to any breach of contract conditions by the associate, TPWODL at its discretion shall consider compensating all reasonable additional costs incurred by Associate in lieu of suspension of whole or part of contract, on representation of the Associate providing justified estimates of such additional costs and such estimates are found acceptable and approved by competent authority of TPWODL.

If the suspension of contract in whole or part thereof is due to breach of contract conditions (refer clause 22.1) by the Associate, Associate shall not be entitled for any compensation for any cost incurred in lieu of suspension of whole or part of contract and also shall be liable for compensating all the losses arising to TPWODL in lieu of suspension of contract. Resumption notice shall be subject to the Associate taking corrective action for the breach of contract conditions within the time frame and as per the terms specified in the suspension notice.

## **22 TERMINATION OF CONTRACT**

### **22.1 Termination for Default/Breach of Contract**

The contract / PO /RC shall be subject to termination by TPWODL in case of breach of the contract by the Associate which shall include but not be limited to the following:

- a. Withdrawal or intimation by the Associate of its intent to withdraw or surrender the execution / completion of the contracted work /PO or failure in ensuring adherence to any delivery schedules, in deviation of the contract/PO.
- b. Refusal or neglect on the part of the Associate to supply material/equipment of quantity or quality as specified by TPWODL and within the timeframe as specified in the contract document or refusal or neglect to execute the services/work in terms of the agreed standards of quantity or quality and/or within the timeframe specified in the contract/PO.

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- c. Failure in any respect to perform any portion of the Work contracted with promptness, diligence, or in accordance with the terms of the contract.
- d. Failure to furnish guarantees as specified and /or failure to comply with the terms thereof.
- e. Failure to furnish such relevant documents or information within the time specified which may be necessary for due execution / completion of the works and documentation.
- f. Liquidation, bankruptcy either voluntary or involuntary OR entering into any composition or compromise with its creditors, or Insolvency.
- g. In case any reasonable information has been received by TPWODL that Associate has adopted/ or attempted to adopt any unethical conduct, action in award of the contract /PO or at any time thereafter.
- h. Failure to comply with applicable statutory provisions as contained in the contract or failure to comply with the applicable laws.
- i. Failure to comply with safety regulations/clauses stipulated in the contract or as may be generally instructed by TPWODL.

If the default or breach as specified under clause 22 (except sub clause g thereof) be committed by the associate for the first time, TPWODL shall issue, along the with notice of default or breach, a warning notice instructing the associate to take remedial/corrective action within the time frame stipulated in the warning notice and not to repeat the same in future. The timeframe for corrective action by the associate shall be specific to the nature of breach of contract and the same shall not be objected to by the Associate. If the Associate fails to comply with the instructions in the warning notice or in taking corrective action to the satisfaction of TPWODL then TPWODL may terminate the entire or part of contract at its discretion by issuing termination notice without incurring any liability on this ground.

In case the contract is terminated for any breach of the nature specified in clause 22 g stated above, TPWODL shall have the right to terminate all the contracts TPWODL is having with the Associate by issuing termination notice which shall be without prejudice to the other rights of TPWODL available to it under law.

Without prejudice to its right to terminate for breach of contract, TPWODL may, without assigning any reason, terminate the Contract in whole or in part at any time at its discretion while the contract is in force by serving a written notice of two weeks to the Associate.

In the event of TPWODL having proceeded with termination of the contract the associate shall comply and proceed further in the following manner:

- a) Associate shall discontinue the supply, on the expiry of the said period of two weeks.
- b) Associate shall ensure that no further steps are being taken towards discharge of the obligations, terms and conditions as contained in the contract/PO. This shall include initiation of actions not limited to discontinuation of other allied and associated arrangements which the associate might have entered into with third parties for due discharge of its obligations under the contract with TPWODL.
- c) The Associate shall perform thereafter such tasks as may be necessary to preserve and protect the terminated portion of the material/service/work in progress and the materials and equipment at TPWODL sites or in transit thereto. However the associate shall continue to fulfill its contractual obligations with regard to the part of contract not terminated.

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- d) It shall be open for TPWODL to conduct a joint assessment with the associate of the material, supplies, equipment ,works or in general as to the subject matter of the contract in regard to which the associate claims having completed its obligations before or during such termination.
- e) It shall be open to TPWODL to seek invocation of the performance bank guarantee or any other guarantee or other security deposit by whatever name called submitted by the associate, which shall not be objected to or protested against by the associate.

In case of termination of the contract the parties agree to be governed inter alia by the following:

- a) In case TPWODL exercises its right of termination as stated above the associate shall not dispute or object to the same.
- b) The Associate shall be entitled to receive and claim only such payments OR sums of money from TPWODL as may be found payable to it in regard to works executed by it under the terms of the contract and no other claim of any nature whatsoever shall be made by the Associate.
- c) All such provisions which the parties have agreed to survive and prevail even after termination of the contract shall remain effective despite the termination.

In the event of such termination, TPWODL may finish the Work by whatever method it may deem expedient, including the hiring of services and /or purchase of material equipment from such third parties as TPWODL may deem fit or may itself provide any labor or materials and perform any part of the Work. The associate undertakes to bear the incremental costs if any paid by TPWODL in such a case attributable to failure on the part of the associate. The Associate in such a case shall not be entitled to receive any further payments and any sums found payable to it may be adjusted by TPWODL against the amount recoverable from him on this ground. The same shall be without prejudice to other rights available to TPWODL under law against the associate.

Upon the termination of any of the contract due to occurrence of any circumstances provided in clauses stated above and constituting repeated breach or misconduct , TPWODL shall be entitled to bar the associates its agents , affiliates from undertaking any negotiation / tendering, bidding , participation activities concerning TPWODL for a period of two years from date of such termination. The same shall be without prejudice to other rights available to TPWODL.

## **22.2 Termination for Convenience of Associate**

Associate at its convenience may request for termination of contract, clearly assigning the reason for such request. TPWODL has full right to accept, reject or partially accept such request. However, associate shall continue its supply as per contract till final approval is given to associates for such termination.

## **22.3 Termination for Convenience of TPWODL**

TPWODL at its sole discretion may terminate the contract by giving 30 days prior notice in writing or through email to the Associate. TPWODL shall pay the Associate for all the supplies/ services rendered till the actual date of contract termination against submission of invoice by the Associate to that effect.



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## **23.0 DISPUTE RESOLUTION & ARBITRATION**

In case of any dispute or difference the parties shall endeavor to resolve the same through conciliatory and amicable measures within 15 Days failing which the matter may be referred by either party for resolution by the sole arbitrator to be appointed mutually by both the parties. The arbitral proceedings shall be conducted in accordance with Arbitration and Conciliation Act 1996 and the place of arbitration shall be Sambalpur. The language to be used at proceedings shall be English and the award of the arbitrator shall be final and binding on the parties. The parties shall bear their respective costs of arbitration. The associate shall continue to discharge its obligations towards due performance of the works as per the terms of the contract during the arbitration proceedings unless otherwise directed in writing by TPWODL or suspended by the arbitrator. Further, TPWODL shall continue making such payments as may be found due and payable to the associate for such works.

### **23.1 Governing Laws and Jurisdiction**

The parties shall be subject to the jurisdiction of the courts of law in Sambalpur and any matter arising here from shall be subject to applicable law in force in India.

## **24.0 ATTRIBUTES OF GCC**

### **24.1 Cancellation**

The Company reserves the right to cancel, add, delete at its sole discretion, all or any terms of this GCC or any contract, order or terms agreed between the parties in pursuance without assigning any reasons and without any compensation to the Associates.

### **24.2 Severability**

If any portion of this GCC is held to be void, invalid, or otherwise unenforceable, in whole or part, the remaining portions of this GCC shall remain in effect.

### **24.3 Order of Priority**

In case of any discrepancies between the stipulations in General Conditions of the Contract (GCC) and Special Conditions of Contract (SCC), the GCC shall stand superseded by the SCC to the extent stipulated hereinabove while balance portion of respective clauses of GCC shall continue to be applicable.

## **25.0 ERRORS AND OMISSIONS**

The Associate shall be responsible for all discrepancies, errors and omissions in the drawings, documents or other information submitted by him, irrespective of whether these have been approved, reviewed or otherwise accepted by the TPWODL or not. However any error in design/drawing arising out of any incorrect data/written information from TPWODL will not be considered as error and omissions on part of the Associate.

## **26.0 TRANSFER OF TITLES**

The title of ownership and property to all equipment, materials, drawings & documents shall pass to the TPWODL on acceptance of material by store/site after Inspection.

However, such passing of title of ownership and property to the TPWODL shall not in any way absolve, dilute or diminish the responsibility and obligations of the Associate under this Contract including loss or damages and all risks, which shall vest with the Associate.

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## 27.0 INSURANCE

The Contractor shall take out the Insurance Policies which shall cover all risks including the following, as applicable:-

- a) The value of the policy shall cover the total value of all the items till they are handed over to TPWODL.
- b) TPWODL shall be the principal holder of the policy. The Associate shall be the loss payee under the policy. Associate / Sub-contractor of the Associate shall not be holders or beneficiaries in the policy nor shall they be named in the policy. TPWODL reserves the exclusive right to assign the policy.
- c) While the payment of premium may be phased in agreement with the insurance company, at no time shall goods and services required to be provided by the associate shall remain uninsured in accordance with (a) above.
- d) A copy of the Insurance policy shall be made available to TPWODL prior to first dispatch lot of any Equipment and policy shall be kept alive and valid at all times up to the stage of final acceptance.
- e) TPWODL reserves the right to take out whatever policy that is deemed necessary by him if the associate fails to keep the said policy alive and valid at all times and/or causes lapses in payment of premium thereby jeopardizing the said policy. The cost of such policy(s) shall be recovered / deducted from the amount payable to the associate.
- f) The policy shall ensure that the TPWODL's decision regarding replacement of goods damaged, lost or rendered unusable shall be final.

In all cases, the associate shall lodge the claims with the underwriters and also settle the claims and shall also notify TPWODL of any filed claims. However, the associate shall proceed with the repairs and/or replacement of the equipment/components without waiting for the settlement of the claims. In case of seizure of materials by concerned authorities, the associate shall arrange prompt release against bond, security or cash as required. TPWODL, upon request by the associate, will extend all reasonable assistance to the associate in such a case.

All the insurance claims shall be processed and settled by the associate and the missing/damaged items shall be replaced/repared by them without any extra cost to TPWODL and without affecting the completion time.

## 28.0 SUGGESTIONS & FEEDBACK

We welcome all our Business Associates to write to us about their experience with TPWODL; be it our Company, our services or our people. Each and every concern, issue, query and suggestion from you will help us to become a better company to work with and shall help us develop a strong bonding of trust and a long term relationship with you.

You may send your feedback by filling up our Business Associate Feedback Form enclosed herewith as *Annexure-I*. You can also log on to our website [www.tatapower.com](http://www.tatapower.com) to provide your feedback.

- Suggestions for us
- Feedback form
- Knowledge Sharing/ Experience with TPWODL

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- Any issues with TPWODL.

Submission of feedback form is mandatory before the release of final payment to the BA.

## 29.0 CONTACT POINTS

In case Business Associate needs information with respect to payments or has any grievances, same may be lodged by log on to our website [www.tatapower.com](http://www.tatapower.com)

## 30.0 LIST OF ANNEXURES

| S. No. | Subject   | Annexure |
|--------|---|----------|
| 1.     | Performa for Bid Security Bank Guarantee                              | A        |
| 2.     | Performa for Performance Bank Guarantee (CP cum EP)                   | B        |
| 3.     | Performa for No Demand Certificate by Associate                       | C        |
| 4.     | Performa For Application For Issuance of Consolidated TDS Certificate | D        |
| 5.     | Business Associate Feedback Form                                      | E        |
| 6.     | Acceptance Form For Participation In Reverse Auction Event            | F        |
| 7.     | Form for RTGS Payment   | G        |
| 8.     | Vendor Appraisal Form   | H        |
| 9.     | Manufacturer Authorization Form                                       | I        |

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### **ANNEXURE-A**

### **PROFORMA FOR BID SECURITY BANK GUARANTEE**

**TP Western Odisha Distribution Ltd  
Burla**

WHEREAS, (Name of the Bidder) \_\_\_\_\_  
(hereinafter called "the BIDDER") has submitted his bid dated \_\_\_\_\_ for the  
(Name of Contract) \_\_\_\_\_ (hereinafter called "the BID").

KNOW ALL men by these presents we (Name of the  
Bank) \_\_\_\_\_ of (Name of the  
Country) \_\_\_\_\_ having our registered  
office at \_\_\_\_\_ (hereinafter called "the BANK) are bound unto The  
TP Western Odisha Distribution Ltd (TPWODL) in the sum of \_\_\_\_\_ for  
which payment well and truly to be made to the TPWODL the Bank binds himself, his  
successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

The CONDITIONS of this obligation are:

- i) If the Bidder withdraws his Bid during the period of bid validity specified in the Proforma of Bid or
- ii) If the Bidder having been notified of the acceptance of his Bid by the TPWODL during the period of bid validity fails or refuses to furnish the Contract Performance Bank Guarantee, in accordance with the Instructions to Bidders.

We undertake to pay the TPWODL upto the above amount upon receipt of its first written demand, provided that in its demand the TPWODL will note that amount claimed by it is due to it owing to the occurrence of one or both conditions, specifying the occurred condition or conditions.

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This Guarantee will remain in force upto and including the date (No of days as mentioned in tender enquiry) days after the closing date of submission of bids as stated in the Invitation to Bid or as extended by you at any time prior to this date, notice of which extension to the Bank being hereby waived, and any demand in respect thereof should reach the Bank not later than the above date.

DATE ..... SIGNATURE OF THE BANK .....  
WITNESS ..... SEAL .....  
(Signature, Name & Address) ( At least 2 witnesses)

### **ANNEXURE- B**

#### **PROFORMA FOR PERFORMANCE BANK GUARANTEE (CP cum EP)**

(On Rs.100/- Stamp Paper) Note:

- Format shall be followed in toto
- Claim period of one month must be kept up
- The guarantee to be accompanied by the covering letter from the bank confirming the signature to the guarantee

-----  
**TP Western Odisha Distribution Ltd**

**Burla**

**CP cum EP BG No.....**

**Order/Contract No.....dated.....**

- You have entered into a Contract No \_\_\_\_\_ with M/s. \_\_\_\_\_  
(hereinafter referred to as "the Vendor") for the supply cum erection / civil work of \_\_\_\_\_ (hereinafter referred to as "the said Equipment") for the price and on the terms and conditions contained in the said contract.
- In accordance with the terms of the said contract, "the Vendor" agreed to furnish you with an irrevocable, unconditional and acceptable bank guarantee for 10% of the value of contract and to be valid till the end of Guarantee period plus one month towards "Contract cum Equipment performance". For this purpose you have agreed to accept the guarantee.
- In consideration thereof, we, \_\_\_\_\_  
hereby irrevocably and unconditionally guarantee to pay to you on demand but in any case before the end of five working days from the date of the claim and without demur and without reference to "the Vendor" such amount or amounts not exceeding the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being \_\_\_\_\_ %  
( \_\_\_\_\_ percent) of the total value of the contract on receipt of your intimating that "the

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Vendor” has not fulfilled his contractual obligations. You shall be the sole judge for such non-fulfillment and “the Vendor” shall have no right to question such judgment.

4. You shall have the right to file / make your claim on us under the guarantee for a **further period of one month** from the date of expiry.
5. This guarantee shall not be revoked without express consent and shall not be affected by your granting time or any other indulgence to “the Vendor”, which shall include but not be limited to, postponement from time to time of the exercise the same in you or any right which you may have against “the Vendor” and to exercise the same in any covenant contained or implied in the said contract or any other course or remedy or security available to you, and our Bank shall not be released from its obligations under this guarantee by

GENERAL CONDITIONS OF CONTRACT

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your exercising any of your rights with reference to matters aforesaid or any of them or by reasons of any other act or forbearance or other acts of omission or commission on your part or any other indulgence shown by you or by any other matter or thing whatsoever which under the law would, but for this provision have the effect of relieving our bank from its obligation under this guarantee.

6. We also agree that you shall be entitled at your option to enforce this guarantee against our bank as a principal debtor, in the first instance, notwithstanding any other security or guarantee that you may have in relation to "the Vendor's" liabilities in respect of the premises
7. This guarantee shall not be affected by any change in the constitution of our Bank or "the Vendor" or for any other reason whatsoever.
8. Any claim / extension under the guarantee can be lodge-able at outstation banks or at Sambalpur branch and claim will also be payable at Sambalpur Branch (to be confirmed by Sambalpur Branch by a letter to that effect in case BG is from the branch outside Sambalpur).
9. Notwithstanding anything herein contained, our liability under this guarantee is limited to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and the guarantee will remain in force upto and including \_\_\_\_\_ (Date) and shall be extended from time to time for such period or period as may be desired by "the Vendor".
10. Unless a demand or claim under this guarantee is received by us in writing within one months from \_\_\_\_\_ (expiry date) i.e. on or before \_\_\_\_\_ (claim period end date), we shall be discharged from all liabilities under this guarantee thereafter.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Bank's rubber stamp

1. Banks full address

Designation of Signatory

2. Bank official number

|            |  |               |
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### **ANNEXURE-C**

#### **PROFORMA FOR “NO DEMAND CERTIFICATE” BY ASSOCIATE**

(On Company's Letter head or with Company Seal)

(To be submitted by the Associate to TPWODL Accounts Department at the time of receipt of full and final payment)

**(Certificate No. CCP/002)**

Name of the Project Order/

Contract No.

Dated

Name of the Associate Scheme

No. / Job No.

We, M/s. \_\_\_\_\_ (Associate) do hereby acknowledge and confirm that we have received the full and final payment due and payable to us from TPWODL, in respect of our aforesaid Order No \_\_\_\_\_ dated \_\_\_\_\_ including amendments, if any, issued by TPWODL to our entire satisfaction and we further confirm that we have no claim whatsoever pending with TPWODL under the said contract / W.O.

Notwithstanding any protest recorded by us in any correspondence, documents, measurement books and / or final bills etc., we waive all our rights to lodge any claim or protest in future under this contract.

We are issuing this “NO DEMAND CERTIFICATE” in favour of TPWODL, with full knowledge and with our free consent without any undue influence, misrepresentation, coercion etc.

**Place**

**Name**

(Company Seal)



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**ANNEXURE-D**

**PROFORMA FOR APPLICATION FOR ISSUANCE OF CONSOLIDATED TDS  
CERTIFICATE**

To be printed on the letterhead

To,

The TP Western Odisha Distribution Ltd,

Burla

**Sub: Application for issuance of Consolidated TDS Certificate for the FY \_\_\_\_\_**

Dear Sir,

I / we hereby request / authorize you to issue me / us a consolidate TDS Certificate for the financial year \_\_\_\_\_ against tax deducted at source by you from my / our payments / bills during the said year from time to time under Chapter XVII – B of the Income Tax Act, 1961. For and on behalf of

Signature

Name

Address

Contact No. (Land Line)

(Mobile)

PAN #

Assessing authority

**ATTACH THE COPY OF PAN CARD**

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### **ANNEXURE-E**

#### **BUSINESS ASSOCIATE FEEDBACK FORM**

With an objective to improve our internal processes and systems, and serve you better, we solicit your valuable feedback & suggestions. It is estimated that it will take about 10 minutes to complete this survey. We assure you that your feedback shall be kept confidential. Please send the duly filled feedback form in the "TPWODL addressed - attached envelop"

**You are associated with us as**

☐ OEMs   ☐ Service Contractor   ☐ Material Suppliers   ☐ Material & Manpower Supplier

**You are associated with us for**

☐ Less than 1 year   ☐ More than 1 year but less than 3 years   ☐ More than 3 years

**Your office is located at**

☐ Sambalpur   ☐ Within 200 kms from Sambalpur   ☐ More than 200 kms from Sambalpur

**Your nearly turnover with TPWODL**

☐ Less than 25 Lacs   ☐ 25 Lacs to 1 Crore   ☐ More than 1 Cr.

**Additional Information**

|                          |  |
|--------------------------|--|
| <b>Your Name</b>         |  |
| <b>Your Designation</b>  |  |
| <b>Your Organization</b> |  |
| <b>Contact Nos.</b>      |  |
| <b>Email</b>             |  |

*We once again thank you for your participation in this survey. Please spare 10 minutes to give your feedback on following pages (Section A to E)*

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### **SECTION – A**

(Please ✓ mark in the relevant box and give your remarks / suggestions / information for our improvement).

| S. No. | Parameters   | 1            | 2                     | 3                 | 4                   | 5           | Remarks/<br>Suggestion |
|--------|--|--------------|-----------------------|-------------------|---------------------|-------------|------------------------|
|        |  | Do Not Agree | Slightly in Agreement | In Fair Agreement | Mostly in Agreement | Fully Agree |                        |
| 1      | You receive all relevant queries / tenders from us in timely manner.   |              |                       |                   |                     |             |                        |
| 2      | We provide you enough lead time to respond to our queries / tenders.   |              |                       |                   |                     |             |                        |
| 3      | We provide you adequate support (drawings, documents, clarifications, briefing etc.) to enable you meet our requirements.      |              |                       |                   |                     |             |                        |
| 4      | All following elements of our contract / purchase order are rational :   |              |                       |                   |                     |             |                        |
| 4.1    | Scope of Work  |              |                       |                   |                     |             |                        |
| 4.2    | Delivery / Execution Schedule  |              |                       |                   |                     |             |                        |
| 4.3    | Payment Terms  |              |                       |                   |                     |             |                        |
| 4.4    | Liquidated Damages   |              |                       |                   |                     |             |                        |
| 4.5    | Performance Guarantee  |              |                       |                   |                     |             |                        |
| 5      | Our purchase orders / contracts are simple, specific & easy to understand  |              |                       |                   |                     |             |                        |
| 6      | TPWODL demonstrate willingness to be flexible in administration of Contract / Purchase Order                                   |              |                       |                   |                     |             |                        |
| 7      | We provide timely responses / clarifications to your queries   |              |                       |                   |                     |             |                        |
| 8      | TPWODL representative you interact / coordinate with is adequately empowered to support you in meeting contractual obligations |              |                       |                   |                     |             |                        |
| 9      | TPWODL provide you all necessary infrastructure support for timely and quality completion of work (including AMC)              |              |                       |                   |                     |             |                        |
| 10     | TPWODL Engineer-in-Charge timely certifies the jobs executed/ material supplied  |              |                       |                   |                     |             |                        |
| 11     | TPWODL Engineer-in-Charge efficiently supervises the job execution for timely completion of job                                |              |                       |                   |                     |             |                        |
| 12     | BIRD (Bill Inward Receipt Desk) initiative has improved payment disbursement process   |              |                       |                   |                     |             |                        |

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| S. No. | Parameters   | 1            | 2                     | 3                 | 4                   | 5           | Remarks/<br>Suggestion |
|--------|--|--------------|-----------------------|-------------------|---------------------|-------------|------------------------|
|        |  | Do Not Agree | Slightly in Agreement | In Fair Agreement | Mostly in Agreement | Fully Agree |                        |
| 13     | Our approach for Inspection and Quality Assurance effective to expedite project completion?                |              |                       |                   |                     |             |                        |
| 14     | TPWODL never defaults on contractual terms   |              |                       |                   |                     |             |                        |
| 15     | In TPWODL Contracts closure is done within set time limit  |              |                       |                   |                     |             |                        |
| 16     | Our material receiving procedures are well defined and efficiently deployed to reduce mutual inconvenience |              |                       |                   |                     |             |                        |
| 17     | Bank Guarantees are released in time bound manner  |              |                       |                   |                     |             |                        |
| 18     | Our processes related to payment / account settlement are effective.                                       |              |                       |                   |                     |             |                        |
| 19     | You get payments on time   |              |                       |                   |                     |             |                        |
| 20     | TPWODL Employees follow Ethical behaviour  |              |                       |                   |                     |             |                        |

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### **SECTION – B**

SECTION – B (Please rate the following parameters on a scale of 1 to 5, where 1 - Minimum; 5 - Maximum)

| S. No. | Parameters   | 1 | 2 | 3 | 4 | 5 | Remarks/<br>Suggestion |
|--------|--|---|---|---|---|---|------------------------|
| 1      | How do you rate courtesy/ empathy/ attitude level and warmth of TPWODL employees you interact with from following team?                                      |   |   |   |   |   |                        |
| 1.1    | Project Engineering  |   |   |   |   |   |                        |
| 1.2    | District / Zones   |   |   |   |   |   |                        |
| 1.3    | Projects/HOG (TS &P)   |   |   |   |   |   |                        |
| 1.4    | Inspection & Quality Assurance   |   |   |   |   |   |                        |
| 1.5    | Stores   |   |   |   |   |   |                        |
| 1.6    | Metering & Billing   |   |   |   |   |   |                        |
| 1.7    | Accounts / Finance   |   |   |   |   |   |                        |
| 1.8    | Administration   |   |   |   |   |   |                        |
| 1.9    | IT & Automation  |   |   |   |   |   |                        |
| 2      | How would you rate TPWODL in comparison to your other clients in terms of <b>fairness of treatment and transparency</b> with its Business Associates?        |   |   |   |   |   |                        |
| 3      | How would you rate TPWODL in comparison to your other clients in terms of <b>processes and systems to manage partnership</b> with its Business Associates    |   |   |   |   |   |                        |
| 4      | How would you rate TPWODL in comparison to your other clients in terms of <b>building long term &amp; mutually relationship</b> with its Business Associates |   |   |   |   |   |                        |

### **SECTION – C**

Please ✓ mark in the relevant box and give your remarks / suggestions / information for our improvement.

| S. No. | Parameters  | Certainly No | Probably No | Certainly Yes | Probably Yes | Remarks/<br>Suggestion |
|--------|---|--------------|-------------|---------------|--------------|------------------------|
| 1      | Based on your experience with TPWODL, would you like to continue your relationship with TPWODL? |              |             |               |              |                        |
| 2      | If someone asks you about TPWODL, would you talk “positively” about                             |              |             |               |              |                        |

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|---|---|--|--|--|--|--|
|   | TPWODL?   |  |  |  |  |  |
| 3 | Would you refer TPWODL name to others in your community, fraternity and society as a professional & dynamic organization? |  |  |  |  |  |

#### **SECTION - D**

**If we ask you to rate us on a scale of 1 to 10, how will you rate TPWODL, that truly represents your overall satisfaction with us (please tick appropriate box) -**

|   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

#### **SECTION – E**

Please ✓ mark in the relevant box and give your remarks / suggestions / information for our improvement.

Please spare your thoughts for TPWODL's improvement in particular areas of weaknesses, particularly relating to some great practices, attitudes that you have seen elsewhere in Indian and International Organizations, which you recommend TPWODL to adopt. Please give your valuable salient recommendations.

Please spare your thoughts for TPWODL's improvement in particular areas of major concerns for you. We also welcome your suggestions to adopt any best practices, attitudes that you

| Recommendation  | Please tick (✓) your top 5 expectations out of the following 10 points listed below -    |  |
|---|--|--|
| (Please list down improvement you expect from TPWODL) | Timely payment   |  |
| 1   | Flexibility in Contracts/PO  |  |
|   | Clarity in PO,s & Contracts  |  |
| 2   | Timely response to quarries  |  |
|   | Timely certification of works executed   |  |
| 3   | Clarity in Specs, drawings, other docs etc.  |  |
|   | Adequate information provided on website for tender notification, parties qualified etc. |  |
| 4   | Timely receipt of material at site for execution   |  |

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|   |  |  |
|---|--|--|
|   | Performance Guarantee/EMD released in time                       |  |
| 5 | Inspection & quality assurance support for timely job completion |  |

We thank you for your time and courtesy!!

**ANNEXURE-F**

**ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT**

***(To be signed and stamped by the bidder prior to participation in the auction event)***

In a bid to make our entire procurement process more fair and transparent, TPWODL intends to use the reverse auctions through SAP-SRM tool as an integral part of the entire tendering process. All the bidders who are found as 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. TPWODL 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. TPWODL will make every effort to make the bid process transparent. However, the award decision by TPWODL would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of TPWODL, 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 TPWODL.
6. In case of intranet medium, TPWODL shall provide the infrastructure to bidders. Further, TPWODL 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 out rightly rejected by TPWODL.
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 TPWODL site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of the auction event shall be considered by TPWODL.
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 & Seal of the Bidder**





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Name of the Authorized Signatory: \_\_\_\_\_ :

Contact Person's Name:

Official Correspondence Address:

We confirm that we will bear the charges, if any, levied by our bank for the credit of NEFT/RTGS amounts in our account. Any change in above furnished information shall be informed to TPWODL well in time at our own. Further, we kept TPWODL indemnified for any loss incurred due to wrong furnishing of above information.

Thanking you,

For \_\_\_\_\_

**(Authorised Signatory)**

**(Signature with Rubber Stamp)**

**Certification from Bank:**

We confirm that we are enabled for receiving NEFT/RTGS credits and we further confirm that the account number (specify Bank a/c no.) of (Please mention here name of the account holder), the signature of the authorised signatory and the MICR and IFSC Code of our branch mentioned above are correct.

This also is certified that the above information is correct as per Bank record

**(Manager's/ Officers Signature under Bank Stamp)**

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**ANNEXURE-H**  
**VENDOR APPRAISAL FORM**

|   |   |  |   |
|---|---|--|---|
| <b>TO BE SUBMITTED BY VENDOR (To be filled as applicable)</b> |   |  |   |
| <b>VENDOR:</b>  |   |  |   |
| <b>1.0</b>  | <b>DETAILS OF THE FIRM</b>  |  |   |
|   | 1.1   | NAME (IN CAPITAL LETTERS)  | : |
|   | 1.2   | TYPE OF CONCERN (PROPRIETARY)<br>Partnership, Pvt. Ltd., Public Ltd. etc.              | : |
|   | 1.3   | YEAR OF ESTABLISHMENT  | : |
|   | 1.4   | LOCATION OF OFFICE<br>POSTAL ADDRESS<br>TELEGRAPHIC ADDRESSES,<br>TELEX NO.<br>FAX NO. | : |
|   | 1.5   | LOCATION OF MANUFACTURING UNITS  | : |
|   |   | i) UNITS 1   | : |
|   |   | ii) OTHER UNITS  | : |
| <b>2.0</b>  | <b>PRODUCTS MANUFACTURED</b>  |  | : |
| <b>3.0</b>  | <b>TURNOVER DURING THE LAST 3 YEARS (TO BE VERIFIED WITH THE LATEST PROFIT &amp; LOSS STATEMENT).</b> |  | : |
| <b>4.0</b>  | <b>VALUE OF FIXED ASSETS</b>  |  | : |
| <b>5.0</b>  | <b>NAME &amp; ADDRESS OF THE BANKERS</b>  |  | : |
| <b>6.0</b>  | <b>BANK GUARANTEE LIMIT</b>   |  | : |
| <b>7.0</b>  | <b>CREDIT LIMIT</b>   |  | : |
| <b>8.0</b>  | <b>TECHNICAL</b>  |  |   |
|   | 8.1   | NO. OF DESIGN ENGINEERS (INDICATE NO. OF YEARS EXPERIENCE IN RELATED FIELDS)           | : |
|   | 8.2   | NO. OF DRAUGHTS MEN  | : |
|   | 8.3   | COLLABORATION DETAILS (IF ANY)   | : |
|   |   | 8.3.1 DATE OF COLLABORATION  | : |
|   |   | 8.3.2 NAME OF COLLABORATOR   | : |
|   |   | 8.3.3 RBI APPROVAL DETAILS   | : |
|   |   | 8.3.4 EXPERIENCE LIST OF COLLABORATOR  | : |
|   |   | 8.3.5 DURATION OF AGREEMENT  | : |
|   | 8.4   | AVAILABILITY OF STANDARDS / DESIGN PROCEDURES / COLLABORATOR'S /                       | : |

|            |  |               |
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|             |                                       |   |   |
|-------------|---------------------------------------|---|---|
|             |                                       | DOCUMENTS (CHECK WHETHER THESE ARE LATEST/CURRENT)  |   |
|             | 8.5                                   | TECHNICAL SUPPORT, BACK-UP GUARANTEE, SUPERVISION, QUALITY CONTROL BY COLLABORATOR (WHEREVER ESSENTIAL). (THIS CLAUSE IS RELEVANT WHEN VENDOR'S EXPERIENCE IS INADEQUATE) | : |
|             | 8.6                                   | QUALITY OF DRAWINGS   | : |
| <b>9.0</b>  | <b>MANUFACTURE</b>                    |   |   |
|             | 9.1                                   | SHOP SPACE, LAYOUT LIGHTING, VENTILATION, ETC.  | : |
|             | 9.2                                   | POWER (KVA)   | : |
|             |                                       | MAINS INSTALLED   | : |
|             |                                       | UTILIZED  | : |
|             |                                       | STANDBY POWER SOURCE  | : |
|             | 9.3                                   | MANUFACTURING FACILITIES (ATTACH LIST OF EQUIPMENT AS APPLICABLE)   | : |
|             |                                       | 9.3.1 MATERIAL HANDLING   | : |
|             |                                       | 9.3.2 MACHINING   | : |
|             |                                       | 9.3.3 FABRICATION   | : |
|             |                                       | 9.3.4 HEAT TREATMENT  | : |
|             |                                       | 9.3.5 BALANCING FACILITY  | : |
|             |                                       | 9.3.6 SURFACE TREATMENT PRIOR TO PAINTING/ COATING, POLISHING, PICKLING, PASSIVATION, PAINTING, ETC.  | : |
|             | 9.4                                   | SUPERVISORY STAFF   | : |
|             | 9.5                                   | ADEQUACY OF SKILLED LABOURS (MACHINISTS, WELDERS, ETC.)   | : |
|             | 9.6                                   | NO. OF SHIFTS   | : |
|             | 9.7                                   | TYPE OF MATERIAL HANDLED (SUCH AS CS, SS, ETC.)   | : |
|             | 9.8                                   | WORKMANSHIP   | : |
|             | 9.9                                   | MATERIAL IN STOCK AND VALUE   | : |
|             | 9.10                                  | TRANSPORT FACILITIES  | : |
|             | 9.11                                  | CARE IN HANDLING  | : |
| <b>10.0</b> | <b>INSPECTION / QC / QA / TESTING</b> |   |   |
|             | 10.1                                  | NUMBER OF PERSONNEL (INDICATE NO. OF YEARS OF EXPERIENCE)   | : |
|             | 10.2                                  | INDEPENDENCE FROM PRODUCTION  | : |

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|        |       |  |   |
|--------|-------|--|---|
|        | 10.3  | AVAILABILITY OF PROCEDURAL WRITE UP/QUALITY PLAN   | : |
|        | 10.4  | INCOMING MATERIAL CONTROL AND DOCUMENTATION  | : |
|        | 10.5  | RELIABILITY/REPUTATION OF SUPPLY SOURCES   | : |
|        | 10.6  | STAGE INSPECTION AND DOCUMENTATION   | : |
|        | 10.7  | SUB-ASSEMBLY & DOCUMENTATION   | : |
|        | 10.8  | FINAL INSPECTION AND DOCUMENTATION   | : |
|        | 10.9  | PREPARATION OF FINAL DOCUMENTATION PACKAGE   | : |
|        | 10.10 | TYPE TEST FACILITIES   | : |
|        | 10.11 | ACCEPTANCE TEST FACILITIES   | : |
|        | 10.12 | CALIBRATION OF INSTRUMENTS AND GAUGES (WITH TRACEABILITY TO NATIONAL STANDARDS) (ATTACH LIST)  | : |
|        | 10.13 | STATUTORY APPROVALS LIKE BIS, IBR, ETC.(AS APPLICABLE)   | : |
|        | 10.14 | SUB-VENDOR APPROVAL SYSTEM AND QUALITY CONTROL   | : |
|        | 10.15 | DETAILS OF TESTS CARRIED OUT AT INDEPENDENT RECOGNIZED LABORATORIES  | : |
|        |       | i) FURNISH LIST OF TESTS CARRIED OUT AND THE NAME OF THE LABORATORY WHERE THE TESTS WERE CONDUCTED   | : |
|        |       | ii) CHECK AVAILABILITY OF CERTIFICATES AND REVIEW THESE WHEREVER POSSIBLE  | : |
| 11.0   |       | <b>EXPERIENCE (INCLUDING CONSTRUCTION / ERECTION / COMMISSIONING) TO BE FURNISHED IN THE FORMAT INDICATED IN APPENDIX)</b>   | : |
| 12.0   |       | <b>SALES, SERVICE AND SITE ORGANIZATIONAL DETAILS</b>  | : |
| 13.0   |       | <b>CERTIFICATE FROM CUSTOMERS (ATTACH COPIES OF DOCUMENTS)</b>   | : |
| 14.0   |       | <b>POWER SITUATION</b>   | : |
| 15.0   |       | <b>LABOUR SITUATION</b>  | : |
| 16.0 * |       | <b>APPLICABILITY OF SC/ST RELAXATION (Y/N)<br/>IF YES, SUPPORTING DOCUMENTS TO BE ATTACHED</b>   |   |
| 17.0   |       | <b>ORGANIZATIONAL DETAILS</b><br>1. PF NO<br>2. ESI NO<br>3. INSURANCE FOR WORK MAN COMPENSATION ACT NO<br>4. ELECTRICAL CONTRACT LIC NO<br>5. ITCC / PAN NO<br>6. SALES TAX NO<br>7. WC TAX REG. NO | : |
| 18.0   |       | <b>DOCUMENTS TO BE ENCLOSED:</b>   |   |

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|  |  |  |
|--|--|--|
|  | 1. FACTORY LICENSE<br>2. ANNUAL REPORT FOR LAST THREE YEARS<br>3. TYPE TEST REPORT FOR THE ITEM<br>4. PAST EXPERIENCE REPORTS<br>5. ISO CERTIFICATE –QMS, EMS, OHAS, SA<br>6. REGISTRATION OF SALES TAX<br>7. COPY OF TIN NO.<br>8. COPY OF SERVICE TAX NO.<br>9. REGISTRATION OF CENTRAL EXCISE<br>10. COPY OF INCOME TAX CLEARANCE.<br>11. COPY OF PF REGISTRATION<br>12. COPY OF ESI REGISTRATION<br>13. COPY OF INSURANCE FOR WORK MAN<br>COMPENSATION ACT NO<br>14. COPY OF ELECTRICAL CONTRACT LIC NO<br>15. COPY OF PAN NO<br>16. COPY OF WC TAX REGISTRATION<br>17. DOCUMENTS IN SUPPORT OF SC/ST RELAXATION<br>AT S.NO.16.0<br>18. GSTN CERTIFICATE |  |
|--|--|--|

**\* Classification of BA s under SC/ST shall be governed under following guidelines:**

- **Proprietorship/ Single Ownership Firm:** Proprietor of the firm should be from SC/ST community. Governing document shall be Proprietorship Deed.
- **Partnership Firm:** Only such firms shall qualify which have SC/ST partners holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Partnership Deed.
- **Private Limited Company:** Only such firms shall qualify which have SC/ST directors holding equal to or more than 50% of the total ownership pattern of the firm. Governing document shall be Memorandum of Understanding (MoU) and/or Article of Association (AoA).

*NOTE: Certification from SC/ST Commission shall be required for deciding upon SC/ST status of a person.*

|            |  |               |
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**ANNEXURE-I**  
**MANUFACTURER AUTHORIZATION FORM**

*(To be submitted on OEM's Letter Head)*

Date: .....

Tender Enquiry No.: .....

To,  
Chief (Procurement & Stores)  
The TP Western Odisha Distribution Ltd,  
Burla

Sir,

WHEREAS M/s. [name of OEM], who are official manufacturers of ..... having factories at [address of OEM] do hereby authorize M/s [name of bidder] to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us

.....and  
to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the Special Conditions of Contract or as mentioned elsewhere in the Tender Document, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

We hereby confirm that in case, the channel partner fails to provide the necessary services as per the Tender Document referred above, M/s [name of OEM] shall provide standard warranty on the materials supplied against the contract. The warranty period and inclusion / exclusion of parts in the warranty shall remain same as defined in the contract issued to their channel partner against this tender enquiry.

Yours Sincerely,

For .....

Authorized Signatory



# SUPPLIER MANUAL ANSWERING TO E-BIDDING

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

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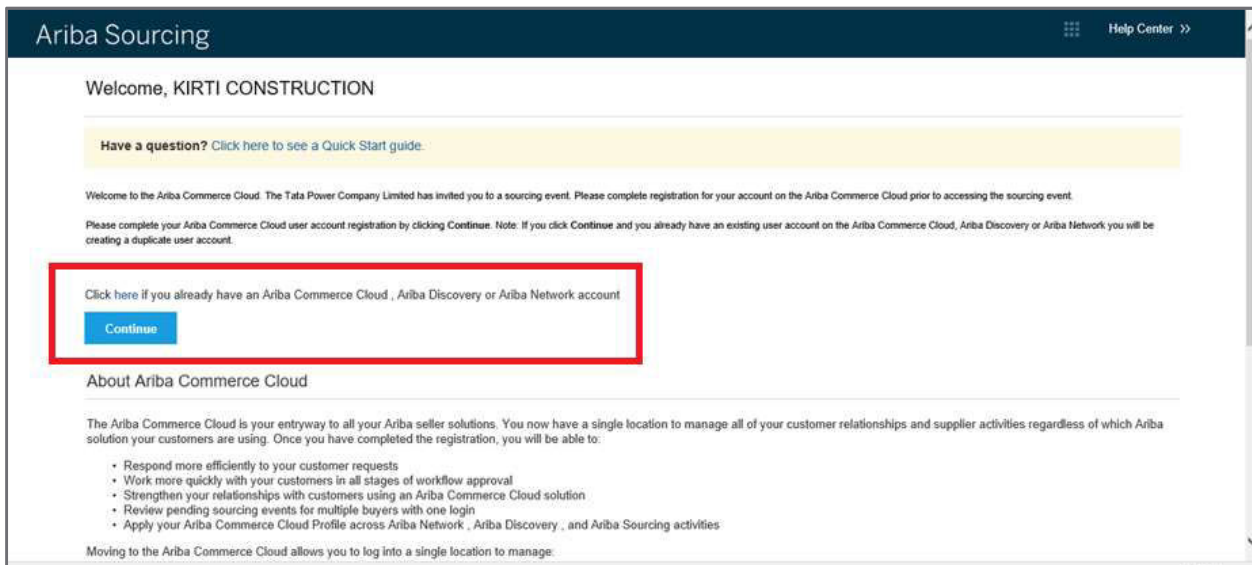
## 1- Accessing Ariba Sourcing

**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 screenshot shows the "Supplier Login" page for SAP Ariba Proposals. The page features the SAP Ariba logo and the text "Proposals Powered by Ariba Sourcing". The login section includes:

- Input fields for "User Name" and "Password".
- A blue "Login" button.
- A link for "Forgot Username or Password".
- A link for "Need help? See Quick Start".

On the right side of the page, there is a laptop displaying a dashboard with various charts and data visualizations.

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

The screenshot shows the Ariba Sourcing homepage. A blue oval annotation points to the 'Ariba Proposals and Questionnaire' link in the top navigation bar, with the text: "Goto 'Ariba Proposals & Questionnaire' after logging in at supplier.ariba.com". Another blue oval annotation 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".

**Events Table:**

| 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... A blue oval annotation points to the 'Review Prerequisites' button, with the text: "Click on 'Review Prerequisites'".

**Event Details:**

- Event Messages
- Download Tutorials
- Response Team
- Checklist:
  - Review Event Details
  - Review and Accept Prerequisites
  - Submit Response
- Event Contents:
  - All Content
  - 1 Tender Documents
  - 2 Techno Commercial Bid

**Tender Documents:**

- 1 Tender Documents
  - 1.1 Introduction
    - 1.1.1 Introduction
 

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 an 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 ...), fill in the same with, 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

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

Price Bid to be attached in Tab 3.2. 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 1 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

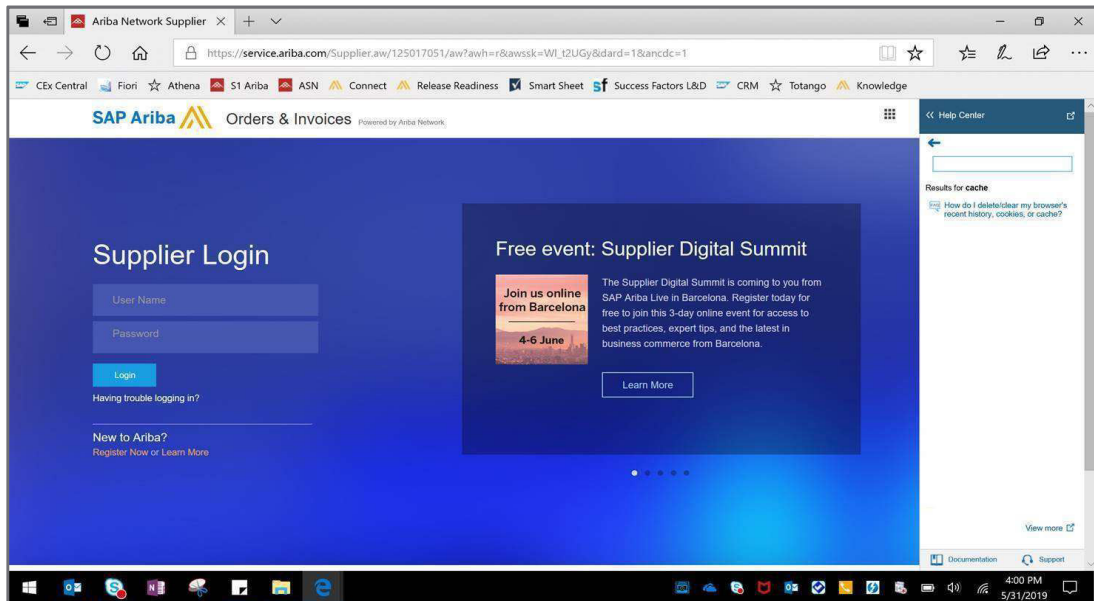
## **ARIBA TRAINING VIDEOS**

[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](https://www.youtube.com/watch?v=9_XXUaVyI7o)

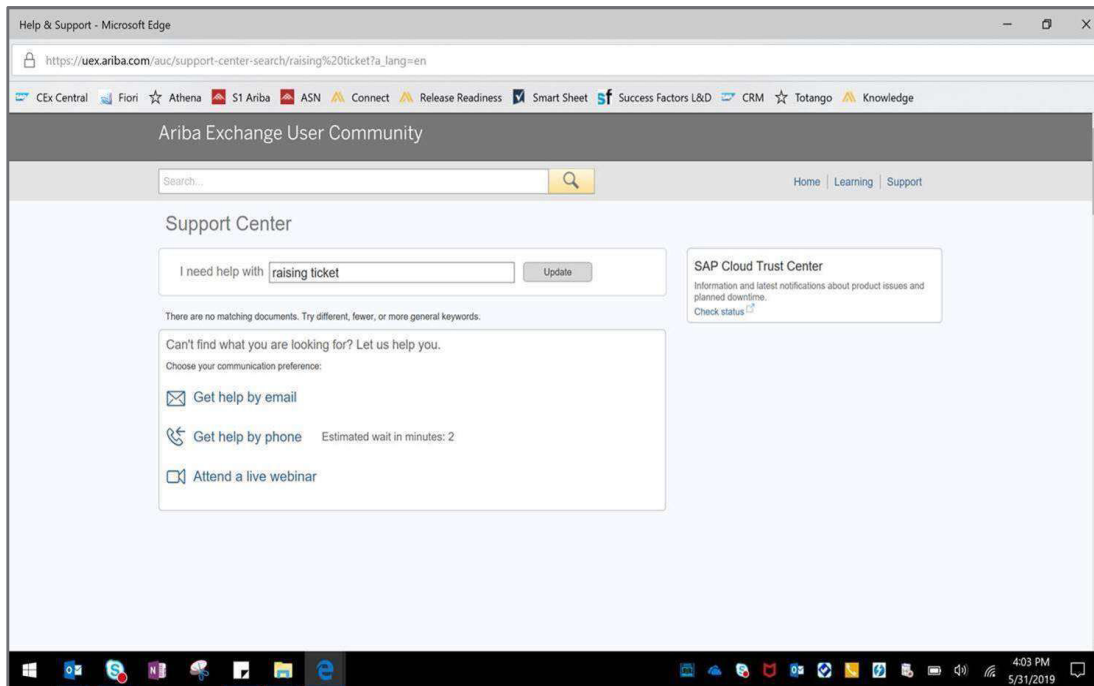
## **Support from Ariba - Supplier can raise the Ticket for “Support”**

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: \*  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

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.