



TP WESTERN ODISHA DISTRIBUTION LIMITED
(A Tata Power & Odisha Govt. joint venture)
Procedure for Participating in Tender

Tender Enquiry No.	Work Description	EMD (Rs.)	Tender Participation Fee	Last date and time for Payment of Tender Participation Fee
TPWODL/SD/O/S ER/2500001236	Rate Contract for General Civil Works	5,00,000	Rs. 5,000	18th July 2026 15:00 Hrs

Please note that corresponding details mentioned in this document will supersede any other details mentioned anywhere else in the Tender Document.

Procedure for Participating in Tender. Following steps to be done before “Last date and time for Payment of Tender Participation Fee” as mentioned above.

1. Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letterhead indicating:
 - a. Tender Enquiry number
 - b. Name of authorized person
 - c. Contact number
 - d. e-mail id
 - e. Details of submission of Tender Participation Fee
 - f. GST
2. Non-Refundable Tender Participation Fee, as indicated in table above, to be submitted in the form of Direct deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference number –

Account Name: TPWODL

Bank Name: UNION BANK OF INDIA, SAMABALPUR NAYA PARA

Branch Code: 536521

Bank Account No. : 365201010033244

IFSC Code: UBIN0536521

E-mail with necessary attachment of 1 and 2 above to be send to srikant.dash@tpwesternodisha.com and trupti.pradhan@tpwesternodisha.com with a copy to ajit.singh@tpwesternodisha.com before “Last date and time for Payment of Tender Participation Fee”

Norms for procurement from MSMEs registered in the state of Odisha: -

1) Tender Fees

To participate in the tender, MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.

2) Earnest Money Deposit (EMD)

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.



3) Qualification Requirement for Open Tenders

Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.

4) Performance Bank Guarantees

Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value prescribed.

Interested bidders to submit Tender Participation Fee and Authorization Letter before Last date and time as indicated above after which link from Tata Power E-Tender system (Ariba) will be shared for further communication and bid submission.

Please note all future correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc will happen only through Tata Power E-Tender system (Ariba). User manual to guide the bidders to submit the bid through e-Tender system (Ariba) is also enclosed.

No e-mail or verbal correspondence will be responded. All communication will be done strictly with the bidder who have done the above steps (Payment of tender fee and submission of letter with requisite details) to participate in the Tender.

Also, it may be strictly noted that once date of "Last date and time for Payment of Tender Participation Fee" is lapsed no Bidder will be sent link from Tata Power E-Tender System (Ariba). Without this link vendor will not be able to participate in the tender. Any last moment request to participate in tender will not be entertained.

Any payment of Tender Participation Fee by Bidder who have not done the pre-requisite within stipulated timeline will not be refunded.



Tender Documents

CONFIDENTIAL



Tender Ref No. TPWODL/SD/O/SER/2500001236

OPEN TENDER NOTIFICATION

FOR

**RATE CONTRACT FOR GENERAL CIVIL WORKS AT TP WESTERN
ODISHA DISTRIBUTION LIMITED**

Tender Enquiry No.: TPWODL/SD/O/SER/2500001236

Due Date for Bid Submission: 27.07.2026 [15:00 Hrs.]

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

TP WESTERN ODISHA DISTRIBUTION LIMITED
(A Tata Power and Odisha Government Joint Venture)
Regd./Corp Office : Burla, Dist-Sambalpur, Odisha -768 017
Website : www.tpwesternodisha.com, Email : tpwodl@tpwesternodisha.com
Corporate Identification Number (CIN) : U40109OR2020PLC035230, Telephone No. 0663-2431984, Fax No : 0663-2432113

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1.0 Event Information

1.1 Scope of work

Open Tenders are invited in through e-tender bidding process from interested and eligible Bidders for entering a Rate Contract valid for a period of **1 Year** as defined below:

Line-Item no.	Description	EMD Amount (Rs.)	Tender Fee (Rs.)
1	Rate Contract for General Civil Works at TPWODL.	5,00,000/-	5,000/-

To participate in the tender, MSMEs registered in the State of Odisha shall pay **Rs.1,000/-** including GST towards cost of tender paper.

1.2 Availability of Tender Documents

Non-transferable tender documents may be purchased by interested eligible bidders from address given below on submission of written application to the under mentioned and upon payment of non-refundable Tender fee.

Chief (Procurement & Stores)
TP WESTERN ODISHA DISTRIBUTION LIMITED
Corporate Office, Burla-768017

Tender documents may be downloaded by interested eligible bidders from TP Western Odisha Distribution Ltd. website www.tpwesternodisha.com In the event detailed tender documents are downloaded from TP Western Odisha Distribution Ltd. website or are received through email from TP Western Odisha Distribution Ltd., the Tender Fee shall be compulsorily submitted online through NEFT/ RTGS. Any such bid submitted without this Fee shall be rejected. Bidders are requested to visit TP Western Odisha Distribution Ltd. website www.tpwesternodisha.com regularly for any modification/ clarification to the bid documents.

1.3 Calendar of Events

(a)	Date of sale/ availability of tender documents from TPWODL Website	From 7th July 2026 onwards
(b)	Date by which interested and eligible vendors to pay tender fee and confirm participation in accordance with "Procedure for participating in tender"	18th July 2026, 1500, Hrs.
(c)	Date & Time of Pre-Bid Meeting (If any)	If required, will be communicated later
(d)	Last Date of receipt of pre-bid queries, if any	20th July 2026 up to 15:00 Hours
(e)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	22nd July 2026 up to 15:00 Hours
(f)	Last date and time of receipt of Bids	27th July 2026 up to 15:00 Hours
(g)	Date & Time of opening technical bids & EMD (Envelope-1 & 2)	Participating Bidders will get mail intimation from TPWODL, Burla E Tender system (Ariba) when their Techno-commercial Bids are opened.

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(h)	Date & Time of opening for Price of qualified bids	Bidders will get mail intimation from TPWODL, Burla E-Tender system (Ariba) when the Price Bids of Techno commercially qualified bidders are opened.
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Note: - In the event of extension of last date of submission of bids, same shall be intimated to the participating bidders through e-tender system.

1.4 Mandatory documents required along with the Bid

- 1.4.1 EMD of requisite value and validity
- 1.4.2 Tender Fee in case the tender is downloaded from the website.
- 1.4.3 Requisite Documents for compliance with Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.5 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.6 Proper authorization letter/ Power of Attorney to sign the tender on behalf of the bidder.
- 1.4.7 Copy of PAN, GST, PF and ESI Registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

Please note that in the absence of any of the above documents, the bid submitted by a bidder shall be liable for rejection.

1.5 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.

1.6 Right of Acceptance/ Rejection

Bids are liable for rejection in absence of following documents: -

- 1.6.1 EMD of requisite value and validity
- 1.6.2 Tender fee of requisite value
- 1.6.3 Price Bid as per the Price Schedule mentioned in Annexure-I
- 1.6.4 Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document.
- 1.6.5 Filled in Schedule of Deviations as per Annexure III
- 1.6.6 Filled in Schedule of Commercial Specifications as per Annexure IV
- 1.6.7 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.

1.7 Qualification Criteria

(a) Bidder should have an average annual turnover of Rs. 2 Crore in three financial years. Copy of Audited balance sheet and profit and loss account statement to be submitted. Any Last three consecutive (FY 22-23, 23-24, 24-25, 25-26) Audited Report with UDIN No is mandatory.

(b) The bidder must have experience of carrying out general civil works (e. g. civil foundation, PCC, RCC works, brick work, plastering, tiling works, structural steel works, excavation works,

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MEP Work, HVAC work etc.) with cumulative orders equal to Rs. 1.5 Cr in last 3 years. Order copies with completion certificate have to be submitted as documentary proof.

(c) Bidder must submit mandatory documents like GST & PAN. Bidder should also have Statutory Compliance like ESI registration, EPF registration, Labour Dept. Compliances.

(d) The bidder should submit the performance certificates of worth 1.5 Cr from at least 1 reputed company for similar works. The service against the issued certificates should have been completed within 5 years of the bidding date. In case the bidder has got previous association with TP Discoms for service of similar, performance feedback of the same will be solely considered irrespective of the performance certificate issued by bidder's other customers.

Special terms and conditions for **MSME registered in the State of Odisha are as below: -**

(a) Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.

(b) MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.

(c) 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

1.8 Marketing Integrity

We have a fair and competitive marketplace. The rules for bidders are outlined in the Terms & Conditions. 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 marketplace rules or engages in behavior that disrupts the fair execution of the marketplace, may result in restriction of a bidder from further participation in the marketplace for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

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

1.9 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 TPWODL. All tender documents remain the property of TPWODL and all suppliers are required to return these documents to TPWODL upon request. Suppliers who do not honor this confidentiality provisions will be excluded from participating in future bidding events.

2.0 Evaluation Criteria

- The bids will be evaluated technically on the compliance to tender terms and conditions.
- The bids will be evaluated on Safety Parameters. Bidders have to submit all the documents related to safety bid.

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- Bidders have to mandatorily quote for each line item of the BOQ **[Annexure I - Price Bid]**.. Failing to do so, Bids may be rejected.
- The bids will be evaluated commercially on overall all-inclusive **lowest cost** as calculated in Schedule of Items **[Annexure I]**. TPWODL reserves the right to split the contract / order among more than one Bidder. Hence all bidders are advised to quote their most competitive rates against each line item.
- TPWODL may prefer to split the overall contract. The decision on allocation of Circle/Division or shall be taken based on the best cost-optimized option available with TPWODL. The decision of TPWODL in this regard shall be final and binding on the successful bidders.

2.1 Price Variation Clause: The prices for all items shall remain **firm** during the first 6 months of award of contract.

PV clause for steel items (reinforcement steel, structural steel and MS gate) shall be applicable after 6 months of award of contract. For all other items, Price remains firm for the entire duration of the contract. For steel items, the below mentioned Price Variation formula shall be applicable:

a. For reinforcement Steel:

Considering 30% is fixed price and 70% is variable.

price, $PV = 0.7 * (S1 - S0) / S0 * 100$

Where, Base month to be considered as July 2026

PV - % price variation (it may be +ve or -ve)

S0 - Wholesale Price Index for Mild Steel – Long Products Commodity for base month

S1 - Wholesale Price Index for Mild Steel – Long Products for the month under consideration.

b. For structural steel, MS Gate:

Considering 40% is fixed price and 60% is variable price

$PV = 0.6 * (S1 - S0) / S0 * 100$ Where, Base month to be considered as July 2026

PV - % price variation (it may be +ve or -ve)

S0 - Wholesale Price Index for Angles, Channels, Sections, steel (coated/not) Commodity for base month.

S1 - Wholesale Price Index for Angles, Channels, Sections, steel (coated/not) Commodity for the month under consideration.

3.0 Submission of Bid Documents

3.1 Bid Submission

Bidders are requested to submit their offer in line with this Tender document.

All correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. will happen only through TPWODL E-Tender system (Ariba).

No e-mail or verbal correspondence will be responded. All communication will be done strictly with the bidders who have participated in the Tender as elaborated in procedure for participating in tender.

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Bids shall be submitted in 3 (Three) parts:

FIRST PART: “EMD” as applicable shall be submitted by the bidder in the form of cash deposit in the account below. In case the EMD is not submitted by the bidder then the bid as submitted shall be liable for rejection. EMD as applicable shall be submitted. The EMD shall be valid for **210 days** from the due date of bid submission.

submission

EMD shall be strictly in the format of BG / Online Transfer only. The bidder should submit a covering letter mentioning the Online Transaction Number, Tender Number, Name of Tender for the same.

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

a) accept the Purchase Order, or

b) furnish the required Performance Security Bank Guarantee

TPWODL Bank Details for transferring Tender Fee is as below:

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

TPWODL Bank Details for EMD is as below:

EARNEST MONEY DEPOSIT (EMD):

Beneficiary Name: TPWESTERNODISHA DISTRIBUTION LTD.

Bank Name: UNION BANK OF INDIA

Branch Name: Burla (Andhra Bank)

Address: AT/PO: Burla

District: SAMBALPUR, ODISHA

PIN: 768017

Account No.: 005511100001556

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Type of Account: CURRENT CUM FLEXI ACCOUNT

IFSC Code: UBIN0800554

SECOND PART: "TECHNICAL BID" shall contain the following documents:

- a) EMD of requisite value and validity
- b) Tender Fees
- c) Documentary evidence in support of qualifying criteria mentioned in Clause 1.7
- d) No Deviation Certificate as per the Annexure III – Schedule of Deviations
- e) Acceptance to Commercial Terms and Conditions viz Delivery schedule/period, payment terms etc. as per the Annexure IV – Schedule of Commercial Specifications.
- f) Duly filled in Annexure V and VI.
- g) Bidder shall mention the details as required in the safety bid form. Bidder also has to submit the relevant documents for the same as required by TPWODL

The technical bid shall be properly indexed and is to be submitted in TP Western Odisha Distribution Ltd. e-procurement portal.

THIRD PART: "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, Taxes & duties, Freight 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.

Price Bid is to be submitted in soft copy through TPWODL E-Tendering system (Ariba) only. Hard copy of Price Bid not to be submitted.

The Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the 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.

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 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 the 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.

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3.2 Contact Information

Please note all correspondence regarding the tender, bid submission, bid submission date extension, Pre-bid query etc. will happen only through TPWODL E-Tender system (Ariba).

No e-mail or verbal correspondence will be responded. All communication will be done strictly with the bidders who have participated in the Tender as elaborated in procedure for participating in tender.

Communication Details:

Package Owner: Srikant Dash

Contact No: 9204750234

Email ID: srikant.dash@tpwesternodisha.com

AND

Name: Trupti Pradhan

Contact No: 7208407887

Email ID: trupti.pradhan@tpwesternodisha.com

Head Contract & Procurement

Name: Mr. Ajit Singh

Email ID: ajit.singh@tpwesternodisha.com

Bidders are strictly advised to communicate with Package Owner through TPWODL E-tender System (Ariba) only. They need to pay Tender Participation Fee and receive the Ariba log-in. Above contact details are for reference purpose only.

3.3 Bid Prices

Bidders shall quote for the entire Scope of Supply / work with a breakup of prices for individual items and Taxes & duties. 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 sites of TPWODL. The all-inclusive prices offered shall be inclusive of all costs as well as Duties, Taxes and Levies paid or payable during the execution of the supply work, breakup of price constituents.

The quantity breakup shown else-where other than Price Schedule is 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 mentioned in the tender, shall be deemed to be included in prices quoted.

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

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

Notwithstanding clause above, the 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.

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3.6 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.

3.7 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.

3.8 Earnest Money Deposit (EMD)

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

The EMD shall be forfeited in case of:

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

Or

- b) The case of a successful bidder if the Bidder does not
i) accept the purchase order, or
ii) furnish the required performance security BG.

3.9 Type Tests (if applicable)

The type tests specified in TPWODL specifications should have been carried out within five years 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 TPWODL.

4.0 Bid Opening & Evaluation Process

4.1 Process to be confidential:

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 the TPWODL's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

4.2 Technical Bid Opening The bids shall be opened internally by TPWODL. 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, technical bids of bidders who have submitted EMD shall be opened. Participating Bidders will get mail intimation from TPWODL E-Tender system (Ariba) when their Technical Bids are opened.

4.3 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 generally in order. TPWODL may

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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.

Bid determined as not substantially responsive will be rejected by the TPWODL and/or the TPWODL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

4.4 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 may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPWODL specifications and attempt will be made to bring all bids on a common footing. 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 by TPWODL.

4.5 Price Bid Opening

Price Bid of only Technically and / or Safety Qualified Bidders shall be considered and open internally by TPWODL. Bidders will get mail intimation from TPWODL E-Tender system (Ariba) when their Price Bids are opened. 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 TPWODL without any further correspondence in this regard.

4.6 Reverse Auctions

TP Western Odisha Distribution Ltd 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 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.

Reverse Auction shall be as per the below approach:

No of bidders to be allowed 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.

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Corporate Identification Number (CIN) : U40109OR2020PLC035230, Telephone No. 0663-2431984, Fax No : 0663-2432113

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.

5.0 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.

TPWODL reserves the right to split the order quantity wise/Line item wise between one or more Bidders. 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.

TPWODL 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 TPWODL reserves right to award contract to other suppliers who are found fit.

6.0 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 (Annexure I)
2. Make List/FQP/Warranty/SOP Details (Annexure II)
3. Post Award Contract Administration (Clause 7.0)
4. Submission of Bid Documents (Clause 3.0)
5. Acceptance Form for Participation in Reverse Auction (Annexure VI)
6. General Conditions of Contract (Annexure VII)

7.0 Post Award Contract Administration

7.1 Other Terms & Conditions

- After finalization of the tender, Rate Contract shall be issued on successful bidder with a validity period of **One Year**. Within the validity of rate contract, release order shall be issued from time to time as per actual requirement of TPWODL.
- Business Associate (BA) shall submit applicable Contract Performance Bank Guarantee as per Terms & Conditions / GCC within 15 days of issuance of rate contract. CPBG applicable shall 5% of Rate Contract Value. CPBG submitted shall be released after completion of applicable guarantee period plus one month. **Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value prescribed.**
- TPWODL shall short close the issued Release Order / Rate contract, in case of any quality issues, front issues, non-mobilization from vendor for taking up the works / not completing works in time.

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- Compensation for BA Personnel: The BA shall take an insurance coverage of at least Rs. 15 lakhs for each engaged employee, to cover any incidence of Death or Permanent / Total Disablement (Permanent/Total Disability shall be considered as defined under Employees' Compensation Act, 1923). In the event of any such unfortunate incident, the BA would ensure that adequate compensation is paid immediately to the family of the victim(s) from his own resources. This compensation shall be covered under the insurance policy subscribed by the BA and the arrangement should be such that it would get reimbursed to the BA by the insurance agency subsequently.
- The contract being activity-based, any liability arising out of statutory compliances, including gratuity, PF, ESIC, etc shall be the sole and exclusive responsibility of the BA. Accordingly, the TPWODL shall not, under any circumstances, be held liable or responsible for any statutory compliances or obligations in respect of the BA's personnel.
- Any change in statutory taxes, duties and levies shall be borne by TPWODL.
- All other terms and conditions of TPWODL GCC shall be applicable.

7.2 Delivery Terms

Rate contracts will remain valid for a period of one year from the date of the award of work. However, the delivery period for specific work shall be mentioned in Firm Work Order / Release order for different works as per mutually agreed schedule.

7.3 Defect Liability Period:

The contractor is responsible for defects in the Works for a period of 12 (Twelve) months from the date of Issuance of the Completion certificate issued by the Owner/Project Manager to the Contractor for the particular work.

7.4 Payment Terms:

- i) The monthly running bill shall be paid based on actual completion of work at site along with field quality plan test reports duly certified by Engineer in charge.
- ii) Retention: 5% of the net value of each Running account (RA) Bill shall be retained as retention money. This retention money shall be released after satisfactory completion of the defect liability period.
- iii) Income tax and any other statutory recovery as applicable shall be recovered from Contractor monthly running bills and TDS certificate for the deductions shall be furnished.
- iv) All payments shall be made by the Owner to the Contractor within 30 days from the date of receipt of Contractor's error free invoice along with all the back-up documents completed in all respects.
- v) All payments are subject to signing of Contract Agreement and submission of an unconditional EMD cum Contract Performance bank guarantee.

7.5 LIQUIDATED DAMAGE:

In the event that the works are delayed beyond the interim milestone completion date / contractual completion date, Liquidated damage to the extent of 1% of the contract value per week of delay or part thereof shall be levied, subject to a maximum of 10 % of the total contract value.

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7.6 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.

8.0 Ethics

- TPWODL is an ethical organization and as a policy TPWODL lays 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.
- 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.

The bidder is advised to refer the GCC attached at Annexure IX for more information.

Any ethical concerns with respect to this tender can be reported to the following email ID: ppt@tpwesternodisha.com.

9.0 General Condition of Contract

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

10.0 Safety

Safety related requirements as mentioned in our safety Manual put in the Company's website which can be accessed by: <http://www.tpwesternodisha.com>

All Associates shall strictly abide by the guidelines provided in the safety manual at all relevant stages during the contract period.



Tender Ref No. TPWODL/SD/O/SER/2500001236

ANNEXURE I

Schedule for Items

Price Bid Attached Separately

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ANNEXURE II

Make List, FQP, Warranty Details, SOP For Civil Works, HIRA attached separately.

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 TPWODL's 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:

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 (If variable indicate the price variation clause with the ceiling if applicable)	Firm / Variable
1a.	If variable price variation on clause given	Yes / No
1b.	Ceiling	----- %
1c.	Inclusive of Excise Duty	Yes / No (If Yes, indicate % rate)
1d.	Sales tax applicable at concessional rate	Yes / No (If Yes, indicate % rate)
1e.	Octroi payable extra	Yes / No (If Yes, indicate % rate)
1f.	Inclusive of transit insurance	Yes / No
2.	Delivery	Weeks / months
3.	Guarantee clause acceptable	Yes / No
4.	Terms of payment acceptable	Yes / No
5.	Performance Bank Guarantee acceptable	Yes / No
6.	Liquidated damages clause acceptable	Yes / No
7.	Validity (180 days) (From the date of opening of technical bid)	Yes / No
8.	Inspection during stage of manufacture	Yes / No
9.	Rebate for increased quantity	Yes / No (If Yes, indicate value)
10.	Change in price for reduced quantity	Yes / No (If Yes, indicate value)
11.	Covered under Small Scale and Ancillary Industrial Undertaking Act 1992	Yes / No (If Yes, indicate, SSI Reg'n No.)

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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 RFQ	
3	Company profile/ organogram	
4	Signed copy of this RFQ 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	

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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 more fair and 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 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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Annexure VII

General Conditions of Contract Attached Separately

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Annexure VIII

Business Associate Safety Code of Conduct and Safety Terms and Conditions attached separately

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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 Chief- TS, Contracts & Stores; e-mail ID: anilkumar.ojha@tpwesternodisha.com

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For Reference- User Manual e-Bidding & Auction (Ariba)

CONFIDENTIAL



SUPPLIER MANUAL ANSWERING TO E-BIDDING

	Version 1.2
Company Confidential	DEC - 2020

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3 COMMUNICATING WITH TATA POWER BUYER DURING E-BIDDING.....	7
4 Ariba TRAINING AND Ariba SUPPORT	8
5 SUPPLIER FREQUENTLY ASKED QUESTION	11

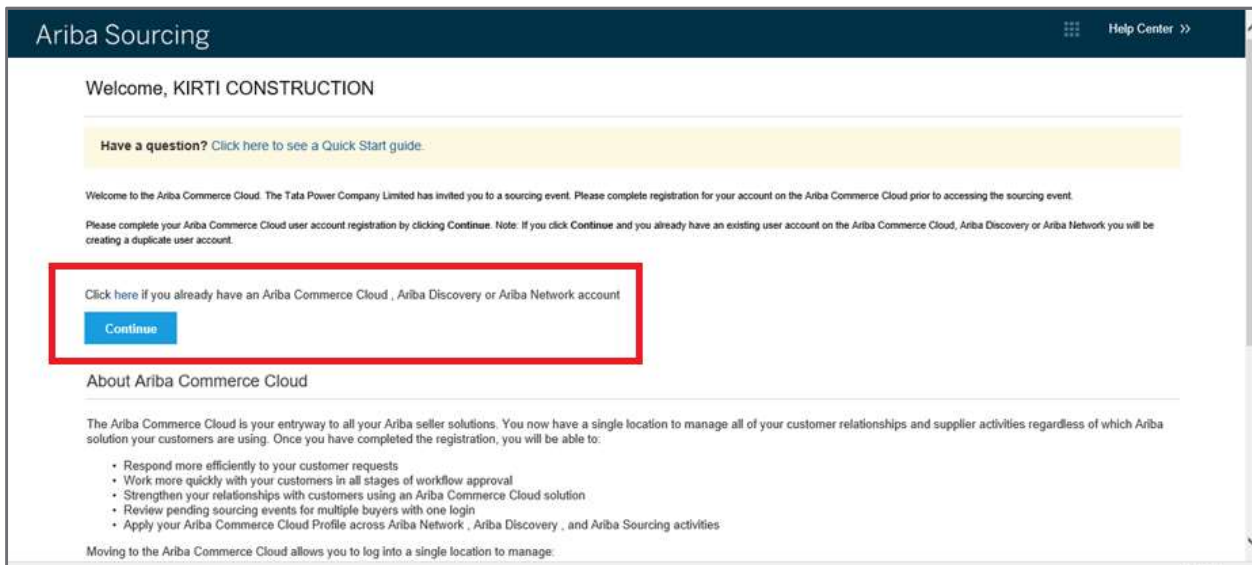
1- Accessing Ariba Sourcing

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 Koperkharne 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 border.
- "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

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

The screenshot shows the SAP Ariba Supplier Login interface. At the top, it says "SAP Ariba Proposals Powered by Ariba Sourcing" and includes a "Help Center" link. The main heading is "Supplier Login". Below this are input fields for "User Name" and "Password", followed by a blue "Login" button. There is a link for "Forgot Username or Password". At the bottom, it says "Need help? See Quick Start". On the right side, there is a graphic of a laptop displaying a dashboard with various charts and data.

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 Sistribution at Odisha (TPC-ENG-ENQ-016-20-21)	Doc2416130949	6/4/2020 4:55 PM	RFP
Tender Documents-Meter Reading Cum Spot billing and Bill Distribution(TPC-ENG-ENQ-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 ID: Doc2420255101 - Tender Documents-Meter Reading Cum Spot bill...
- Time remaining: 8 days 03:36:25
- Buttons: Download Content, Review Prerequisites, Decline to Respond, Print Event Information
- Checklist:
 - Review Event Details
 - Review and Accept Prerequisites
 - Submit Response
- Event Contents:
 - 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 the event.

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

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

BA v1.1 19Aug05

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

Accept the Terms of Agreement and Submit

Tata Power - Ariba Spend Manag

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

Console

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

8 days 03:33:47

Event Messages
Response History
Response Team

Checklist

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

Event Contents

All Content

1 Tender Documents

2 Techno Commercial Bid

3 Price Bid

All Content

2.1 Please attach the Techno-Commercial bid

2.2 Please attach your techno commercial offer (Extra File)

3 Price Bid

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

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

References

(*) indicates a required field

Submit Entire Response

Update Totals

Excel Import

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

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

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

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

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

(*) indicates a required field

Submit Entire Response Update Totals Save draft Excel Import

3 Communicating with Tata Power Buyer during e- bidding

Step 1: Click "Compose Message".

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

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

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

Compose New Message

From: shingare.manufacturers (Ravi Shingare)

To: Project Team

Subject: Dec681345837 sourcing project 001

Attachments: attach a file

Send Cancel

User Sir,
 Can we submit the price ??
 Regards
 ABC

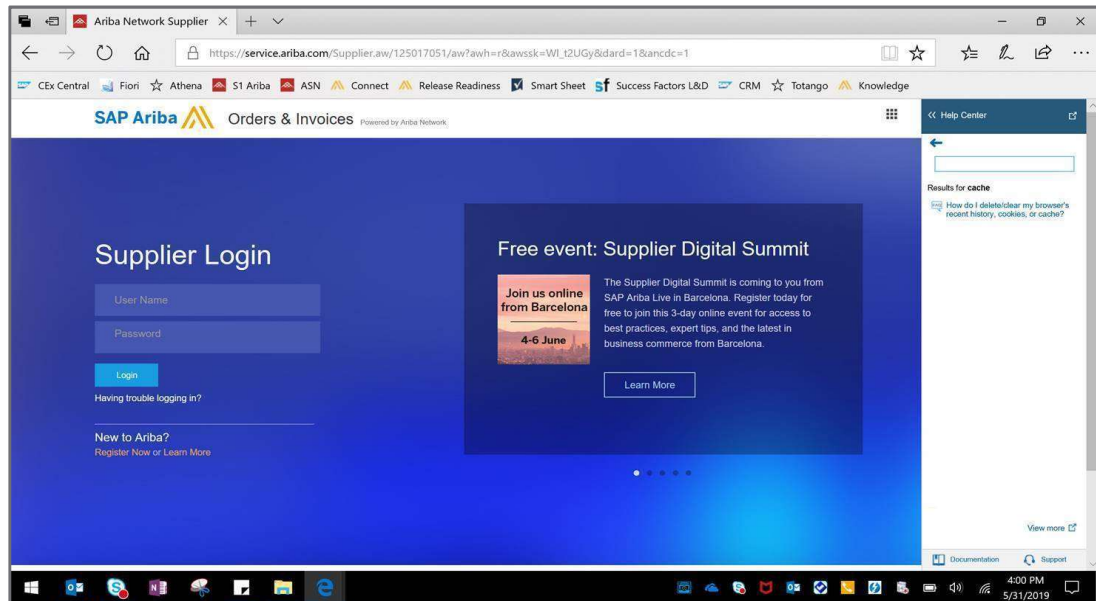
ARIBA TRAINING VIDEOS

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

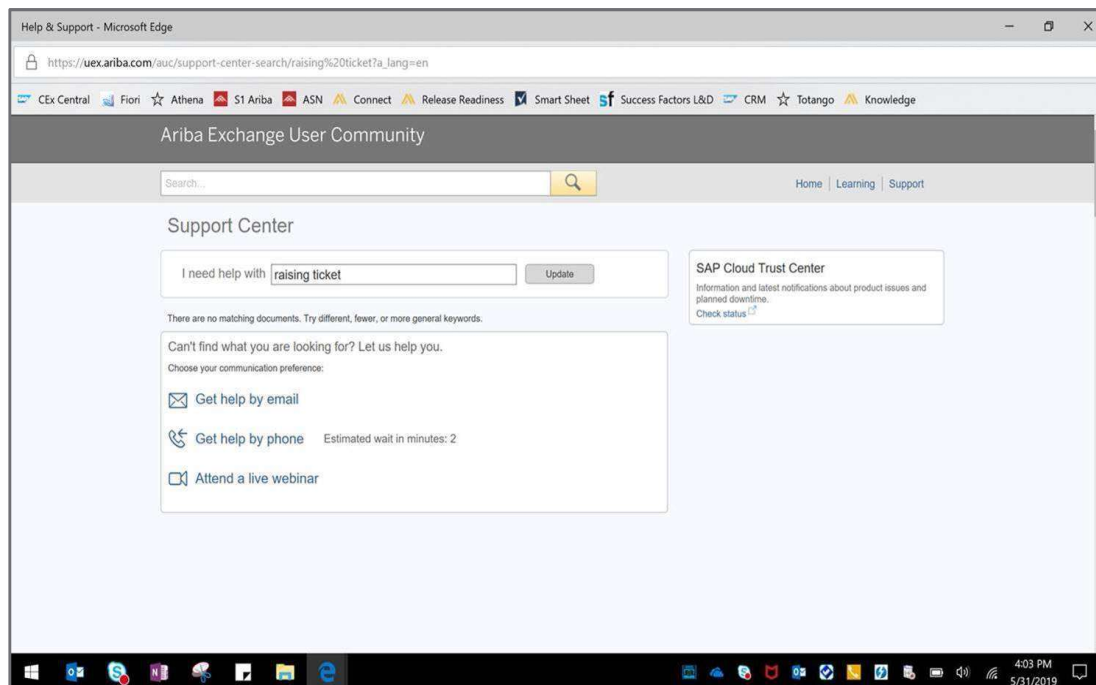
Support from Ariba - Supplier can raise the Ticket for “Support”

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/au/support-center/email-webform?channel=callme

Cx 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:

☐ I agree

* Required Fields

4:57 PM 6/2/2019

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

[illegible]

SUPPLIER-FREQUENTLY ASKED QUESTIONS

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

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

What is the Ariba Commerce Cloud?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Can my company have multiple accounts?

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

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

How do I complete registration if my username already exists?

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

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

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

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

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

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

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

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

Solution: -

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

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

Where is my password reset email?

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

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.

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.