

SOUTHCO UTILITY

CORPORATE OFFICE: COURTPETA, BEREHEMPUR, PIN-760004

DIST: GANJAM (ODISHA)

Email: procurement.southco@southcoodisha.com ,

Website: www.southcoodisha.com

E- TENDER NOTICE NO. SOUTHCO/COMPUTER PAPERS, MONEY RECEIPT

BOOKS AND PRE-PRINTED MONEY RECEIPTS /06/2016 – 17 Date: 23-02-2017

TENDER SPECIFICATION FOR PROCUREMENT OF COMPUTER

PAPERS OF DIFFERENT SIZES, MONEY RECEIPT BOOKS AND PRE-

PRINTED COMPUTER MONEY RECEIPTS

Issue of online tender documents (bid sheets):- From dt-23-02-2017 (10.01 Hrs) to dt- 23-03-2017 (13.00Hrs)

Last date of submission of online tender: - Up to dt-23-03-2017(17.00 Hrs)

Closing of Tender & submission of Tender (Hard Copy) - Up to dt-24-03-2017(13.00 Hrs)

Opening of Techno-commercial bid (Part-I): - 24-03-2017 (16.00 Hrs)

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RECEIPT BOOKS AND PRE-PRINTED MONEY RECEIPTS /06/2016 – 17**

Date: 23-02-2017

For and on behalf of **SOUTHCO UTILITY**, sealed e-tenders are invited for supply of following items from reputed printing firms.

Group	Name of the Item	Annual consumption	EMD required (In Rs.)	Cost of Tender Document
Group-A	Pre-printed money receipt books (each book containing 999999 nos. money receipts in 200 pages)	30,000 nos.	14,600.00	Rs. (Including VAT@ 5%)
Group-B	Pre-printed Computer money receipts	9,00,000 nos.	2,900.00	
Group-C(a)	Computer paper 15x12x1(PP Bill form)(each packet containing 4000 sheets i.e.480000 sheets)	120 Packets	7,800.00	
Group-C (b)	Computer Paper 15x12x2 (each packet containing 1500 sheets i.e.270000 sheets)	180 Packets		
Group-C (c)	Computer Paper 15x12x1 (each packet containing 4000 sheets i.e.384000 sheets)	96 Packets		
Group-C(d)	Computer Paper 10x12x1 (each packet containing 4000 sheets i.e.240000 sheets)	60 Packets		

The interested bidders would be required to enroll themselves on the tender portal www.tenderwizard.com/SOUTHCO. Complete set of bidding documents are available in www.tenderwizard.com /SOUTHCO portal from Dt 23-02-2017 /10.01 AM onwards (as per the e-tender schedule). Interested bidders may visit SOUTHCO's official web site www.southcoodisha.com or www.tenderwizard.com /SOUTHCO for detail specification.

Any addendum / corrigendum to this e-Tender Notice shall be uploaded in the **website** only.

The bidders can view the tender documents from www.southcoodisha.com website free of cost.

(i) The bidders who want to submit bid shall have to pay the Rs. 5,250.00 towards tender cost (non-refundable which is inclusive VAT @ 5%), in the form of Demand draft only, drawn in **favour of “Administrator Southco Utility”, payable at Berhampur.**

(ii) The bidders shall have to submit the non-refundable tender processing fee of Rs.2300.00 (*Rupees Two thousand Three hundred*) only, which is inclusive of service tax @15.00% in the form of e-payment mode.

(NOTE: For tender processing fee to K.S.E.D.C. Ltd. Bangalore, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking).

(iii)The bidders shall scan the Demand Draft / Bank guarantee, towards **EMD** and **Tender Cost** against the tender and upload the same in the prescribed form in .pdf or .jpg format in addition to sending the original as stated above.

(iv) The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/SOUTHCO by clicking on hyper link “**Register Me**”.

(v) Any clarifications regarding the scope of work and technical features can be had from the undersigned during office hours.

NB: All subsequent addendum/Corrigendum to the tender shall be hoisted in the official web site www.southcoodisha.com and www.tenderwizard.com/SOUTHCO only

GENERAL MANAGER (MM, Vig. & MRT.)

For detail procedure to be followed for submission of Bid, please refer Clause No. 8 of ITB (page no.11)

SOUTHCO UTILITY

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Email: procurement.southco@southcoodisha.com / Website: www.southcoodisha.com

CONTENTS

VOLUME-I

1. SECTION I : INVITATION FOR BIDS (IFB)
2. SECTION II : INSTRUCTION TO THE BIDDERS (ITB)
3. SECTION III : GENERAL TERMS & CONDITION OF CONTRACT (GTCC)
4. SECTION IV : SPECIFICATION OF PAPERS

VOLUME-II

1. ANNEXURE-I: DECLARATION FORM
2. ANNEXURE-II: PROFORMA FOR COMPOSITE BANK GUARANTEE
3. ANNEXURE-III: SELF DECLARATION FORM
4. ANNEXURE-IV: FORM OF EXTENSION OF BANK GUARANTEE
5. ANNEXURE-V: PROFORMA FOR BANK GUARANTEES FOR EMD

VOLUME -I

**E-TENDER NOTICE NO: SOUTHCO/COMPUTER PAPERS MONEY
RECEIPT BOOKS AND PRE-PRINTED MONEY RECEIPTS /06/2016 – 17**

Date: 23-02-2017

SECTION – I

INVITATION FOR BIDS (IFB)

SECTION –I
INVITATION FOR BIDS (IFB)
(COMPETITIVE BIDDING)

E-TENDER NOTICE NO: SOUTHCO/COMPUTER PAPERS,MONEY RECEIPT
BOOKS AND PRE-PRINTED MONEY RECEIPTS /06/2016 – 17
Date: 23-02-2017

- 1.0 For and on behalf of the SOUTHCO UTILITY, the undersigned invites bids from the reputed printing firms only for printing and supply of Computer Papers of different sizes, Money receipt books and Pre-printed Money receipts.
- 2.0 The Bidders are required to submit a detailed and comprehensive bid, consisting of Technical and Commercial Proposal and conditions / schedule of non-compliance, if any. The submission of the Bids shall be in the manner specified in the instruction to Bidders.
- 3.0 SOUTHCO UTILITY will not be responsible for any costs or expenses incurred by bidders in connection with the preparation and delivery of bids.
- 3.1 SOUTHCO UTILITY reserves the right to cancel, postpone, withdraw the invitation for Bids without assigning any reason thereof and shall bear no liability whatsoever consequent upon such a decision if the situation so warrants.

4.0 E.M.D & TIME SCHEDULES:

SL. NO.	DESCRIPTION	SCHEDULE	
1	Cost of Tender document	Rs5,250/- (Rupees Five thousand Two Hundred Fifty) only. (To be paid in shape of DD, in favour of “Administrator Southco Utility, payable at Berhampur)	
2	Bid security (EMD)	Pre-printed money receipt books	Rs.14,600
		Pre-printed Computer money receipts	Rs.2,900
		Computer paper 15x12x1(Pre-printed bill form)	Rs.7,800
		Computer Paper 15x12x2	
		Computer Paper 15x12x1	
		Computer Paper 10x12x1	
		To be deposited in shape of DD/BG in favour of “Administrator Southco Utility”, payable at Berhampur. In case of Bank Guarantee it shall be encashable at Berhampur branch of issuing bank. The details of local branch at Berhampur (with Branch code) should be mentioned in the Bank Guarantee.	

3	Tender processing fee	Rs 2300.00 (Rupees Two thousand Three hundred) only. (To be paid to K.S.E.D.C.Ltd, Bangalore on e-payment mode. NOTE: For tender processing fee the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking).
4	Free view of tender document	FROM : 23-02-2017 , 10.00 AM onwards
5	Issue of bid	FROM : 23-02-2017 , 10.01AM onwards
6	Last date and time of receipt of bid. (Hard Copy)	UP TO 24-03-2017, 01.00 PM
7	Opening of Techno-commercial bid	ON Dt 24-03-2017/ 04.00 PM

5.0 SCHEDULE OF REQUIREMENTS & DELIVERY:

Group	Description of material	Quantity	Within 60 days of order	Within 90 days of order	Within 120 days of order
Group-A	Pre-printed money receipt books	30,000 nos.	10000 nos.	10000 nos.	10000 nos.
Group-B	Pre-printed Computer money receipts	9,00,000 nos.	300000 nos.	300000 nos.	300000 nos.
Group-C(a)	Computer paper 15x12x1(Pre-printed bill forms)	120 Packets	40 packets	40 packets	40 packets
Group-C (b)	Computer Paper 15x12x2	180 Packets	60 packets	60 packets	60 packets
Group-C (c)	Computer Paper 15x12x1	96 Packets	32 packets	32 packets	32 packets
Group-C(d)	Computer Paper 10x12x1	60 Packets	20 packets	20 packets	20 packets

Note: SOUTHCO may re-schedule the due date of delivery as per their requirement.

6.0 QUALIFICATION CRITERIA

- 6.1. The bidder may quote for either one or more Groups .However,the bidder has to quote for 100% quantity for respective Group for which he is submitting his offer.
- 6.2 The bidder should have supplied the similar items minimum 50% of the tender quantity to any distribution utilities during last three financial years (2013-14, 2014-15 & 2015-16) in proof of the same the bidder has to submit copies of purchase orders and Tax invoices.
- 6.3 The bidder has to submit self attested copies of the Audited accounts/Income Tax return.
- 6.4 The bidder should submit VAT clearance certificate, & PAN card.

7.0 All correspondence with regard to the above shall be made to the following address:

**GM (Mat Mgt.,Vig & MRT) , Corporate Office, Southco Utility,
Courtmeta, Berhampur, Ganjam-760004.**

Email: procurement.southco@southcoodisha.com

SECTION –II

INSTRUCTION TO BIDDERS (ITB)

SECTION –II
INSTRUCTION TO BIDDERS (ITB)

1. SCOPE OF WORK:

1.1 The scope shall include printing and supply of the stationaries along with Packing, Forwarding, Freight and Insurance and Unloading at Corporate Office, Southco Utility **in conformity to the specification enclosed herewith in Annexure-XI**

2. DISCLAIMER:

2.1 This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.

2.2 Neither Purchaser nor its employees will have any liability whatsoever to any Bidder or any other person under the law or contract, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage whatsoever which may arise from or be incurred or suffered in connection with anything contained in this Document, any matter deemed to form part of this Document, provision of Services and any other information supplied by or on behalf of Purchaser or its employees, or otherwise arising in any way from the selection process for the Supply / provision of Services for the Project.

2.3 Though adequate care has been taken while issuing the Bid document, the Bidder should satisfy himself that documents are complete in all respects. Intimation of any discrepancy/ doubt shall be sent to the Purchaser address for speedy response.

2.4 This document and the information contained herein are **Strictly Confidential** and are for use of only the person (s) to whom it is issued/ downloaded from the website. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisors).

3. COST OF BIDDING:

3.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid and **SOUTHCO UTILITY** will in no case be responsible or liable for those costs.

4. BIDDING DOCUMENTS:

4.1 The Scope of Work, Bidding Procedures and Contract Terms are described in the Bidding Documents. In addition to the covering Letter accompanying Bidding Documents, the Bidding documents include:

- | | | |
|---|---|--------------|
| (a) Invitation of Bids (IFB) | - | Section –I |
| (b) Instruction to Bidders (ITB) | - | Section –II |
| (c) General Terms and Conditions of Contract (GTCC) | - | Section –III |
| (d) Specification of Papers | - | Section –IV |
| (e) List of Annexures | - | Section –V |

4.2 The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will / may result in the rejection of the Bid.

5. **AMENDMENT OF BIDDING DOCUMENTS:**

5.1 At any time prior to the deadline for submission of Bids, the **Purchaser** may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by way of issuing corrigendum/addendum.

5.2 The corrigendum/Addendum shall be part of the Bidding Documents, and it will be notified on the website only. Interested bidders may visit SOUTHCO's website www.southcoodisha.com or www.tenderwizard.com/SOUTHCO for detail enquiry.

5.3 In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing of their Bids, the **Purchaser** may, at its discretion, extend the deadline for the submission of Bids.

6. **LANGUAGE OF BID:**

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

7.0 **SUBMISSION OF BID:**

7.1 **MODE OF SUBMISSION OF BID:-**

The bidder shall submit the bid in Electronic Mode only i.e. in www.tenderwizard.com/SOUTHCO portal. The bidder must ensure that the bids are received in the specified website of the SOUTHCO by the date and time indicated in the Tender notice.

Bids submitted by telex/telegram will not be accepted.

SOUTHCO UTILITY reserves the right to reject any bid, which is not submitted in electronic mode and according to the instruction, stipulated above.

8.0 **PARTICIPATION IN e-TENDER:-**

8.1 **ACQUISITION OF DIGITAL SIGNATURE CERTIFICATE**

(i) For all the users it is mandatory to procure the Digital Signatures of Class III only.

(ii) Bidders / Suppliers are requested to follow the below steps for registration.

8.2 REGISTRATION IN TENDER WIZARD PORTAL

(i) Log in www.tenderwizard.com/SOUTHCO Click “Register”, fill the online registration Form.

(ii) Payment for an amount of Rs. 2300/- shall be made to KSEDCL, Bangalore for vendor registration in tender wizard portal in e-payment mode only.

The bidders/supplier who have already registered in e-tendering site of SOUTHCO UTILITY, they need not to pay the registration amount to KSEDCL again for this tender.

(iii) As soon as the verification is being done the e-tender user id will be enabled/provided.

8.3 ON LINE REQUEST FOR e-tender DOCUMENTS.

After viewing Tender Notification in www.tenderwizard.com/SOUTHCO if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs (Digital signature certificate). If any Bidder wants to participate in the tender he has to follow the instructions given below.

(i) Insert the PKI (which consist of your Digital Signature Certificate) in your System.
(Note: Make sure that necessary software of PKI be installed in your system).

(ii) Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).

(iii) Go to Start > Programs > Internet Explorer. Type www.tenderwizard.com/SOUTHCO in the address bar, to access the Login Screen.

(iv) Enter e-tender User Id and Password, click on “Go”. Click on “Click here to login” for selecting the Digital Signature Certificate. Select the Certificate and enter DSC Password. Re-enter the e- Procurement User Id Password

(v) Click “Un Applied” to view / apply for new tenders.

(vi) Click on Request icon for online request. After making the request, bidder has to pay the requisite tender processing fee (as indicated in tender notice) through e-payment facility only available in the portal. Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps.

(vii) Click to view the tender documents which are received by the user. Tender document screen appears.

(viii) Click “Click here to download” to download the documents.

NOTE: For vendor registration and payment of tender processing fee to KESDCL, the bidder can use various modes of e-payment facility available through Tender wizard Portal, i.e. by Credit Card, Debit Card, Net Banking.

9.0 ONLINE SUBMISSION OF BID

9.1 The bidder has to furnish the Tender cost, BID SECURITY (EMD) and a set of hard copy of supporting documents uploaded in this tender except bid sheets (.xls) prior to last date and time of receipt of bids as specified in tender Notice. Tender processing fees is mandatory & to be paid on e-payment mode as stated elsewhere in the document.

9.2 PROPER FILLING UP OF THE PRICE SCHEDULE:

The bidder should fill up the Techno commercial and price schedule properly and fill in the bid sheets provided in .xls format and up-load the same without changing the file name. The tender may be rejected if the schedule of price is submitted in incomplete form.

NB: The bid sheets (.xls file) shall be uploaded in www.tenderwizard.com/SOUTHCO portal, prior to online closing of the tender. By no other means (except online) price bid shall be accepted for evaluation of tender.

(i) After completing all the formalities Bidders will have to submit the tender as specified NIT and they must take care of all instructions. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.

Note down / take a print of bid control number once it displayed on the screen

(ii) Tender Opening event can be viewed online.

(iii) Competitors bid sheets are available in the website for all participated bidders.

NOTES:

For any e-tendering assistant contact help desk number,
080- 40482000(Bangalore). SOUTHCO HELP DESK- 09937140591

10.0 DEAD LINE FOR SUBMISSION OF BIDS

10.1 Soft copy of the bid shall be uploaded through the portal www.tenderwizard.com/SOUTHCO on or before the online submission time and date as stipulated in the bidding document. DD towards Tender cost, DD/BG towards Bid Security & a set of all required documents (except bid sheets in .xls format) must be received by SOUTHCO at the address specified not later than the time and date stated in the tender notification. In the event of the specified date for the submission of bids being declared a holiday for SOUTHCO, the bids will be received on the next working day as per the time indicated in tender notification.

10.2 SOUTHCO may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents in accordance with ITB for the reasons specified therein at any time prior to opening of, in which case all rights and obligations of Employer and bidders

will thereafter be subject to the deadline as extended.

11.0 LATE BIDS

11.1 (i) Soft part of the bid will not be uploaded on the portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode. In such case, even if the bidder has submitted the specific documents in hard copy in original (viz., bid security, tender cost & any other document) within the stipulated deadline, its bid shall be considered as late bid. The hard copy submitted [specific documents (viz., bid security, tender cost.)] shall be returned unopened to the bidder.

11.2 (ii) Hard copy of the bid security of the bid received by SOUTHCO UTILITY after the deadline for submission of bid prescribed by the GTCC will be considered as late bid even if the bidder has uploaded the soft part of the bid within the stipulated deadline. In such a case, the soft part of the bid uploaded on the portal shall be sent unopened to "Archive" and shall not be considered at all any further.

12.0 MODIFICATION AND WITHDRAWAL OF BIDS:-

12.1 Bidder may modify or withdraw its bids through the relevant provisions on the portal www.tenderwizard.com/SOUTHCO up to due date and time of submission of bid indicated in tender notification.

12.2 The Bidder's modifications shall be done and submitted as follows:

- (a) Modified Electronic form of the bid as per the provision of portal therein.
- (b) Bidder may withdraw its bid through the relevant provisions of portal only.

12.3 No bid shall be modified/ withdrawn subsequent to the dead line for submission of bids. Withdrawal/modification of bid before the expiry of bid validity shall result forfeiture of Bidder's bid security.

13.0 SEALING AND MARKING OF BID:-

13.1 Hard copy of the followings should be submitted with SOUTHCO UTILITY:

- (i) Tender Cost
- (ii) Tender processing fee acknowledgement copy.
- (iii) Bid Security (EMD) in shape of DD/BG as described.
- (vi) Self attested copies of Purchase orders (All pages)/performance certificate
- (vii) Self attested copy of performance certificate.
- (ix) PAN Card, CST registration certificate.
- (vii) All uploaded file except price bid .The same shall be uploaded in www.tenderwizard.com SOUTHCO portal only.

*Whenever required original copy of documents shall be submitted for verification of above.

13.2 First Envelope

(i) The Electronic Form/Template of the bid for First Envelope (Techno –Commercial bid), as available on the portal, shall be duly filled.

(ii) Attachments –Scanned copy of documents in support of meeting the Minimum qualifying requirement of the tender (both technical and financial, files).

14.0 E.M.D:

14.1 The bidder shall submit E.M.D as a part of the bid in the prescribed manner for the amount mentioned in Clause No.4 of Section –I.

14.2 The E.M.D is required to protect the Purchaser against the risk of bidder’s conduct, which would warrant the security’s forfeiture.

14.3 The E.M.D shall be in the following form:

EMD shall be in shape of demand draft/bank guarantee in favour of “Administrator Southco Utility” issued by a Schedule bank payable at Berhampur. In case of Bank Guarantee the BG shall be encashable at Berhampur branch of the issuing bank. The details of the local branch at Berhampur of the BG issuing bank(with Branch code) should be mentioned in the Bank Guarantee.

14.4 Unsuccessful bidder’s E.M.D shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity. The successful bidder’s E.M.D shall be discharged upon furnishing of the performance security.

14.5 The E.M.D may be forfeited due to following reasons:

- 1) If the bidder withdraws bid during the period of bid validity specified by the bidder in the bid form.
- 2) In case the successful bidder fails to sign the contract in specified time and / or fails to submit the requisite performance Bank guarantee.
- 3) In case of failure to supply the materials during the contractual delivery period.

15.0 BID PRICE:

15.1 Bidders have to quote for the entire quantity of materials/equipment covered under this specification strictly as per the enclosed .xls format. The total Bid Price shall also cover all the Supplier’s obligations mentioned in or reasonably to be inferred from the Bidding Documents in respect of Design, Supply, testing, inspection, Transportation to site, all in accordance with the requirement of Tender Documents. **The Bidder shall complete the appropriate Price Schedules enclosed in .xls format stating the Unit Price for each item, all other leviable taxes & duties, freight & insurance separately and thereby arriving at the total amount.**

- 15.2** In case there is any increase in the number of units as compared to those mentioned in the IFB, the Contract Price shall be subject to increase proportionately on pro-rata basis.
- 15.3** The Price offered shall be inclusive of all costs as well as Duties, Taxes and Levies paid or payable during implementation of the contract. If the Bidder is exempted from Excise duties, Concession in the Sales tax, levy of entry tax, same should be clearly mentioned supported with documentary evidence.
- 15.4** Prices quoted by the Bidder shall be **“Firm”** and not subject to any price adjustment during the performance of the Contract. **A Bid submitted with variable Price or an adjustable price clause shall be treated as non-responsive and rejected out rightly.**
- 16.0 CONTRACT PRICE:**
- 16.1** The Ex-Works Prices quoted for the Contract shall remain FIRM as per the above Parameters and Purchaser shall not compensate Bidder for any variations. However any variation in the taxes & duties within the schedule date of delivery shall be borne by the Purchaser, else the same shall be borne by the bidder.
- 16.2** In case the Purchaser, revise the scope of works, bidders shall be compensated based on the Unit Rate (Ex-Works) agreed upon before Order placement or as per mutually acceptable rates.
- 17.0 BID CURRENCIES:**
- 17.1** Prices shall be quoted in Indian Rupees Only.
- 18.0 PERIOD OF VALIDITY OF BIDS:**
- 18.1** Bids shall remain valid for **180 days** from the date of opening of commercial Bids.
- 18.2** Notwithstanding Clause 18.1 above, the **Purchaser** may solicit the Bidder’s consent to an extension of the Period of Bid Validity. The request and the responses thereto shall be made in writing or by Fax.
- 19.0 ALTERNATIVE BIDS:**
- 19.1** Bidders shall submit Bids, which comply with the Tender Documents. **Alternative bids shall not be considered for evaluation.**
- 20.0 ONE BID PER BIDDER:**
- 20.1** Each Bidder shall submit only one Bid either by himself, or as a partner in a Joint Venture/Consortium. A Bidder who submits or participates in more than one Bid for the same item, either individually or jointly, will cause all those Bids to be rejected out rightly.
- 21.0 EVALUATION OF BID:**
- 21.1 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 Purchaser's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

22. CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of Bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its Bid. 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.

23. PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS:

23.1 Purchaser will examine the Bids to determine whether they are complete, whether any computational error have been made , whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

23.2 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.

23.3 Prior to the detailed evaluation, pursuant to Clause 25, the **Purchaser** will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the materials offered, pursuant to Clause 13. Substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

23.4 A Bid determined as not substantially responsive will be rejected by the Purchaser and will not subsequently allowed to be made responsive by the Bidder by correction of the non – conformity.

24.0 EVALUATION AND COMPARISON OF BIDS:

24.1 The evaluation of Bids shall be done basing on the delivered cost competitiveness basis for each item separately.

24.2 The evaluation of the Bids shall be a stage-wise procedure. The following stages are identified for evaluation purposes:

In the first stage, the Bids would be subjected to a responsiveness check as detailed in the clause 24. The Technical Proposals and the Commercial terms & conditions of the Bidders would be evaluated and discussed as per clause 26 of this document.

Subsequently, the Financial Proposals along with Supplementary Financial Proposals, if any, of Bidders with Techno-commercially Acceptable Bids submitted prior to final evaluation shall be considered.

24.3 The Purchaser's evaluation of a Bid will take into account, in addition to the Bid price, the following factors, in the manner and to the extent indicated in this Clause:

- a) **Delivery Schedule:**
- b) **Deviations from Bidding Documents as mentioned in Non-Compliance Schedule.**
- c) **Past performance and capability to execute the contract.**

Bidders shall base their Bid price on the terms and conditions specified in the Bidding Documents. The Cost of all quantifiable deviations and omissions from the specification, terms and conditions, specified in Bidding Documents shall be evaluated. The Purchaser will make his own assessment of the cost of any deviation for the purpose of ensuring fair comparison of Bids.

25.0 AWARD OF CONTRACT:

In normal circumstances the Purchaser will generally award the Contract to the successful Bidder whose Bid has been determined to be the lowest evaluated responsive Bid, provided further that the Bidder has been determined to be qualified to perform the Contract satisfactorily. If the lowest evaluated price (L1) of more than one responsive bidder(s) is same, then in such event the tender quantity shall be awarded in equal proportion.

However, for timely completion of the project, the purchaser may distribute the order among the bidders (maximum three) at L1 rate. In case of distributing between two bidders, the ratio shall be 70% (L1): 30% (L2) or the quantity offered/quoted by the bidders whichever is less. Similarly in case of distributing among 3 bidders, the ratio shall be 50% (L1):30% (L2):20% (L3).

In case L2 & L3 bidders does not agree to match the L1 prices, negotiation can be held with other techno-commercially responsive L4, L5bidders in sequence to match L1 price (Landed cost).

26.0 CONTACTING THE PURCHASER:

26.1 From the time between Bid opening to award of contract, if any Bidder wishes to contact the Purchaser on any matter related to the Bid, he should do so in writing.

26.2 Any effort by a Bidder to influence the Purchaser and / or in the Purchaser's decisions in respect of Bid evaluation, Bid comparison or Contract of Award, will result in the rejection of the Bidder's Bid.

27.0 THE PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS OR TO RELAX ANY TERMS AND CONDITIONS:

- 27.1** The Purchaser reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders regarding the grounds for the Purchaser's action.
- 27.2** In the interest of work, the Purchaser reserves the right to relax any terms and conditions without affecting the quality & price of the equipments.
- 27.3** The Purchaser will award the Contract to the successful Bidder whose Bid has been determined to be the lowest- evaluated responsive Bid, provided further that the Bidder has been determined to be qualified to perform the Contract satisfactorily. The Purchaser at its option/ discretion may split the total quantity to be supplied between two or more Techno- Commercially responsive Bidders in case of the bid prices are same and early delivery is required by the purchaser.

28.0 THE PURCHASER'S RIGHT TO VARY QUANTITIES:

The Purchaser reserves the right to vary the quantity i.e. increase or decrease the number of materials without any change in unit price, terms and conditions at the time of placing the orders or during the execution of the Contract.

29.0 LETTER OF INTENT / NOTIFICATION OF AWARD:

- 29.1** The letter of intent / Notification of Award shall be issued to the successful Bidder(s) whose bid(s) have been considered responsive, techno-commercially acceptable and evaluated to be the Lowest (L1). The successful Bidder shall be required to furnish a letter of acceptance to it **within 7 days** of issue of the letter of intent / Notification of Award by Purchaser.

30.0 PERFORMANCE SECURITY:

- 30.1** Within 10 days of the receipt of Notification of Award / Letter of Intent from the Purchaser, the successful Bidder shall furnish the Performance Security in the form of Bank Guarantee executed on non-judicial stamp paper worth Rs.100/- (Rupees One hundred only) issued by a scheduled Bank in favour of the Purchaser encashable at Berhampur only for an amount of 10% (ten percent) of the Contract Price in accordance with the General Conditions of Contract in the Performance Security Form provided in Section –V of Bidding Documents. **The Bank Guarantee shall be valid for a period not less than 90 days over and above the guarantee period.**

31.0 CORRUPT OR FRAUDULENT PRACTICE:

- 31.1** The Purchaser requires that the Bidders observe the highest standard of ethics during the procurement and execution of the Project. In pursuance of this policy, the Purchaser:
- a) Defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "Corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/ or those close to them, or induce others to do so, by misusing the position in which they are

placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and

(ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice amount Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

b) Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.

c) Purchaser will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an contract if he at any time determines that the firm is engaged in corrupt or fraudulent practice in competing for, or in executing, the Contract.

31.2 Furthermore, Bidders shall be aware of the provision stated in the General Terms and Conditions of Contract.

32.0. LITIGATION HISTORY:

The Bidder should provide accurate information on any litigation or arbitration resulting on contracts completed or under execution by him over the last three (3) years. A consistent history of awards involving litigation against the Bidder or any Partner of the joint venture may result in disqualification of Bid.

SECTION –III

GENERAL TERMS AND CONDITIONS OF CONTRACT (GTCC)

SECTION – III
GENERAL TRMS AND CONDITIONS OF CONTRACT (GTCC)

1.0 GENERAL INSTRUCTIONS:

- 1.01 All the Bids shall be prepared and submitted in accordance with these instructions.
- 1.02 Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Purchaser will in no case shall be responsible or liable for these costs.
- 1.03 The Bid should be submitted by the Bidder in whose name the bid document has been issued and under no circumstances it shall be transferred / sold to the other party.
- 1.04 The Purchaser reserves the right to request for any additional information and also reserves the right to reject the proposal of any Bidder, if in the opinion of the Purchaser, the data in support of Tender requirement is incomplete.
- 1.05 The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or Submission of a Bid not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. However, the Purchaser's decision in regard to the responsiveness and rejection of bids shall be final and binding without any obligation, financial or otherwise, on the Purchaser.

2.0 DEFINITION OF TERMS:

- 2.01 SOUTHCO UTILITY shall mean **the "Purchaser"** on whose behalf this bid enquiry is issued by its authorized representative / officers.
- 2.02 "Bidder" shall mean the firm who quotes against this bid document issued by the Purchaser. "Contractor / Seller" shall mean the successful Bidder(s) whose bid has been accepted by the Purchaser and shall include his heirs, legal representatives, successors and permitted assigns..
- 2.03 "Site" shall mean the Electricity Distribution Area of the **Purchaser**.
- 2.04 "Specification" shall mean collectively all the terms and stipulations contained in those portions of this bid document known as Instruction to Bidder, Bid form and other forms as per Section –V, General Conditions of Contract, Specifications and the Amendments, Revisions, Deletions or Additions, as may be made by the Purchaser from time to time.
- 2.05 "Letter of Intent" shall mean the official notice issued by the Purchaser notifying the Contractor that his proposal has been accepted and it shall include amendments thereto, if any, issued by the Purchaser. The "Letter of Intent" issued by the Purchaser shall be binding on the "Contractor". The date of detailed Purchase Order shall be taken as the effective date of the commencement of contract.
- 2.06 "Month" shall mean the calendar month and "Day" shall mean the calendar day.
- 2.07 "Codes and Standards" shall mean all the applicable codes and standards as indicated in the Technical Specification.

- 2.08 “Offer Sheet” shall mean Bidder’s firm offer submitted to Purchaser in accordance with the specification.
- 2.09 “Contract” shall mean the “Detailed Purchase Order” issued by the Purchaser.
- 2.10 “Contract Price” shall mean the Price referred to in the “Detailed Purchase Order”.
- 2.11 “Contract Period” shall mean the period during which the “Contract” shall be executed as agreed between the Contractor and the Purchaser in the Contract inclusive of extended contract period for reasons beyond the control of the Contractor and / or Purchaser due to force majeure.
- 2.12 “Goods/Materials” shall mean all items to be supplied under Purchase Order whether raw materials, processes materials, equipment, fabricated Materials, drawings or other documents etc. as applicable.
- 2.13 “Store” shall mean the Purchaser’s Store as given in the tender document.
- 2.14 “Project / Unit” shall mean supply of Materials as per enclosed technical specification.
- 3.0 **CONTRACT DOCUMENTS & PRIORITY:**
- 3.01 Contract Documents: The Specification, terms and conditions of the contract shall consist solely of these Tender conditions and offer sheet.
- 3.02 Priority: Should there be any discrepancy between any terms hereto and any term of the offer sheet, the terms of this tender document shall prevail.
- 4.0 **SCOPE OF WORK:**
- 4.01 The “Scope of Work” shall be on the basis of Bidder’s responsibility, completely covering the obligations, responsibility and workmanship, provided in this Bid Enquiry whether implicit or explicit.
- 4.02 The Purchaser reserves the right to vary the quantity i.e increase or decrease, at the time of placing order or during project execution.
- 4.03 All relevant drawings, data and instruction manuals and other necessary inputs shall be under the scope of contract.
- 5.0 **GENERAL REQUIREMENTS:**
- 5.01 The seller shall supply, deliver best quality Goods/Materials/Equipments & conduct the testing at their works of highest standards.
- 6.0 The seller shall be responsible & shall comply with the provisions of all statutory acts i.e Electricity Act 2003, Indian Electricity Rules 1956, Income Tax Act-1961 etc.

7.0 INSPECTION & TESTING:

- i) The Purchaser's representative shall be entitled at all reasonable times during manufacture to inspect examine and test on the Contractor's premises the materials and workman-ship of all equipment to be supplied under this contract and if part of the said equipment is being manufactured elsewhere in any Sub-Contractor's premises, the Contractor shall obtain for the Purchaser's representative, permission to inspect, examine and test as if the equipment were being manufactured on the Contractor's premises. Such inspection, examination and testing shall not release the Contractor from his obligations under the contract.
- ii) **Pre- Printed Bill Forms(15x12x1):-**The artwork will be submitted within 7 days of receipt of purchase order. Manager (F) (Com), Corporate office, Southco Utility, Berhampur will verify the artwork. The matter printed on the paper should be approved before final printing of pre-printed bill form.

Pre-printed Computer Money Receipts and Pre-printed Money receipt books:-
The artwork will be submitted within 7 days of receipt of purchase order. The DDO, Corporate office, Southco Utility, Berhampur will verify the artwork. The matter printed on the paper should be approved before final printing of Money Receipt Books.
- iii) In case the material is found not in order with the requirement / specification, any penalty which may be levied is to be borne by the bidder.

8.0 REJECTION OF MATERIALS:

In the event, any of the materials supplied by the Contractor is found defective due to faulty design, bad workmanship, bad materials used or otherwise not in conformity with the requirements of the Specification, the Purchaser shall either reject the materials / equipment or ask the Contractor in writing to rectify the same. The Contractor on receipt of such notification shall either rectify or replace the defective materials/equipment free of cost to the Purchaser. If the Contractor fails to do so, the Purchaser may :-

- a) At its option replace or rectify such defective materials and recover the extra costs so involved from the Contractor plus (15%) fifteen percent and / or.
- b) Terminate the contract for balance supplies with enforcement of penalty Clause as per contract for the un-delivered materials and with forfeiture of Performance Guarantee/ Composite Bank Guarantee.
- c) Acquire the defective materials at reduced price considered equitable under the circumstances.

9.0 EXPERIENCE OF BIDDERS :

- 9.1 The bidder(s) should furnish information regarding experience particularly on the

following points :

- i) Name of the manufacturer :
- ii) Standing of the firm for Printing & supply of material quoted :
- iii) Description of materials supplied during the last 3 (three) years with the name (s) of the party (s) to whom supplies were made.
- iv) Testing facilities at manufacturer's work with copies of calibrated certificates of the major testing equipment.
- v) If the manufacturer is having collaboration with other firm(s), details regarding the same:
- vi) A list of Purchase orders, executed during the last three years along with user's certificate and copies of Purchase orders.

9.2 Bids may not be considered if the past manufacturing experience is found to be unsatisfactory as mentioned under clause -6 of the IFB

10.0 LANGUAGE AND MEASURES :

All documents pertaining to the contract including Specifications, Schedule, Notice, Correspondence, Operating & Maintenance instructions, Drawings or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract.

11.0 DEVIATION FROM SPECIFICATION :

It is in the interest of the Bidders to study the Specification, drawing etc. specified in the tender document thoroughly before tendering so that, if any deviations are made by the Bidders, the same are prominently brought out on a separate sheet in the Technical & Commercial Deviation Formats enclosed at Annexures in this document. Deviation mentioned in any other format or any other part of the offer document shall not be considered as a deviation & in such case it will be presumed that the bidder has accepted all the conditions, stipulated in the tender Specification, notwithstanding any exemptions mentioned therein.

12.0 PRICE BASIS:

12.1 Bidder shall quote "**FIRM**" price.

The breakup of prices shall indicate all types of Taxes, Duties and other Levies of whatsoever nature indicated separately and clearly, Packing & forwarding, transportation to site including transit insurances and entry tax etc. Exemption from any duties/taxes, if any, shall be supported with relevant documentary evidence.

The above Prices shall also include loading at factory site & unloading at Purchaser's site. **Price evaluation will be based on total landing cost, taking into account all taxes and duties.**

13.0 TERMS OF PAYMENT:

100 % value of each consignment will be paid within 30 days of receipt of materials in good conditions at stores/ desired destination and verification there of and submission & acceptance of Performance Bank Guarantee equivalent to 10 % of Total Contract Price on non-judicial stamp paper worth Rs.100 in the prescribed format from a scheduled Bank encashable at Berhampur only.

Or else an equivalent amount of 10 % of the Total Contract Price shall be deducted from the invoice of the first consignment & the same shall be refunded after submission and approval of the required Performance Bank Guarantee or expiry of Guarantee Period whichever is earlier.

14.0 PRICE VALIDITY:

14.1 All bids submitted shall remain valid, firm and subject to unconditional acceptance by Purchaser for **180 days** post bid date. For award of Contract, the prices shall remain valid and firm till contract completion.

15.0 GUARANTEE:

15.1 **The bidder shall guarantee for satisfactory performance of the materials for a minimum period of 12 months from the date of receipt of last consignment whichever is earlier.** In the event of any defect in the materials arising out of faulty design, inferior quality of raw material used or bad workmanship within the guarantee period, the Seller shall guarantee to replace/ repair to the satisfaction of the Purchaser the defective materials free of cost. Should however, the manufacturer fails to do so within a reasonable time, the Purchaser reserves the right to recover the amount from the seller either from the bills pending or may recover from the Performance Guarantee submitted by the firm. **Seller shall give a Performance Bank Guarantee in favour of the Purchaser for 10% of the order value valid for 90 days over and above the guarantee obligation.**

15.2 If during the defect liability period any services performed found to be defective, these shall be promptly rectified by seller at its own cost on the instruction of Purchaser.

16.0 RELEASE:

The seller's Performance Bank Guarantees / Assignable Bank Guarantee will be released without interest within thirty (30) days from the last date up to which the Performance Bank Guarantee has to be kept valid (as defined in Clause 15.1).

17.0 TECHNICAL INFORMATION / DATA:

The Purchaser and the Contractor, to the extent of their respective rights permitting to

do so, shall exchange such technical information and data as is reasonably required by each party to perform its obligations and responsibilities. The Purchaser and the Contractor agree to keep each other in confidence and to use the same degree of care as he uses with respect to his own proprietary data to prevent its disclosure to third parties of all technical and confidential information. The technical information, drawings, records and other document shall not be copied, transferred, traced or divulged and / or disclosed to third party in full / part nor misused in any other form. This technical information, drawing etc.if any shall be returned to the Purchaser with all approved copies and duplicates. In the event of any breach of this Contract, the Contractor shall indemnify the Purchaser against any loss, cost of damages of claim by any party in respect of such breach.

19.0 EFFECTIVE DATE OF COMMENCEMENT OF CONTRACT :

19.1 The date of the issue of the detailed Purchase Order shall be treated as the effective date of the commencement of Contract.

20.0 PENALTY:

20.1 If supply of materials / equipments is delayed beyond the supply schedule as stipulated in Purchase order, then the seller shall be liable to pay to the Purchaser as penalty for delay, a sum of **0.5% (half percent)** of the contract price for every week delay or part thereof.

20.2 The total amount of penalty for delay under the contract will be subject to a maximum of **five percent (5%)** of the contract price.

20.3 The Purchaser may, without prejudice to any method of recovery, deduct the amount for such damages from any amount due or which may become due to the seller or from the Performance Bank Guarantee or file a claim against the seller.

21.0 VALIDITY OF THE ORDER:

The Order is valid for **10 weeks** beyond the schedule date of delivery, unless otherwise extended by the Competent Authority. The Order shall stand cancelled automatically beyond the validity period without any correspondences and liabilities to the purchaser.

22.0 PACKING :

The materials shall be packed by the seller suitably as per the standard procedure for safe transport to the site. The cases shall be clearly marked showing distinctly the name and address of the consignee. In case of special instructions, such as "this end up", "fragile", "handles with care" etc., the same shall be clearly displayed on the cases.

23.0 DISPUTE RESOLUTION & JURISDICTION OF CONTRACT:

23.1 Any dispute arising out of this contract shall be referred to the AO, SOUTHCO UTILITY who shall decide the case as sole arbitrator.

23.2 For the purpose of dispute resolution, this agreement shall be governed by the provision of Arbitration & Conciliation Act, 1996.

23.3 All disputes shall be subject to exclusive jurisdiction of the Court at Bhubaneswar and Writ jurisdiction of Hon'ble High Court of Odisha at Cuttack.

24.0 EVENTS OF DEFAULT:

24.1 Events of Default. Each of the following events or occurrences shall constitute an event of default ("Event of Default") under the Contract :

(a) Seller fails or refuses to pay any amount due under the Contracts.

(b) Seller fails or refuses to deliver Commodities conforming to his Bid document/ specifications, or fails to deliver Commodities and, or execute the works assigned to them within the period specified in P.O or any extension thereof.

(c) Seller becomes insolvent or unable to pay its debts when due, or commits any act of bankruptcy, such as filing any petition in any bankruptcy, winding-up or reorganization proceeding, or acknowledges in writing its insolvency or inability to pay its debts; or the Seller's creditors file any petition relating to bankruptcy of Seller;

(d) Seller otherwise fails or refuses to perform or observe any term or condition of the Contract and such failure is not remediable or, if remediable, continues for a period of 30 days after receipt by the Seller of notice of such failure from Purchaser.

25.0 CONSEQUENCES OF DEFAULT:

(a) If an Event of Default occurs and would be continuing, Purchaser may forthwith terminate the Contract by written notice.

In the Event of Default, Purchaser may, without prejudice to any other right granted to it by law, or the Contract, take any or all of the following actions;

i) present for payment, to the relevant bank the Contract Performance Bank Guarantee;

ii) Recover any losses and / or additional expenses, Purchaser may incur as a result of Seller's default.

26.0 FORCE MAJEURE:

26.1 The term “Force Majeure” as employed herein include, acts of God or force of nature, landslide, earthquake, flood, fire, lightning, explosion, major storm (hurricane, typhoon, cyclone etc.) or major storm warning, tidal wave, shipwreck and perils of navigation, act of war (declared or undeclared) or public enemy, strike (excluding employee strikes, lockouts or other industrial disputes or action solely among employee of Contractor or its subcontractors) act or omission of Sovereign States or those purporting to represent Sovereign States, blockade, embargo, quarantine, public disorder, sabotage, accident or similar events beyond the control of the parties or either of them.

Force Majeure shall not include occurrences as follows :

1. Late delivery of materials caused by congestion of Seller’s facilities or elsewhere, and oversold condition of the market, inefficiencies, or similar occurrences.
2. Late performance by Seller and / or Sub-Seller caused by unavailability of raw materials, supervisors or labour, inefficiencies of similar occurrences.
3. Mechanical breakdown of any item of Seller’s or its Sub-Seller’s equipment, plant or machinery.
4. Delays due to ordinary storm or inclement weather or
5. Non-conformance by Sub-Seller.

Unless the delay arises out of a Force Majeure occurrence and is beyond both Seller’s and Sub-Seller’s or Seller’s control and an alternate acceptable source of services, equipment or material is unavailable. Additionally, Force Majeure shall not include financial distress of Seller or any Sub-Seller.

26.2 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which the cause lasts.

26.3 Upon the occurrence of any Force Majeure event, the party so affected in the discharge of its obligation shall promptly, but no later than seven (7) days give written notice of such even to the other party. The affected party shall make every reasonable effort to remove or remedy the cause of such Force majeure or mitigate its effect as quickly as possible. If such occurrence results in the suspension of all or part of the work for a continuous period of more than 10(ten) days, the parties shall meet and determine the measures to be taken.

26.4 Any delay or failure in performance by either party hereto shall not give rise to any claims for damages or loss of anticipated profits if and to the extent, such delay or failure is caused by Force Majeure.

27 INDEMNIFY

27.1 The Vendor, its successor and assignee shall indemnify the Purchaser, its successor and assignee from all current & future liabilities that may arise out of purchase contract(s) entered into between the vendor & the Purchaser.

SECTION –IV
SPECIFICATION OF PAPERS

Group-A

SPECIFICATION OF PRE-PRINTED MONEY RECEIPT BOOKS

7.6Kg (58 GSM) Demy paper shall be used in printing. Size of Book shall be of 1/4th Demy (22cm x28 cm). Each book shall contain 50 sheets in triplicate (50 sheet x 3 =150 sheets), each sheet shall contain 4 (four) receipt of size 22 cm x 7 cm. The first sheet shall be printed in white Demy paper, duplicate sheet in light pink and triplicate sheet in light yellow paper. The first and second sheet shall be perforated in between each of the receipt. The receipt number shall be automatic machine numbered serially on each receipt, beginning serially from 000001.

The book number shall also be automatic machine numbered serially from 0001. The word ORIGINAL, DUPLICATE, TRIPLICATE shall be printed on top of the original, duplicate and triplicate sheet in capital letters respectively. Each book shall contain 200 nos. of receipts which are to be serially maintained.

Hand numbering machine shall not be allowed. Hindustan cover paper 26.2 Kg. 135 GSM quality Demy Crown will be used and thread stitched with cover. The background of the original receipt i.e. (First copy) should be water marked as Southco Utility of each money receipt. The top cover page shall be printed containing the name of the book, name of the company i.e. SOUTHCO UTILITY, Corporate Office: Courtpeta, Berhampur, Ganjam (Odisha) shall be printed in capital letter on right side top of each receipt (original, duplicate and triplicate sheet). **The specimen copy of the money receipt book may be taken from the store of this office for printing of materials only.(excepting book no. and receipt no.). The books shall be supplied in bundles containing 100 nos. Books.**

Group-B

Sl.no.	Description of the Item	Quantity required
1.	<p>Pre-Printed Computer Money Receipts: Supply of pre-printed computer stationeries for Money Receipt to be printed strictly in white colour computer paper (60 GSM) of Money Receipt size 7.5"x12"x2, printed in all two copies on the left hand side. Perforation to help tearing the receipt will be provided suitably. 'SOUTHCO UTILITY' watermark shall be provided on the body of the each Money Receipt. Background shall be light red colour. Rest of the printed matter shall be black.</p> <p>NB: The receipt number shall be automatic machine numbered serially on each receipt. The serial no. will be intimated in the P.O.</p>	900000 nos.

Group-C

Sl.no.	Name of the Item	Description	Quantity required
(a)	Pre-printed Bill form(15"x12"x1)	<p>Pre-Printed Bill Form (15"x12"x1) White colour computer paper of 60GSM of the computer stationary will be 15"x12"x1. The printed format shall be as per sample provided. The format shall utilize maximum space on both sides of the paper. The colour of the ink to be used will be red and blue (as per sample copy enclosed). The quality shall be confirming to ISS. Southco logo shall be printed suitably at the top after leaving 1" space from the top to facilitate binding to form binders perforation will be provided in three places vertically along with format. One at middle & two at sides equal distance from edges of the paper. Artwork will have to provide in 12"x12"x1 size for appreciation.</p> <p>The matter printed on the paper should be approved by this office before final printing</p>	120 Packets(each packet containing 4000 sheets i.e.480000 sheets)
(b)	Computer paper(15"x12"x2)	White colour computer paper of 60GSM size and the average weight of each 1000 page should be 13.92 Kg.	180 Packets(each packet containing 1500 sheets i.e. 270000 sheets)
(c)	Computer paper(15"x12"x1)	White colour computer paper of 60GSM size and the average weight of each 1000 page should be 6.96 Kg.	96 Packets(each packet containing 384000 sheets i.e. 360000 sheets)
(d)	Computer paper(10"x12"x1)	White colour computer paper of 60GSM size and the average weight of each 1000 page should be 4.64 Kg.	60 Packets(each packet containing 4000 sheets i.e. 240000 sheets)

DECLARATION FORM

To
GM (MM, Vig. & MRT)
SOUTHCO, Berhampur

Sir,

Having examined the above specifications together with the Tender terms and conditions referred to therein.

- 1- I / we the undersigned do hereby offer to supply the materials covered thereon in complete shape in all respects as per the rules entered in the attached contract schedule of prices in the tender.
- 2- I / we do hereby undertake to have the materials delivered within the time specified in the tender.
- 3- I / we do hereby guarantee the technical particulars given in the tender supported with necessary reports from concerned authorities.
- 4- I / we do hereby certify to have furnished a copy of the tender specifications by remitting Cash/ Demand draft & this has been duly acknowledged by you in your letter No.....Dt.....
- 5- I / we do hereby agree to furnish the composite Bank Guarantee in the manner specified / acceptable by SOUTHCO & for the sum as applicable to me / us as per clause No.23 in Annexure-III(A) of this specification within Ten days of issue of Letter of intent / Purchase Order, in the event of Purchase order being decided in my / us favour , failing which I / we clearly understand that the said LOI / P.O. shall be liable to be withdrawn by the Purchaser

Signed this.....Day of.....200....

Yours faithfully,

(Signature of the Bidder with Seal)

(This form should be duly filled up & signed by the bidder & submitted along with the original copy of the bid)

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)

Ref Date Bank Guarantee No:

In accordance with invitation to Tender Notice No.----- Dated ----- of SOUTHCO Utility for the purchase of _____ (name of Material) M/s _____ Address _____ wish/wished to participate in the said tender and as the Bank Guarantee for the sum of Rs. _____ [Rupees _____ Valid for a period of days (in words) is required to be submitted by the Bidder.

1. We the _____ [Indicate the Name of the Bank] [Hereinafter referred to as 'the Bank'] at the request of M/S _____ [Herein after referred to as supplier (s)] do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period, on written request by SOUTHCO Utility an amount not exceeding Rs. _____ to the SOUTHCO Utility, without any reservation. The guarantee would remain valid up to 4.00 PM of _____ [date] and if any further extension to this is required, the same will be extended on receiving instructions from M/s _____ on whose behalf this guarantee has been issued.

2. We the _____ [Indicate the name of the bank] do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the SOUTHCO Utility stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the SOUTHCO Utility by reason of any breach by the said supplier [s] of any of the terms or conditions or failure to perform the said Bid. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (in words)

3. We, the _____ Bank undertake to pay the SOUTHCO Utility any money so demanded notwithstanding any dispute or disputes so raised by the supplier [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto, our liability under this agreement being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s) shall have no claim against us for making such payment.

4. We, the _____ Bank [Indicate the name of the bank] or our local branch at Berhampur further agree that the guarantee herein contain shall remain in full force and effect during the aforesaid period of ----- - days and it shall continue to be so enforceable till all the dues of the SOUTHCO Utility under by virtue of the

said Bid have been fully paid and its claims satisfied or discharged or till SOUTHCO Utility certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said Supplier [s] and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ (date) we shall be discharged from all liability under this guarantee thereafter.

5. We, the _____ Bank [Indicate the name of the bank] or our local branch at Berhampur further agree that the SOUTHCO Utility shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Supplier [s] from time to time or to postpone for any time or from time to time any of the powers exercisable by the SOUTHCO Utility against the said supplier [s] and to forbear or enforce any of the terms and conditions relating to the said bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension being granted to the said Supplier [s] or for any forbearance act or omission on the part of the SOUTHCO Utility or any indulgence by the SOUTHCO Utility to the said Supplier[s] or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank or the supplier [s].

7. We, the _____ Bank or our local branch at Berhampur lastly undertake not revoke this Guarantee during its currency except with the previous consent of the SOUTHCO Utility in writing.

8. We, the _____ Bank further agree that this guarantee shall also be invocable at our place of business at Berhampur (**detail address of local branch with code no.**) in the State of Odisha.

Dated _____ Day of 2016.

Witness ((Signature, names & address)

1.

2

For _____ [Indicate the name of Bank]

Power of Attorney No. _____

Date: _____

SEAL OF BANK

Note: The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.

**FORM OF EXTENSION OF BANK GUARANTEE
(ON NON-JUDICIAL STAMP PAPER OF Rs.100/-)**

Ref. No. _____

Dated: _____

SOUTHCO Utility,

Head Office: Courtpeta, Berhampur

Ganjam-760004

Dear Sirs,

Sub: Extension of Bank Guarantee No. _____ for Rs. _____ favouring yourselves expiring _____ on account of M/s. _____ in respect of contract No. _____ dated _____ (hereinafter called original bank guarantee).

At the request of M/s. _____ we _____ bank Branch office at _____ having its head office at _____ do hereby extend our liability under the above mentioned guarantee No. _____ Dated _____ for a further period of _____ Years/months from _____ to expire on _____ except as provided above, all other terms and conditions of the original bank guarantee No. _____ Date _____ shall remain unaltered and binding.

Please treat this as an integral part of the original guarantee to which it would be attached.

Yours faithfully,

For _____

Manager/Agent/Accountant

Power of Attorney No. _____

Date: _____

SEAL OF BANK

Note: The non-judicial stamp paper of worth Rs.100/- shall be purchased in the name of the bank, which has issued the bank guarantee.

SELF DECLARATION FORM

Name of the Purchaser: -----

Tender Notice No: -----

Sir,

1. I / we, the undersigned do hereby declare that, I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in supply of material / equipments or in the performance of the contract entrusted to us in any of the Electricity Utilities of India.

2. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the purchaser.

Yours faithfully,

Place-
Date-

Signature of Bidder
With seal

(This form shall be duly filled-up and signed by the bidder & submitted along with the original copy of the Bid.)