



**GRIDCO LIMITED**  
(A Govt. of ODISHA Undertaking)  
Registered Office: Janpath, Bhubaneswar – 751022

**LIMITED TENDER NOTICE NO.- GRIDCO/IT/2023-24/03 dated 23.02.24**

**General Manager (IT), GRIDCO, Janpath, Bhubaneswar-751022 on behalf of GRIDCO invites single part sealed bids from eligible bidders for Supply and Installation of “A3 Photocopier Machine” confirming to the terms and conditions mentioned as follows.**

**1. COST OF TENDER DOCUMENT AND EMD :**

<b>a. Tender Cost</b>	<b>:</b>	<b>Rs. 2,000 + GST @18%</b>
<b>b. EMD(Earnest Money Deposit)</b>	<b>:</b>	<b>1,527/-</b>
<b>c. Mode of Paying Tender Cost and EMD</b>	<b>:</b>	<b>Demand Draft/On-Line (RTGS/NEFT) in favor of GRIDCO Ltd payable at Bhubaneswar.</b>
<b>d. Beneficiary Name</b>	<b>:</b>	<b>GRIDCO LTD, Account No. - 380801010035242 IFSC Code - UBIN0538086 Bank Name- UNION BANK OF INDIA Branch address- BHUBANESHWAR MAIN BRANCH, KHORDA-751009</b>
<b>e. Last date of submission of bid</b>	<b>:</b>	<b>02-03-2024 (11: 00 hrs.)</b>
<b>f. Opening of Tender Bid</b>	<b>:</b>	<b>Anytime on or after 02-03-2024 (11:30 hrs.)</b>
<b>g. Place of submission and Opening of Bids</b>	<b>:</b>	<b>Office of General Manager (IT), GRIDCO, Janpath, Bhubaneswar – 751022.</b>

2. **SCHEDULE OF MATERIALS:**

Sl. No.	Item Description (I.T. Consumable Items)	Qty.
01	A3 Photocopier Machine with 5 Year Warranty	1 no

3. **SCOPE OF WORK:**

*The Scope of work includes supply and installation A3 Photocopier Machine in GRIDCO.*

4. **TIME SCHEDULE:** *The above scope is to be executed within 15 days from the date of issue of purchase order because of urgent requirement of the above.*

5. **QUALIFICATION OF THE BIDDER :**

*5.1 The following supporting documents as below are to be signed and submitted at office of GM(IT), GRIDCO*

Sl. No	Document / Description
1.	<i>Bid Declaration Form. (As per prescribed format in Annexure-A )</i>
2.	<i>Document in support towards Tender Cost &amp; EMD</i>
3.	<i>Price Schedule along with the Bid as per the format mentioned. (As per prescribed format in Annexure-D)</i>
4.	<i>Photocopy of PAN Card</i>
5.	<i>GST Registration Certificate</i>
6.	<i>Documentary support in case of Tender cost &amp; EMD have been deposited through NEFT/RTGS.</i>
7.	<i>Compliance of Technical Specification (As per prescribed format in Annexure-C)</i>

6. **OPENING OF BIDS:**

*Bids will be opened in the presence of Bidders or Bidder's representatives, after submission of required nos. of Bids.*

7. **GENERAL INSTRUCTIONS TO BIDDERS :**

- i. GRIDCO reserves the right to cancel/withdraw the invitation for bids without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.*
- ii. No interest shall be paid on Earnest Money Deposit.*

*Handwritten signature*

- iii. *Earnest Money will be forfeited if the tenderer fails to accept the letter of intent and / or Purchase orders issued in his favour as well as satisfactory w.r.t. quality & quantity of the materials.*
- iv. *In the case of un-successful tenderer, the Earnest Money will be refunded immediately after the tender is decided. In the case of successful tenderer, this will be refunded only after completion of the warranty period or submission of BG amounting to 10% of the contract price which shall be valid for more than 3 months.*
- v. *After opening of tenders and within the validity period, no reduction or enhancement in price will be entertained. If there is any change in price, the tender shall stand rejected and E.M.D. deposited shall be forfeited. In case of bidders who are exempted from depositing E.M.D. and who revise their price within the validity period, the bids for similar items against subsequent tender call notice of GRIDCO, may not be considered.*
- vi. *If required, the Tenderers may be asked to extend the validity period of bids under the same terms and conditions as per the original tender except for the change in delivery period, In such an event the Tenderers are free to change any or all conditions of their bids including price at their own risk.*
- vii. *Conditional Offer: Conditional offers shall not be accepted*
- viii. *In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the tenderer.*
- ix. *For evaluation the price mentioned in words shall be taken as final, if there is any difference in figure and words in the price bid.*
- x. *Sub-contracting of the work will not be allowed.*
- xi. *Contract will be awarded to the L1 bidder who completely meets the technical requirements of the tender.*

8. CONSIGNEE:

*Asst. Manager (IT), I/C of IT Store, GRIDCO, Bhubaneswar shall be the consignee.*

9. CONTRACT'S DEFAULT LIABILITY:

- i) *The purchaser may upon written notice of default to the contractor terminate the contract in circumstances detailed hereunder.*
  - a) *If in the judgment of the purchaser, the contractor fails to make delivery of equipment within the time specified in the contract or within the period for which extension has been granted by the purchaser, to the contractor.*
  - b) *If in the judgment of the purchaser, the contractor fails to comply with any of the other provisions of this contract.*
- ii) *In the event purchaser terminates the contract in whole or in parts, the purchaser reserves the "right to purchase" upon such terms and in such a manner as he may deem appropriate equipment, similar to that of terminated*



*and the contractor will be liable to the purchaser for any additional costs for such similar equipment and/or for penalty for delay as defined in penalty clause until such reasonable time as may be required for the final supply of equipment. Execution of contract under such circumstances shall however be on express written willingness of both the parties.*

**10. REJECTION OF MATERIALS:**

*In the event on any of the materials/ equipment supplied by the contractor is found defective in materials or workmanship or otherwise not in conformity with the requirements of the contract specification, the purchaser shall reject the materials/equipment and request the contractor in writing to rectify the same. The contractor on receipt of such notification shall either rectify or replace the defective equipment free of cost to the purchaser. If the contractor fails to do so within 30 days of written notice, the purchaser may:*

- i) At its option replace or rectify such defective component/ materials and recover the extra costs so involved from the contractor and/or*
- ii) Terminate the contract for balance supplies, with enforcement of penalty as per contract.*
- iii) Acquires the affected component/materials and services at reduced price considered equitable under the circumstances. The contractor shall not be allowed any extension in contract completion period due to time taken to replenish the rejected material/work.*

**11. EXTENSION OF TIME:**

*If the delivery of component/materials is delayed due to reasons beyond the control of the contractor, the contractor shall without delay give notice to the purchaser in writing of his claim for an extension of time. The purchaser on receipt of such notice may agree to extend the contract delivery date as may be reasonable but without prejudice to other terms and conditions of the contract.*

**12. WARRANTY:**

*The A3 Photocopier Machine shall be warranted for a period of 5(five) years.*

**13. VALIDITY:**

*Prices and conditions of sale of the offer should be valid till the placement of Purchase Order or for a period of 180 days from the date of opening of the tender. However, the tenderer shall confirm in writing in the tender in this regard, otherwise, must mention his validity period in writing in the tender failing which the tender shall be rejected.*



**14. TERMS OF PAYMENT:**

*90% payment shall be made after receipt of the above item in good condition, after verification of the quality & quantity, Installation of the materials and submission of bills in triplicate. Balance 10% shall be paid after completion of the warranty or submission of BG of 10% value.*

**FOR 90% PAYMENT**

- (i) Bills (in triplicate)
- (ii) Delivery challan
- (iii) Warranty certificate.
- (iv) Installation Certificate

**FOR 10% PAYMENT**

- (i) Bills in triplicate
- (ii) Submission of BG of equivalent amount

*No advance payment in any form will be made.*

**15. PAYING AUTHORITY:**

*Drawing and Disbursing Officer of GRIDCO, Bhubaneswar shall be the Paying Officer for this contract.*

**16. PENALTIES TOWARDS NON PERFORMANCE:**

**i. Penalty for Supply:**

*Any delay in delivery of material and remaining undelivered within the stipulated delivery period @0.5% of the contract price of the undelivered materials for each calendar week or a part thereof, subject to maximum of 5% of such portion of the contract which remain undelivered shall be imposed. The date of receipt of materials at I.T. Store, GRIDCO, Bhubaneswar will be treated as date of supply.*

*The imposition of penalty is however subject to force majeure condition.*

**ii. Penalty for Warranty:**

*If the firm fails to replace the material during the Warranty period beyond 15 (Fifteen) working days from the date of intimation by GRIDCO, GRIDCO may without prejudice to all its other remedies under the Contract, impose penalty, a sum of Rs. 100.00 per day of delay beyond stipulated time period (after 15 working days), up to a maximum of 5% of the total contract price.*

*The above Penalty, if any, shall be recovered from the invoice of the Firms or from the CPBG.*

**17. FORCE MAJEURE:**

*The supplier shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of God, acts of the public*



*enemy, acts of Govt., Fires, floods, epidemics, Quarantine restrictions, strikes, Freight Embargoes / failure in installation due network problems, server down, consignee absent and provided that the supplier shall within Ten (10) days from the beginning of such delay notify the purchaser in writing of the cause of delay along with documentary evidence. The purchaser shall verify the facts and grant such extension, if facts justify.*

**18. INSURANCE:**

*Insurance of Stores covered by this specification shall be done by the suppliers with their own insurance unless otherwise stated. The responsibility of delivery of the stores at destination in good condition rests with the supplier. Any claim with the Insurance Company or transport agency arising due to loss or damage in transit has to be settled by the supplier. The supplier shall undertake free replacement of materials damaged or lost which will be reported by the consignee within 30 days of receipt of the materials at destination without awaiting for the settlement of their claims with the carriers and underwriters. In case the replacement of damaged item/part is not done within 30 days, the material shall be treated as not delivered and shall attract penalty till replacement as per clause under heading "Rejection of Materials".*

**19. PAYMENT DUE FROM THE CONTRACTOR:**

*All costs and damages, for which the contractor is liable to the purchaser, will be deducted by the purchaser from any money due to the contractor under the contract or through the composite Bank Guarantee submitted by him.*

**20. JURISDICTION OF THE HIGH COURT OF ODISHA:**

*Suits, if any, arising out of this contract shall be filed by either party in a court of law to which the jurisdiction of High Court of ORISSA, Cuttack extends.*

**21. RIGHT TO REJECT/ACCEPT ANY TENDER:**

*The purchaser reserves the right either to reject or to accept any or all tenders. The purchaser has exclusive right to alter the quantities of materials at the time of placing final purchase order. After placing of the order the purchaser may defer the delivery of the materials. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.*

**22. CONTRACTOR'S RESPONSIBILITY:**

*Notwithstanding anything mentioned in the specification or subsequent approval or acceptance of the purchaser, the ultimate responsibility for design of materials and satisfactory performance shall rest with the tenderers.*

**23. LANGUAGE AND MEASURES:**

*All documents pertaining to the contract including specifications, schedule, notices, correspondences, operating/maintenance instructions, drawings, Installation Manuals, User Guides or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract.*

**24. CORRESPONDENCES:**

- (i) Any notice to the contractor under the terms of the contract shall be served by Registered mail or by hand at the contractor's principal place of business.*
- (ii) Any notice to the purchaser shall be served at the GRIDCO's principal office in the same manner.*

**25. LEGAL ADDRESS OF THE PARTIES:**

*The address of the parties to the contract shall be specified.*

**PURCHASER:**

*General Manager (IT), GRIDCO Ltd.  
Janapath, Bhubaneswar - 751 022, ODISHA*

**CONTRACTOR:**

**(TO BE FILLED BY THE TENDERER)**

**26. COPYRIGHT PROTECTION OF TENDER DOCUMENT:**

*The contractor shall treat the details of the Specification and other Tender documents as private and confidential and they shall not be reproduced without written authorization from the purchaser.*

  
General Manager (IT), GRIDCO

**BID FORM**

To:

General Manager (IT),  
GRIDCO Limited, Janpath,  
Bhoi Nagar, Bhubaneswar- 751 022

Ladies and/or Gentlemen,

Having examined the bidding documents, including Addenda Nos. .... (insert numbers), the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the equipment, accessories & associated services under the Contract for Supply and Installation of "1No. of A3 Photocopier Machine in GRIDCO" in conformity with the said Bidding Documents for the sum of \_\_\_\_\_ (Total Bid Amount in Words and Figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to deliver the Goods in accordance with in the stipulated delivery period as mentioned in the Bidding Documents.

If our bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% (ten percent) of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening under Clause - 1 "Cost of Tender Document and EMD", and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

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

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

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

Dated this.....day of .....2024

Signature ..... in the capacity of  
..... duly authorized to sign for and on behalf of

(IN BLOCK LETTERS) .....



**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE (CPBG)**

*(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper of appropriate value should be in the name of the Issuing Bank.)*

Ref No: .....

Bank Guarantee No. ....

Date: .....

BG Amount: .....

Validity Period: .....

*This Guarantee Bond is executed this..... day of ..... by us the..... Bank at ..... , P.O..... , Dist....., State..... and Code No.....*

*Whereas the GRIDCO LIMITED, Janpath, Bhubaneswar, a company constituted under the Companies Act-1956 has issued Letter of Award (LOA) No..... Dated..... for the purpose of ..... work under Package No..... (herein after called "the Agreement") to M/s. / Sri. .... , Address..... (herein after called the "Contractor") for Supply and Installation of 1no. of A3 Photocopier Machine under the above LoA and whereas GRIDCO has agreed (1) to exempt demand of security deposit under the terms and conditions of the LOA (2) to release payment of the cost of the Contract Price to the Contractor on furnishing by the Contractor to GRIDCO a Contract Performance Bank Guarantee (CPBG) of the value of 10% of the Contract Price of the said Agreement.*

*1. Now therefore, in accordance with the terms and conditions of LOA No. \_\_\_\_\_ dated \_\_\_\_\_ for the due fulfillment by the said Contractor of the terms and conditions contained in the said agreement, on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only, we the bank \_\_\_\_\_ [Indicate bank Name, Address & Code] (hereinafter referred to as "the Bank") at the request of M/s. / Sri. \_\_\_\_\_ contractor do hereby undertake to pay to GRIDCO, an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.*

*2. We, the \_\_\_\_\_ Bank [indicate the name of the Bank, Address & Code] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from GRIDCO. 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. \_\_\_\_\_ (Rupees----- in Words).*

*3. We, the ..... Bank also undertake to pay to GRIDCO any money so demanded not withstanding any dispute or disputes raised by the Contractor in any suit or proceeding instituted / pending before any court or tribunal relating thereto, our liability under this present being absolute and irrevocable. The payment so made by us under this bond shall be a valid discharge of our liability for payment*

thereunder and the Contractor shall have no claim against us for making such payment.

4. We, the \_\_\_\_\_ Bank further agree that the guarantee herein contained 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 GRIDCO under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till GRIDCO certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

Unless a demand or claim under this guarantee is made on us or our Branch Office at Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar of issuing Bank> in writing on or before ..... (Date), we shall be discharged from all liability under this guarantee thereafter.

5. We, the \_\_\_\_\_ Bank [indicate the name of the Bank, Address & Code] further agree with the Board that GRIDCO shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time or performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by GRIDCO against the said contractor(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 contractor(s) or for any forbearance, act or omission on the part of GRIDCO or any indulgence by GRIDCO to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style or constitution of the Bank and/or of the contractor(s).

7. We, the \_\_\_\_\_ Bank [indicate the name of the bank, Address & Code] lastly undertake not to revoke this guarantee during its currency except with the previous consent of GRIDCO in writing.

8. We, the \_\_\_\_\_ Bank (Name, Address & Code) further agree that this guarantee shall also be invokable at our place of business at Bhubaneswar (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.

"Notwithstanding anything contained herein"

- a) Our liability under the bank guarantee shall not exceed Rs. ----- (Rupees in words-----) only.  
b) This Bank guarantee shall be valid up to -----.

- c) We or our Branch at Bhubaneswar<Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before .....,

Dated, the \_\_\_\_\_ Day of \_\_\_\_\_  
For \_\_\_\_\_ [Indicate name of Bank]



*Signature.....*  
*Full Name.....*  
*Designation.....*  
*Power Of Attorney.....*  
*Dated.....*  
*Seal of the Bank.....*

**WITNESS: (SIGNATURE WITH NAME AND ADDRESS)**

**1. Signature.....**

**Full Name.....**

**2. Signature.....**

**Full Name.....**

**N.B.:**

- 1. Name of the Contractor: .....**
- 2. BG No & Date: .....**
- 3. Amount (In Rs.): .....**
- 4. Validity up to: .....**
- 5. LOA No.....**
- 6. Package No.....**
- 7. Name, Address & Code of Issuing Bank: .....**

**Name, Address & Code of Bhubaneswar Branch of the Issuing Bank: .....**



**ANNEXURE-C**

***A3 Photocopier Machine  
Technical Specification***

Print Technology	Laser	Compliance (Yes/No)
Type of Machine	Multifunction Machine	
Type of Printing	Mono	
Cartridge Technology	Composite Cartridge / Separate Drum and Toner	
Platen/Flatbed	A3	
Paper Size	A3	
RAM size (MB)	1024	
Hard Disk Capacity (GB)	0 or higher	
Minimum Speed per Minute	25 or higher	
Scanning Feature	Yes	
Duplexing Feature	Yes	
Networking Feature	Yes	
Document Feeder	Yes	
Feeder Capacity	50 or higher	
Certifications available	RoHS, BIS	
Number of Main Paper Tray	2	
Each Paper Tray Capacity	500	
Yield of Cartridge	23000 or higher	
Life of Drum	100000 or higher	
Bypass Facility	Yes	
On Site OEM Warranty	5 Years	

 23/2/24

**ANNEXURE-D**  
**(Price Schedule)**

**Bidder's Name & Address:** \_\_\_\_\_

**Price Bid Format for Supply of "A3 Photocopier Machine in GRIDCO"**

Sl. No	Item Description	Quantity (in nos.)	Unit Price (Excluding GST)	Buyback Price	IGST	CGST	SGST	Total GST (6+7+8)	Total Unit Price including GS ( (4-5)+9)	Total price (3x10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01	A3 Photocopier Machine with 5 years Warranty	1								

**Date:**

**(Signature) .....**

**Place:**

**(Printed Name) .....**

**(Designation) .....**

**(Common Seal) .....**

**Note:**

**(1)** In case of discrepancy between unit price and total, the unit price shall prevail.

**(2)** Continuation sheets of like size and format may be used as per the Bidder's requirement and shall be annexed to this schedule.

*(Handwritten Signature)*  
23/2/24