



**ONGC TRIPURA POWER COMPANY LIMITED**

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**NOTICE INVITING BID (NIB)  
FOR  
IMPLEMENTATION OF E-PROCUREMENT SYSTEM AT OTPC**

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**2 X 363.3 MW  
GAS BASED COMBINED CYCLE POWER PLANT,  
PALATANA, UDAIPUR, TRIPURA**

**TENDER No. – OTPC/DELHI/C&M/001**

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**NOTICE INVITING BID ("NIB")****1.0 INTRODUCTION**

1.1 ONGC Tripura Power Company Limited (hereinafter referred as "**OTPC**" or "**Owner**"), a joint venture company of Oil and Natural Gas Corporation Limited ("**ONGC**"), GAIL (India) Limited ("**GAIL**"), India Infrastructure Fund (II) ("**IIF(II)**") and Government of Tripura, is a public limited company incorporated under the Indian Companies Act, 1956 and having its registered office at Udaipur-Kakraban Road, P.O. Palatana, District Gomati, Tripura - 799105 (India), and one of its office at "10th Floor, Core 4 and Central, SCOPE Minar, Laxmi Nagar, Delhi, 110092 (India)". OTPC is operating a 2 x 363.3 MW combined cycle power plant at Palatana, which is located about 60 (sixty) km from the capital city of Agartala in the State of Tripura. The Site where the Plant is located is about 9 (nine) km from nearest town Udaipur.

1.2 OTPC invites Bidders with requisite technical capability and sound financial position, to bid for **IMPLEMENTATION OF E-PROCUREMENT SYSTEM AT ONGC TRIPURA POWER COMPANY LIMITED (OTPC) DELHI & PALATANA, TRIPURA** to meet the following objectives:

- Digitalization of procurement system for managing all buys
- Ability to handle complex situations of procurement across various categories
- Ensuring governance & transparency in the entire procurement process
- Increased operational bandwidth of procurement team of OTPC
- Price discovery, savings and visibility of expense
- Single repository of all procurement data, communications and related documents
- Reduce per RFQ transaction cost and time of execution

1.3 The Bid must be submitted in accordance with the requirements set out in the Bidding Document, in 2 (two) separate sealed envelopes:

1.3.1 The **first envelope** will have **Unpriced Techno-Commercial Bid** without any reference to price; and

1.3.2 The **second envelope** will have the **Price Bid** for implementation of E-Procurement System at OTPC, Delhi and Palatana, Tripura.

1.3.3 Bid documents mentioned at Clause 1.3.1 and Clause 1.3.2 must be submitted in 1 (one) original and 1 (one) copy in accordance with the procedure prescribed under Clause 17.0 and Clause 20.0 of Instructions to Bidders ("**ITB**").

1.4 Capitalized terms used herein but not defined in this NIB shall have the meaning assigned to them in ITB.

2.0

**DETAILS OF TENDER**

a.	Tender No.	OTPC/DELHI/C&M/001
b.	Cost of one set of Bidding Document; non-refundable (to be remitted to " <b>ONGC Tripura Power Company Limited</b> ", thru NEFT Transaction as per clause 6.24 below). Bidder to download the bidding documents from OTPC website.	INR 1,000/- +18% GST= 1,180/- (Rupees One Thousand One Hundred Eighty Only) including GST@18%.
c.	Bidding Document sale opening date and time for downloading from <a href="https://www.otpcindia.in/procure/tenders-floated">https://www.otpcindia.in/procure/tenders-floated</a>	18 <sup>th</sup> November 2022 at 11:00 hours.
d.	Bidding Document sale closing date and time.  <b>(last date for remitting cost of bidding document and informing OTPC thru email)</b>	28 <sup>th</sup> November 2022 at 17:00 hours.
e.	Last date and time for submission of <b>ONLINE</b> Pre-Bid queries	1 <sup>st</sup> December 2022 at 15:00 hours
f.	Date of issue of <b>ONLINE</b> Pre-Bid Clarifications	5 <sup>th</sup> December 2022
g.	Last date and time for submission of Bid (both, Price Bid and Unpriced Techno-Commercial Bid) at OTPC, 10 <sup>th</sup> Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	19 <sup>th</sup> December 2022 at 16:00 hours.
h.	Date and time for opening of Unpriced Techno-Commercial Bids at OTPC, 10 <sup>th</sup> Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	19 <sup>th</sup> December 2022 at 17:00 hours.
i.	Date and time for opening of Price Bids at OTPC, 10 <sup>th</sup> Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, Delhi - 110092	To be intimated later (Bidders shall be notified about such date at least 3 (three) days prior to the same. Price Bids shall be opened physically/virtually thru MS Teams meeting depending upon Covid-19 situation.
j.	Bid Security amount	Rs. 1,00,000/- (Indian Rupees One Lac Only).

k.	Validity of Bid Security	210 (two hundred and ten) days from the date of opening of Unpriced Techno-Commercial Bid
l.	Bid validity.	180 (one hundred and eighty) days from the date of opening of Unpriced Techno-Commercial Bid.
m.	Address for correspondence: Attn: Head - Corporate Contracts & Materials / Section Head – C&M ONGC Tripura Power Company Limited, 10 <sup>th</sup> Floor, Core-4 and Central, Scope Minar, Laxmi Nagar, New Delhi-110092 Ph: +91-11-22404700 E-mail: Send e-mails <b>both</b> to <a href="mailto:samarjeet.thakur@otpcindia.in">samarjeet.thakur@otpcindia.in</a> and <a href="mailto:neeraj.narwal@otpcindia.in">neeraj.narwal@otpcindia.in</a>	

**3.0 BRIEF SCOPE OF SERVICES**

3.1 The Bidder shall provide all the services required for successful and uninterrupted implementation, operation, maintenance, update and upgrade of the E-Procurement System in conformity with this NIB and Applicable Laws, including but not limited to:

3.1.1 Bidder shall implement web based comprehensive dedicated end-to-end e-procurement system for Owner for buying goods and services through quotations (RFP / RFQ), and tenders / bids {limited, open (eg. domestic, global)};

3.1.2 operating and maintaining the E-Procurement System;

3.1.3 preparing, discussing and finalizing various documents including administration manual, user manuals, operation and maintenance Manual, Standard Operating Procedure (SoP) etc. for E-Procurement System;

3.1.4 providing required reports documenting the operation and maintenance of the E-Procurement System, including but not limited to the Daily Reports, Monthly Reports and Annual Report;

as set out in further detail in the Technical Specifications (such services, the "**Services**")

3.2 Scope of Services shall also include all associated work required for implementation of e-procurement system at OTPC Delhi and Palatana, Tripura;

3.3 The Bidder expressly agrees that the scope of work shall also include all such services which may not have been specifically mentioned in this Contract or the Technical Specifications but which may be necessary required for the successful fulfilment of Bidder's obligation under this Contract as per good software design and engineering practices and such services shall be performed by the Bidder without any additional cost to the Owner.

**4.0 TIME FOR COMPLETION**

4.1 The Time for completion for implementation of e-procurement system shall be Sixty (60) days from the Effective Date i.e., the date of LOA.

4.2 The Successful Bidder shall successfully provide e-procurement services for a continuous period of Sixty (60) months from the date of Go-Live of E-Procurement System or termination of this Contract.

5.0 **QUALIFICATION REQUIREMENT OF THE BIDDER**

5.1 Bidder should have average annual turnover of INR 1,00,00,000 (Rupees Ten Million) in last 3 (three) financial years ending 31<sup>st</sup> March, 2022 (or if the Bidder follows a different financial year (other than April to March) then for the last 3 (three) financial years, as duly adopted by it and acceptable as per the laws applicable to it).

5.2 Bidder shall submit TDS certificate or unconsolidated annual audited accounts for last 3 (three) financial years ending 31<sup>st</sup> March, 2022 i.e., 2019-20, 2020-21 and 2021-22, (or if the Bidder follows a different financial year (other than April to March) then for the last 3 (three) financial years, as duly adopted by it and acceptable as per the laws applicable to it).

5.3 Bidder should have earned profit before tax in at least 1 (one) financial year during last 3 (three) years.

5.4 Bidder should have positive Net Worth as on 31<sup>st</sup> March, 2022 (or if the Bidder follows a different financial year (other than April to March) then as on the last date of its last financial year, as duly adopted by it and acceptable as per the laws applicable to it).

For the purpose of this qualification requirement, A Solvency Certificate from any of the acceptable list of Banks (prescribed under Annexure 1 of Instructions to Bidders ("ITB")) shall be submitted by the Bidder.

5.5 Bidder shall submit certified copy of valid GST registration duly attested/certified by CA or Notarized copies.

5.6 The bidder should have experience of implementing at least 5 (five) e-Procurement system in past 3 years, out of which (i) at least 1 (one) implementation of e-procurement system in Central Govt./PSU, and (ii) at least 1 (one) implementation of e-procurement system in past 12 months from the date of bid submission.

5.7 Bidder should have following experience in providing e-procurement system implementation and maintenance services:

5.7.1 At least 500 (five hundred) tenders should have been processed cumulatively for all contracts through e-procurement system of bidder within 1 year from the date of bid submission. Necessary completion certificate signed in original by the customer of the contract should be provided by the Bidder.

5.8 E-Procurement System of bidder shall be certified for the latest CVC guidelines, and IT Act 2000 and its amendment for compliance to Quality requirements of E-Procurement system. Bidder shall submit necessary certificates in this regard.

5.9 Data Center where bidder's E-Procurement System is hosted shall be certified by MeitY or CERT-In. Bidder shall submit necessary certificates in this regard.

5.10 The bidder should be ISO9001 and ISO 27001 and CMMI Level 3 certified company as on date of bid submission.

- 5.10.1 Detail work order including covering letter and schedule of rates and completion certificate containing executed value of work shall be required. Completed value of work as mentioned in the completion certificate shall be considered for evaluation against single / multiple work order value required under Qualification Requirement. However, where the executed value of work is not mentioned in the completion certificate, the copy of certified bill shall also be acceptable for determining value if submitted along with completion certificate.
- 5.11 Work completed (i.e. Implementation Completed) not later than 30<sup>th</sup> September 2022 shall be considered for qualification purpose under Clause 5.0. Bidder shall submit satisfactory performance certificate for successful implementation of EPS and continuous availability of EPS during Operation phase for qualification purpose.
- 5.7 Bidder shall submit supporting documents like audited balance sheet and profit & loss account for last 3 (three) financial years, clients' contract satisfactory performance certificates, copy of relevant contracts, etc. in support of the qualification requirements mentioned above in this Clause 5.0.
- 6.0 **GENERAL**
- 6.1 Bidders to confirm compliance to terms, conditions, specifications and requirements mentioned under the Bidding Document, at the time of submission of Bids, failing which the Bids may be liable for rejection.
- 6.2 Bids shall be evaluated based on the information/documents submitted in the Bid. Hence, Bidders are advised to ensure that they submit appropriate and relevant supporting documentation along with their proposal in the first instance itself.
- 6.3 OTPC reserves the right to seek additional information from the Bidders, if found necessary during the course of evaluation of the Bids.
- 6.4 Bidding Documents can be downloaded from OTPC official website ([www.otpcindia.in](http://www.otpcindia.in)) as indicated in clause 2.0 of this NIB.
- 6.5 Bidder to ensure that after the Letter of Award is issued and during the Term of the Contracts, the Bidder shall not seek to alter any agreed contractual terms, conditions and specifications as mentioned under the Bidding Document.
- 6.6 Two-part bidding system (Part-1: Unpriced Techno-Commercial Bid and Part-2: Price Bid) shall be followed for this tender as described in Clause 20.0 of the ITB. Bidders should take due care to submit their Bid in accordance with the requirements as specified in Clause 17.0 of the ITB.
- 6.7 This NIB, uploaded on OTPC website, along with entire Bidding Document, shall be submitted by the Bidder along with its Bid duly signed and stamped by the Bidder as a token of acceptance. Bids sent without having Bidding Document duly signed and stamped may be liable for rejection.
- 6.8 Downloading of Bidding Document or submission of Bid by the bidder does not mean that the Bidder has been short-listed or qualified.
- 6.9 Bidders are required to furnish an undertaking on validity of the Bid as per **Form-I** of the Bid Forms at the time of submission of Bids. The Bids shall be rejected if such an undertaking is not furnished.

- 6.10 Bid Security can be submitted either by remitting bid security amount directly into OTPC bank account (indicated in clause 6.24 below) or as Bank Guarantee (Original) as part of the Unpriced Techno-Commercial Bid as per **Form-M** of the Bid Forms failing which, bid shall be rejected. Details of UTR receipt to be submitted by the bidder along with unpriced Bid - Specified in clause no. 17.2.13 of ITB.
- 6.11 Cost of bidding document shall be submitted by remitting amount directly into OTPC bank account (indicated in clause 6.24 below). Any remittance for sale of bidding document received after the expiry of the date and time prescribed for sale of bidding document as specified in Clause 2.0 above, shall be rejected.
- 6.12 Any Bid received after the expiry of the date and time prescribed for receiving completed Bid as specified in Clause 2.0 above, shall be rejected.
- 6.13 OTPC reserves the right to reject any Bid or all Bids received at its discretion, without assigning any reason whatsoever, and may call for fresh Bids if it so deems fit.
- 6.14 OTPC is not bound to accept the lowest Price Bid.
- 6.15 The Bidding Document has to be purchased in the name of the Bidder. Remittance for procuring bidding document shall be made from the account of the bidder in whose name bidder intends to submit bid.
- 6.16 Prospective Bidders interested to participate in the bidding process are required to submit their Bid in terms of the Bidding Document.
- 6.17 The Bidder must meet the qualification requirements as specified under Clause 5.0 of this NIB.
- 6.18 The Owner reserves the right to verify the authenticity of the documents submitted for meeting the qualification requirements and request the Bidder to submit any additional information/documents. The Owner reserves the right, at its sole discretion, to contact the Bidder's bank, lenders, financing institutions and any other persons as necessary to verify the Bidder's information/documents for the purpose of qualification.
- 6.19 The Bidders will be required to continue to maintain compliance with the qualification requirements throughout the Bid process and till the signing of the Contracts. If the Bidder fails to comply with the aforesaid provisions, then its Bid shall be rejected.
- 6.20 The Bidder shall disclose in the prescribed form (Form-P) if any of its directors have any relatives working with the Owner. For the purposes of this disclosure the word "relative" shall have the meaning prescribed to it under Section 6 of the Indian Companies Act, 2013 or as amended.
- 6.21 Bidder participating in this Bid process shall not have a conflict of interest. If a Bidder is found to have a conflict of interest, then its Bid may be liable for rejection. A Bidder shall be considered to have a conflict of interest in this Bid process if:
- 6.21.1 If bidder submits more than one Bid, either individually or as a joint venture partner in another bid or any of its Affiliates separately participate directly or indirectly in the Bid process,

- 6.21.2 If Bidder has relatives working with the Owner as disclosed pursuant to Form-P and such a conflict has not been resolved in a manner acceptable to the Owner.
- 6.22 Deleted
- 6.23 Bidder to submit the duly filled in Vendor registration form, along with the bid, attached as Appendix-1.
- 6.24 OTPC bank account details for remitting cost of bidding document and bid security.

Beneficiary Name	ONGC Tripura Power Company Limited
Beneficiary Bank Name	State Bank of India
Beneficiary Account	33566054516
Beneficiary Branch IFSC Code	SBIN0017313
Branch Code	17313
Beneficiary Branch Address	Corporate Accounts Group Branch-II, Red Fort Capital Parsvanath Towers, Bhai Vir Singh Marg, Gole Market, Near Speed Post Office, New Delhi – 110 001

- 6.25 Pre-bid queries/clarification, if any, on technical and commercial points should be submitted in writing as per format **Form-E** of the Bid Forms to reach the Owner by date specified in Clause 2.0 above. No further queries/clarification on Bidding Document shall be entertained / accepted by the Owner thereafter.

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