

FORM-A

(On the Letter Head of the Bidder)

BIDDER'S PROFILE

Propo	osal No.:	Date:
1	Name & address of the Bidder with phone/fax/e-mail.	
2	a. Year of incorporation (attach copies of incorporation documents).	
	b. Date & year of commencement of business (in case the Bidder is a public company).	
3	Legal Status of the Bidder (attach copies of original document defining legal status) a. Proprietary firm b. Partnership firm c. Limited company / Joint Venture /	
4	Consortia Names of directors and other executives with designation.	
5	Designation of individuals authorised to act for the Bidder.	
6	Total no. of professional staff:	
	a. Administrators (Network, System, Database, Security, Storage, Backup, Load Balancer, etc.);	
	b. Engineers (Electrical / BMS / Non-IT);	
	c. Others.	
7	Has the Bidder ever abandoned the awarded contract for operation and maintenance of Data Centre & IT Infrastructure and	



	associated systems before its completion? If so, give details including reasons for abandonment.	
8	Has the Bidder ever been debarred for competing in any organisation at any time? If yes, please give details.	
9	Has the Bidder ever been convicted by a court of law? If so, give details.	
10	Any other information considered necessary but not included above.	
Plac	e:	(Signature)
Date	::	(Printed Name) (Designation)

Note:

(i) In case of an Indian company, common seal is to be affixed in accordance with the procedure prescribed under its articles of association/board resolution and in accordance with the Companies Act, 1956.

(Common Seal) _____



FORM-B

(On the Letter Head of the Bidder)

SCHEDULE OF PRESENT COMMITMENT AND PAST EXPERIENCE

Pro	posal No.:	;								Dat	e:
SI. No	Contract no. & date	Name and address of client with contact person name and contact details	Name & location of the project	Scope of Work	In house Services rendered for the project	Value of the work order in INR along with copy of work order	Value of the work executed in INR along with copy of completion certificate	Duration of the project with commencement and completion date. Details of delays, if any, to be mentioned	Name of project in- charge and key staff and no. of staff involved	Salient feature and design concept of the project	Any other remarks
A	PRESENT	COMMITMENT									
В	PAST EX	PERIENCE									
	(Signature)										
Pla	Place: (Printed Name)										
	(Designation)										
Da	Date: (Common Seal)										



FORM-C

(On the Letter Head of the Bidder)

AUDITED FINANCIAL INFORMATION FOR THE LAST THREE FINANCIAL YEARS

Proposa	il No.:	Date:					
a.	Legal name of the Bidder.						
b.	Date of incorporation.						
C.	Registered office address.						
d.	Bidder's share capital employed in the business.						
e.	Turnover of the Bidder in last three financial years:						
	• 2019-2020						
	• 2018-2019						
	• 2017-2018						
f.	Profit (before tax) earned by the Bidder in last three financial years:						
	• 2019-2020						
	• 2018-2019						
	• 2017-2018						
Note: A	l Il the above documents shall be duly certified by banks/auditors	s, as the case may be.					
Place:	(Signature)ee:						
Date:	(Printed Name)						
	(Designation)						
	(Common Seal)						



FORM-D

DELETED



FORM-E

PROFORMA FOR PRE-BID QUERIES

Proposal N	No.:					Date:
SI. No.						
	Part / Vol.	Page No.	Clause No.	Subject		
					(Signature)	
Place:				(Printed Name) (Designation)		
Date:						
					(Common Seal)	



FORM-F

(On the Letter Head of the Bidder)

BID PROPOSAL LETTER

Proposal No.:	Date:
---------------	-------

To ONGC Tripura Power Company Limited, 6th Floor, A-Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019

Ph: +91-11-26402100 Fax: +91-1126227532

Subject: Proposal for Operation and Maintenance of Data Centre and IT Infrastructure Setup at Delhi Office and Palatana Plant

Dear Sirs,

- 1. We, the undersigned Bidder, having read and examined in detail the Bidding Document including amendment numbers. (*Insert Amendment Numbers, if any*) of the above package issued by ONGC Tripura Power Company Limited, (**OTPC**) New Delhi, the receipt of which is hereby duly acknowledged, hereby propose to provide all the services specified in Bidding Document and fulfil all contractual obligations in conformity with the said Bidding Document.
- 2. We are enclosing herewith our Bid with formats duly signed as desired by you in the Notice Inviting Bids (NIB) and Instructions to Bidder (ITB) for your consideration.
- 3. It is confirmed that our Bid is consistent with all the requirements of submission as stated in the NIB, ITB and subsequent communications from OTPC.
- 4. We confirm that no variation or deviation has been considered in our proposal except those specified in Form-G and Form-H.
- 5. We agree to abide by this Bid for a period of 180 (one hundred eighty) days from the date fixed for opening of Unpriced Techno-Commercial Bid under Clause 2.0 (k) of NIB and it shall remain binding upon us and may be accepted at any time before expiration of that period.



- 6. In the event our proposal is accepted, we agree to furnish Contract Performance Guarantees in the manner acceptable to OTPC and for the sum equal to 10% (ten percent) of the contract price within 15 (fifteen) days from the date of Letter of Award.
- 7. We declare that total price quoted by us in Form-1 (Schedule of Price) in INR is for the entire scope of work stipulated in Bidding Document.
- 8. We understand that you are not bound to accept the lowest or any bid you may receive.
- 9. We hereby unconditionally and irrevocably agree and accept that the decision made by OTPC in respect of any matter regarding or arising out of the NIB and ITB shall be binding on us. We hereby expressly waive any and all claims in respect of this process.
- 10. We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this Bid and execute the Contracts, in the event of our selection as Successful Bidder.
- 11. The information submitted in our Bid is correct and we would be solely responsible for any errors or omissions in the Bid.
- 12. We hereby declare that (i) only the persons or entities interested in this proposal as principals are named under the Bid and that no other company, persons or firms other than those mentioned in the Bid have any interest in this proposal or in the Contract to be entered into, if the award is made on us; and (ii) this proposal is made without any connection with any other person, firm or party likewise submitting a proposal and that this proposal is in all respect for and in good faith, made without indulging in any Corrupt Practice, Fraudulent Practice, Coercive Practice, Collusive Practice or Obstructive Practice.

(Signature) _____

13.	The details of the contact person for the purposes of the Bid:				
	Name	:			
	Designation	:			
	Company	:			
	Address	:			
	Phone no.	:			
	Fax no.	:			
	E-mail address	:			
Signe	d this	day of	_, 2021		
Thank	king you, we rema	ain,			
			Yours faithfully,		



(Printed Name) _	
(Designation)	
(Common Seal) _	

Address of Incorporation:

Date:

Address of the Principal Officer:



Date:

FORM-G

SCHEDULE OF TECHNICAL DEVIATION

- 1. Deviations to Bidding Document, if any, shall be indicated only in this schedule.
- 2. Deviations listed elsewhere shall be ignored.
- 3. No printed terms & conditions shall be considered.

SI. No.	Section	Clause No.	Page No.	Description as specified	Deviation taken	
Place:				(Signature)		
(Printed Name)						

(Designation) _____

(Common Seal) _____



FORM-H

SCHEDULE OF COMMERCIAL DEVIATION

- 1. Deviations to Bidding Document, if any, shall be indicated only in this schedule.
- 2. Deviations listed elsewhere shall be ignored.
- 3. No printed terms & conditions shall be considered.

SI.	Section	Clause No.	Page No.	Description as specified	Deviation taken	
No.						
		<u> </u>	<u> </u>			
Dina				(Signature)		
Place	ei.					
Date:				(Printed Name)		
				(Designation)		
				(Common Seal)		



FORM-I

[ON THE LETTERHEAD OF THE BIDDER]

UNDERTAKING ON BID VALIDITY PERIOD

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A –Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Ref: Tender No	
Dear Sir,	
We recognise that the Notice Inviting Bids (NIB) and the condition that the Bid would be kept open in its a period of 180 (one hundred eighty) days from the Bid stated in the NIB and its extension, if any. We foregarded as an unconditional and absolute accepts Accordingly, we hereby undertake that the Bid shall of 180 (one hundred eighty) days from the date of stated in the NIB or any extension thereof.	original form without variation or modification for e date of opening of Unpriced Techno-Commercial further confirm that the making of the Bid shall be ance of this condition of the NIB and ITB by us. be kept open and be valid for the required period
If we, the Bidder, fail to honour the above terms Limited shall without prejudice to any other rights it unfettered right to encash the Bid Security submit Security shall stand forfeited.	may have, also have an unqualified, absolute and
Place:	(Signature)
Dato	(Printed Name)
Date:	(Designation)
	(Common Seal)



FORM-J

[ON THE LETTERHEAD OF THE BIDDER]

LETTER OF ACKNOWLEDGEMENT OF RECEIPT OF BIDDING DOCUMENT

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A –Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Ref: Tender No("For the said tender on purchase ("Bidding Docu	Tender") and all the bidding documents issued to us ment ").
Dear Sir,	
for operation and maintenance of Data Centre	edge receipt of a complete set of Bidding Document e and IT Infrastructure Setup at Delhi Office and company Limited (OTPC) for our use in preparing the
	in OTPC's office at 6 th Floor, IFCI Tower, 61, Nehru [This should be the date .
organization and further that the specifications property of OTPC and shall be returned upon de	ing Document shall be kept confidential within our s and text of Bidding Document shall remain the emand by OTPC, and the said documents are to be ublication i.e., to make the bid in response to the
Yours faithfully,	
Place:	(Signature)
Data	(Printed Name)
Date:	(Designation)
	(Common Seal)



FORM-K

[ON THE LETTERHEAD OF THE BIDDER] PROFORMA FOR LETTER OF AUTHORITY

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A –Wing, IFCI Tower 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Ref: Tender No(th	ne " Tender")
Dear Sir,	
(Name (s), position held and address) is/are autifor operation and maintenance of Data Centre Plant of ONGC Tripura Power Company Limited the contracts, sign and submit the bid and all rel OTPC, represent us in all matters before OTP connection with our bid. A board resolution authorising Mr.	do hereby confirm that Mrhorized to represent us in connection with the Tender and IT Infrastructure at Delhi Office and Palatana (OTPC) inter alia to tender, negotiate and conclude lated documents and provide information/response to PC, and generally deal with OTPC in all matters in (Name (s), position held and address) in (Name that we shall be bound by whatsoever
Yours faithfully,	
Place:	(Signature)
	(Printed Name)
Date:	(Designation)
	(Common Seal)

Note:

1. This letter of authority should be signed by the director or company secretary or any other authorised person and having a power of attorney or a board resolution (power of attorney/board resolution shall be annexed) to bind such Bidder.



Annexure-1

Format for Board Resolutions

The Board, after discussion, at the duly convened meeting on (Insert date), with the consent of the Directors present and in compliance of the provisions of the Companies Act, 1956, passed the following resolution:
RESOLVED THAT Mr/Msbe and is hereby authorized to do on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for operation and maintenance of Data Centre and IT Infrastructure at Delhi Office and Palatana Plant including signing and submission of our bid and all related documents and providing information/clarification, representing us in all matters before ONGC Tripura Power Company Limited (OTPC), and generally dealing with OTPC in all matters in connection with our bid for the said operation and maintenance of Data Centre and IT Infrastructure at Delhi office and Palatana Plant, Tripura.
Certified true copy
(Signature, Name and stamp of Company Secretary / Director)

Note:

- 1 This certified true copy should be submitted on the letter head of the Bidder, and should be signed by the company secretary/director of the Bidder.
- This format may be modified only to the limited extent required to comply with the local regulations and laws applicable to a foreign entity submitting this resolution. For example, reference to Companies Act, 1956 may be suitably modified to refer to the laws applicable to the entity submitting the resolution. However, in such case, the foreign entity shall submit an unqualified opinion issued by the legal counsel of such foreign entity, stating that the Board resolutions are in compliance with the applicable laws of the respective jurisdictions of the issuing company and the authorizations granted therein are true and valid.



Form-L

TECHNICAL APPROACH & METHODOLOGY FOR OPERATION AND MAINTENANCE OF DATA CENTRE AND IT INFRASTRUCTURE AT DELHI OFFICE AND PALATANA PLANT

Technical approach, methodology and work plan are key components of the Bid. You are suggested to present your proposal (around 5 (five) pages, inclusive of charts and diagrams) divided into the following three chapters:

- a. Technical approach and methodology;
- b. Work plan; and
- c. Organization and staffing.

Technical Approach and Methodology:

In this chapter Bidder should explain its understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output. Bidder should highlight the problems it thinks to be addressed and their importance, and explain the technical approach it would adopt to address them. It should also explain the methodologies it proposes to adopt and highlight the compatibility of those methodologies with the proposed approach.

Work Plan:

In this chapter, Bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of services under the Bidding Document and ability to translate them into a feasible working plan in relation with proposed organization chart to be deployed by the Bidder.

Organization and Staffing:

In this chapter Bidder should propose the structure and composition of its team. It should list the main disciplines of the assignment, the key expert responsible and proposed technical and support staffs.



FORM-M

PROFORMA OF BANK GUARANTEE FOR BID SECURITY

(To be stamped in accordance with Stamp Act)

Bank Guarantee No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Dear Sirs,	
office at (hereinafter referred inconsistent with the context or meaning consideration of Bidder submitting its Bid in Power Company Limited (hereinafter refer inconsistent with the context or meaning the and maintenance of Data Centre and IT I	client
meaning thereof, include its successors a unconditionally guarantee and undertake to written demand in any form, for claim arising demur, reservation, contest, recourse or p demand made by OTPC on the Bank under the sentitled to demand payment thereof from the sentitled to demand payment thereof sentitled to demand payment the sentitled to demand payment thereof sentitled to demand payment the sentitled to dem	expression shall, unless inconsistent with the context or nd assigns) do hereby unequivocally, irrevocably and o pay to OTPC, the Amount, immediately on receipt of ng up to the End Date ¹ (as defined below) without any rotest and without any reference to Bidder. Any such his Guarantee shall be (a) conclusive evidence that OTPC the Bank pursuant to Bid; and (b) binding on the Bank, in between OTPC and the Bidder or any dispute pending
and including [, 20] (such date terminable by notice or any change in the coother reasons whatsoever and our liability	limited to the Amount and it shall remain in force up to as may be extended, the "End Date ¹ " and shall not be onstitution of the Bank or the terms of the Bid or by any hereunder shall not be impaired or discharged by any is made, given, or agreed with or without our knowledge der in connection with the Bid.
The End Date shall be extended from time	to time for such period as may be desired by OTPC and

accepted by the Bidder on whose behalf this Guarantee has been issued. However, this Guarantee shall not otherwise be amended, and the Amount shall not be reduced without the prior written consent of OTPC. The Bank hereby agrees to notify OTPC in writing by registered mail not less than

 $^{^{\}scriptscriptstyle 1}$ The End Date should be a date which is 210 (two hundred and ten) days from the date of opening of the Unpriced Techno-Commercial Bid.



30 (thirty) days prior to expiration of this Guarantee if for any reason this Guarantee will expire according to its terms and the validity of this Guarantee has not been extended beyond the then current End Date. This Guarantee shall expire on the End Date whether returned to us or not, but, OTPC may raise a claim occurred on or prior to End Date on Bank within two months of End Date of this Guarantee and Bank will honour such claim(s), and no claims will be honoured thereafter.

The Bank expressly agrees that OTPC, at its option, shall be entitled to enforce this Guarantee against the Bank as a principal debtor in the first instance without proceeding against the Bidder and notwithstanding any security or other guarantee OTPC may have in relation to the Bidder's liabilities. This Guarantee shall be interpreted in accordance with the laws of India and the courts at Delhi shall have exclusive jurisdiction.

The Bank represents that this Guarantee has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Bank in the manner provided herein.

This Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Bank.

Dated this day of, 2021 at	
WITNESS	
(Signature)	(Signature)
(Name)	(Name)
(Official Address)	(Designation with Bank stamp)
	Attorney as per Power of Attorney
	No
	Dated

Note: Currency of this Bank Guarantee shall be INR (Indian Rupees). This Bank Guarantee shall be provided under a cover letter from the bank which is duly signed by 2 (two) authorized officers of such bank.



FORM-N

[ON THE LETTERHEAD OF THE BIDDER] DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITION

Proposal No.:	Date:
To ONGC Tripura Power Company Limited 6th Floor, A –Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	I,
Ref: Tender Notender on purchase (" Bidding Document "	and all the bidding documents issued to us for the said
Dear Sir,	
site for operation and maintenance of Data Plant as referred in the Bidding Document Site (as defined under the Bidding Docume the law and order and other conditions prabove information is true and correct and knowledge of Site conditions.	hereby declare and confirm that we have visited the Centre and IT Infrastructure at Delhi Office and Palatana and acquired full knowledge and information about the ent) condition including wage structure, industrial climate, revalent at and around the Site. We further confirm that we shall not raise any claim of any nature due to lack of a detailed in Bidding Document in accordance with terms
Yours faithfully,	
Place:	(Signature)
	(Printed Name)
Date:	(Designation)
	(Common Seal)



FORM-P

[ON THE LETTERHEAD OF THE BIDDER] <u>DISCLOSURE OF RELATIONSHIP</u>

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A –Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Ref: Tender No	
Dear Sir,	
	hereby submit the following information pertaining to with ONGC Tripura Power Company Limited (OTPC).
Tick anyone as applicable.	
1. The Director(s) of our company DO NO	Γ HAVE any relatives employed in OTPC.
2. The Director(s) of our company HAVE is below:	relatives employed in OTPC and their particulars are as
i	
ii	
3. For the purpose of this disclosure, 're under Section 6 of the Companies Act,	elative' shall have the meaning prescribed to such term , 1956.
Yours faithfully,	
	(Signature)
Place:	(0.3)
	(Printed Name)
Date:	(Designation)
	(Common Seal)
	(Collinion Seal)



FORM-Q

[ON THE LETTERHEAD OF THE BIDDER]

DECLARATION BY THE BIDDER OF COMPLIANCE WITH TENDER SPECIFICATION

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A-Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Ref: Tender Notender on purchase (" Bidding Document ").	and all the bidding documents issued to us for the said
Dear Sir,	
through and understood the Bidding requirements/specifications mentioned therein	hereby declare and confirm that we have gone Document including financial and technical n. Our Unpriced Techno-Commercial Bid and Price Bid nce with the requirements stipulated in the Bidding orm-G and Form-H.
Yours faithfully,	
Place:	(Signature)
	(Printed Name)
Date:	(Designation)
	(Common Seal)



FORM-R

[On the letter head of Bidder]

FORMAT FOR DISCLOSURE

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A –Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax:+91-1126227532	
Ref: Tender Notender on purchase (" Bidding Document ").	and all the bidding documents issued to us for the said
Dear Sir,	
We hereby declare that our Affiliates are not s	eparately participating in this bidding process.
is found to be incorrect, our Bid will be reject	is true and correct. We are aware that if at any stage it ted and if Letter of Award has been issued or Contracts and any bank guarantees submitted by us till that stage TPC.
Capitalised terms used in this certificate but n under the Bidding Document.	ot defined herein shall have the meaning given to them
Yours faithfully,	
Place:	(Signature)
	(Printed Name)
Date:	(Designation)
	(Common Seal)



FORM-S

[ON THE LETTERHEAD OF THE AUDITOR]

CERTIFICATE FROM STATUTORY/REPUTED AUDITOR FOR FINANCIAL CAPACITY OF THE BIDDER

Proposal No.:	Date:
To ONGC Tripura Power Company Limited, 6th Floor, A –Wing, IFCI Tower, 61, Nehru Place, New Delhi - 110019 Ph: +91-11-26402100 Fax: +91-1126227532	
Ref: Tender Notender on purchase (" Bidding Document ").	and all the bidding documents issued to us for the said
Dear Sir,	
[insert name of the Bidder] we have verified [insert name of the Bidder] and certify that the same of the Notice Inviting Bids dated [4] on 31 March, 2020 (or if the Bidder follows a	[insert name of the Bidder]/an auditor acting for
Capitalised terms used in this certificate but n under the Bidding Document.	ot defined herein shall have the meaning given to them
Yours faithfully,	
Place:	
Dato	
Date:	

Signature and Stamp of the Statutory/Reputed Auditor



FORM-T

DELETED



FORM-U

[On the letter head of Bidder]

FORMAT FOR GUARANTEED PERFORMANCE PARAMETERS

Propos	sal No.:		Date:
То			
6th Fl 61, No New I Ph: +	C Tripura Power Company Limited, loor, A -Wing, IFCI Tower, ehru Place, Delhi - 110019 91-11-26402100 -91-1126227532		
	ender No on purchase (" Bidding Document ")		ocuments issued to us for the said
Dear S	Sir,		
at Del	ereby declare that the following perform Thi Office and Palatana Plant are gu The Test to be conducted by us:	•	
SI	Performance Parameters		Value (in Percentage)
1.0	Availability during 1st Operating Year		
2.0	Availability during 2 nd Operating Year	r	
Yours Place	faithfully,	(Signature) _	
Date:			ne)



Proposal No.:

FORM-V

(On the Letter Head of the Bidder)

MANPOWER MOBILIZATION PLAN

Date:

SI	Category of	Months from Effective Date		
	Manpower	0-12		13-24
A.	Operation & N	eration & Maintenance Services		
	l	1		
our/	s faithfully,			
Plac	e:		(Signa	ture)
			(Printe	ed Name)
Date: (Designation)				

(Common Seal) _____



FORM-W

DELETED



FORM-X

DELETED