

Instructions for filling up Price Schedule (Form 1-A, 1-B, 1-C, 1-D, & 1-E)

1. The total price as quoted in Form 1-A of the Bidding Document shall include the cost of all services, taxes and duties respectively as included in the scope of services as stipulated in the Bidding Document and to complete the scope of services contemplated by the Bidding Document irrespective of whether all the items for services are categorically listed out/brought out elsewhere or not.
2. The Bidder shall note that this is not an item rate contract. All the services which are deemed to be performed and executed by the Bidder as stipulated in the Bidding Document and its cost thereof must be covered suitably and appropriately assigned to various available heads and categories.
3. Unless additional requirements are made (not contemplated by the Bidding Document), total payments to be made to the Bidder shall be limited to quoted Contract Price.
4. Obligation of the Bidder under the Contracts is not limited to the quantities that the Bidder may indicate in the schedule of break-up of prices in its Bid (in Form 1-B). Bidder shall carry out entire scope of works as specified in Bidding Document within the quoted lump sum price as included in schedule of prices under Form 1-A in the Bid .
5. Quoted price including unit prices shall remain fixed and firm and shall not be subject to any change whatsoever including those on account of change in currency exchange rate
6. Prices quoted by the Bidder shall also include cost of any other services/supplies/work(s) not specifically mentioned in the Bidding Document but necessary for the safe, efficient and trouble free commissioning of the Facility.
7. The Contract Price quoted as above shall be inclusive of all inspection charges of all materials required under the Bidding Document.
8. The quoted prices in Form 1-A and Form 1-B shall be inclusive of all taxes and duties including Service Tax as applicable. Further, the Bidder shall indicate the amount of each component of tax, duty, levy, etc. separately in Form 1-C.
9. Price shall be quoted both in figures as well as in words in clear legible writing. In case of a discrepancy between the amount stated in figures and words, the amount quoted in words shall prevail.
10. The total prices shall be fixed till the expiry of term of the Contracts and are not subject to price variations.
11. Capitalised terms used in this Form but not defined shall have the meaning prescribed to them under the Bidding Document.
12. Bidder shall specify name of the company and sign and affix common seal on all pages of Price Bid. The 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.



FORM 1-A

PROFORMA FOR PRICE PROPOSAL

We, _____ the Bidder, propose to the ONGC Tripura Power Company Limited, New Delhi, India that we shall carry out the whole of services involved in connection with operation and maintenance of SAP ERP System at Delhi office and Palatana Plant, Tripura in India as indicated in the Bidding Document (Proposal No. _____).

The total price for providing services and supplies as defined in the Bidding Document, as also indicated in Form 1-B, shall be INR _____ (Indian Rupees _____).

Dated this _____ day of _____ [20__].

For and on behalf of _____ (Name of Bidder)

Address of head Office:

Signature _____

Name _____

Position held _____

Witnesses

1) Signature _____

Name _____

Position held _____

2) Signature _____

Name _____

Position held _____

[Affix Common seal here]

Note:

- 1) The lump sum price shown in Form 1-A and Form 1-B should be same.
- 2) The Bidder shall ensure that its Unpriced Techno-Commercial Bid does not indicate any prices.
- 3) In case of any mismatch in price specified in Form 1-A and price specified in Form1-B, then the price specified in Form 1-A in words shall be considered for evaluation, and the Bidder will submit the revised price prorated in Form 1-B again.



FORM 1-B

PROFORMA FOR PRICE BREAK-UP

SL. NO.	DESCRIPTION	QUANTITY	UNIT	UOM	UNIT PRICE (INR)	TOTAL PRICE IN FIGURES (INR)	TOTAL PRICE IN WORDS (INR)
I	TAKEOVER PHASE PRICE						
IA	Price for providing services as defined in Bidding Document during Takeover Phase of SAP ERP System from 00:00 hrs of 20 th April 2021 and ending on 24:00 hrs of 30 th April 2021	1	1	Lot			
IB	All applicable taxes, duties and levies on IA above.						
	Total Price: Takeover including Taxes, Duties and Levies (IA + IB)						
II	MAINTENANCE PHASE PRICE						
IIA	Price for operation & maintenance services of SAP ERP System at Delhi office and Palatana Plant for First Operating Year (period commencing on 00:00 hrs of 1 st May, 2021 and ending on 24:00 hrs of 30 th April, 2022)	1	1	Lot			
IIB	Price for operation & maintenance services of SAP ERP System at Delhi office and Palatana Plant for First	1	1	Lot			



SL. NO.	DESCRIPTION	QUANTITY	UNIT	UOM	UNIT PRICE (INR)	TOTAL PRICE IN FIGURES (INR)	TOTAL PRICE IN WORDS (INR)
	Operating Year (period commencing on 00:00 hrs of 1 st May, 2022 and ending on 24:00 hrs of 30 th April, 2023)						
IIC	All applicable taxes, duties and levies on IIA + IIB above.						
	Total Price: Maintenance phase including Taxes, Duties and Levies (IIA + IIB+IIC)						
III	TOTAL PRICE FOR TAKEOVER PHASE AND MAINTENANCE PHASE (in Figures) INR (I + II)						
IV	TOTAL PRICE FOR TAKEOVER PHASE AND MAINTENANCE PHASE (in Words) INR (I + II)						

1. The total price includes cost of all items included in the scope of Takeover Phase Services and Maintenance Phase services as stipulated in the Bidding Document.
2. In case of any mismatch in price specified in Form 1-A and price specified in Form 1-B, then the price specified in Form 1-A in words shall be considered for evaluation.
3. The bidder shall ensure that the price mentioned for the first year shall be at least 5 % (five percent) lesser than the price for the second year of operation and maintenance and similarly the price mentioned for the second year shall be at least 5 % (five percent) lesser than the price for the third year of operation and maintenance and so on.

(Signature) _____



Place:

(Printed Name) _____

(Designation) _____

Date:

(Common Seal) _____



FORM 1-C

PROFORMA FOR TAXES, DUTIES & LEVIES

Sl.	Description		Supply of Takeover Phase Services at Sl. No. IA (Form-1B)	Supply of Maintenance Phase Services at Sl. No. IIA to IIB (Form-1B)
A	GST			
A.1	Amount on which applicable (INR)			
A.2	Rate (%)			
A.3	Total GST (INR)			
B	Other taxes, duties & levies			
B.1	Amount on which applicable (INR)			
B.2	Rate (%)			
B.3	Total of other taxes, duties & levies (INR)			
C	Total – taxes, duties & levies (INR) (A+ B)		<i>Total must match with figures at IB (Form-1B)</i>	<i>Total must match with figures at IIC (Form-1B)</i>

Note:

1. In case any of the taxes, duties and levies applicable are shown as NIL and if these taxes, duties and levies are found applicable after opening of price bid, the same shall be to the account of the Bidder.

Place:

(Signature) _____

(Printed Name) _____

(Designation) _____

(Common Seal) _____

FORM 1-D

SCHEDULE OF PRICE FOR MANPOWER ADDITION / DELETION

Sl. No.	Category of Manpower	<u>1st year of operation</u>		<u>2nd year of operation</u>			
		<u>MAN-DAY RATE</u>		<u>MAN-DAY RATE</u>			
		(From taking over date -12 months)		(13-24 months)			
		<u>PRICE IN FIGURES(INR)</u>	<u>PRICE IN WORDS (INR)</u>	<u>PRICE IN FIGURES(INR)</u>	<u>PRICE IN WORDS (INR)</u>		
1	Consultant – MM						
2	Consultant – FICO						
3	Consultant – HCM						
4	Consultant - Plant Maintenance						
5	Consultant – BASIS						
6	Consultant – ABAP						

Note:

1. Above price is all inclusive including cost of mobilization, demobilization, transportation, accommodation, taxes, duties, visa, license fee, etc.
2. Above price is applicable for all personnel, Indian and expatriates.
3. Above price is payable for number of days service provided in a month on pro-rata basis.
4. Above price includes work includes overtime, working on holiday, working during shifts, working during day or night.
5. If during the term of the Operation & Maintenance Services Contract if any additional manpower is required to perform any additional services or if any reduction in manpower is required as per the terms of the Operation & Maintenance Contract then the price for such additional manpower or manpower reduction shall be determined on the basis of this schedule of price. Any such price adjustment shall be made on a yearly basis.
6. If during the term of the Operation and Maintenance Services Contract there is shortfall in manpower deployed at Site then the Contract Price payable for the absence period shall be reduced on the basis of this schedule of price.
7. The bidder shall ensure that the price mentioned for the first year shall be at least 5 % (five percent) lesser than the price for the second year of operation and maintenance and similarly the price mentioned for the second year shall be at least 5 % (five percent) lesser than the price for the third year of operation and maintenance and so on.



FORM 1-E

"OPTIONAL PRICE"

PROFORMA FOR PRICE BREAK-UP

SL. NO.	DESCRIPTION	QUANTITY	UNIT	SALES UNIT	UNIT PRICE (INR)	TOTAL PRICE IN FIGURES (INR)	TOTAL PRICE IN WORDS (INR)
I	MAINTENANCE PHASE PRICE (ON-SITE & OFF-SITE)						
IA	Price for operation & maintenance services of SAP ERP System at Delhi office and Palatana Plant for 3 rd Operating Year (From 25 to 36 Months)	1	1	Lot			
IB	All applicable taxes, duties and levies on IA above.						
IIA	Price for operation & maintenance services of SAP ERP System at Delhi office and Palatana Plant for 4 th Operating Year (From 37 to 48 Months)	1	1	Lot			
IIB	All applicable taxes, duties and levies on IIA above.						
	Total Price: Maintenance Phase including Taxes, Duties and Levies (IA + IB + IIA + IIB)						
	"OPTIONAL PRICE"						

1. The total price includes cost of Maintenance Phase services as stipulated in the Bidding Document and shall be valid till April-2023.
2. In case of any mismatch in price specified, then the price specified in in words shall be considered for evaluation.



3. Rate at Sl. No. I to II above is **"OPTIONAL PRICE"**.

Place:

(Signature) _____

(Printed Name) _____

(Designation) _____

Date:

(Common Seal) _____