

**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 materials and all item of work, services, taxes and duties respectively as included in the scope of supplies and services as stipulated in the Bidding Document and to complete the scope of supplies and services contemplated by the Bidding Document irrespective of whether all the items for supply and 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 and supplies which are deemed to be performed, executed and supplied 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, 1-D & 1E). 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, Form 1-B and Form 1-D shall be inclusive of GST, sales tax, VAT, excise duty, customs duty, service tax, Tripura VAT, Octroi, etc. as applicable. The quoted prices shall take into account the Deemed Export. 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 services for Data Centre and IT Infrastructure 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 \_\_\_\_\_ [2021].

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 price in Form 1-B again.

**FORM 1-B**

**PROFORMA FOR PRICE BREAK-UP**

<b>Sl. No.</b>	<b>Description</b>	<b>PRICE IN FIGURES (INR)</b>	<b>PRICE IN WORDS (INR)</b>
I	<b>TAKEOVER PHASE PRICE</b>		
IA	Price for providing services as defined in Bidding Document during Takeover Phase of Data Centre & IT Infrastructure at Delhi office and Palatana Plant		
IB	All applicable taxes, duties and levies on IA above.		
	<b>Total Price: Takeover Phase Services including Taxes, Duties and Levies (IA + IB)</b>		
II	<b>OPERATION &amp; MAINTENANCE PHASE PRICE</b>		
IIA	Price for operation & maintenance services of Data Centre and IT Infrastructure at Delhi office and Palatana Plant for two (02) Years of operation (From the date of taking over of the facility to 24 Months)		
IIB	All applicable taxes, duties and levies on IIA above.		
	<b>Total Price: Operation &amp; Maintenance phase including Taxes, Duties and Levies (IIA + IIB)</b>		
III	<b>TOTAL PRICE FOR TAKEOVER AND OPERATION &amp; MAINTENANCE PHASE (in Figures) INR ( I + II)</b>		
IV	<b>TOTAL PRICE FOR TAKEOVER AND OPERATION &amp; MAINTENANCE PHASE (in Words) INR ( I + II)</b>		

**Notes**

1. The total price includes cost of all items included in the scope of services and operation & maintenance 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.



**Place:**

**(Signature)** \_\_\_\_\_

**(Printed Name)** \_\_\_\_\_

**(Designation)** \_\_\_\_\_

**Date:**

**(Common Seal)** \_\_\_\_\_



FORM 1-C

PROFORMA FOR TAXES, DUTIES & LEVIES

Sl.	Description		Takeover Phase Services at Sl. No. IA ( Form-1B)	Operational Phase Services at Sl. No. IIA ( Form-1B)
<b>A</b>	<b>Goods &amp; Service Tax</b>			
A.1	Amount on which applicable (INR)			
A.2	Rate (%)			
A.3	Total Goods & Services Tax (INR)			
<b>B</b>	<b>Other taxes, duties &amp; levies</b>			
B.1	Amount on which applicable (INR)			
B.2	Rate (%)			
B.3	Total of other taxes, duties & levies (INR)			
<b>C</b>	<b>Total – taxes, duties &amp; levies (INR) (A+ B)</b>		<i>Total must match with figures at IB ( Form-1B)</i>	<i>Total must match with figures at IIB ( 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**

<b>Sl. No.</b>	<b>Category of Manpower</b>	<b><u>1<sup>st</sup> year of operation</u></b> <b>(From taking over date -12 months)</b>		<b><u>2<sup>nd</sup> year of operation</u></b> <b>(13-24 months)</b>	
		<b><u>PRICE IN FIGURES(INR)</u></b>	<b><u>PRICE IN WORDS (INR)</u></b>	<b><u>PRICE IN FIGURES(INR)</u></b>	<b><u>PRICE IN WORDS (INR)</u></b>
<b>A</b>	<b>Support Services:</b>				
1	Windows Server Administrator for AD, DNS, DHCP, Exchange Server, Email Gateway etc.				
2	SUSE Linux Server Administrator				
3	Network Administrator				
4	Security Administrator				
5	Helpdesk Management				
6	Storage & Backup Administrator				
7	Enterprise Management System (EMS) Administrator				
8	Microsoft Exchange & Email Administrator				
9	E-Mail Gateway Anti-spam & Anti-virus				
10	Data Centre Facility & BMS				



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 course of the O&M Contract if any additional manpower is required to perform any additional services as per the terms of the O&M Contract then the price for such additional manpower shall be determined on the basis of this schedule of price. Any such price adjustment shall be made on a yearly basis.
6. 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**

**BILL of QUANTITY (BoQ) & UNIT PRICES**

<b>Sl. No.</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
I	<b>MANPOWER PRICE (ON-SITE &amp; OFF-SITE)</b>					
IA	1 <sup>st</sup> Year (from the date of taking over of the facility to 12 months) Manpower Price	1 <sup>st</sup> Year manpower price for operation & maintenance services of the data centre and IT infrastructure	1	Lot		
IB	2 <sup>nd</sup> Year (from 13 to 24 months) Manpower Price	2 <sup>nd</sup> Year manpower price for operation & maintenance services of the data centre and IT infrastructure	1	Lot		

**Notes**

1. The total price includes cost of all items included in the scope of supply, services and operation & maintenance 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.





**Place:**

**Date:**

**(Signature)** \_\_\_\_\_

**(Printed Name)** \_\_\_\_\_

**(Designation)** \_\_\_\_\_

**(Common Seal)** \_\_\_\_\_