FORM-A

(On the Letter Head of the Bidder)

BIDDER'S PROFILE

Proposal 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 / Consortia	
4	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. Managers b. Supervisors, Drivers; c. Others.	
7	Has the Bidder ever abandoned the awarded contract for Vehicle Hiring Services before its completion? If so, give details including reasons for abandonment.	

8	Has the Bidder ever been debarred/black-listed 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.	

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

Note:

(i) In case of an Indian company, company 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-B

(On the Letter Head of the Bidder)

SCHEDULE OF PRESENT COMMITMENT AND PAST EXPERIENCE

Proposal No.: Date:

Sl. 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 of the project	Any other remarks
A	PRESENT COMMITMENT										
B	PAST EXPERIENCE										

(Signature) _____

Place: **(Printed Name) _____**

(Designation) _____

Date: **(Company seal) _____**

FORM-C

(On the Letter Head of the Bidder)

AUDITED FINANCIAL INFORMATION FOR THE LAST THREE FINANCIAL YEARS

Proposal 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: • 2023-2024 • 2024-2025 • 2025-2026	
f.	Profit (before tax) earned by the Bidder in last three financial years: • 2023-2024 • 2024-2025 • 2025-2026	

Note: All the above documents shall be duly certified by banks/auditors, as the case may be.

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

FORM-D

(On the Letter Head of the Bidder)

VEHICLE MOBILIZATION PLAN

Proposal No.: Date:

Sl. No.	Make & Model of Vehicle	Name of Owner of the Vehicle	Quantity proposed to be deployed at OTPC	Proposed time of deployment

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

Note:

(i) Company 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-E

PROFORMA FOR PRE-BID QUERIES

Proposal No.:

Date:

Sl. No.	Reference of Bidding Document				Bidder's Query
	Part / Vol.	Page No.	Clause No.	Subject	

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

FORM- F

(On the Letter Head of the Bidder)

BID PROPOSAL LETTER

Proposal No.: **Date:**

To
ONGC Tripura Power Company Limited,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Subject: **Proposal for vehicle hiring services at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura.**

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 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 Price Bid in INR is for the entire scope of Service stipulated in Bidding Document.

8. We hereby unconditionally and irrevocably agree and accept that OTPC can split the scope of Services and issue the Contract to more than one bidders at its sole discretion. Any claim, demand, clarification whatsoever in this regard shall not be admissible by OTPC.

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

10. 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.

11. 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.

12. The information submitted in our Bid is correct and we would be solely responsible for any errors or omissions in the Bid.

13. We hereby unconditionally and irrevocably agree and accept that the decision made by OTPC in respect of termination of the Contract due to non-compliance to the provisions of the Contract arising out of the NIB/Contract conditions shall be binding on us. We hereby expressly waive any and all claims in respect of this process.

14. 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.

15. The details of the contact person for the purposes of the Bid:

Name :

Designation :

Company :

Address :

Phone no. :

Fax no. :

E-mail address :

Signed this _____ day of _____, 2026.

Thanking you, we remain,

Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

(Designation) _____

Date:

(Company seal) _____

Address of Incorporation:

Address of the Principal Officer:

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.

Sl. No.	Section	Clause No.	Page No.	Description as specified	Deviation taken

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company 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.

Sl. No.	Section	Clause No.	Page No.	Description as specified	Deviation taken

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

FORM-I

[ON THE LETTERHEAD OF THE BIDDER]

UNDERTAKING ON BID VALIDITY PERIOD

Proposal No.: Date:

To
ONGC Tripura Power Company Limited,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: Tender No. _____

Dear Sir,

We recognise that the Notice Inviting Bids (NIB) and Instructions to Bidder (ITB) is an offer made on the condition that the Bid would be kept open in its original form without variation or modification for a period of 180 (one hundred eighty) days from the date of opening of Unpriced Techno-Commercial Bid stated in the NIB and its extension, if any. We further confirm that the making of the Bid shall be regarded as an unconditional and absolute acceptance of this condition of the NIB and ITB by us. Accordingly, we hereby undertake that the Bid shall be kept open and be valid for the required period of 180 (one hundred eighty) days from the date of opening of Unpriced Techno-Commercial Bid as stated in the NIB or any extension thereof.

If we, the Bidder, fail to honour the above terms and conditions, ONGC Tripura Power Company Limited shall without prejudice to any other rights it may have, also have an unqualified, absolute and unfettered right to encash the Bid Security submitted along with our Bid and the amount for Bid Security shall stand forfeited.

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company 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,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: _____dated _____**("Tender")** and all the bidding documents downloaded by us for the said tender on purchase ("**Bidding Document**").

Dear Sir,

We, _____ hereby acknowledge receipt of a complete set of Bidding Document downloaded from the CPP Portal for _____at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura, of ONGC Tripura Power Company Limited (**OTPC**) for our use in preparing the bid for the Tender. No additional/deletion/correction has been made in the document downloaded.

We have noted the closing date of receipt of bid in OTPC's office at 10th Floor, Core-4 & central, Scope Minar, Laxmi Nagar, New Delhi- 1100092, India as ___ PM on _____**[*This should be the date mentioned in Article 2 of NIB]*** for the Tender.

We also declare that we have enclosed proof of remittance towards the cost of tender document and Bid Security, along with Technical bid and all other requisites, as mentioned in this bid document. In case at any stage, if it is found that the information given above is false or incorrect, OTPC shall have the absolute right to take any action as deemed fit without any prior intimation.

We shall ensure that the contents of the Bidding Document shall be kept confidential within our organization and further that the specifications and text of Bidding Document shall remain the property of OTPC and the said documents are to be used only for the purpose intended by their publication i.e., to make the bid in response to the Tender.
Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

FORM-K

[ON THE LETTERHEAD OF THE BIDDER]

PROFORMA FOR LETTER OF AUTHORITY

Proposal No.: Date:

To
ONGC Tripura Power Company Limited,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: Tender No. _____(the "**Tender**")

Dear Sir,

We, _____ do hereby confirm that Mr. _____ (Name (s), position held and address) is/are authorized to represent us in connection with the Tender for **vehicle hiring services** at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura of ONGC Tripura Power Company Limited (**OTPC**) *inter alia* to tender, negotiate and conclude the contracts, sign and submit the bid and all related documents and provide information/response to OTPC, represent us in all matters before OTPC, and generally deal with OTPC in all matters in connection with our bid.

A board resolution authorising Mr. _____ (Name (s), position held and address) in this behalf is attached to this letter as Annexure-1. We confirm that we shall be bound by whatsoever our said representative(s) shall commit.

Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company 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/Ms……be 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 **vehicle hiring services** at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura 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 **vehicle hiring services at 2 x 363.3 MW combined cycle power plant at Palatana, 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.

2 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-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,

10th Floor, Core 4 and Central,

SCOPE MINAR, Laxmi Nagar,

Delhi – 110092

Ph: +91-11-22404700

Fax: +91-11-22017731/22018831

Dear Sirs,

At the request and for the account of our client …….. having its registered office at ……. (hereinafter referred to as the "Bidder", which expression shall, unless inconsistent with the context or meaning thereof, include its successors and assigns), and in consideration of Bidder submitting its Bid in response to bidding documents issued by ONGC Tripura Power Company Limited (hereinafter referred to as the "OTPC", which expression shall, unless inconsistent with the context or meaning thereof, include its successors and assigns) for _____at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura under Tender No. …. ……. (hereinafter the "**Bid**") and the Bidder being required to provide a Bid Security to OTPC in an amount equal to [_____] (hereinafter the "**Amount**"),

we, _____, having our head office at _____ (hereinafter referred to as the "Bank", which expression shall, unless inconsistent with the context or meaning thereof, include its successors and assigns) do hereby unequivocally, irrevocably and unconditionally guarantee and undertake to pay to OTPC, the Amount, immediately on receipt of written demand in any form, for claim arising up to the End Date[1] (as defined below) without any demur, reservation, contest, recourse or protest and without any reference to Bidder. Any such demand made by OTPC on the Bank under this Guarantee shall be (a) conclusive evidence that OTPC is entitled to demand payment thereof from the Bank pursuant to Bid; and (b) binding on the Bank, in each case notwithstanding any difference between OTPC and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.

The Bank's liability under this Guarantee is limited to the Amount and it shall remain in force up to and including [_____, 20__] (such date as may be extended, the "End Date[1]" and shall not be terminable by notice or any change in the constitution of the Bank or the terms of the Bid or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge

[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.

or consent, by or between OTPC and the Bidder 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 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 _____, 2026___ at _____

WITNESS

(Signature)

(Name)

(Official Address)

(Signature)

(Name)

(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,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: Tender No. _____and all the bidding documents issued to us for the said tender on purchase ("**Bidding Document**").

Dear Sir,

We, _____ hereby declare and confirm that we have visited the Site for _____at 2 x 363.3 MW combined cycle power plant at Palatana, Tripura as referred in the Bidding Document and acquired full knowledge and information about the Site (as defined under the Bidding Document) condition including wage structure, industrial climate, the law and order and other conditions prevalent at and around the Site. We further confirm that above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

We hereby offer to provide the services as detailed in Bidding Document in accordance with terms and conditions thereof.

Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

FORM-P

[ON THE LETTERHEAD OF THE BIDDER]

DISCLOSURE OF RELATIONSHIP

Proposal No.: Date:

To
ONGC Tripura Power Company Limited,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: Tender No. _____

Dear Sir,

We, _____ hereby submit the following information pertaining to relatives of our Director(s) who are employed with ONGC Tripura Power Company Limited (OTPC).

Tick anyone as applicable.

1. The Director(s) of our company DO NOT HAVE any relatives employed in OTPC.

2. The Director(s) of our company HAVE relatives employed in OTPC and their particulars are as below:

   i. _____

   ii. _____

3. For the purpose of this disclosure, 'relative' shall have the meaning prescribed to such term under Section 6 of the Companies Act, 1956.

Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company 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,

10th Floor, Core 4 and Central,

SCOPE MINAR, Laxmi Nagar,

Delhi – 110092

Ph: +91-11-22404700

Fax: +91-11-22017731/22018831

Ref: Tender No. _____ and all the bidding documents issued to us for the said tender on purchase ("**Bidding Document**").

Dear Sir,

We, _____ hereby declare and confirm that we have gone through and understood the Bidding Document including financial and technical requirements/specifications mentioned therein. Our Unpriced Techno-Commercial Bid and Price Bid have been prepared accordingly in compliance with the requirements stipulated in the Bidding Document except for the deviations listed in Form-G and Form-H.

Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company seal) _____

FORM-R

[On the letter head of Bidder]

FORMAT FOR DISCLOSURE

Proposal No.: Date:

To
ONGC Tripura Power Company Limited,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: Tender No. _____ and all the bidding documents issued to us for the said tender on purchase ("**Bidding Document**").

Dear Sir,

We hereby declare that our Affiliates are not separately participating in this bidding process.

We further declare that the above statement is true and correct. We are aware that if at any stage it is found to be incorrect, our Bid will be rejected and if Letter of Award has been issued or Contracts have been signed, the same will be cancelled and any bank guarantees submitted by us till that stage will stand forfeited and will be encashed by OTPC.

Capitalised terms used in this certificate but not defined herein shall have the meaning given to them under the Bidding Document.

Yours faithfully,

(Signature) _____

Place:

(Printed Name) _____

Date:

(Designation) _____

(Company 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,
10th Floor, Core 4 and Central,
SCOPE MINAR, Laxmi Nagar,
Delhi – 110092
Ph: +91-11-22404700
Fax: +91-11-22017731/22018831

Ref: Tender No. _____ and all the bidding documents issued to us for the said tender on purchase ("**Bidding Document**").

Dear Sir,

In our capacity as statutory auditor of …….[*insert name of the Bidder*]/an auditor acting for ..... [*insert name of the Bidder*] we have verified the relevant statutory and other records of the …….. [*insert name of the Bidder*] and certify that the Net Worth of the …… [*insert name of the Bidder*], as defined in the Notice Inviting Bids dated [●] issued by ONGC Tripura Power Limited, is positive as on 31 March, 2026 (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).

Capitalised terms used in this certificate but not defined herein shall have the meaning given to them under the Bidding Document.

Yours faithfully,

Place:

Date:

Signature and Stamp of the Statutory/Reputed Auditor

(Company seal) _____