



Request for Proposal

for

Supply of Apple iPads with accessories to OPGC, Corporate Office, Bhubaneswar.

BID ID NO.: OPGC/CO/PROC/I-PAD/11092025

[11TH SEPTEMBER 2025]



ODISHA POWER GENERATION CORPORATION LIMITED

(A Government Company of the State of Odisha)

CIN: U40104OR1984SGC001429

Regd. Office: Zone A, 7th Floor, Fortune Towers, Chandrasekharapur, Bhubaneswar, Odisha 751023, INDIA.

CONTENTS

1.0	REQUEST FOR PROPOSAL	3
2.0	SCOPE OF WORK	3
3.0	QUALIFICATION REQUIREMENTS	4
4.0	BIDDING SCHEDULE.....	4
5.0	PROPOSAL SUBMISSION PROCESS	5
5.1.	Process in Brief.....	5
5.2.	Proposal Submission	5
6.0	BID SECURITY	6
6.1.	Bid Security to be submitted by Bidders.....	6
6.2.	Return of Bid Security	7
7.0	EVALUATION PROCESS	7
7.1.	Evaluation of Techno Commercial Proposal	7
7.2.	Evaluation of Price Proposal	7
7.3.	Award of Contract	8
8.0	GENERAL INSTRUCTIONS	8
9.0	STANDARDS.....	8
10.0	DELIVERY SCHEDULE & LD	8
11.0	PAYMENT TERMS	9
12.0	INDEMNITY	9
13.0	TERMINATION.....	9
14.0	FORCE MAJEURE	9
15.0	GENERAL GUIDELINES FOR THE BIDDERS.....	10
15.1.	Language	10
15.2.	Corrections and Erasures	10
15.3.	Submission Ownership.....	10
15.4.	Submission cost.....	10
15.5.	Proposal Validity Period	10
15.6.	Extension of Submission Date.....	10
15.7.	Ownership of Bids and Responses	10
15.8.	Details and Signature of Bidder	10
15.9.	Ethics	11
15.10.	Conflict of Interest	11
15.11.	Confidentiality	11
15.12.	False or Misleading Claims.....	11
15.13.	Right to Accept or Reject Any or All Proposal or to Annul the Bidding Process	12
15.14.	Governing Law and Arbitration.....	12
16.0	OPGC CONTACT ADDRESS AND INFORMATION	12
	APPENDIX-1: BID SECURITY FORMATS	13
	APPENDIX-2: COVERING LETTER	18
	APPENDIX-3: BIDDER DETAILS AND SUBMISSIONS	20
	APPENDIX-4: AUTHORIZATION LETTER TO BIDDER FROM OEM	21
	ANNEXURE-A: PRICE PROPOSAL FORMAT	22

1.0 REQUEST FOR PROPOSAL

Odisha Power Generation Corporation ("**OPGC**" or "**Owner**") invites Proposals (hereinafter referred as the "**RFP**") from OEM authorized Dealer/Distributor/B2B Partner/Channel Partner/Reseller (hereinafter referred as "**Bidder(s)**" or "**Agency(s)**") for "**Supply of Apple iPads with accessories to OPGC Corporate office, Bhubaneswar**" through on-line (single stage two envelope) Open Tender Bidding process at the Government e-Tender portal ("**e-Tender Portal**") at website <https://tendersodisha.gov.in> as per the scope stated herein.

Interested Bidders are requested to submit their Proposals along with their credentials and financial details, as per the enclosed formats and terms & conditions described herein.

2.0 SCOPE OF WORK

- a. Scope of the Work includes supply of thirteen (13) nos. of Apple iPad AIR with M3 chip (11") with all compatible accessories defined as under and delivery to OPGC Corporate Office, Bhubaneswar having configuration/specification as defined below.

Sl.	Description	Specification
A. Apple iPad Air		
1.	Brand/Make	Apple
2.	Quantity	13 nos.
3.	Model	iPad Air
4.	Chip	Apple M3 chip
5.	Size	11"
6.	Colour	Starlight
7.	Capacity	512 GB
8.	Back Camera	12MP Wide camera, f/1.8 aperture
9.	Front Camera	Landscape 12MP Center Stage camera, f/2.0 aperture
10.	Connectivity	Wi-Fi + Cellular (5G)
11.	Accessories	Charger Cable & Adapter
12.	Warranty	One year from the date of Invoice.
13.	Date of Manufacturing	On or after 1 st April 2025
B. Apple Magic Keyboard		
1.	Make/Model	Apple Magic Keyboard
2.	Quantity	13 nos.
3.	Colour	White
4.	Features	<ul style="list-style-type: none"> • 14 key function row • USB C connector for pass-through charging • Front and back protection for iPad • Floating cantilever design with adjustable viewing angles • Large glass trackpad
5.	Warranty	One year from the date of Invoice.
6.	Date of Manufacturing	On or after 1 st April 2025
C. Apple Pencil Pro		
1.	Make/Model	Apple Pencil Pro
2.	Quantity	13 nos.
3.	Colour	White
4.	Length	166 mm (6.53 inches)
5.	Diameter	8.9 mm (0.35 inches)
6.	Connectivity	Bluetooth

7.	Features	Magnetically attaches, pairs, and charges
8.	Warranty	One year from the date of Invoice.
9.	Date of Manufacturing	On or after 1 st April 2025

- b. The above scope includes supply of thirteen (13) nos. of brand new Apple iPads, Apple Magic Keyboards & Apple Pencil Pro compatible for the said iPads with all related accessories in the respective packets.
- c. Agency shall supply the materials with all features and specifications mentioned above otherwise it is not acceptable.
- d. Agency shall provide configuration support after supply of the Apple iPads and during handing over to OPGC.
- e. Any damage during the transit is the responsibility of the agency to replace it without any extra cost.
- f. The Bidder shall provide service support beyond the warranty period through specified service centers in Odisha. Beyond the warranty period, for any kind of repair/parts/services actual payment shall be made by OPGC.
- g. Agency must submit OEM Warranty certificates at the time of delivery of above specified Apple iPads, Apple Magic Keyboards and Apple Pencils.

3.0 QUALIFICATION REQUIREMENTS

Bidders shall meet the following Qualification Requirements to become a Qualified Bidder.

- i. Bidder shall be OEM authorized Dealer/Distributor/B2B Partner/Channel Partner/Reseller for trading Apple make Products in Odisha. *[Bidder to produce OEM Authorization for trading of the Apple make Products for the prevailing year]; AND*
- ii. Bidder shall have owned or collaborated with any Apple certified service center in Odisha.
- iii. Bidder should have inline experience in supplying similar products directly to any Organisation during last 5 years from proposal submission date. *[Copy of such Purchase/ Work Orders containing the scope of work issued by the client shall be enclosed]; AND*

Definition of similar products: - Similar products mean “any type of work related to supply of Apple iPads”.

- iv. Bidder should have average Annual Turnover of INR 30 Lakhs during the last three Financial Years i.e. FY22-23, FY23-24 & FY24-25. *[Bidder shall submit CA certified audited financial statements in support of this claim for the past Three (3) financial years]; AND*
- v. Bidder should not have been debarred/blacklisted by Government of Odisha & it's PSUs, Government of India & it's PSUs as on proposal submission date. *[Declaration shall be submitted by the Bidder at Covering Letter]; AND*
- vi. Bidder should have valid PAN and GST Registration Number. *[Bidder must submit copy of their PAN Card & GST registration certificate].*

The Bidders meeting the above mentioned qualification criteria shall be considered as Qualified Bidder and their Price Proposal shall be opened and evaluated further. Proposals of all the Bidders not meeting the above criteria shall be rejected. Bidders are required to provide detailed information/supporting documents with respect to compliance with the above criteria. Owner reserves the right to seek additional information/clarification/explanation wrt the document submission, if required.

4.0 BIDDING SCHEDULE

Particulars	Tender Timeline (Working Days)
Date of issuance of NIT	11 th September 2025
Start date of downloading RFP	11 th September 2025
Last Date of downloading of RFP	24 th September 2025

Particulars	Tender Timeline (Working Days)
Last Date of Submission of Techno Commercial Proposal & Price Proposal	24 th September 2025 by 18:30 Hrs. (IST)
Techno-Commercial Proposal Opening Date	25 th September 2025 at 12:30 Hrs. (IST)
Price Proposal Opening Date	To be intimated

If any of the above dates or further extension dates falls on Holiday or non-working day as defined in the e-Procurement Portal, then the same is to be rescheduled to the next working day.

5.0 PROPOSAL SUBMISSION PROCESS

5.1. Process in Brief

RFP Document may be downloaded by any interested Bidder from the e-Tender Portal <https://tendersodisha.gov.in> as per the specified schedule. The tender is invited under e-tendering process.

The Bidders can enroll themselves on the e-Tender Portal at website <https://tendersodisha.gov.in>. The use of Digital Signature Certificate ("DSC") Class-3 key is mandatory for e-tendering activities. Accordingly, Bidders should have DSC Class-3 key to participate in e-tendering. Bidders, if required, can obtain DSC Class-3 key from agencies authorized by the Government of India. Bidders are requested to visit the e-Tender Portal for reference to user manuals with detailed guidelines on registration and participation in the e-tendering process.

Bids/Proposals shall ONLY be submitted online at the e-Tender Portal on the website <https://tendersodisha.gov.in>. Hard copy of RFP document shall not be issued.

The Bidders meeting the Qualification Requirement specified under section 4.0 are required to submit their Techno Commercial Proposal and Price Proposal to Owner as per the Bidding Timeline specified under section 5.0 along with requisite Bid Security specified in section 7.0 of this RFP. First, Techno Commercial Proposal will be opened. The Techno Commercial Proposal will then be evaluated for responsiveness and compliance with the Qualification Requirement and other Techno Commercial requirement as specified under section 4.0 of this RFP.

This is a No Deviation Bid and Bidders are required to submit their bid without any deviation. Owner reserves its right to reject the Techno Commercial Proposal submitted by the Bidders, who have taken deviations to RFP, Scope and Commercial Terms & Conditions. Bidder will be asked to withdraw the deviation which are not acceptable to Owner without any extra price implication. Proposal with deviations, not acceptable to Owner unless withdrawn, shall be rejected. The Bidders complying the Qualification Requirement and satisfying the Techno Commercial requirements will be declared as **"Qualified Bidder"**.

The Price determination process shall commence thereafter as detailed in Section 8.2. Based on the outcome of the price determination process, Successful Bidder will be declared in accordance with terms of the RFP, accordingly Letter of Award (LOA) shall be issued to the Successful Bidder.

5.2. Proposal Submission

OPGC intends to conduct a competitive bidding process for selection of Agency. Bidders are required to submit their Proposals as follows.

A. TECHNO-COMMERCIAL PROPOSAL

Details to be submitted as per the format identified as Appendix-1 to Appendix-4 of this RFP along with details of Bid Security, supporting documents & unpriced Price Proposal copy mentioning the GST rate & status as Quoted against each line item.

B. PRICE PROPOSAL

Details to be submitted in online Price Bid BOQ (appropriate excel file) as per the format identified as Annexure-A of the RFP.

Bidder shall submit and upload their proposal (i) Techno-Commercial Proposal with electronic copy of Bid Security and (ii) Price Proposal on-line through Government e-procurement portal ("**e-Tender Portal**") at website <https://tendersodisha.gov.in>.

Hard copy documents in original of Bid Security Instrument: Insurance Surety Bond/Bank Guarantee/Demand Draft/Fixed Deposit Receipt and Authorization Documents / Power of Attorney shall be submitted, with clearly sealed, superscribed with tender name and indicating Bidder's name & address, to following address before Proposal Opening Date & Time. Owner will not be held responsible for any delay or loss or damage of bid documents during transit and in such events the bid stands rejected summarily. If above hard copy documents are not received before due date and time of the bid opening, it shall be declared nonresponsive.

GM (Contracts)

Odisha Power Generation Corporation Limited
Zone-A, 7th Floor, Fortune Towers, Chandrasekharapur,
Bhubaneswar -751023, Odisha, INDIA

6.0 BID SECURITY

6.1. Bid Security to be submitted by Bidders

- a. Bidder shall furnish the Bid Security of an amount of INR 26,000/- (Indian Rupees Twenty Six Thousand only) in the form of online payment in favour of OPGC or Account Payee Demand Draft (DD) in favour of OPGC or Fixed Deposit Receipt (FDR) in favour of OPGC or an irrevocable, unconditional and enforceable Insurance Surety Bond (ISB) from an Insurer or an irrevocable, unconditional and enforceable Bank Guarantee (BG) from a **scheduled commercial bank having a branch in Bhubaneswar and acceptable to OPGC** as per the formats specified in Appendix-1 and acceptable to OPGC. Bidders are advised to confirm the acceptability of the bank with the Owner before issuance of the Bid Security. The Bid Security (Online payment/DD/FDR/Insurance Surety Bond/Bank Guarantee) must be prepared before Bid Submission Date & Time otherwise Bid stands summarily rejected.
- b. The Bid Security in the form of Insurance Surety Bond/Bank Guarantee/Fixed Deposit Receipt shall be valid for a period of at least 60 days from the Proposal Submission Date as notified by OPGC and shall have additional claim period of 90 days, beyond the validity period. No Interest shall be payable by the Owner on Bid Security Amount.
- c. Non-submission of requisite Bid Security shall not be considered for further opening of the Techno Commercial Proposal. Submission of Bid Security of inadequate value and/or validity will not be acceptable and in such case Proposal submission of such Bidder shall be rejected. The Bid Security will be verified by OPGC with the issuing bank and if any discrepancy is found and not acceptable to OPGC, the Proposal submitted by the Bidder will be out rightly rejected.
- d. The Bid Security furnished by the Bidder shall be forfeited/invoked in following cases.
 - i. If a Bidder revokes, withdraws or modifies unilaterally its Techno-Commercial Proposal and/or Price Proposal during the period of their validity period;
 - ii. If, during evaluation of Price Proposals, OPGC ascertains that there is discrepancy in the Proposal price due to arithmetical error, and on communicating such error to the Bidder, the Bidder does not accept the proposed correction of in the Price Proposal;

- iii. If the Bidder refuses to withdraw any deviation, specified in the Price Proposal or in the Techno Commercial Proposal contrary to provision of RFP, without any cost to OPGC.
- iv. If the Bidder/its representative commits any fraud while competing for the Contract; or
- v. If, in the event that the Proposal validity period is extended by the Bidder, and the Bidder fails to comply with any condition of re-validation or confirmation or fails to deliver a replacement Bid Security within the timeframe notified by OPGC; or
- vi. If the Bidder does not withdraw the conditional Price Bid without any additional price implication; or
- vii. If the Bidder or his representatives commits any violation of the Section 7.0 of this RFP while participating in the Bidding Process.
- viii. In the case of Successful Bidder, if such Bidder fails within the specified time limit to:
 - a. furnish the acceptance of letter of award; or
 - b. fails to execute the Contract or fails to deliver the materials as per the scope of work of this RFP.
- ix. MSMEs are eligible to get the benefit of exemption from payment of Bid Security, provided the participating Bidders are registered as MSME under the classification “Wholesale of computers, computer peripheral equipment and software” or “Wholesale of electronic and telecommunications equipment and parts” and they should be registered as MSME Vendors under NSIC/ Udyog Aadhaar Category/DIC.

6.2. Return of Bid Security

OPGC will return the Bid Security as per following as applicable:

- a. The Bid Security of the Successful Bidder to whom a Contract is awarded, will be returned after successful delivery of materials as per the scope of work of this RFP by the said Bidder. Bid Security must be extended to cover such period as may be required till successful delivery of the material.
- b. The Bid Security of all unsuccessful Bidders will be returned at the earliest within thirty (30) days after declaration of the Successful Bidder.
- c. The Bid Security for the Bidders who do not meet the Qualification Requirement shall be returned at the earliest within thirty (30) days of the declaration of the Qualified Bidders.

7.0 EVALUATION PROCESS

7.1. Evaluation of Techno Commercial Proposal

The Techno-Commercial Proposals will be evaluated first for compliance with the requirement of this RFP including the scope of work specified in section 2.0 & 3.0. **Any deviations with respect to terms of this RFP shall lead to rejection.**

Techno Commercial Proposal of the Bidders, which are found acceptable, will be further reviewed and evaluated. Subsequently, Qualified Bidder shall be determined based on the provision specified in Qualification Requirement, Compliance and responsiveness of the Proposal and their Price Proposals shall be opened.

Save and except as provided in this RFP, the Owner shall not entertain any correspondences with any Bidder in relation to the evaluation of the Techno Commercial Proposal and determination of the Qualified Bidder.

7.2. Evaluation of Price Proposal

Price evaluation shall be done based on quoted Total Price quoted by the Bidder. Price Proposals of the Bidders complying the scope, quantity, specification, price proposal format shall only be considered for the evaluation. If any deviation found in the Price Proposal format, the said Proposal shall not be considered for the further evaluation.

The Successful Bidder shall be selected amongst the Qualified Bidders based on evaluated Lowest Total Price (L-1) basis.

Save and except as provided in this RFP, OPGC shall not entertain any correspondence with any Bidder in relation to the acceptance or rejection of any proposal.

7.3. Award of Contract

OPGC, at its sole discretion, shall declare Successful Bidder and appoint Successful Bidder to supply the items as per the scope of work by issuing Letter of Award (LOA). Successful Bidder shall provide the price break-up of each item (iPad, Keyboard & Pencil) complying to his total quoted price.

Owner reserves the right to award the contract to the Successful Bidder for entire work or any part. Owner also reserves the right to award the work to other Agency at its sole discretion.

Owner may accept or reject any offer or cancel the whole tendering process based on its sole discretion without assigning any reason thereof.

8.0 GENERAL INSTRUCTIONS

- a. The price quoted should be firm and inclusive of all Taxes and duties etc. including Goods and Service Tax (GST) and delivery at OPGC office. GST shall be paid against GST invoice.
- b. Procurement of 13 nos. of Apple iPads, Apple Magic Keyboards & Apple Pencils each are given in this RFP which is approximate in terms of quantities, the same may vary ± 2 nos. each while placing the Purchase Order.
- c. Proposal/Quote shall be valid for a period of thirty (30) days from the date of opening of proposal. 'No Price escalation on any ground whatsoever will be entertained during the period of validity of the offer.'
- d. Head (IT) or any other person as may be notified by OPGC in writing, shall be OPGC's Representative ("Officer-In-Charge" or "OIC") for the work specified herein.
- e. Owner reserves the right to cancel the Proposal/Order, in whole or in part, upon written notice to Seller if: in Owner's judgment, Seller fails to proceed expeditiously with delivery or performance; Goods or Services fail to conform to any warranties; Agency fails to perform or otherwise breaches this LOA; or an event occurs that has a material adverse impact on Owner's financial condition. In the event of any such cancellation, Owner reserves the right, without prejudice to any rights to refuse delivery of Goods or performance of Services.
- f. The proposal must have submitted as per the provision laid down in this RFP. Agencies must accept the terms and conditions mentioned in this RFP, failing which their bid shall not be considered for further evaluation.

9.0 STANDARDS

All standards to be followed shall adhere to Bureau of Indian Standards (BIS) specifications or other acceptable standards, IT and Cyber policies, regulatory standards and countrywide regulations and laws from time to time.

10.0 DELIVERY SCHEDULE & LD

All above specified Apple iPads, Apple Magic Keyboards & Apple Pencils along with all accessories shall be supplied by OEM authorized Agency within ten (10) working days from the date of issuance of Letter of Award (LOA) failing which LD @ INR 2,000/- per day and maximum upto INR 26,000/- will be applicable from the due date.

The above specified Apple iPads, Apple Magic Keyboards & Apple Pencils along with all related accessories shall be delivered to OPGC Corporate Office, 7th Floor, Fortune Towers, Chandrasekharpur, Bhubaneswar, Odisha 751023.

Agency shall ensure proper sealed packed, delivery and receipt of Apple iPads, Apple Magic Keyboards & Apple Pencils FOR OPGC Corporate Office, Bhubaneswar. OEM Sealed packs will be opened in the presence of OPGC representatives.

Agency to confirm the offered product to be delivered should not be jailbreak/tampered in any manner. If any discrepancy found in the supplied product, then OPGC shall forfeit the bid security and blacklist the bidder.

11.0 PAYMENT TERMS

100% payment shall be made after successful delivery & acceptance of all quantities of respective items and completion of job in all respect at OPGC Corporate Office.

Payment after statutory deductions and other deductions like taxes as applicable, duties, penalties, security deposit, advance payment etc. shall be released after due certification of the bills by the Officer-in-Charge within Seven (7) working days from the date of submission of GST invoice and other supporting documents correctly in all respect.

Payment would be processed after satisfaction of this office that supplied items match the specification ordered for.

No advance payment will be made in any case. No interest charges will be paid in case of delay in payment under any circumstances.

12.0 INDEMNITY

Bidder shall keep OPGC indemnified from all liabilities resulting out of this bidding process and execution of contract, if selected as successful bidder.

13.0 TERMINATION

In case of failure to submit the deliverables as mentioned in Section 3.0 above, the LOA shall be deemed terminated automatically.

14.0 FORCE MAJEURE

- a) Agency shall be liable for any delay in execution or failure of their respective obligations under LOA except for delay caused by occurrence of events beyond control of the Agency, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, pandemic, strikes, sabotage, order/ action or regulations of government, local or other public authorities.
- b) In case a Force Majeure situation arises, the Agency shall immediately notify OPGC in writing of such conditions and the cause thereof within five (5) days and prove that such event is beyond the control of the Agency and affect the execution of the LOA.
- c) If the effect of any events specified in this clause lasts for a continuous period of less than 3 (three) days, such events shall not be construed to be Force Majeure Event.

Notwithstanding the above, the decision of OPGC shall be final and binding on the Agency.

15.0 GENERAL GUIDELINES FOR THE BIDDERS

15.1. Language

The submissions prepared by the bidders, and all correspondence and documents relating thereto, shall be in the English language. English shall be the binding and controlling language for all matters relating to the meaning or interpretation of the RFP and submissions.

15.2. Corrections and Erasures

No erasures or over writings shall be permissible. Bidders shall clearly indicate changes using strike through and rewrite any required minor changes with clear approval signified by initials of the person(s) signing the submissions. All alterations, omissions, additions, changes or any other amendments made in the submissions shall be initialed by the person(s) signing the submissions.

15.3. Submission Ownership

Documents submitted by the Bidder shall become the property of OPGC and OPGC shall have no obligation to return the same to the Bidder.

15.4. Submission cost

The Bidder shall bear all costs and expenses associated with the preparation and submission of its proposal and OPGC shall under no circumstances be responsible or liable for any such costs.

15.5. Proposal Validity Period

All Proposals, not rejected for any other reason, shall remain valid for a period of thirty (30) Days from the respective Proposal Opening Date. Each Proposal shall indicate that it is a firm and irrevocable offer. Non-adherence to this requirement will be a ground for declaring the Proposal as non-responsive. In case of the Bidder revoking or withdrawing/ cancelling his Proposal, varying any term in regard thereof during the validity period of the RFP without the written consent of Owner, the Proposal submitted shall be liable for rejection.

15.6. Extension of Submission Date

OPGC may, at its sole discretion, decide to extend the Submission Date. In such a case, all rights of OPGC previously subject to the Submission Date will thereafter be subject to the new Submission Date.

15.7. Ownership of Bids and Responses

Without affecting any intellectual property rights, which may exist in a response to this RFP document, all responses submitted will become the property of the OPGC. Without limiting this section, the OPGC reserves the right to copy and reproduce responses for the purposes of evaluation, clarification, negotiation and/or Memorandum of Understanding execution and anything else related to these purposes. In addition, OPGC will retain (soft and hard) copies of all responses, evaluation, negotiation or such other materials as are required for the discharge of its legal obligations and in order to efficiently and effectively manage any Memorandum of Understanding entered into with a Bidder.

15.8. Details and Signature of Bidder

The Proposal shall contain the name, residence and place of business of person (s) making the Proposal and shall be signed by the Bidder with his usual signature. Bids by a company shall be signed by an authorized representative and a power of attorney/authorization on its behalf shall accompany the Proposal.

15.9. Ethics

Bidders are expected to observe the highest standard of ethics from RFP stage till execution of Contract and thereafter and not to indulge in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. OPGC reserves a right to carry out the relevant due diligence on the Bidder and seek information if required.

For the purposes of this provision, the terms used herein are defined as follows:

“corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in Contract execution;

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the OPGC and includes collusive practices among Bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificial, non-competitive levels and to deprive the Owner of the benefits of competition;

“coercive practice” means impairing or harming or threatening to impair or harm directly or indirectly, any person or property to influence any person’s participation or action in the bidding process;

“undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by OPGC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the bidding process; or (ii) having a conflict of interest as stated in Section 15.10; and

“restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.

15.10. Conflict of Interest

Bidders shall state in their Proposal any circumstances, arrangements, understandings or relationship that constitute, or may reasonably be considered to constitute, an actual or potential conflict of interest with Bidder’s obligations under this RFP or under any contract which may be negotiated or executed between the Bidder and OPGC. The Bidder and their employees, agents, advisers and any other person associated with the Bidder must not place themselves in a position which may, or does, give rise to a conflict of interest (or a potential conflict of interest) between the interests of OPGC or any other interests during the bidding process.

15.11. Confidentiality

Information relating to examination, evaluation and recommendation for selection of Successful Bidder shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising OPGC in relation to, or matters arising out of, or concerning the bidding process. The parties will treat all information, issued by OPGC or submitted by Bidder as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The parties may not divulge any such information unless it is on a need basis and it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or OPGC or as may be required by law or in connection with any legal process. In the event, parties are required to divulge any information, it will make best endeavors to maintain confidentiality of the information held by it and divulge only that information which is required to.

15.12. False or Misleading Claims

If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement, in any manner whatsoever, in order to create circumstances for the

acceptance of the submissions, OPGC may in its absolute discretion exclude or reject any submissions that in the reasonable opinion only of OPGC contains any false or misleading claims or statements. OPGC has no liability to any person for excluding or rejecting any such submissions.

15.13. Right to Accept or Reject Any or All Proposal or to Annul the Bidding Process

OPGC reserves the right to accept or reject any Proposal OR to annul the bidding process and reject all Bids at any time prior to Contract award OR to not award the Contract to the Successful Bidder or not award the Contract at all, without assigning any reasons thereof. For such decisions, OPGC shall not entertain any claim whatsoever on this account. No Bidder shall have any claim on OPGC for cost or otherwise in case its Proposal is rejected or the bidding process is annulled. Decision of OPGC will be final and binding on all the Bidders in this regard.

15.14. Governing Law and Arbitration

The Governing Law of this RFP shall be the substantive law of India. In the event of any dispute, claim or controversy arising out of this RFP, both the OPGC and the Bidder shall try to resolve it amicably. In the event no amicable solution could be achieved, the same shall be referred to be finally resolved by an arbitration tribunal consisting of a Sole Arbitrator to be appointed by OPGC in accordance with the Arbitration & Conciliation Act, 1996 as amended and for the time being in force. The place of arbitration shall be Bhubaneswar, Odisha, India. For any proceedings arising out of or concerning or connected with such arbitration, appropriate Courts at Bhubaneswar shall have exclusive jurisdiction.

16.0 OPGC CONTACT ADDRESS AND INFORMATION

For any clarification, the Bidders may contact GM (Contracts) at the following address.

Postal Address	: GM (Contracts) Odisha Power Generation Corporation Limited Zone-A, 7 th Floor, Fortune Towers, Chandrasekharpur, Bhubaneswar, Odisha, India -751023.
Mobile	: +91-9338715401/9778901001
Landline	: +91-674-2303765/66
Email	: contracts.corp@opgc.co.in
Website	: www.opgc.co.in
OPGC Bank Account Number	: 380805010000063
Bank IFSC Code	: UBIN0579289
Bank Details	: UNION BANK OF INDIA, LARGE CORPORATE BRANCH, BHUBANESWAR, ODISHA, INDIA- 751003
OPGC PAN Number	: AAACO4759R
OPGC GSTIN Number	: 21AAACO4759R1ZZ
OPGC CIN Number	: U40104OR1984SGC001429

~*~

APPENDIX-1

BID SECURITY FORMATS

[On Bidder's Letter Head]

(This Bid Security is to be submitted by the Bidder along with the covering letter)

Letter:

Date:

General Manager- Contracts

Odisha Power Generation Corporation Limited
Zone-A, 7th Floor, Fortune Towers
Chandrasekharapur, Bhubaneswar
Odisha- 751023

Subject: Supply of Apple iPads and accessories to OPGC Corporate office, Bhubaneswar: **Bid Security.**

Dear Sir,

Enclosed is the Bid Security in the form of Online payment/DD/FDR/Insurance Surety Bond/Bank Guarantee bearing No. _____ dated _____ issued by _____ Bank, _____ Branch for amount of INR 26,000/- (INR Twenty Six Thousand only) payable at Bhubaneswar, as per provisions of Request for Proposal (RFP) issued by OPGC for Supply of Apple iPads and accessories to OPGC Corporate office, Bhubaneswar on 11th September 2025.

SIGNATURES

For and on behalf of: [Bidder's Name]

(Signature of the Authorised Signatory): -----

Name of the Person: -----

Designation: -----

Enclosures: Online payment/DD/FDR/Insurance Surety Bond/Bank Guarantee as above

FORMAT OF BANK GUARANTEE TOWARDS BID SECURITY/EMD

Guarantee No. [Insert]

BY THIS BID SECURITY dated the [insert] day of [insert], [insert].

To:

Odisha Power Generation Corporation Limited
Zone-A, 7th Floor, Fortune Towers, Chandrasekharpur
Bhubaneswar, Odisha, India, PIN-751023

Dear Sirs,

In accordance with NIT/Invitation for Bids under your Bid Document No. _____, M/s _____ having its Registered/Head Office at _____ (hereafter called the 'Bidder') wish to participate in the said bid for _____ [Name of Contract/Work/Package] _____.

As an irrevocable Bank Guarantee (BG) against Bid Security for an amount of _____ (*) _____ valid for _____ days from _____ (**) _____ is required to be submitted by the Bidder as a condition precedent for participation in the said bid which amount is liable to be forfeited on the happening of any contingencies mentioned in the Bidding Documents.

We, the _____ [Name & address of the Bank] _____ having our Head Office at _____ (#) _____ guarantee and undertake to pay immediately on demand by _____ [Name of the Employer/Owner] _____ (hereafter called the 'Employer'/'Owner') the amount of _____ (*) _____ without any reservation, protest, demand, demur and recourse. Any such demand made by the 'Employer' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder and/or any right/remedy available to the Bidder in terms thereof.

This Guarantee shall be unconditional as well as irrevocable and shall remain valid up to _____ (@) _____. If any further extension of this Guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instructions from M/s _____ [Bidder's Name] _____ on whose behalf this Guarantee is issued.

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this _____ day of _____ 20 ____ at _____.

(Signature).....

(Name)

(Designation with Bank Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

NOTE :

1. (*) The amount shall be as specified in the RFP/Bid Data Sheets.
(**) This shall be the date of opening of Techno-Commercial bids.
(#) Complete mailing address of the Head Office of the Bank to be given.
(@) This date shall be ninety (90) days after the last date for which the bid is valid.
2. The Bank Guarantee shall be from a Bank as per provisions of RFP.
3. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Bank issuing the guarantee.
4. While getting the Bank Guarantee issued, Bidders are required to ensure compliance to the points mentioned in RFP.

This Bank Guarantee should be confirmed through SFMS by the issuing Bank and the details are as follows:

OPGC BANK ACCOUNT NUMBER: 380805010000063

BANK IFSC CODE: UBIN0579289

BANK DETAILS: UNION BANK OF INDIA, LARGE CORPORATE BRANCH, BHUBANESWAR, ODISHA 751003, INDIA.

~*~

FORMAT OF INSURANCE SURETY BOND TOWARDS BID SECURITY/EMD

(To be stamped in accordance with Stamp Act of India)

Insurance Surety Bond No.

Date.....

To:

Odisha Power Generation Corporation Limited
Zone-A, 7th Floor, Fortune Towers, Chandrasekharapur
Bhubaneswar, Odisha, INDIA, PIN-751023

Dear Sirs,

In accordance with NIT/Invitation for Bids under your Bid Document No. _____,
M/s _____ having its Registered/Head Office at
_____ (hereafter called the 'Bidder') wish to participate in the said
bid for _____ [Name of Contract/Work/Package] _____.

As an irrevocable Insurance Surety Bond against Bid Security for an amount of
_____ (*) _____ valid for _____ days from
_____ (**) _____ is required to be submitted by the Bidder as a condition precedent
for participation in the said bid which amount is liable to be forfeited on the happening of any
contingencies mentioned in the Bidding Documents.

We, the _____ [Name & address of the Insurer] _____ having our Head
Office at _____ (#) _____ guarantee and undertake to pay immediately on
demand by _____ [Name of the Employer/Owner] _____ (hereafter called the
'Employer'/'Owner') the amount of _____ (*) _____ without any reservation, protest,
demand, demur and recourse. Any such demand made by the 'Employer' shall be conclusive and binding
on us irrespective of any dispute or difference raised by the Bidder and/or any right/remedy available to
the Bidder in terms thereof.

This Insurance Surety Bond shall be unconditional as well as irrevocable and shall remain valid up to
_____ (@) _____. If any further extension of this Insurance Surety Bond is required, the same
shall be extended to such required period (not exceeding one year) on receiving instructions from M/s
_____ [Bidder's Name] _____ on whose behalf this Insurance Surety Bond is issued.

In witness whereof the Insurer, through its authorised officer, has set its hand and stamp on this
_____ day of _____ 20 ____ at _____.

.....
(Signature)

.....
(Name)

.....
(Designation with Insurer Stamp)

Authorised Vide

Power of Attorney No.....

Date.....

NOTE:

1. (*) The amount shall be as specified in the RFP/Bid Data Sheets.
 (**) This shall be the date of opening of Techno-Commercial bids.
 (#) Complete mailing address of the Head Office of the Insurer to be given.
 (@) This date shall be ninety (90) days after the last date for which the bid is valid.
2. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI) as amended from time to time.
3. The Employer shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
4. The Insurance Surety Bond should be on non-judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.
5. While getting the Insurance Surety Bond issued, Bidders are required to ensure compliance to the points mentioned in RFP.

APPENDIX-2

COVERING LETTER

[On Bidder's Letter Head]

(This covering letter is to be submitted by the Bidder along with Bid Security)

Date:

To,

General Manager (Contracts)

Odisha Power Generation Corporation Limited

Zone-A, 7th Floor, Fortune Towers

Chandrasekharapur, Bhubaneswar

Odisha- 751023

Dear Sir,

Sub: Techno Commercial Proposal and Price Proposal for Supply of Apple iPads and accessories to OPGC Corporate office, Bhubaneswar.

Please find attached herein our Techno Commercial Proposal (together with all attachments thereto duly completed, the 'Techno Commercial Proposal') and our Price Proposal (together with all attachments thereto duly completed, the 'Price Proposal') in response to Request for Proposal (RFP).

We hereby confirm the followings:

A. DECLARATION AND AUTHORISATIONS

1. The Techno Commercial Proposal and Price Proposals are being submitted by ***[Bidder - Organization name]*** in accordance with the conditions stipulated in the RFP of OPGC dated 11th September 2025 and following amendments thereto, issued by OPGC receipt of which is hereby acknowledged.

Number _____ Dated _____
Number _____ Dated _____

2. ***[Bidder - Organization name]*** have examined in detail, have understood, and abide by all terms and conditions stipulated in the RFP issued by OPGC. Bidder acknowledges OPGC's right to accept or reject any Proposal OR to annul the bidding process and reject all Bids at any time prior to contract award OR to not award the Contract to the Successful Bidder or not award the Contract at all, without assigning any reasons thereof and without any liability to Bidder for any cost or risk on account of the same.
3. The information contained in the proposal is complete and accurate in all material respects. ***[Bidder-Organization name]***, undertakes to notify the OPGC promptly upon Bidder becoming aware of any material fact which tends to render Bidder's proposal misleading or inaccurate. ***[Bidder- Organization name]*** confirms its Submissions as per RFP Requirement. ***[Bidder- Organization name]***, acknowledges and agrees that any material misrepresentation made in connection with Bidder's proposal might result in its invalidation and Bidder's disqualification from the bidding process.
4. ***[Bidder- Organization name]*** undertakes that it shall perform Scope of Work without compromising on OPGC's interests and shall avoid any such conflict of interest in its dealings while performing Scope of Work

for OPGC as per the provisions of the Contract in case the **[Bidder- Organization name]** enters into the Contract with OPGC at a later date.

5. **[Bidder- Organization name]** designates Mr./Ms. _____ as Bidder's representative and in the absence of Mr./Ms. _____ as above, designates Mr./Ms. _____, who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into Bid commitment etc. on behalf of the Bidder, in respect of the tender. (Provide designation, contact address, phone no. etc. in Appendix-3 for the above designated persons)
6. **[Bidder- Organization name]** hereby confirms that it has perused the Scope and Terms & Conditions in detail and agrees to abide by the same as provided, if Bidder is appointed as Agency.
7. **[Bidder- Organization name]** undertakes that it shall supply the materials as per Scope, Technical Specification and Terms & Conditions as stipulated in this RFP, if Bidder is appointed as Agency.
8. **[Bidder- Organization name]**] hereby confirms and undertakes that it has not been debarred/blacklisted by Government of Odisha & it's PSUs, Government of India & it's PSUs as on proposal submission date failing which shall be disqualified automatically in this tender.
9. **[Bidder- Organization name]** hereby confirms and undertakes that it has submitted its Techno-commercial and Price Proposals with no deviation. If any deviations are found in either Techno Commercial Proposal and/or Price Proposal OPGC may, in its sole discretion, reject our proposal and Bid Security shall be forfeited as per the RFP.

B. BID VALIDITY

10. **[Bidder- Organization name]** confirms that the Techno Commercial Proposal and the Price Proposal submitted is valid for a period of thirty (30) days from the Proposal Submission Date or any extension thereof.

C. SIGNATURES

For and on behalf of	: _____
(Signature of the Authorized Signatory)	: _____
Name of the Person	: _____
Designation	: _____

APPENDIX-3**BIDDER DETAILS AND SUBMISSIONS***[on Bidder's Letter Head]*

Sub: Techno Commercial Proposal and Price Proposal for Supply of Apple iPads and accessories to OPGC Corporate office, Bhubaneswar.

Bidder's Details				
Name of the Bidder	<i>Bidder to provide details</i>			
Registered Address	<i>Bidder to provide details</i>			
Communication Address: (if different from the registered address)	<i>Bidder to provide details</i>			
PAN Number/Country of Tax Residence	<i>Bidder to provide details & attach documentary evidence</i>			
GSTIN	<i>Bidder to provide details & attach documentary evidence</i>			
Financial Strength (Turnover) of Bidder (INR in lakh)	FY 2024-25	FY 2023-24	FY 2022-23	Average
MSME Details				
Details of Bidder's Authorized Persons (stated in Appendix-2: Covering Letter)				
(1) Name & Designation				
Telephone Number				
Mobile Number				
Email Address				
(2) Name & Designation				
Telephone Number				
Mobile Number				
Email Address				

Note:

- Bidder shall submit Authorization Documents / Power of Attorney in the name of its Authorized Signatory signing the Techno Commercial Proposal and Price Proposal. Authorized Signatory shall also be authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into Bid commitment etc. on behalf of the Bidder, in respect of this RFP.

Signature and Stamp of Bidder

APPENDIX-4

AUTHORIZATION LETTER TO BIDDER FROM OEM

[OEM Letter Head]

ANNEXURE-A**PRICE PROPOSAL FORMAT****(Un-priced)***(On Bidder's letterhead)*

Bidder shall upload the appropriate Price Bid BOQ (excel file) in the Tenders Odisha e-Procurement Portal.

Sub: Price Proposal for Supply of Apple iPads and accessories to OPGC Corporate office, Bhubaneswar.

(Name of the Bidder) hereby declare that we have gone through and shall abide by the terms and conditions detailed in this RFP for "Supply of Apple iPads and accessories to OPGC Corporate office, Bhubaneswar" issued on 11th September 2025.

The Price as per the Scope of the work are quoted as under:

(All Prices in INR)

Sl	Description of Items	Quantity	Unit	Unit Rate including all & GST	GST Rate (in %) included	Total Price including all & GST
1.01	Supply and delivery of Apple make iPads- AIR (M3) 11", Apple Magic Keyboards, Apple Pencil Pro as per the Scope and Specification defined in the Scope of the work at clause no. 2.0 of this RFP.	13	Nos.	"Quoted in online Price Bid"	[]	"Quoted in online Price Bid"

Note:

- OPGC shall place the PO to the lowest evaluated Bidder.
- Bidder shall quote the Price for all specified items defined in the Scope of the Work and Sl. 1.01 of this Price Proposal Format.
- For any deviation in the scope, quantity and specification stated therein shall lead to rejection of the Proposal.
- Price Proposals complying the RFP conditions, scope, quantity and specification shall only be considered for the evaluation.
- The above quoted price is inclusive of all & GST, and delivery at OPGC Corporate Office, Bhubaneswar.

Authorized Signature of the Bidder