

**The Tata Power Company Limited Invites Tenders** through E-Tender Two-Part Bidding Process from interested bidders (with manufacturing facilities in India) for the following Services packages required for its Distribution Division: -

**A. Summary of the tendered packages:**

Sr. No.	Description	Tender Reference no.	Bid Guarantee Fee / EMD (Rs.)	Tender Fee (Rs.)
For the following package contact person shall be Ms. Vaishali Kachare ( <a href="mailto:vaishali.kachare@tatapower.com">vaishali.kachare@tatapower.com</a> ).				
1.	Outline Agreement for Bill Printing activity for Tata Power Mumbai	CC22VKD041	5,00,000 /-	1,000 /-

For additional technical details and Pre-Qualification criteria for the subject works please refer **Section C** below.

**B. Guidelines for Participating:**

Interested bidders having executed similar projects can participate by submitting the following up to **1500 Hrs. Thursday, 9<sup>th</sup> March 2022**: -

1. Non-Refundable Tender Fee, as indicated in table above, in the form of
  - a. Direct deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference number –  
Beneficiary Name – The Tata Power Co. Ltd.  
Bank Name – HDFC Bank Ltd.  
Branch Name – Fort Branch, Mumbai  
Address – Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400001.  
Branch Code – 60  
Bank & Branch Code – 400240015  
Account No – 00600110000763  
Account type – CC  
IFSC Code – HDFC0000060
2. Bidders to also submit duly signed and stamped letter indicating name of authorized person, contact number and e-mail id (mandatory) on Bidder's letterhead. It is mandatory to mention Tender Reference no. in the said letter.

Note: - Once the above-mentioned documents are received, detailed RFQ shall be issued through our e-tender system.

It may be please be noted that all future correspondence will be strictly done only with **Interested Bidders** who have done the above steps in time with Authorized Person only through Tata Power E-Tender System.

Earnest Money Deposit (EMD) of **INR 5.00 Lakhs** is not to be submitted now and is required at a later stage along with tender submission in the form of Bank Guarantee.

**Section C: Addition technical details** : (Please refer the following pages for details).

**Package Description : 3 Years Outline Agreement for Bill Printing activity for Tata Power Mumbai**

Tender Reference no : CC22VKD041

**Pre-Qualification Requirement (PQR) - Please note that the PQR is for information only and the documentary evidence to ascertain meeting of the requirement has to be submitted along with the bid and not along with the tender fee.**

No	Parameter	Tata Power Requirement	Documents to be submitted by vendor to ascertain meeting of Pre-Qualification Requirement
<b>Technical Parameter</b>			
1	Bidder's Technical Capability to handle jobs detailed in the Tender	The vendor shall have minimum 3 years of experience of working with Utilities in Metro Cities for jobs of Bill printing	Bidder to submit list of jobs and major order executed including Order Copiers, Customer Reference Documents
2	Printer requirement	Offset printer with 4 color provision - for printing preprinted stationary	Sample of already preprinted stationary. AMC Printer maintenance documents.
3	System requirement	Software for conversion of Raw Data interface/Text files in printable format on Pre-printed stationary.	Sample of printed document using RDI processing.
4	System requirement	Provision of necessary infrastructural support for communicating 'Text File' of bills for batch printing.	The vendor has to make arrangement for data lifting, storage like link, server etc. at their own cost
5	Printer requirement	Daily printing capacity on preprinted stationary - Capacity 1,00,000 nos. Backup Printer provision also required	Printer specifications to be provided.
6	IT support	24 hrs IT support	Dedicated IT personnel for Tata Power activities
7	IT support	modifications will be required in Bill advertisement creative before printing confirmation (within 24 hrs) after request.	Dedicated designer required for Tata power activity. Sample to be provided for similar advertisements on current assignments
8	Back-office support	Reconciliation of printed bills with 'Text File' of batch printing.	Dedicated Backoffice operators required for Tata Power activity.
9	Business continuity provision	Availability of backup printing arrangement	proof of establishment of alternate working location
<b>Commercial Parameter</b>			
1	Capability to Handle Job financially if awarded	Average annual turnover over of the bidder for last three years shall not be less than the Rs.160 Lakhs	Profit and Loss Statements, Balance Sheet, Cash Flow Statements for the Three (3) preceding financial years duly audited and approved by Authorized Audit Firm / CA
2	Capability to Handle Job financially if awarded	. Bidder shall have successfully completed above listed work single purchase order worth Rs 80 Lakhs <b>OR</b> Two purchase order worth Rs 40 Lakhs for the utility. In Last two years.	Order copy with details of Customer for whom work is done along with Performance certificate.

<b>3</b>	Vendor to not have commercial liability including litigation liability and litigation history	Bidder to confirm that they (bidding company, their parent company or subsidiary company) were not involved in any litigation in last three years and also there are no pending or open litigations. In case there were litigations in last 3 years or any present litigation is going on than details of the same have to be submitted.	Affidavit indicating no litigation / blacklisting etc. In case of litigation / blacklisting the same to be annexed
<b>Safety Parameter</b>			
<b>1</b>	TPSDI certified workmen	100 % workmen entering Tata Power premise for Bill Delivery or Bill Pickup shall be L1 trained & certified by Tata Power Skill Development Institute (TPSDI)	List of TPSDI trained workmen OR Undertaking for completion of training.
<b>2</b>	Vendor to not have commercial liability including litigation liability and litigation history	Bidder to confirm that they (bidding company, their parent company or subsidiary company) were not involved in any litigation in last three years and also there are no pending or open litigations. In case there were litigations in last 3 years or any present litigation is going on than details of the same have to be submitted.	Affidavit indicating no litigation / blacklisting etc. In case of litigation / blacklisting the same to be annexed
<b>3</b>	ISO-9001	ISO-9001	QMS Certificate
<b>4</b>	ISO 14001	ISO 14001	EMS Certificate
<b>5</b>	ISO 45001:2018	ISO 45001:2018	OHSAS Certificate