



**ODISHA COMPUTER APPLICATION CENTRE  
BHUBANESWAR**

**TENDER DOCUMENT**

**TENDER ENQUIRY NO. OCAC-ITC-INFRA-0001-2026-26038, Dtd. 17/06/2026**

**Selection of Agency for Supply, Testing, Installation & Commissioning of  
Servo Voltage Controller at IT Centre, Lokseva Bhawan, Bhubaneswar**

<b>Mode of Bid Submission</b>	<b>On-Line through e-Nivida Portal</b>
Tendering Authority/ Purchaser	General Manager (Admin), Odisha Computer Application Centre, N-1/7D, Nayapalli, Near Pathani Samanta Planetarium, Bhubaneswar,
Availability of Bid Document in the website ( <a href="http://www.ocac.in">www.ocac.in</a> / <a href="https://enivida.odisha.gov.in/">https://enivida.odisha.gov.in/</a> and <a href="http://www.odisha.gov.in">www.odisha.gov.in</a> )	17/06/2026 by 5:00 PM onwards
Last Date and Time for Submission of Pre-Bid	24/06/2026 by 4:00 P.M.
Pre-Bid Conference Date & Time	25/06/2026 @ 11:00 A.M.
Issue of Corrigendum (if Any)	30/06/2026 by 3:00 PM
Last Date and Time for Submission of Bid Document	13/07/2026 at 3.00 PM
Date and Time of opening of Technical Bids	13/07/2026 at 4.00 PM
Opening of Commercial Bid (CB)	To be informed

## **Instruction to Bidders for Online Bid Submission**

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids , evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

The will invite for online Bids. Bidder Enrolment can be done using "**Bidder Enrollment**".

The instructions given below are meant to assist the bidders in registering on the e- Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://enivida.odisha.gov.in>

### **GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enrol themselves on the eNivida Portal <https://enivida.odisha.gov.in> \_ or click on the link "**Bidder Enrollment**" available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com) , for activation of the account.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This

would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click “New” to upload new documents.

## **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
3. Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will

be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

**For any clarification in using eNivida Portal:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

**Phone No. 011-49606060**

**Mail id: - [odishaenivida@gmail.com](mailto:odishaenivida@gmail.com)**

## **SECTION-I**

Tenders are invited from OEM, authorised dealer and supplier for Supply, Testing, Installation & Commissioning of Servo Voltage Controller at IT Centre, Lokseva Bhawan, Bhubaneswar. Tender paper can be downloaded from the website [www.ocac.in](http://www.ocac.in), [www.odisha.gov.in](http://www.odisha.gov.in) starting from 17/06/2026, 05:00 PM onwards and should be submitted on-line through E-Nivida Portal <https://enivida.odisha.gov.in>. The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.

**General Manager (Admn.)**

**ODISHA COMPUTER APPLICATION CENTRE**

Plot No.-N-1/7-D, Acharya Vihar Square, P.O.-RRL, BBSR-13

## SECTION – II

### GENERAL TERMS & CONDITIONS

#### 1. Location of the Project:

The equipment should be delivered and installed at IT Centre, Lokseva Bhawan, Bhubaneswar.

#### 2. Eligible Bidder:

##### The bidder

- Should be a registered firm under GST of Odisha.
- Should furnish the registration certificate, GST and PAN No. detail along with the tender paper.
- Should be an authorised dealer/distributor/system integrator for the product quoted (Bid specific MAF of OEMs should be attached)
- Required EMD should be deposited.

3. EMD of ₹50,000/- should be deposited along with the tender document failing which the tender document shall not be considered for evaluation

#### 4. Technical Evaluation Criteria

The Evaluation Committee will carry out a detailed technical evaluation of those proposals, who qualify in Pre-Qualification/Eligibility Criteria. Technical evaluation will be based on the technical specification of the equipment asked in Technical Specifications mentioned in this RFP document.

#### 5. Financial bid Evaluation Criteria

- a. The bid with lowest Financial (L1) i.e., “lowest price quoted” in Grand total as mentioned in the Financial Bid/Commercial Table will be considered as the Successful bid i.e., Lowest Bid (L1 Bid)
- b. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- c. The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- d. Any conditional bid would be rejected.
- e. Errors & Rectification- Arithmetical errors will be rectified on the following basis:
  - i. If there is a discrepancy between the unit price and the total price of any item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly.
  - ii. In case of multiple items, grand total price shall be corrected adding the sub-total costs of each item.
  - iii. If there is a discrepancy between words and figures in respect of unit price, the amount in words will prevail.

#### 6. Schedule of delivery:

The equipment shall be delivered and installed in all respects within 2 week(s) from the date of issue of purchase order.

#### 5. Documents to accompany the tender:

The bidder must submit copy of the following documents along with the tender failing which, the tender will be treated as non-responsive and will not be accepted.

- i. GST Registration certificate
- ii. PAN Card
- iii. Bid specific MAF of OEMs should be attached

- iv. Price Schedule as per format (Section-IV)
- v. EMD.

**6. Payment:**

100% payment will be made on successful Supply, Testing, Installation & Commissioning of Servo at IT Centre, Lokseva Bhawan, Bhubaneswar

**7. Pre-Bid Queries & Clarifications**

**i. Pre-bid Queries**

- a) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to General Manager (Admin) only by email to [gm\\_ocac@ocac.in](mailto:gm_ocac@ocac.in) with a copy to [tushar.mohapatra@ocac.in](mailto:tushar.mohapatra@ocac.in), [rajib.dash@odisha.gov.in](mailto:rajib.dash@odisha.gov.in) as per the Date & Time mentioned above.
- b) The queries should necessarily be submitted in the following format (Soft copy in MS Word or MS Excel file to be attached):

<i>Name of the Bidder:</i>			
<i>Contact details:</i>			
<i>Sl#</i>	<i>RFP Document Reference(s) (Section &amp; Page Number(s))</i>	<i>Content of RFP requiring Clarification(s)</i>	<i>Points of clarification</i>

- c) OCAC shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by OCAC.

**ii. Responses to Pre-Bid Queries and Issue of Corrigendum**

- a) The Nodal Officer notified by the OCAC will endeavour to provide timely response to all queries. However, OCAC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on [www.ocac.in](http://www.ocac.in) and [www.odisha.gov.in](http://www.odisha.gov.in).
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

**8. Delay in Delivery of the equipment:**

The time schedule for delivery of the equipment as mentioned in Clause 4 above is very important and the bidder must take utmost care to deliver the equipment in schedule. If the delivery is delayed for any reason for which Odisha Computer Application Centre is not responsible, a penalty @0.5% of the value of the purchase order will be charged to the bidder for a delay of one week or part thereof, subject to maximum 5% of the value of the purchase order.

Place :  
Date :

**Signature & Seal of the Bidder.**

## SECTION – III

### 9. Scope of Work

- a. Delivery of the Servo Voltage Controller to the designated project site, complete with accessories like input/output terminals, MCBs, bypass switches, and digital metering, etc.
- b. Positioning the stabilizer in a ventilated area, establishing heavy-duty electrical connections, and properly grounding the system.
- c. Conducting no-load and on-load testing, verifying input/output voltage bands, and checking response/correction rates.
- d. Officially handing over the fully operational unit to the site authority with a demonstration of safety cut-offs and operational features.
- e. The supplier shall accept full responsibility for the correctness and for the faultlessness of the equipment so that the purpose of installation is served with maximum operational dependability and efficiency.
- f. Except as otherwise provided herein the supplier shall be responsible for supply of Servo voltage stabilizers and thereafter carry out the necessary installation and successful commissioning.
- g. The specifications given are minimum. Bidders can quote equivalent or higher technical specifications to meet the requirement. However, no weightage would be given for higher configurations.
- h. The Servo voltage stabilizers to be supplied and all works to be done under this order shall be manufactured and executed in a manner set out in relevant IS specifications to the utmost satisfaction.
- i. The supplier warrants that upon delivery, all materials, apparatus/equipment to be provided under this order shall be new from original manufacturer, free from any defects and all components thereof will fulfil the performance data characteristics and properties and serve the purpose with maximum operational dependability.

#### 9.1. Civil and Foundation Work

- a) **Foundation Casting:** Construct a reinforced cement concrete (RCC) plinth/platform. The plinth should be raised at least 100 mm to 150 mm above the surrounding ground level to prevent rainwater logging.
- b) **Weight Support:** The foundation shall be designed to bear the total dead weight of the stabilizer (especially heavy oil-cooled models) with a minimum load-bearing safety factor of 1.5.
- c) **Floor Finish:** Provide a smooth, anti-skid cement/epoxy finish on the platform

#### 9.2. Electrical and Safety Requirements

- d) **Cable Supply and Routing:** The bidder should supply all required cable as per industry standards. Provide slotted cable trays or underground heavy-duty PVC/GI conduits for incoming and outgoing power cables.
- e) **Earthing Provision:** Connect the shed's structural frame and the stabilizer's body to the main electrical earth grid as per industry standards.
- f) **Clearance:** Ensure at least 0.5 meters of clearance around the stabilizer within the shed for maintenance, heat dissipation, and airflow.
- g) **Lighting:** Install an internal LED utility light and a 5A/15A maintenance socket if required.
- h) The firm must provide a completed shed structure, painted, earthed, and cleared of all construction debris upon project handover.
- i) **Structure:** Galvanized Iron (GI) / Mild Steel (MS)
- j) **Painting:** Epoxy rust-protection primer + Synthetic enamel topcoat.
- k) **Ingress Protection (IP Rating):** IP-54 (or IP-55) recommended for the housing.

## SECTION – IV

## Specification

## 1. Technical Specifications of SERVO

Make:		Model:
S/N	Parameters	Description
1.	power and control components	<ul style="list-style-type: none"> <li>• Buck –Boost transformer.</li> <li>• Variac with AC Servo motor drive.</li> <li>• Solid state control card.</li> <li>• Output Contactor.</li> </ul>
2.	Capacity	: 400 KVA 3phase
3.	Input Voltage Range	:310-480V 3phase 4wire
4.	Output Voltage	:415V ph to ph (240V Ph to neutral)
5.	No. of phases	: Three
6.	Line Frequency	:47-53Hz.
7.	Output Voltage Regulation	: +1%
8.	Type of Cooling	: Oil Cooled Suitable for Indoor Operation
9.	Protection	: IP 40/IP 42
10.	Type	: Unbalanced supply and Load conditions
11.	Efficiency	:>98%
12.	Wave form distortion	: True Reproduction of Input Waveform
13.	Effect of Load power factor	: Nil
14.	Ambient Temperature	:0-45.C
15.	Digital Display	: Digital LCD Display to Read, Input and output Voltage Phase to Phase & phase to Neutral, Output Current on each ph, Input High, Input Low display phase wise, Output High, Output Low display phase wise Overload, Phase Reversal display. Setting for Output voltage, uv/ov voltage, Over load current with the help of control buttons. Data Log facility with the help of control buttons.
16.	Indications	: Input R,Y,B and 3Ph Output ON, Phase Reversal
17.	Protection	: Output Under, Over Voltage Protection, Phase Reversal Protection, Overload, Short Circuit Protection, Earth Neutral voltage cut off
18.	Controls and Indications	<ul style="list-style-type: none"> <li>• Input ON: LED's For Each Phase</li> <li>• Input LOW: LED's For Each Phase</li> <li>• Input HIGH: LED's For Each Phase</li> <li>• Output ON: LED's For Each Phase</li> <li>• Output LOW: LED's For Each Phase</li> <li>• Output HIGH: LED's For Each Phase</li> <li>• CUT OFF: Trip Conditions</li> <li>• OVERLOAD: Phase Reversal</li> <li>• Menu Switch: To Select the Readings</li> <li>• Start &amp; Stop feather touch buttons to Switch ON / OFF the Unit</li> </ul>
19.	Other Requirements	<ul style="list-style-type: none"> <li>• Manual Bypass switch</li> <li>• Build in spike suppressor in input/output &amp; Surge</li> <li>• Auto /Manual operation facility.</li> </ul>

<b>Make:</b>		<b>Model:</b>
<b>S/N</b>	<b>Parameters</b>	<b>Description</b>
		<ul style="list-style-type: none"> <li>• Digital meter for monitoring of phase-to-phase voltage, phase load current and line frequency.</li> <li>• Rugged AC Step synchronous motor for servo drive</li> <li>• Protection against:               <ul style="list-style-type: none"> <li>○ High and low output voltage</li> <li>○ Over-under voltage</li> <li>○ Overload in any Phase</li> </ul> </li> </ul>
20.	Applicable Standards	The SCVS should be comply with IS 9815
21.	Surge Protection	Max Continuous Operating Voltage: 320V (L-N), 255V (N-PE) Max Discharge Current: 40kA Nominal Discharge Current: 20kA Voltage Protection Level: ≤ 1.5 kV
22.	Warranty	Comprehensive OEM onsite warranty for 3 years

**Compliance must be provided on OEM Letterhead**

## SECTION-V

### Price Bid Format (TENDER NO. OCAC-ITC-INFRA-0001-2026-26038, Dtd. 17/06/2026)

Sl.No.	Description	Qty.	Unit	Rate (₹)	GST	Amount (₹)	Total (₹)
		A		B	C	D=(B+C)	E=(D*A)
1	Supply of Servo Voltage Controller with all accessories as per detail specifications above at Section-IV	1	No				
2	Erection of a Shed as per requirement for installation of Servo, detailed as at Section-III	1	No.				
3	Installation and commissioning	1	Job				
4	Other cost (if any)						
<b>Grand Total ₹:</b>							
<b>Amount in words</b>							