



ODISHA POWER TRANSMISSION CORPORATION LIMITED

**OFFICE OF THE DEPUTY GENERAL MANAGER (ELECTRICAL)
E.H.T. (CONSTRUCTION) DIVISION, JHARSUGUDA**

**TENDER SPECIFICATION
FOR
TENDER CALL NOTICE No. 05/2021-22**

**“HIRING OF INDIGO AC/ SWIFT DZIRE AC / BOLERO OR EQUIVALENT
VEHICLES ON MONTHLY BASIS WITH DAILY HIRING RATE FOR
ENGAGEMENT UNDER OFFICE OF THE DY. GENERAL MANAGER
(ELECTRICAL) E.H.T. (CONSTRUCTION) DIVISION, JHARSUGUDA”**

COST OF TENDER PAPER: - Rs. 2000/- + 12% GST.



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(A Government of Odisha Undertaking)

E.H.T. (C) DIVISION, JHARSUGUDA

AT-Budhipadar, PO: H.Katapali, Dist-Jharsuguda-768202

E-mail: ehtc.div.jsg@optcl.co.in

TENDER CALL NOTICE No. 05/2021-22

1. Name of the Work : ଓHIRING OF INDIGO AC/ SWIFT DZIRE AC / BOLERO OR EQUIVALENT VEHICLES ON MONTHLY BASIS WITH DAILY HIRING RATE FOR ENGAGEMENT UNDER OFFICE OF THE DY. GENERAL MANAGER (ELECTRICAL), EHT(C) DIVISION, JHARSUGUDA.”
2. Period & Time of Sale of Tender paper: From 06.08.2021 to 21.08.2021 (During Office Hours on working days)
3. Last date & time of receipt of tender paper: 21.08.2021 up to 12.00 Noon
4. Date & Time of Opening: 21.08.2021 at 3.00 PM.

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TENDER CALL NOTICE No. 05/2021-22

Sealed tenders are invited from reputed travel agencies/ vehicle owner having valid Goods and Service Tax Registration No. for hiring of vehicles on monthly basis with daily hiring rate for engagement of Indigo AC/ Swift Dzire AC /Bolero or equivalent vehicle under office of the Dy. General Manager (Elec), EHT (Const) Division, Jharsuguda.

Sl. No.	Tender Call Notice No.	Place of use of Vehicle	Type of Vehicle	Cost of Tender Paper	EMD
1	Tender No. 05/2021-22	Dy. General Manager (Elec), EHT (Const) Division, Jharsuguda.	Indigo AC/ Swift Dzire AC /Bolero or equivalent vehicle	Rs. 2000/- + GST @ 12%= Rs. 2240/-	NIL

The travel agencies/ vehicle owner should have to submit the following documents along with the Tender Paper.

- I. Registration of Travel agency/ copy of Registration certificate of vehicle issued by RTO in name of the Agency / Owner.
- II. Goods and Service Tax Registration Copy.
- III. Valid PAN.
- IV. Copy of valid State Road permit to run the vehicles within the Odisha.
- V. Copy of the valid First Party Insurance.
- VI. Copy of contract carrying certificate/ Taxi permit.
- VII. Copy of valid non-pollution certificate.
- VIII. Copy of fitness certificate.
- IX. Copy of up to date Tax payment.
- X. Valid driving license of driver.

Preference will be given for the vehicles purchased within 3 (Three) years.

The tender specification for the same shall be obtained from the Office of the undersigned on payment of requisite amount (non-refundable) in shape of cash/ Demand Draft in favour of E.H.T. Construction Division, OPTCL, Jharsuguda & payable at Jharsuguda. The bid shall be opened in presence of Tenderers or their authorized representative (one person only) with original authorization letter, if present during opening of tenderer. Incomplete Tender shall be rejected.

Date of Sale of Tender Paper: From 06.08.2021 to 21.08.2021
(During Office Hours on working days)
Last Date of receipt of Tender Paper: 21.08.2021 up to 12.00 Noon.
Date of Opening of Tender Paper: 21.08.2021 at 3.00 PM.

If the last date of receipt/opening of Tender falls on a Holiday, then the tender paper will be received/ opened in the next working days.

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Sd/
Dy. General Manager (Elec)
E.H.T. (Const) Division, OPTCL,
Jharsuguda

SECTION – II
INSTRUCTIONS TO TENDERERS

1. **SCOPE:** Hiring of Indigo AC/ Swift Dzire AC /Bolero or equivalent vehicle on monthly basis with daily hiring rate for engagement under DGM, EHT (Const) Division, Jharsuguda. Preference will be given for the vehicles purchased within 3 (Three) years.

2. **SUBMISSION & OPENING OF TENDER:** - Tender shall be submitted with other related documents in duly sealed envelope super scribed on the body of envelope **“Tender for Hiring of Indigo AC / Swift Dzire / Bolero AC or equivalent vehicle on monthly basis with daily hiring rate for engagement under DGM, EHT (Const) Division, Jharsuguda”** The tenderer should write only Tender Call Notice No, the name of work and date of opening of the tender on the body of the sealed envelope. Tenderer should not write their name or Travel Agency on the body of the sealed envelope which may make the offer liable for rejection.

3. **RIGHT & AUTHORITY FOR REJECTION:-** Tenders received after due date and time will be summarily rejected. The Dy. General Manager (Electrical), E.H.T. (C) Division, Jharsuguda reserves the right to reject any or all of the tenders without assigning any reason thereof.

4. **VALIDITY OF OFFER:** - The offer should be firm and valid for a period of at least 120 days from the date of opening of tenders, unless the tender will be out rightly rejected.

5. EARNEST MONEY DEPOSIT:- NIL.

6. SECURITY DEPOSIT:- The successful Travel Agency/Owner shall furnish security deposit to this office in shape of cash/Demand Draft favour of the **“EHT CONSTRUCTION DIVISION OPTCL JHARSUGUDA”** in any nationalized bank payable at Jharsuguda for an amount of 3% of **Annual contract value (calculated on daily basis at least 25 days in a month)** as contract security within 10 days of receipt of work order failing which the work order shall be liable for cancellation. The security deposit will be refunded only after satisfactory execution of the contract and after adjustment of any dues. The security deposit not claimed for refund within a period of three years after completion of the contract will be forfeited No interest shall be paid by OPTCL on the security deposit.

6.(a) **DOCUMENTS:-**

- i) Registration of Travel agency/ copy of Registration certificate of vehicle issued by RTO in name of the Agency/Owner.
- ii) Goods and Service Tax Registration Copy.
- iii) Valid PAN/ TIN.
- iv) Copy of valid State Road permit to run the vehicles within the Odisha.
- v) Copy of the valid First Party Insurance.
- vi) Copy of contract carrying certificate/ Taxi permit
- vii) Copy of valid non-pollution certificate.
- viii) Copy of fitness certificate.
- ix) Copy of up to date Tax payment
- x) Driving license of driver.

(b) The following documents will be required at the time of agreement to be shown to the Engineer-In-Charge.

- i) Make, type and date of manufacture of the vehicle.
- ii) R.C. Book in Original
- iii) Contract carrying license in Original
- iv) First party insurance of vehicle in Original
- v) Name of the Driver & attested copy of his valid commercial driving license/ badge in Original
- vi) All Odisha permits with documentary proof.
- vii) An undertaking to run the vehicle on roads of Odisha

7. Corrections, Over-writings and illegibility: Tender with over writing, erased, rates or rates are not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and total amount, the decision of the Competent Authority accepting the tender will be final and binding on the tenderers. Total of item and grand total of whole tender be clearly written.

Correction in the tender, if un-avoidable, should be made by re-writing with dated initial of the tenderer after scoring out wrong entries, clerical and arithmetical mistakes may result in the rejection of the tender.

8. The type and Regd. No. of vehicle mentioned in the respective tenders will only be accepted for taking on hire. Subsequent change of vehicle will normally not be allowed.

9. *The tenderers shall sign on all pages of the tender document as a token of acceptance of all terms and conditions thereof and submit his quotations therein.*

10. The tenderer shall quote the rates in the Price Bid of the tender documents. The rates quoted should be including of all taxes and duties but exclusive of Goods and Service Tax.

11. Request from the tenderer in respect of additions alternations, modifications, corrections of both terms and conditions or rates after opening of the tender will not be considered.

12. All correspondence relating to the tender shall be made with Dy. General Manager (Elec), E.H.T. (C) Division, OPTCL, Jharsuguda.

13. The bidders need to apply for each vehicle separately.

SECTION- III
GENERAL TERMS AND CONDITIONS

1. The contract shall be valid only for a period of 12 (Twelve) months from the date of execution of agreement. OPTCL reserves the right to terminate the contract at any time during the contract period without assigning the reasons thereof with one month notice. The contract may be further extended for another one year (if the Authority desires) on satisfactory performance of the vehicle.
2. The Fuel (Diesel) and Engine Oil required for the vehicle for department use shall be reimbursed by OPTCL as detailed below. All other expenses like replacement of Engine Oil, replacement of spare parts, maintenance charges etc., are to be borne by the Travel Agency/Owner of the vehicle.
 - (i) **Engine Oil (mobil) – One Ltr. on every 750 KM of running.**
 - (ii) **HSD @ 13 KM/Ltr.**
3. The toll gate charges & airport parking charges as the case may be shall be paid by the Travel Agency/Owner & reimbursement claim will be paid by OPTCL on submission of original money receipt.
4. The rate is inclusive of all taxes except GST and shall remain unchanged for the period of contract including terms of renewable period.
5. GST as applicable under Reverse Charge Mechanism (RCM) shall be deposited by OPTCL and no GST shall be paid to the Travel Agency/Owner to that extent.
6. The statutory deduction of taxes at source as applicable shall be made by OPTCL from bills submitted by the Travel Agency/Owner.
7. The Travel Agency/Owner has to execute an agreement on a non-judicial stamp paper with the concerned office after receipt of work order and furnishing security deposit before providing the hired vehicle under the general terms & conditions stipulated for the purpose. The Travel Agency / Owner is also to produce the following documents in original;
 - I. Make, type and date of manufacture of the vehicle.
 - II. R.C. Book in Original.
 - III. Contract carrying license in Original.
 - IV. First party insurance of vehicle in Original.
 - V. Name of the Driver & attested copy of his valid commercial driving license/ badge in Original.
 - VI. All Odisha permits with documentary proof.
 - VII. An undertaking to run the vehicle on roads of Odisha
8. The Travel Agency/Owner will submit all the records of the vehicles to the undersigned before Agreement. The Technical Head & field Officer will inspect the vehicles in the office premises before engagement.
9. The vehicle will be at the disposal of office of **DGM EHT (C) Division, Jharsuguda** under office of the **DGM EHT(C) Division Jharsuguda**. The vehicle has to be made available round the clock at the disposal of the user. The driver has to make himself available beyond office hours if called for in any occasion. The vehicle will run on All Odisha Roads as and when desired by the authority.

10. The scope of work may be altered as per exigency of work within the jurisdiction of the division the service may be provided as per requirement of officials under the jurisdiction of the division.
11. The vehicle should be kept in good condition. The vehicle is supposed to run on all condition of road including village, Kachha Road, Ghat Roads with headquarter in Burla. For this purpose the Front tyres should always be in condition. No re-treading tyre will be allowed on front wheels.
12. Normal maintenance kit, firefighting equipment, first aid box and one torch light with four cells should always be made available with the vehicle by the Travel Agency/ Owner.
13. The telephonic communication round the clock with the Travel Agent /Owner should be ensured, so that they can be contacted at any time. For this they have to intimate the contact phone numbers to the Officer-In-Charge.
14. During the contract period, the vehicle shall be exclusively used by OPTCL as per the direction of Officer-In-Charge or his authorized representative. The agent/Owner cannot refuse to the direction by the Officer-In-Charge or authorized representative to send the vehicle to any place inside the State/Outside the State.
15. The hired vehicle should not be used for the purpose other than the OPTCL works.
16. In case, any vehicle will be requisitioned for Election duty or Polio duty or any other statutory duty by the Government, the Travel Agency/Owner will supply an equivalent substitute vehicle against the requisitioned vehicle, for which no additional agreement will be required. But the Owner of the vehicle has to intimate about the substitute vehicle in written which should be allowed by the Competent Authority. The vehicle, which goes for above duties, will be under the responsibility of the Travel Agency/Owner only.
17. The Travel Agency/Owner shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and may be enforced time to time.
18. Any minor maintenance/periodical check up of the vehicle may be taken up by the Travel Agency /Owner only during idle hours without hampering the departmental works on mutual discussions.
19. In case of major maintenance work, a suitable substitute vehicle of similar condition with one suitable driver is to be provided by the Travel Agency/Owner after taking due permission from the Competent Authority; unless penalty as per Clause No. 19 will be applicable.
20. Payment of all taxes, insurance in respect of the vehicle should be kept up-to date.
21. The hired vehicle should have first party insurance. If any accident occurs at the time of conveyance the owner of the vehicle should be liable to pay the compensation as fixed by the court of law to the persons affected due to that accident. OPTCL will have no responsibility in this regard.
22. The vehicle will be stationed at the user's place or the place of choice of the Reporting Officer. OPTCL shall in no way responsible for any damage/ breakage/theft caused to the hired vehicle on any account during the course of its hire. The Travel Agency/Owner shall bear the cost of POL etc for the journey made before and after attending works of OPTCL and also for journey made other than OPTCL works.
23. The Driver of the vehicle should be of good health, good conduct, reliable sober in nature and free from bad habits of any types of intoxication. He must possess valid badge, Driving

License (Commercial) and an aptitude for safe and steady drive. He must possess all the relevant papers of the vehicle for producing the same, before the law Enforcing Authority as and when required. In the event of any complain made against the deployed driver, immediate arrangement should be made to replace him with a well-behaved efficient driver.

24. The pay, allowances and statutory dues including compensation, insurance, EPF etc. for the driver's will be the responsibility of the Travel Agency/Owner. The lodging & Boarding charges of the driver during the out station tour to be borne by the Travel Agency / Owner.
25. The hire charges bill in triplicate along with the copies of log book of the vehicle duly entered and signed by the driver and the Officer(s) using the vehicle, vouchers against fuel & lubricant charges and toll gate charges should be submitted to the concerned Sub-Division in the 1st week of succeeding month for release of payment.
26. In the event of failure to supply the vehicle on any reason on any day during the contract period and failure to provide the equivalent substitute vehicle in lieu of that, a penalty amount of Rs. 500/- only per day shall be imposed on the Travel Agency/Owner. If Travel Agency/Owner desires to withdraw the vehicle, he should give one-month notice with sufficient reason to the Project Authority with whom the agreement has been concluded for deployment of vehicle, failing which a penalty amount to one-month hire charge shall be imposed on the Travel Agency/Owner.
27. Under unavoidable circumstances if the driver of the Travel Agency/Owner is unable to drive the vehicle or attend duty, in that case a substitute driver is to be provided.
28. The Travel Agency/Owner has to furnish a declaration in writing that the Travel Agency / Owner of the vehicle is neither a staff of OPTCL nor related to any of the OPTCL Employees.
29. In case of any dispute arising either in execution of the contract for providing the hire vehicle or any clause of agreement/ work order, the decision of the Unit Head, will be final and binding on the Travel Agency/ Owner.
30. **Consignee:** Manager (Elect.), EHT (Const.) Division, Jharsuguda.
31. **Paying Officer:** Dy. General Manager (Elect.), EHT(C) Division, Jharsuguda.
32. **JURISDICTION OF THE HIGH COURT OF ODISHA:** Suits, if any, arising out of this contract shall be filed by either party in a Court of Law to which the jurisdiction of the High Court of Orissa extends.

SECTION - IV
PRICE BID

Group No.	Type of vehicle	No. of Vehicles	Rate per day (Excluding GST)
(1)	Indigo AC/ Swift Dzire / Bolero AC or equivalent vehicle on monthly basis with daily hiring rate for engagement under DGM, EHT (C) Division, Jharsuguda.	1 No.	

(Rupees.....)

.....)

PLACE :

**SIGNATURE OF TENDERER
WITH SEAL**

DATE :

Full Postal Address with Mobile No.-

SECTION – V
DECLARATION FORM
(TO BE SUBMITTED WITH THE TENDER PAPER)

To

The Dy. General Manager (Elec),
E.H.T. (C) Division,
OPTCL, Jharsuguda.

Sub: Tender Notice No. 05/2021-22.

Sir,

1. Having examined the above specification together with terms & conditions referred to therein * I/We the undersigned hereby offer to supply the materials/equipment covered therein complete in all respects as per the specification and General conditions, at the rates, entered in the attached contract schedule of prices in the Tender.
2. * I/We hereby undertake to have the materials/equipment delivered within the time specified in the Tender.
3. * I/We hereby guarantee the technical particulars given in the Tender supported with necessary reports from concerned authorities.
4. * I/We certify to have purchased a copy of tender paper remitting Rs.....by Cash/ Bank Draft and this has been acknowledged by you in your receipt No..... Dated..... .

In the event of Tender, being decided in *my/our favour, * I/We agree to furnish the Security Deposit, in the manner, acceptable to ORISSA POWER TRANSMISSION CORPORATION LTD., and for the sum as applicable to *me/us as per clause-6 of section-II of this specification within 10 days of issue of letter of intent/purchase order failing which *I/We clearly understand that the said letter of Intent/Purchase order will be liable to be withdrawn by the purchaser.

5. Bid Security Declaration

*I/We further declare that, we will not modify/withdraw the bid after opening of the bid during its validity period and in such an event I/We agree that OPTCL would be free to debar us from participating in the tenders floated by OPTCL for a period of three years.

Yours faithfully,

Encl: Tender in duplicate.

Signature of Tenderer
(with Seal if any)

SECTION – VI
NO RELATION CERTIFICATE

THIS IS TO CERTIFY THAT I / WE HAVE NO RELATIONSHIP WITH ANY OF THE EMPLOYEES IN THE RANK OF ASST. MANAGER AND ABOVE SERVING UNDER OPTCL, ODISHA. IN CASE THE ABOVE STATEMENT IS FOUND TO BE FALSE, I / WE MAY BE DEBARRED FROM ANY PAYMENT DUE ON ACCOUNT OF THIS CONTRACT.

SIGNATURE OF THE TENDERER