



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD.OFFICE: JANPATH, BHUBANESWAR – 751 022.

CIN: U40102OR2004SGC007553

Website: www.optcl.co.in

(TENDER CALL NOTICE NO: -OPTCL/Transport/01/2018-19)

TENDER SPECIFICATION

FOR

TENDER ITEM NO: - 01

**(PROVIDING HIRED COMMERCIAL AC /NON-AC
LIGHT VEHICLES TO CORPORATE OFFICE, OPTCL AND GRIDCO,
BHUBANESWAR)**

COMPANY SECRETARY

OPTCL

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TENDER CALL NOTICE No. – OPTCL/Transport / 01/2018-19

Sealed tenders are invited in two parts i.e. (i) Techno-commercial bid (ii) Price-bid for providing different categories of commercial AC / Non-AC light vehicles and Bus on hire basis, for official use at Corporate Office, OPTCL & GRIDCO, Bhubaneswar, from reputed, financially sound Travel Agencies/firms having valid Registration Certificate from Govt. Authority, GST registration. The travel agency must have capacity for providing minimum 20(twenty) nos. of light commercial vehicles out of which 5(five) nos. must be it's own vehicles. The interested bidders are required to enrol themselves on the tender portal www.tenderwizard.com/OPTCL. Complete set of bidding documents would be available at www.tenderwizard.com/OPTCL with effect from **12.03.2019**. Interested **Travel agency/service provider** may visit www.tenderwizard.com/OPTCL for detail specification. The Bidders can submit their bid for one or both items of the tender

| Tender Item No. | Description | Cost of tender paper in Rs. | EMD in Rs. | Last date & time of submission of tender documents | Date & time of opening of tender | Period of Contract |
|-----------------|---|------------------------------------|------------|--|----------------------------------|--------------------|
| 01 | Providing hired commercial diesel AC / Non-AC light vehicles to Corporate Office, OPTCL & GRIDCO, Bhubaneswar | 10,000 + 1,800 (18%GST) = 11,800/- | 50,000/- | 03.04.2019 up to 01.00PM | At 04:00PM on 04.04.2019 | 2 (two) years |
| 02 | Providing hired AC / Non-AC Bus to Corporate Office, OPTCL & GRIDCO, Bhubaneswar | 600 + 108 (18%GST) = 708/- | 2,000/- | 03.04.2019 up to 01.00PM | At 04:00PM on 04.04.2019 | 2 (two) years |

N.B:- All subsequent addendum / corrigendum / extension regarding this tender shall be hosted in www.tenderwizard.com/OPTCL only.

COMPANY SECRETARY, OPTCL

DETAILS OF TENDER NOTICE

The bidders shall submit the bid in Electronic Mode only i.e. www.tenderwizard.com/OPTCL. No request from any bidder for acceptance of the bid in physical form will be entertained by OPTCL.

1. TENDER COST:

The bidders who want to submit bids shall have to pay non-refundable amount of Rs.11,800/- (Rupees Eleven thousand eight hundred) only including GST @ 18% towards the e-tender cost, in the form of Demand draft/Pay order only, drawn in favour of the “**D.D.O Head Qrs, OPTCL payable at Bhubaneswar**”. They have to also submit notarized hard copy of GST registration certificate on or before the date & time of submission of bid.

2. TENDER PROCESSING FEE:

The bidders shall have to submit non-refundable amount of Rs.5,900/- (Rupees Five thousand nine hundred) only including GST @ 18% towards the e-tender processing fee to K.S.E.D.C.Ltd, in e-payment mode only. The e-payment of above amount is to be made to enable the bidder to download the bid proposal sheets & bid document in electronic mode.

3. SUBMISSION OF TENDER COST, TENDER PROCESSING FEE & EMD:

The bidder shall deposit the tender cost, tender processing fee & EMD prior to last date & time for submission of bid as notified in tender notice.

The demand draft / pay order for tender cost is to be submitted along with the EMD at the office of General Manager (Mech.), Transport, OPTCL, Bhubaneswar-751022 on or before the last date & time of submission of bid / tender.

Non receipt of tender cost & EMD in schedule date & time of bid submission shall be liable for rejection of bid under outright rejection clause of the tender.

The bidders shall scan the Demand Drafts / Pay orders towards Tender cost & EMD and upload the same in the prescribed form in .gif or .jpg format in addition to submitting the original as stated above.

The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/OPTCL by clicking on hyper link “Register Me”.

4. Complete bids will be **received up to 01:00 P.M. of 03.04.2019 and the techno-commercial bids will be **opened at 04:00 P.M on 04.04.2019** at the office of General Manager(Mech.), Transport, OPTCL, Janpath, Bhubaneswar–751022. Date and time of opening of price bids shall be intimated to the techno-commercially qualified bidders only. In the event of any specified date for submission or opening of bids being declared a holiday for OPTCL, bids will be received / opened up to the appointed times on the next working day. Only one representative of each firm/Agency will be allowed to participate in the tender opening with proper authorization from the bidder and Identity proof of representative.**

5. OPTCL reserves the right to accept or reject any or all tenders without assigning any reason thereof, if the situation so warrants.

6. The bids submitted through Fax or Email shall not be accepted.

7. The techno-commercial bid of the tenders must be accompanied with the current landline telephone bill/electric bill as proof of permanent office of the Agency/Firm.

Any clarifications regarding the scope of work and technical features of the tender can be had from the **General Manager (Mech.), Transport, OPTCL, Bhubaneswar-751022** during office hours.

INSTRUCTIONS TO TENDERERS

1. Submission of Bids: -

The bidder shall submit the bid in Electronic Mode only i.e. **www.tenderwizard.com/OPTCL**. The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request from any bidder to the OPTCL to collect the Bids in physical form will be entertained by the OPTCL. The OPTCL reserves the right to reject any bid, which is not deposited according to the instruction, stipulated above.

The participants to the tender should be registered under GST laws.

(1) For all the users it is mandatory to procure the Digital Signatures.

(2) Bidders / Agencies are requested to follow the following steps for participation in e-tender.

2 Registration:

- a. Click “Register”, fill the online registration form.
- b. Pay the amount of Rs.2,360/- through DD/e-payment in Favour of KSEDCL Payable at Bangalore.
- c. Send the acknowledgment copy for verification.
- d. As soon as the verification is being done the e-tender user id will be enabled.

NB : i) This registration is valid for 2(two) years.

ii) The bidders who have registered for Item No. 2 of this tender need not register again for item No. 1.

3 After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.

4 If any Bidder wants to participate in the tender he will have to follow the instructions given below:

- a. Insert the PKI (which consist of your Digital Signature Certificate) in your System.
(Note: Make sure that necessary software of PKI be installed in your system).
- b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
- c. Go to Start > Programs > Internet Explorer.
- d. Type **www.tenderwizard.com/OPTCL** in the address bar, to access the Login Screen.
- e. Enter e-tender User Id and Password, click on “Go”.

- f. Click on “Click here to login” for selecting the Digital Signature Certificate.
- g. Select the Certificate and enter DSC Password.
- h. Re-enter the e-Procurement User Id Password

5 To make a request for Tender Document, Bidders will have to follow the steps mentioned below.

- 1) Click “Un Applied” to view / apply for new tenders.
- 2) Click on Request icon for online request.

6 After making the request, Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps:

- 1) Click to view the tender documents which are received by the user.
- 2) Tender document screen appears.

Click “Click here to download” to download the documents.

7 After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.

- 1) Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
- 2) Note down / take a print of bid control number once it displayed on the screen.

Tender Opening event can be viewed online. Competitors bid sheets are available in the website for all.

For any e-tendering assistance, contact help desk number mentioned below.

Bangalore – 080- 40482000.

8. ELIGIBILITY CRITERIA

8.1) The Travel Agency must have been registered with Government Authority.

8.2) The Agency must have minimum 3(three) years of experience in the field of providing hired vehicles.

8.2) The Travel Agency/Firms must have minimum 5(five) nos. own commercial vehicles (not more than 3 years old from the date of initial registration) and poses capacity to provide minimum **20(twenty)** nos. of light commercial vehicles(not more than 3 years old from the date of initial registration), at least 5 nos. from each category such as

- a) TATA Bolt/ Maruti Celerio, WagonR/ Hyundai Grand i10 or equivalent.
- b) TATA Tigor, Zest / Maruti Swift Dzire/ Hyundai Xcent/ Toyota Etios or equivalent.
- c) Tata Sumo/ Mahindra Bolero or equivalent
- d) Mahindra SCORPIO / Toyota Innova / Honda City or equivalent

Proof of the same shall be submitted in shape of Agreement with the vehicle

owners or an Affidavit along with the Techno-commercial bid. The Travel Agencies having more own commercial vehicles and less year old vehicles shall be given added advantage. The RC book copies of own and other commercial vehicles and the list as per format in **Annexure-I** should be submitted with Techno-commercial bid. The list of vehicles so provided should have not been engaged anywhere else on regular basis.

- 8.3)** The Travel Agency must have provided at least **10(ten)** nos. of commercial light vehicles on regular basis to any Govt./Public Sector Company during the last 24(twenty four) months continuously, in support of which necessary documents must be furnished.
- 8.4)** The annual average turnover of the bidder(Agency/Firm) from **HIRE CHARGES** business during last 3 consecutive financial year ending 31.03.2018 should be more than Rs.25.00 lakhs per year. The bidder shall submit along with the tender, Audited Accounts / CA (Chartered Accountant) certificate indicating the average turnover from Hire charges for the last three years ending on 31.03.2018 in support of meeting the requirement.
- 8.5)** The Travel agency must have permanent office in Bhubaneswar with round the clock telephone arrangement.
- 8.6)** The Travel Agency/Firm should have valid GST registration No. & Income Tax PAN.

9.0 Tenders shall be in Two Parts.

The Tenderers are required to submit the tenders in two parts viz. Part-I (Techno commercial) & Part-II (Price bid).

10.0 Mode of submission of Tenders.

- a) Tenders shall be submitted in electronic mode only.
(www.tenderwizard.com/OPTCL)
- b) **Telegraphic or FAX tenders** shall not be accepted under any circumstances.

11.0 DOCUMENTS TO BE SUBMITTED

11.1 Tenderer has to upload the self-attested copies of the following documents along With Techno-commercial Bid

- i. Proof regarding registration with Government Authority.
- ii. Copy of GST Registration Certificate (in the name of the travel agency / firm or in the name of the proprietor).
- iii. Copy of latest GST return.

- iv. Copy of Income Tax PAN Card(in the name of Travel Agency/Firm or in the name of proprietor).
- v. Proof of having 20(twenty) nos. of light commercial vehicles under the custody of Travel Agency including minimum 5(five) nos. own vehicles (copy of agreement with owners of the vehicles OR affidavit, along with photo copy of R.C. Books). List as per format in **Annexure-I** is to be enclosed.
- vi. Undertaking to provide good conditioned commercial vehicles (less than 3 years old) as per format in **Annexure-II**.
- vii. Audited Accounts / CA certificate for last 3 years ending 31.03.2018 in support of annual average turnover from **Travel business** during the last 3(three) consecutive years.
- viii. Proof regarding engagement of vehicles for a continuous period of last 24(twenty four) months as required under **clause 8.3** above.
- ix. An affidavit declaring that Agency has never been debarred, disqualified or black listed by any Govt. / PSU Authority, shall be submitted along with the bid as per the format enclosed at **Annexure-III**.
- x. Undertaking as per prescribed format at **Annexure-IV** regarding engagement of any hired vehicle not belonging to any employee of OPTCL / GRIDCO or his/her spouse / children.
- xi. Current landline Telephone/ Electricity Bill towards proof of having Local Office at Bhubaneswar and Phone Number for correspondence.
- xii. Scanned copy of the Demand Draft amounting Rs.50,000/- drawn in favour of DDO, Hqrs., OPTCL payable at Bhubaneswar towards EMD to be uploaded along with techno-commercial bid.
- xiii. Demand Draft amounting Rs.11,800/- drawn in favour of DDO, Hqrs., OPTCL payable at Bhubaneswar towards cost of Tender is to scanned and uploaded along with technical bid.

In addition to the above, the tenderer has to fill up 2(two) formats (excel sheet) available under Techno commercial bid of e-Tender.

A) Check list format

B) Detail information of commercial vehicles under the custody of the Agency including own vehicles.

OPTCL reserves the right to out rightly reject the tender, if any of the above document is not submitted by the bidding Travel Agency/Firm in their Techno-commercial offer or the bidders have mentioned wrong / misleading information in their bid through e-Tender.

11.2 With Price Bid

The tenderer has to bid only in the Price Schedule format available under the Price bid of the e-Tender.

Bidding in any other manner will not be entertained.

12.0 Earnest Money Deposit:

Tenderers are to submit **interest free EMD amount of Rs.50,000.00 (Rupees fifty Thousand Only) (refundable)** in shape of **Demand Draft / Pay Order** drawn in favour of **“DDO, Hqrs., OPTCL”** payable at **Bhubaneswar** from any nationalized bank in the office of **General Manager(Mech.), Transport, OPTCL, BBSR** on or before the date and time of submission of Techno-commercial bid through e-Tender. The scanned copy of the said DD/Pay Order is to be uploaded along with the Techno-Commercial Bid of e-Tender. **Offers without EMD will be out rightly rejected.** The EMD will be released to the unsuccessful bidders after finalization of the Tender.

No adjustment towards EMD shall be permitted against any outstanding amount with the **ODISHA POWER TRANSMISSION CORPORATION LTD.**

EMD will be forfeited if the tenderer fails to accept the letter of intent and/or work order issued in his favour or to execute the order, placed on them.

13.0 SECURITY DEPOSIT:

For successful bidders, EMD amount of Rs. 50,000/- (fifty thousand) will be adjusted towards Security Deposit. The Security Deposit will not carry any interest and will be refunded only after satisfactory execution of the contract and after adjustment of any dues.

If the successful bidder fails to execute the order, the Security Deposit of the bidder will be forfeited and the bidder will be debarred for 3 (three) years from OPTCL.

14.0 VALIDITY

The tender should be valid for a period of **120 days** from the date of opening of tender, or else tender will be rejected.

15.0 Opening of Bids.

- a) The part-I Bid i.e. Techno commercial bid shall be opened on the date and time fixed by the OPTCL in Electronic mode in presence of such of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present.
- b) Date and time of opening of part-II Bid i.e. Price bid shall be intimated to the techno-commercially qualified bidders only. Price bids shall be opened on the date and time fixed by the OPTCL in Electronic mode in presence of such of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present

In the event of any specified date for the opening of bids being declared a holiday for OPTCL, bids will be opened up to the appointed times on the next working day.

16.0 Purchaser’s right to accept/reject bids:

The purchaser reserves the right to reject any or all the tenders without assigning any reasons what so ever if it is in the interest of OPTCL.

17.0 Conditional Offer:

Conditional offer shall not be accepted.

18.0 Purchaser's Right Regarding Allotment of Vehicles.

OPTCL may maintain a panel of 6(six) to 7(seven) Travel agencies/firms on the basis of the lowest finalized rates for distributing the work of hiring of vehicles. The distribution of vehicles will be done at the discretion of OPTCL management, which may or may not be on equal proportion considering the suitability and capacity of the Agency/Firm. The entire requirement of vehicles can be awarded to more than one successful tenderer.

19.0 General: -

- (i) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the Tenderer.
- (ii) For evaluation, the price mentioned in words shall be taken if there is any difference in figures and words in the price bid.
- (iii) Notice inviting tender shall form part of this specification.
- (iv) The price bids of the techno commercially qualified bids shall only be evaluated. The EMD of others, if any, shall be returned to the bidders.
- (v) It should be distinctly understood that the part-II of the bid i.e. Price Bid shall contain only details/documents relating to price, as outlined in clause-17 mentioned herein above. Inclusion of any of the documents/information etc. shall render the bid liable for rejection.
- (vi) The tenderer must submit the EMD amount and cost of tender document in a sealed cover envelope super-scribing the tender specification number, Tender Notice No & Date of tender clearly on the cover envelope. **The said envelope is to be submitted in the office of the General Manager (Mech.), Transport, OPTCL, Bhubaneswar-751022, on or before the last date and time of submission of Bids.**

DECLARATION FORM

(TENDER CALL NOTICE NO: -OPTCL/Transport/01/2018-19)

To

The Company Secretary
Odisha Power Transmission Corporation Ltd.,
Bhubaneswar-751022.

Sir,

We have gone through the above specifications together with general terms and conditions therein.

1. I/We having the following organization profile pertaining to our Travel Agency / firm, hereby offer to provide hired AC/Non-AC Light commercial vehicles (not more than 3 years old from the date of initial registration) to OPTCL and GRIDCO Corporate Office, as per the terms and conditions mentioned in this tender document and at the rates entered in the attached contract schedule of prices in the tender.

- i) Name of Travel Agency/Firm _____.
- ii) Regd. Address _____
- iii) Address of Office at Bhubaneswar _____
- iv) Number of Branches in Odisha if any (Please mention place and location)

- v) Name of authorized signatory (in block letters): _____
- vi) Specimen signature of authorized signatory:- _____
- vii) Telephone /Mobile No. of authorized signatory of Firm: _____
- viii) Email Address of firm: _____
- ix) Contact Person's
 - a) Name & Design. _____
 - b) Tel No. Landline _____ Mobile _____
 - c) Email ID _____
- x) Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
- xi) Bank Account Number with Branch and name of Bank

- xii) Registration no. of the Firm/Company: _____
- xiii) PAN No.: _____
- xiv) GST Regn. No: _____
- xv) Annual Turnover for the last 3 financial years:
In Indian Rupees.
2015-16 _____, 2016-17 _____, 2017-18 _____

2. I/We hereby undertake to attend the job within the time specified in the tender.
3. I/We certify to have submitted the bid electronically by remitting DD/Pay order towards the cost of the tender document and EMD.
 - a) The particular of payment towards cost of tender paper is:
Demand Draft / Pay Order No. _____
dt. _____ drawn on
_____ Bank.
 - c) The particular of payment towards EMD is:
Demand Draft / Pay Order No. _____
dt. _____ drawn on
_____ Bank.
4. I/We hereby declare that, I/We am/are submitting this tender electronically after going through the complete set of Tender documents and accept all the terms and conditions of the Tender.
5. I/We declared that the documents submitted for the tender are true, correct and authenticated. We also undertake that if any of the information found false, our offer against the tender will be rejected and any action as deemed proper by OPTCL may be taken against us.

SIGNATURE OF THE TENDERER WITH SEAL

GENERAL TERMS AND CONDITIONS

1. DEFINITION OF TERMS USED IN THIS BID DOCUMENT :-

1.1 The “Company” shall mean ODISHA POWER TRANSMISSION CORPORATION LIMITED (OPTCL), A Company registered under the Companies Act-1956 and having its Registered Office at Janpath, Bhubaneswar-751022.

1.2 The “Travel Agent/Agency/Firm/Contractor/Party” shall mean the bidder, who has agreed to provide the hired commercial vehicles to the Company.

1.3 The “Officer-in-charge” shall mean the person designated as such by the company and shall include those who are expressly authorized by the Company to act for and on its behalf.

2. SCOPE OF WORK:

2.1 The tenderer has to provide, maintain and operate light commercial AC / Non-AC vehicles with drivers as per the requirement, in good running condition. **The vehicle shall be in good running condition so as to provide safe and trouble free journey and to avoid any breakdown en route and shall not be more than 3(three) years old from it’s date of initial registration at any point of time till end of the contract.**

3. PAYMENT OF FUEL COST (POL)

(A) For the vehicles hired on daily charges basis for monthly regular conveyance or for local journey, fuel and lubricating oil required shall be arranged by the Travel Agency at his own cost. However, OPTCL/GRIDCO shall reimburse the fuel and lubricating oil consumption for the running kilometres of the vehicle as mentioned below-

- i. Non-Ac/AC Tata Bolt/Tata Tigor/Swift Dzire or equivalent - @15km/litre(diesel)
- ii. Non-AC/AC Bolero/Tavera or equivalent-@10km/litre(diesel)
- iii. Ac Scorpio/Innova/HondaCity or equivalent-@9km/litre(diesel)

In addition to the above, cost of one litre of lubricating oil in every 750 Km run of the vehicle will be reimbursed.

(B) For the vehicles hired on as and when required basis for journey beyond 200km per day (Outstation journey), payment shall be made on Km Basis. In this case fuel and lubricating oil are to be provided by the Agency.

4. NIGHT HALT CHARGES:

In case of Out Station journey involving night halt, an amount of Rs.350.00 for each night halt will be paid extra by OPTCL/GRIDCO.

No other charges such as detention charges shall be paid extra to the Agency during Night halt period.

5. PAYMENT

- (i) The bills towards hiring of vehicles are payable after end of the month.
- (ii) The Agency has to submit the Bill(s) of the preceding month to the Officer In-charge of Transport Branch within 7(seven) days along with the following supporting documents:
 - (a) Original Log Sheet / Duty Slip and utilization Certificate duly signed by the allotted Officer with countersignature by his / her controlling officer.
 - (b) The original receipt of payment towards toll gate charges and parking charges shall be enclosed along with the bills for reimbursed by OPTCL/GRIDCO.
 - (c) In the event of using the hired vehicle by the allotted Officer beyond the limit fixed towards Kilometers /Hours per day or on Holidays, copy of the approval taken from respective authority shall also be attached.

On receipt of the Bill(s) in complete shape from the Travel Agency, the Officer In-charge, Transport Branch shall complete the entire process within a week's time for obtaining approval from the Competent Authority and expedite the matter with the D.D.O (Head Qrs.) for releasing the payment by 20th day of every month.

In case the Travel agency does not submit the bill in time, the payment for the default bill will be made next month.

6. PRICE:

The price quoted in the Price Schedule (For journey less than 200 km per day / daily conveyance) against Daily hiring charges / Detention charges should be FIRM and exclusive of fuel and lubricant but inclusive of operation charges, repair & maintenance charges, driver charges, T&Ps etc.

The price quoted in the Price Schedule (For journey beyond 200Kms. per day) against Kilometre charges /Detention charges should be FIRM and inclusive of fuel and lubricant, operation charges, maintenance charges, driver charges, repair charges etc.

Further, the rate quoted should be exclusive of GST, but inclusive of all other applicable Taxes and duties. The relevant provisions of IT and GST will be applicable wherever necessary.

The rates should be quoted strictly as per the Price bid format of the Price Schedule and should be clearly written. Other mode of quotation of rates will not be accepted. In case of any overwriting or striking off rates in the price schedule, the bid will be rejected summarily.

Bidders are to quote reasonable price & L1 bidders in the tender may be asked to justify their quoted price in case it is felt in-genuine.

7. PLACEMENT OF VEHICLE ALLOTMENT ORDER

The successful Agency/Firm(s) will be required to submit the following documents of vehicles and drivers to be engaged, prior to release of vehicle allotment Order.

- a) List of vehicles including own vehicles, not more than 3 years old from the date of initial registration for engagement in OPTCL/GRIDCO Hqrs.
- b) Self Attested copy of RC Books.
- c) Self Attested copy of 1st party insurance/Comprehensive Insurance Policy of vehicles.
- d) Self Attested copies of valid Driving License of the drivers.
- e) Valid fitness certificate for commercial use and with copy of all Odisha Road permit.
- f) Proof of up-to-date road tax payment.
- g) Agreement copy with the vehicle owner.
- h) The firm/Agency should indemnify OPTCL/GRIDCO against any losses, damage to OPTCL/GRIDCO properties and employees or claims arising thereof by producing an **Indemnity** bond in a non-judicial stamp paper amounting Rs.100/- (Rupees One hundred only) as per **Annexure-V**.

After scrutinizing all relevant documents, vehicle allotment order will be issued to successful bidders for engagement of the vehicles with drivers in OPTCL/GRIDCO Hqrs. Office, Bhubaneswar. The name of Travel Agency/Firm(s) and the type of vehicles selected for engagement in Corporate Office, OPTCL/GRIDCO will be communicated to the DDO, OPTCL and DDO, GRIDCO as well as to the concerned Officers who will be using the vehicles for facilitating the processing of hire charges bills and payments thereof. In case the Agency wants to change the vehicle/driver, it is to be approved by the Authorised Officers of OPTCL and with written permission, the vehicle/driver may be changed. The substitute vehicle should also fulfil the same term & conditions and should not be more than 3 years old from the date of initial registration.

OPTCL reserves the right to revise the allotment of vehicles based on the feedback of Officers / users regarding quality of service including quality of vehicles provided by the Travel Agencies periodically as a result of which there may not be equitable distribution of vehicles to all the enlisted Agencies as per the initial work order.

8. PERIOD OF CONTRACT

The period of contract is initially for a period of **02(two)** years from the date of placement of order. On successful completion of the contract, if OPTCL/GRIDCO desires, the contract period can be extended for a further period under existing price and terms & conditions subject to satisfactory performance and on mutual consent of the parties.

8.1 The company reserves the right to terminate the contract without assigning any reason thereof, at any time during the pendency of the contract by giving **30 days notice** of its intention to do so. In the event of any such termination of the contract, the Travel Agent shall only be entitled for the amount for services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms of contract. No other claims can be allowed or considered.

8.2 In case of persistent breach of the contract or unsatisfactory services by the Agency, OPTCL/GRIDCO reserves the right to terminate the contract along with forfeiture of Security Deposit and may also blacklist the Agency for participation in future tenders.

9. SUPPLY OF VEHICLES / LIABILITIES:

- (i) The vehicles to be provided on regular (daily charges) basis are required to be in service/operation for a minimum of **12 hours per day** including Sundays and Holidays, if required and shall operate as per time schedule and instruction of Officer-in-Charge or allotted Officer. If engagement of the vehicle is less than 6 hours per day, payment shall be made 50% of the charges per day.
- (ii) The engaged vehicles are required to be kept in good running condition for the whole contract period and shall operate as per time schedule and as per the instruction of officer to whom the vehicle is allotted. The vehicle should be kept with sufficient stock of fuel.

Generally changes of Vehicle or Driver by the Travel Agency shall not be accepted. However, in the event of breakdown or for reasons whatsoever, the Travel Agency shall provide another Vehicle with equal model and standard. Further, if the Driver of the Vehicle is physically unfit to drive or has some personal work which is un-avoidable, replacement of Driver by the Travel Agency shall be acceptable. But in both the occasion, prior intimation should be given by the Travel Agency to the Officer In-charge of Transport Branch and concerned allotted Officer as well. The allotted vehicle should not also be engaged in any other place during the contract period.

- (iii) No Hired Vehicle shall be allowed to be parked in the Office premises during night.
- (iv) In day time, Hired Vehicles shall be parked at the designated space of the respective location. Random parking of Hired Vehicles in the Office premises is strictly prohibited.
- (v) During the course of parking of Hired Vehicles in the Office premises, if any damages / loss occurred to the Vehicle(s), OPTCL is no way responsible to compensate the cost of the said loss or damages.

- (vi) All valid documents of the vehicle like R.C. books, 1st Party Insurance Certificate, Road Permits, Fitness Certificate, Pollution certificate, Gate pass etc. are to be kept in up dated condition and should be available with the concerned driver of the vehicle. Any fine/compensation levied/imposed by Statutory Authority due to want of any document, will be borne by the Agency.
- (vii) Cost of Spare parts, repair & maintenance charges of the vehicle will be borne by the Agency.
- (viii) If any vehicle is sent to garage for repair / fuel tank for re-filling, the Agency cannot claim any amount involved for these empty trips as well as the time for the purpose.
- (ix) The Travel Agency/Firm shall make regular and full payment of all wages and allowance to the drivers engaged by it.
- (x) The Agency/Firm should maintain proper records of the drivers' details, attendance and payment made to them and such records should be made available to the OPTCL/GRIDCO or any Statutory Authority for scrutiny as and when required. The Agency shall be responsible for all sorts of statutory payment to the staff employed by it.
- (xi) The drivers provided by the Travel Agency should be :
 - a) Well behaved, gentle, obedient in nature and free from bad habits of any type of intoxication like smoking, chewing tobacco etc.
 - b) He should possess Valid Light Vehicle Driving License with sufficient experience in driving transport passenger vehicle. He must have all the relevant papers of the vehicle in original for producing the same before the law enforcing Authority as and when required. Inability to produce relevant records, documents at the time of need will be treated as disqualification and it may lead to termination of contract.
 - c) The Travel agency would provide drivers with a Mobile Phone and talk time at it's own cost and intimate the said phone number to the concerned allotted Officer and Officer In-charge of Transport Branch in order to facilitate contact with the concerned Driver.
 - d) The drivers engaged by the Agency should be well versed with the roads / routes and traffic regulations in Bhubaneswar. The driver should have atleast 3 years of driving experience in Bhubaneswar and well acquainted on the roads within the State of Odisha.
 - e) The Agency shall be required to change / replace the driver(s) in case found unsuitable for the purpose with due approval from Officer-in-charge, Transport, OPTCL.
 - f) The driver(s) should extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user Officer(s) and should present themselves for duty in a neat and clean appearance.

Apart from above, the Travel Agency shall ensure that the Driver of the Hired Vehicle has to reach at the door step or in the location as per instruction/requirement of the allotted Officer.

- (xii) In case of non-fulfilment of any obligations under the contract or law, OPTCL/GRIDCO, reserves the rights to withhold payments due to the Agency till compliance of the same.

- (xii) During the contract period, any damage / loss caused to the Hired Vehicle or loss of life / injury made to any person or to any property while in OPTCL duty, the Travel Agency is wholly responsible to compensate the loss or resolve the issue. The OPTCL is not responsible to compensate the same.
- (xiii) The Agency shall provide first-aid box with all recommended medicines, one 3-cell torch, 2 umbrellas, one set of required spanner, other T&P items in the vehicle and shall verify the usability of the same regularly.
- (xiv) Both front and back seats should be equipped with seat belts.
- (xv) In case the speedometer of the vehicles does not function for a specific period, the distance covered by the vehicle for any purpose shall be assessed by the Officer of OPTCL/GRIDCO to whom the vehicle is attached, whose decision shall be final and binding. The Agency shall arrange to repair / replace the speedometer within 24 hour of such failure.
- (xvi) If the performance of the Driver is un-satisfactory or any mechanical trouble detected during running of the Vehicle, as reported by the allotted Officer, the Travel Agency is responsible to replace the same immediately without hampering official work. If positive response is not received from the Travel Agency to resolve the issue within a day, the OPTCL reserves the right to reject its contract without assigning any further reasons thereof.
- (xvii) In the event of lease vehicle provide by the Travel Agency, the copy of the agreement made with owners of the Vehicle should be submitted with self-attestation.
- (xviii) The agency must have round the clock telephone / mobile facility, so that it can be contacted at any time during emergency.
- (xviv) It is the responsibility of the Agency to comply with all statutory regulations of Govt. of India / Govt. of Odisha, for the time being in force, for operation of the hired vehicles during the entire course of contract.
- (xvv) The police / court case (Legal disputes) in respect to hired vehicle during the period of engagement will be the risk and cost of the Travel Agency.

10. PENALTY :

- (i) For the regular monthly vehicles to be provided on fixed daily charges basis, the vehicles shall remain in service for a minimum of 12 Hrs. duty. In case of break down, maintenance / repair or any other cause for which the vehicle could not be engaged, the Agency shall provide an equally good vehicle immediately, failing which, the company will treat the vehicle not on job for the aforesaid period and will deduct from it's bill an amount of **Rs.500/-**(Rupees Five hundred) only in addition to the daily hire charges for that day / for each day of absence period, without prejudice to any other rights under the contract to which it may be entitled including termination and consequences.

For the vehicles to be provided on as and when required basis, if the Travel Agency fails to provide the vehicle, the OPTCL/GRIDCO reserves the right to get another

hired vehicle from other empaneled Agency and levy **Rs.500.00** (Rupees Five hundred) on the default Agency and without prejudice to the liability for termination, fore feature of deposits and other consequences.

- (ii) The contract is liable for rejection if the penalty in accordance with the above Clause- 10 (i), is imposed on the Agency for 4(Four) days in a month.
- (iii) Further hiring charges for the period will be deducted from the monthly bill of the concerned Travel Agency/Firm in case of engagement of vehicles more than 3 years old or non-commercial vehicles, on intimation from the allotted Officer. **Vehicles with private registration number are strictly disallowed.**

11. USE OF VEHICLE

The regular monthly vehicles to be provided on fixed daily charges basis, shall be exclusively used for OPTCL/GRIDCO, during the period of contract as per directions of Officer-in-charge / Officer to whom the vehicle is attached(User) and shall not be deployed for other works.

The Agency should be prepared to send the vehicle to any place within the state of Odisha as directed by the allotted Officer / Officer-in-charge, Transport branch.

During the contract period, if any of the vehicle is seized or requisitioned by Govt. Authorities for non-compliance of relevant act / statutory requirement etc. or for any reason, the Agency have to provide alternative vehicle without any loss of time. Otherwise penalty as per clause No.10 (i.e. penalty) will be levied and recovered from the Travel Agency.

12. MAINTENANCE OF LOG BOOK

1. Every Driver of the Hired Vehicle should be provided with Log Book by the Travel Agency as per prescribed format of the OPTCL.
2. Concerned Officer has to record the Kilometer Reading in the Log Book at the starting and ending point as per actual figure reflected in the Speedometer of the Vehicle with his / her signature for each journey.
3. As the hired vehicles are being kept under the custody of the Travel Agency, the Kilometre reading and time shall start from the place of reporting or the residence of the Allotted Officer and shall end at the place of dropping or the residence of the officer as the case may be. The fuel / running cost of the to & fro Kilometre journey from the Travel Agency to the residence of the Allotted Officer or OPTCL/GRIDCO Corporate Office, shall be borne by the Travel Agency and shall not be included in the Contract for Billing purpose.
4. Log book shall be maintained by the driver on day to day basis and he should obtain the signature of the user regularly.

5. The Log Book and Duty slips if any, have to be submitted in original along with the bill with due signature of the officer utilizing the vehicle.
6. Overwriting on the duty slip as well as on the Bill shall not be accepted.

However, in case of using Hired Vehicle by Directors / C.G.Ms, their Sr. P.S / P.S / P.A / Steno are authorized to record the Kilometer reading in the Log Book / Duty Slip and sign the same.

13. PROTECTION OF WORKMEN

The travel agencies shall be liable to fully indemnify OPTCL/GRIDCO for payment of compensation under Workmen Compensation Act. VII of 1923 on account of the workmen employed by the travel agencies for the said contract and full amount of compensation paid by OPTCL / GRIDCO., if any, will be recovered from the Travel Agencies.

The successful bidder shall have to comply with provisions of all applicable Acts, Rules and Regulations (such as The Minimum wages Act, 1948, The Employees Provident Funds & Miscellaneous Provisions Act, 1952 & The Employees Pension Act, 1948 etc.) as applicable to their employees from time to time. OPTCL/GRIDCO is in no way responsible to this effect.

The Agency shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the Agency shall be on its pay roll and be paid by them. The company will have no liability what so ever concerning the employees of the Agency or of the owners of the vehicle. The Agency shall indemnify OPTCL against all loss or damage arising out of or in the course of his employing persons or out of his relations with his employees. The Agency shall make regular and full payment of all wages and allowances to its workers/employees. The Agency shall be directly responsible for any disputes arising between it and its employees and keep the Officer-in-Charge indemnified against losses, damages or claims arising thereof including any workmen`s compensation etc.

In case of non-fulfilment of any obligations under the contract or law, the Officer-in-Charge reserves the right to withheld payments due to the Agency.

14. STATUTORY LAWS

- a. The Agency shall comply with all relevant Rules & Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- b. The Agency will comply all statutory applicable laws and keep OPTCL/GRIDCO informed about any amendment of law time to time.
- c. The vehicles should have commercial registration with insurance coverage. The vehicle should have all valid documents like R.C.books, Insurance Certificate, Permits, Pollution certificate etc. in up-date condition.

15. TAXES:

GST as applicable is to be paid extra. Other applicable taxes and duties shall be deducted from the bill of the Agency at source.

16. NIGHT PARKING

Night Parking shall be arranged by the Agency. However, parking place should be conveniently located and the driver should be available at any time whenever required.

17. SAFETY/SECURITY

The safety/security of the vehicle at any time of the day/night during the period of hiring shall be the responsibility of the Agency.

18. PAYING OFFICER

DDO, Hqrs., OPTCL / DDO, GRIDCO, Bhubaneswar, as the case may be, is the paying officer for vehicle hire charges.

19. OFFICER-IN-CHARGE

General Manager (Mechanical), Transport, OPTCL is Officer- In-Charge of Vehicles.

20. JURISDICTION OF COURT

Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Bhubaneswar, District- Khorda, Odisha, to the exclusion of all other Courts.

**COMPANY SECRETARY
OPTCL**

**(Tenderer has to fill up this format (excel sheet) available under
Techno-commercial Bid of e-Tender)**

**PROVIDING HIRED COMMERCIAL DIESEL AC /NON-AC VEHICLES TO
CORPORATE OFFICE , OPTCL & GRIDCO, BHUBANESWAR.
TENDER CALL NOTICE NO:–OPTCL/Transport/ 01/2018-19**

Mark where necessary (YES / NO)

| Sl. No. | Documents | Yes | No |
|---------|---|-----|----|
| 1 | Proof regarding registration with Govt. Authority | | |
| 2 | Copy of GST Registration Certificate | | |
| 3 | Copy of latest GST return. | | |
| 4 | Copy of Income Tax PAN Card (in the name of Travel Agency/Firm or in the name of proprietor). | | |
| 5. | Proof of having minimum 20 nos. of light commercial vehicles (inclusive of 5nos. own vehicles) under custody in shape of Agreement with the vehicle owners or Affidavit. List as per format in Annexure-I . | | |
| 6. | Undertaking to provide good condition commercial vehicles not more than 3 years old from the date of initial registration as per format at Annexure-II | | |
| 7. | Audited Accounts/ CA certificate for last 3 Financial years ending 31.03.2018 in support of annual average turnover from travel business (i.e. 2015-16, 2016-17 & 2017-18). | | |
| 8 | Proof regarding provision of at least 10(ten) nos. vehicles to any Govt./PSU for a continuous period of last 24 (twenty four) months. | | |
| 9. | Declaration form. | | |
| 10. | An affidavit declaring that Agency has not been debarred, disqualified or black listed by any Govt./PSU client as per the specimen format enclosed at Annexure-III | | |
| 11. | Undertaking regarding engagement of vehicles not belonging to any employee of OPTCL / GRIDCO or his/her spouse / children in the Tender as per the specified format at Annexure-IV . | | |
| 12. | Current Landline telephone / electricity bill for proof of having Local Office at Bhubaneswar . | | |
| 13. | Submission of EMD of Rs.50,000/- in shape of DD/ Pay Order in favour of DDO, Hqrs., OPTCL in the O/o G.M.(Mech.), Transport, OPTCL and uploading the scanned copy of the same with Techno-commercial bid of e-Tender. | | |
| 14. | Submission of Cost of Tender paper, in shape of DD/ Pay Order for Rs.11,800/- favouring DDO, Hqrs., OPTCL OPTCL in the O/o G.M.(Mech.), Transport, OPTCL and uploading the scanned copy of the same with Techno-commercial bid of e-Tender. | | |

N.B.- The bidders are required to examine the specifications thoroughly before submitting the e-tender. Attention of the bidders is specially drawn to '**Instruction to Tenderers**' which if not complied, will lead to the rejection of tender.

ANNEXURE-I

Detail Information of commercial vehicles under custody of Travel Agency including own vehicles.

(Vehicles should not be more than 3(three) years old from the date of initial registration)

| Sl. No. | Types of Vehicles (Make and Model) | Vehicle registration No. | Year of manufacturing | Date of initial registration | Validity of commercial registration |
|---------------------------------|---------------------------------------|--------------------------------|--------------------------|---------------------------------|---|
| <u>OWN Vehicles</u> | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| Vehicles of other owners | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |

- NB :**
- 1. Bidder must furnish detail information of minimum 20(twenty) nos. commercial vehicles (not more than 3 years old), out of which at least 5 nos must be it's own vehicles.**
 - 2. Travel Agency having more nos. of own commercial vehicles would be given more weightage.**

Undertaking to provide good condition commercial vehicle to OPTCL/GRIDCO.

I / We hereby undertake that my / our Travel Agency / firm shall provide good condition commercial vehicles to OPTCL and GRIDCO Corporate Office, Bhubaneswar which would not be more than 3(three) years old from the date of initial registration as per terms and conditions of the tender.

Name, Seal & Signature of Bidder

SPECIMEN FORMAT

Affidavit declaring that Agency has not been debarred, disqualified or black listed by any Govt./PSU client

(To be executed on a Stamp paper of appropriate Value)

I/We,.....S/O.....(mention all the names if there are two or more nos. of proprietors), proprietor(s) of M/s.....(The Agency) Bearing GST Registration No.....located at(Complete Address of the Agency) hereby undertake that the Agency M/s.....have not been blacklisted/debarred in the past by any Government/PSU/Private Institution from participating in any of the tender.

Also, I/We undertake that there is no vigilance/CBI/Police case pending against M/s.....or proprietor(s) of M/s.....

The facts stated above are true to the best of my/our knowledge. I/We also understand that if any of the information found false, my/our offer against Tender call Notice No.- will be rejected and any action as deemed proper by Odisha Power Transmission Corporation Ltd. may be taken against me/us.

WITNESS 1

Signature(s) of the Proprietor(s) with Name(s)

Signature.....

Name.....

WITNESS 2

Signature.....

Name.....

Undertaking regarding engagement of vehicles not belonging to any employee of the OPTCL/GRIDCO in the Tender.

I / We hereby undertake that none of the vehicles to be engaged in OPTCL / GRIDCO Hqrs. Office by my Agency belongs to any employee of OPTCL / GRIDCO or his / her spouse/children. In case the statement is found incorrect, I shall be liable to penal and legal action as warranted under rules.

Name, Seal & Signature of Bidder

INDEMNITY BOND

(To be furnished in Stamp paper as per Stamp Act)
(Stamp Paper should be purchased in the name of the SELLER/ INDEMNIFIER)
(At present not less than Rs.100/- Stamp Paper)

This deed of Indemnity is executed by M/s..... (hereinafter referred to as '**Indemnifier**' which expression shall, unless repugnant to the context or meaning thereof, include its heirs, successors, administrators, representative and assignees) **in favour of** M/s..... (OPTCL/GRIDCO) (hereinafter referred to as '**Indemnified**' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assignees).

Whereas, the **Indemnified** herein has awarded to the **Indemnifier** herein an Order/ Letter of Award/ notification of Award No..... dt..... for the supply of
By the **Indemnifier** on terms and conditions set out interalia in the Tender Document/Notification of Award/ Letter of Award No..... of the **Indemnified**.

And whereas, clauses of the mentioned order/ Tender Document and letter of Award No.....Dt..... mandates/provides for the Indemnifier herein to indemnify the **Indemnified (OPTCL/GRIDCO)** from any loss, damage to its properties and employees or any claim against the **Indemnified** arising out of the said Tender Document, letter of Award, Notification of Award as the case may be, by providing an Indemnity Bond in favour of **Indemnified**.

Now therefore this deed of indemnity witnesseth as below.

The **Indemnifier** hereby irrevocably binds itself to the Indemnified to indemnify the **Indemnified**, without any demur or reservation in the event the **Indemnified**, suffers any loss or damage to its properties and employees and/or in the event any claim arises against the **Indemnified** its properties and employees from out of any act of any vehicle any Driver and/or any owner of any vehicle which is provided by the **Indemnifier** on hire to the **Indemnified** and from any claim arising out of any action/inaction of the **indemnifier** in relation to the said Tender Document/ Notification of Award/ Letter of Award No..... dt.....of the **Indemnified**. The **Indemnifier** also further binds itself to the **Indemnified** to indemnify the **Indemnified** immediate after the occurrence of any such claim or loss or damage within a period of.....days from the date of such occurrence but no further.

Executed this.....the day of.....20.....at.....

For.....
(Signature with Name and Designation)
Indemnifier

Station:
Date:

Company Seal

Witness:

1.....
Signature with Name, Designation & Address

2.....
Signature with Name, Designation & Address



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

REGD.OFFICE: JANPATH, BHUBANESWAR – 751 022.

CIN: U40102OR2004SGC007553

Website: www.optcl.co.in

PART-II

PRICE SCHEDULE

PRICE SCHEDULE

PROVIDING HIRED COMMERCIAL AC /NON-AC VEHICLES TO CORPORATE OFFICE, OPTCL/GRIDCO, BHUBANESWAR. TENDER CALL NOTICE NO:-OPTCL/Transport/ 01/2018-19

SCHEDULE OF RATE FOR VEHICLES

| Sl. No | Type of vehicles | Daily Charges in Rs. (For Local journey/regular monthly conveyance within 12 hrs run/day and less than 200km/day) | Detention Charges in Rs. per hour (For Local journey/regular monthly conveyance beyond 12 hrs run/day and less than 200km/day) | Kilometre Charges in Rs. Per Km. (For journey beyond 200km per day) |
|--------|--|--|---|--|
| 1 | Non A/c TATA Bolt/ Maruti Celerio, WagonR/ Hyundai Grand i10 or equivalent | | | |
| 2 | A/c TATA Bolt/ Maruti Celerio, WagonR/ Hyundai Grand i10 or equivalent | | | |
| 3 | A/C TATA Tigor, Zest / Maruti Swift Dzire/ Hyundai Xcent/ Toyota Etios or equivalent | | | |
| 4 | Non-A/c Tata Sumo/ Mahindra Bolero or equivalent | | | |
| 5 | A/c Tata Sumo / Mahindra Bolero or equivalent | | | |
| 6 | Mahindra SCORPIO / Toyota Innova / Honda City or equivalent | | | |

Note:- 1. The prices indicated above are exclusive of GST but inclusive of all other Taxes and Duties.

2. The Bidder has to fill up the price schedule format (excel sheet) available under Price bid of the e-Tender.

