



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. – 02

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

TENDER DOCUMENTS COST: Rs.600/- + (18%GST) Rs.108/- = Rs.708.00

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 DOCUMENT COST:

The bidders who want to submit bids shall have to pay non-refundable amount of Rs. 708/- (Rupees seven hundred eight) only inclusive of GST @ 18% towards the e-tender document cost, in the form of Demand draft/Pay order, drawn in favour of the “**D.D.O Head Qrs, OPTCL payable at Bhubaneswar**”.

2. TENDER PROCESSING FEE:

The bidders shall have to submit non-refundable amount of Rs.590/- (Rupees Five hundred) only inclusive of GST @ 18% towards the e-tender processing fee to K.S.E.D.C.Ltd, in e-payment mode. The e-payment of above amount is to be made to enable the bidder to down load the bid proposal sheets & bid document in electronic mode.

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

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

The demand draft/pay order towards tender document cost and EMD are to be submitted 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 document cost & EMD prior to the 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 Draft/Pay order, towards Tender document 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 Fax/e-mail/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. 2360/- through 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. 1 of this tender need not register again for item No. 2.

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.

i) Click “Un Applied” to view / apply for new tenders.

ii) 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:

i) Click to view the tender documents which are received by the user.

ii) 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.

i) Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.

ii) 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.

8.0 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 must have provided hired AC / Non-A/C Bus on regular basis for the last 24 (twenty four) months, as and when required to any Govt./Public Sector Company, 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 lakhs. 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) 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 regarding provision of hired AC / Non-A/C Bus on regular basis for the last 24 (twenty four) months, as and when required to any Govt./Public Sector Company, in support of which necessary documents must be furnished.
- vi) 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.
- vii) Tender documents duly signed in each page by the tenderer as a token of acceptance of all the terms and conditions.
- viii) 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-I**.
- ix) Undertaking to provide good condition Bus to OPTC/GRIDCO as per the format enclosed at **Annexure-II**.
- ix) Undertaking as per prescribed format at **Annexure-III** regarding engagement of Bus not belonging to any employee of OPTCL / GRIDCO or his/her spouse / children.

- x) Current landline Telephone/ Electricity Bill towards proof of having Local Office at Bhubaneswar and Phone Number for correspondence.
- xi) Scanned copy of the Demand Draft / Pay Order amounting Rs.2,000/- drawn in favour of DDO, Hqrs., OPTCL payable at Bhubaneswar towards EMD to be uploaded along with technical bid.
- xiii. Scanned copy of Demand Draft / Pay Order amounting Rs.708/- drawn in favour of DDO, Hqrs., OPTCL payable at Bhubaneswar towards cost of Tender document is to be uploaded along with technical bid.

In addition to the above, the tenderer has to fill up one Check list format (excel sheet) available under Techno commercial bid of e-Tender.

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 document.

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.2,000.00 (Rupees two 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.2,000/- (Rupees two 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 General: -

- (i) In the event of discrepancy or arithmetical error in the schedule of price, the decision of the OPTCL authority 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 bidders 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 relating to price. 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 Bus on as and when required basis 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 price schedule 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/Agent/Agency/Firm/Contractor/Party**” shall mean the bidder, who has agreed to provide hired Bus 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 :

The scope of work involves:

- a) Providing, maintaining and operating AC / Non-AC Bus (35/50 seated and 24/32 seated) in good running condition on as and when required basis.
- b) The Bus shall remain in service for a minimum of 12 Hrs. duty in a day during engagement period.
- c) The firm shall supply Bus on receiving requisition from the Officer-in-charge, Transport, OPTCL, at present G.M. (Mech.), Transport, OPTCL.

The scope of the work / services may be altered as per exigencies of work by OPTCL/GRIDCO. The Agency shall accordingly provide Bus services as may be required and requisitioned by the Officer-in-Charge, Transport, OPTCL.

3. PAYMENT OF FUEL & LUBRICANT COST

(A) Fuel and Lubricating Oil required for running of hired Bus shall be arranged by the contractor at his own cost. However, OPTCL/GRIDCO shall reimburse the fuel and lubricant consumption for the running kilometers of the Bus in case of Local Journey (journey less than 200 KM per day), as mentioned below-

- i. Non-AC/AC BUS(35/50 Seated)- @**4.5KM/ litre(diesel)**
- ii. Non-AC/AC BUS(24/32 Seated) - @**6KM/ litre(diesel)**

In addition to the above, cost of one litre of lubricating oil in every 500 Km run of the Bus shall be reimbursed.

The journey in Bhubaneswar area within 200Km will be treated as Local Journey for which payment shall be made on daily hire charges basis. In case of detention of the Bus beyond 12 hrs, detention charges per hour shall be paid extra. In case of night halt of Bus during Local journey, Night Halt charges shall be paid extra.

(B) The journey beyond 200 Km/day shall be treated as Outstation Journey for which the hire charges will be paid on Kilometre basis without re-imburement of fuel & lubricating oil cost. In case of detention of the Bus beyond 12 hrs on the same day of to & fro Outstation journey, detention charges per hour would be paid extra. In case of outstation night halt, only charges for Night Halt shall be paid extra.

4. **NIGHT HALT CHARGES:**

In case of Local / Out Station journey involving night halt, an amount of Rs.500.00 (Rupees five hundred only) for each night halt will be paid extra by OPTCL/GRIDCO.

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

5. **PAYMENT**

- i. The journey within 200Km will be treated Local Journey for which payment shall be made on daily hire charges basis with re-imburement of fuel & lubricating oil cost. The detention charges and night halt charges if any shall be paid extra.
- ii. The journey beyond 200 Km/day shall be treated as Outstation Journey for which the hire charges will be paid on Kilometre basis without re-imburement of fuel & lubricating oil cost. The detention charges and night halt charges if any shall be paid extra.
- iii. The toll gate charges and parking charges etc. shall be reimbursed by OPTCL/GRIDCO. The original receipt of payment shall be enclosed along with the bills.
- iv. The Agent shall submit the bills in triplicate to the Officer-in-Charge or his authorised representatives with relevant documents in proof of carrying out the work to the best satisfaction of the Company, as required by the Officer-in-Charge in support of claims preferred in the bills. The bills are payable after end of the month.

6. **PRICE:**

In case of journey within 200 Km/day, the price quoted in the Price Schedule against Daily hiring charges & detention charges shall be FIRM and exclusive of fuel and lubricant but inclusive of operating charges, repair & maintenance charges, driver charges, T&Ps etc.

In case of journey beyond 200 Km/day, the price quoted against Kilometre charges & detention charges shall be FIRM and inclusive of fuel and lubricant, operating charges, maintenance charges, driver charges, repair charges, T & Ps etc.

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

The rate should be quoted strictly as per the **Price Schedule** format of the Price bid under e-Tender. Other mode of quotation will not be accepted.

In case of overwriting or striking off rates in the Price Schedule, the bid will be rejected summarily.

7. **PLACEMENT OF ORDER**

7.1 The successful Agency/firm 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-IV**. The said Indemnity bond is to be submitted prior to placement of order.

7.2 Further, the successful Agency/Firm(s) who got order to provide hired Bus to OPTCL/GRIDCO on as and when required basis, will be required to submit the following documents in the O/o General Manager (Mech.), Transport, OPTCL, pertaining to the Bus and the driver, prior to engagement of the same.

- a) Self Attested copy of RC Book.
- b) Self Attested copy of 1st party insurance/Comprehensive Insurance Policy.
- c) Self Attested copies of valid Driving License of the driver.
- d) Valid fitness certificate for commercial use.
- e) Proof of up-to-date road tax payment.
- f) Copy of rout permit.

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 terms and conditions subject to satisfactory performance and on mutual consent of the parties.

- i) 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.
- ii) 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) During the period of engagement, the Bus shall be exclusively used for OPTCL/GRIDCO Ltd. as per directions of the Officer-in-charge, Transport, OPTCL or to whom the bus is attached and shall not be deployed for other works.
- ii) The Agency should have the Permit for the Bus to run in Bhubaneswar area and Temporary Route Permit to run in the route outside Bhubaneswar area during official tour, which is to be intimated by the Officer-in-charge, Transport, OPTCL, well in advance prior to commencement of tour / journey.
- iii) The Agency should not refuse to send the Bus to any place informed earlier by the Officer in Charge, Transport, OPTCL.
- iv) For Bus provided on daily hire charges basis, the same is required to be in service for a minimum of 12 hours daily including Sundays and Holidays if required and shall operate as per time schedule and instruction of the Officer-in-charge, Transport, OPTCL.
- v) The Bus shall be kept in good running condition by the Agency during engagement. Procurement of fuel, lubricants, spare parts etc. will be arranged by the Agency at his own cost. The maintenance & repair, check-up, servicing & over hauling and payment of wage to Driver etc. will be the Agency's responsibilities and no claim whatsoever on this will be entertained.
- vi) The Agency shall be responsible for proper behaviour of all the persons engaged by him on OPTCL/GRIDCO duty and have control over them. Without prejudice to the generality of above, the Agency shall be bound to prohibit and prevent any employee from being intoxicated while on duty or acting in any way detrimental or prejudicial to the interests of Company, community or of the proprietors of land and properties in the neighbour-hood or the occupants / users of the Bus. In the event of such employees so trespassing, the Agency shall be responsible for them and shall not only relieve the Company from all consequent claims but will also be liable for all consequences. The decision of OPTCL / GRIDCO upon any matter arising under this clause shall be final and binding on the Agency.
- vii) The Agency shall comply with all statutory provisions of law and keep OPTCL indemnified against all actions arising due to or act of the Agency/his employees.
- viii) The Bus must have all valid documents like R.C. Books, Insurance Certificate, Rout permit, Commercial registration, Fitness, Pollution certificate etc. in up-dated conditions. Agency shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and may be enforced from time to time. Drivers driving the Bus must have valid professional Heavy vehicle driving licence/badges as provided in the M.V. Act. Normal maintenance kit, First Aid Box etc. shall be always made available with the Bus by the Agency.
- ix) During the contract period, if the vehicle is seized or requisitioned by Government authorities for no compliance or relevant act/statutory requirement etc. or for any reason what so ever, penalty / compensation will be payable by the Agency to OPTCL besides the liability to provide for alternative vehicle without any loss of time.

- x) The Agency shall be solely and exclusively responsible for engaging or employing Drivers. 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 be directly responsible for any disputes arising between him and his employees and keep OPTCL/GRIDCO indemnified against losses, damages or claims arising thereof including any workmen`s compensation etc.

10. PENALTY :

The hired Bus shall remain in service for a minimum of 12 Hrs. duty in a day during engagement period. In case of break down, maintenance / repair or any other cause for which the Bus could not be engaged, the Agent shall provide an equally good Bus immediately, failing which, the Company will treat the Bus not on job for the aforesaid period and will deduct from its bill an amount of **Rs.1,000/-** only in addition to the deduction of hiring charges for that day / for each day of absence without prejudice to any other rights under the contract to which it may be entitled, including termination and consequences.

The contract is liable for rejection if the penalty in accordance with the above is imposed on the Agency for 3(three) days in a month.

11. MAINTENANCE OF LOG BOOK

During the engagement period of hired Bus, the Log book as per the OPTCL/GRIDCO format should be maintained daily by the Agency to record detail use of Bus, which is to be signed by the officer in charge of the Bus (user) and to be submitted in original along with the bill. The Agency may keep the duplicate copy. Duty slips if any, have to be submitted in original along with the bill with due signature of the Officer who is utilizing the Bus (user).

12. STATUTORY LAWS

- a. The Agency shall comply all statutory provisions of law and keep OPTCL/GRIDCO informed about any amendment of law from time to time.
- b. The vehicle should be registered under public category with insurance coverage. The vehicle should have all valid documents like R.C. books, Insurance Certificate, Permits, Fitness, Pollution certificate etc., in up-date condition for inspection by OPTCL/GRIDCO authorized representative.
- c. The Agency shall at its own expenses carry and maintain insurance with the Insurance Company / Companies as may be required under any Act or regulation.

13. TAXES: GST as applicable is to be paid extra and other applicable taxes and duties excluding GST shall be deducted from the bill of the Agency at source.

- 14. 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.
- 15. SAFETY/SECURITY:** The safety/security of the Bus at any time of the day/night during the period of hiring shall be the responsibility of the Agency.
- 16. PAYING OFFICER:** DDO, Hqrs.,OPTCL / DDO, GRIDCO, Bhubaneswar, as the case may be, is the paying officer for hire charges of Bus service.
- 17. OFFICER-IN-CHARGE:** General Manager (Mech.), Transport, OPTCL.
- 18. JURISDICTION OF COURT:** Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Bhubaneswar, District- Khurda, Odisha, to the exclusion of all other Courts.

COMPANY SECRETARY

OPTCL

(To be submitted with Techno-commercial offer)
PROVIDING HIRED AC /NON-AC BUS 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 regarding provision of hired AC/Non-Ac Bus on regular basis for last 24(twenty four) months, as and when required to any Govt./Public Sector Company.		
6	Audited Accounts / CA certificate for last 3 years ending on 31.03.2018 i.e. 2015-16, 2016-17 & 2017-18 in support of annual average turnover from travel business.		
7	Current telephone / electricity bill for proof of Local Office at Bhubaneswar and Phone No. for correspondence.		
8	Declaration form.		
9	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-I .		
10	Undertaking to provide good condition Bus as per format at Annexure-II		
11	Undertaking regarding engagement of Bus not belonging to any employee of the OPTCL / GRIDCO or his / her spouse / children as per the specified format at Annexure-III .		
12	EMD of Rs.2,000/- (Rupees Two thousand only) in shape of DD in favour of DDO, Hqrs., OPTCL.		
13	Cost of Tender Paper in shape of DD for Rs.708/- favouring DDO, Hqrs., OPTCL		

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

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.....
Name.....

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

WITNESS 2
Signature.....
Name.....

ANNEXURE-II

Undertaking to provide good condition Bus to OPTCL/GRIDCO.

I / We hereby undertake that my / our Travel Agency / firm shall provide good condition Bus to OPTCL and GRIDCO Corporate Office, Bhubaneswar as per terms and conditions of the tender.

Name, Seal & Signature of Bidder

ANNEXURE-III

Certificate of engagement of Bus not belonging to any employee of the OPTCL/GRIDCO in the Tender.

It is certified that none of the Bus 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 AC /NON-AC BUS TO CORPORATE OFFICE, OPTCL/GRIDCO, BHUBANESWAR

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

SCHEDULE OF RATE FOR BUS

Vehicle Description	Daily charges in Rs. for Local journey (journey within 200Km / day)	Charges in Rs. Per Km. for Outstation journey (journey beyond 200Km / day)	Detention Charges in Rs. per hour (For Local / Outstation journey) (Beyond 12 Hrs)
AC Bus (24 seated)			
Non AC Bus (24 seated)			
AC Bus (32 seated)			
Non AC Bus (32 seated)			
AC Bus (35 seated)			
Non AC Bus (35 seated)			
AC Bus (50 seated)			
Non AC Bus (50 seated)			

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

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

