

ODISHA POWER TRANSMISSION CORPORATION LIMITED  
(A Government of Odisha Undertaking)  
O/o the Executive Director, Northern Zone, Balasore  
AT/PO: Januganj, Dist-Balasore-756019  
E-mail: zone.balasore@optcl.co.in  
CIN: U4102OR2004SGC007553

(TENDER CALL NOTICE NO: -ED-NZ-BLS-08/2023-24)

TENDER SPECIFICATION  
FOR  
TENDER ITEM NO: - 01

PROVIDING HIRED COMMERCIAL DIESEL RUN COMMERCIAL LIGHT  
VEHICLE (TOYOTA INNOVA CRYSTA OR EQUIVALENT) ON MONTHLY  
BASIS FOR OFFICIAL USE OF THE EXECUTIVE DIRECTOR NORTHERN  
ZONE, BALASORE)

EXECUTIVE DIRECTOR  
NORTHERN ZONE, BALSORE

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PART-I

- TENDER CALL NOTICE
- INSTRUCTIONS TO TENDERERS
- DECLARATION FORM
- GENERAL TERMS AND CONDITIONS.

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**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
(A Government of Odisha Undertaking)  
O/o The Executive Director, Northern Zone, Balasore  
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**TENDER CALL NOTICE No. - ED-NZ-BLS-08/2023-24**

Sealed tenders are invited in two parts i.e. (i) Techno-commercial bid (ii) Price-bid for providing hired commercial run diesel AC Toyota Innova Crysta or equivalent on monthly hiring basis, for official use of the Executive Director, Northern Zone, Balasore from reputed, financially sound Travel Agencies/firms/owners having valid Registration Certificate from appropriate Govt. Authority and GST registration. The travel agency/firm/owner must have capacity for providing minimum 02 (Two) nos. of light commercial vehicles. The interested bidders can obtain Tender document from O/o the Executive Director Northern Zone, Balasore on payment of Rs.7080/- (Paper Cost Rs.6000/- + Rs.1080/- @18% GST (Non-Refundable) in shape of Bank Draft in favour of Zonal Office, OPTCL, Balasore payable at "Union Bank of India", Balasore on any working day from 25-01-2024 [11:00 AM] to 07.02.2024 [05:00 PM]. In case the DD is made in any other nationalized bank, it should be payable at any clearing branch at Balasore, but the bidders have to deposit the collection fee (Bank transaction fee) along with the paper cost. The collection fee & paper cost is Non-refundable. An additional amount of Rs.100/- (Rupees One Hundred only) may be paid extra for postal delivery of the tender specification. The undersigned shall not be held responsible for any postal delay.

The tender shall be received by 01:00 PM on dated 08.02-2024 & will be opened at 04:00 PM on date 08.02-2024 in the Office of the undersigned in the presence of the Bidders/ their authorized representatives if any. If any of the above date(s) happens to be a holiday, the next working day will be the corresponding effective date. Only one Tender paper shall be issued to each Bidder.

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
01	Providing hired commercial diesel run AC Toyota Innova Crysta or equivalent on monthly basis	7080/- Including GST @18%)	₹0,000/-	08.02-2024 up to 01.00PM	At 04:00PM on 08.02.2024

**N.B:-** Tender paper must be purchased from this office only. No other mode like downloaded document from website shall be accepted.

**EXECUTIVE DIRECTOR  
NORTHERN ZONE, BALSORE**

**SECTION-II**

**INSTRUCTIONS TO TENDERERS**

**1.0 (A)** Sealed tenders are invited from registered Travel agencies/Vehicle Owners having GST Registration & sound financial capabilities with experienced Driver having valid Driving License for engagement of light vehicles (Diesel Run) having valid all ODISHA route permit.

(B) The Bidder should super scribe only the "Tender Call Notice No. & Subject of tender on the body of the Sealed Envelope". The bidder should not write their name or any other information on the body of the sealed envelope. Superscribing any other information on the body of the envelope, conditional tender, incomplete tender, Telegraphic/Fax/E-mail (etc.) Tenders & Tenders not accompanied by requisite amount of EMD will be rejected. The Authority reserves all rights to reject any, all or part of the Tender, alter/modify the requirement/delete any part of the tender without assigning any reason thereof.

**2.0 SCOPE:-**

Providing, maintaining and operating Diesel run light commercially registered vehicles (Toyota Innova Crysta or equivalent) on monthly hiring basis for an initial period of one year along with professionally licensed experienced driver to run the vehicle.

The vehicle will engage on monthly basis normally for 12 hours (from 08 AM to 08 PM) only. It can't be refused by the Travel agent/owner to provide the vehicle beyond normal working hours /days or to attend the duty in case of any exigency situation in the system, otherwise necessary action will be taken by the undersigned, i.e. penalty shall be deducted from the monthly bill on pro-rata basis.

The vehicle/vehicles proposed to be provided should have been manufactured not before 3 years from the date of submission of bids.

**N.B.:-**

1) if the bidder is found to be lowest successful bidder, then he will provide a newly procured vehicle or the existing vehicle offered as the case may be, or else the EMD will be forfeited & the concerned bidder may be debarred from participating in any future tender of OPTCL.

2) The ordered vehicle shall not be changed within the contract period. (It can only be changed in the event of accident, fire hazard, theft, breakdown [non repairable case] with supporting documents). In case there is no option other than replacement of the vehicle, the same is to be processed after prior approval of the appropriate authority and after due price negotiation for the changed vehicle.

**3) MODE OF SUBMISSION OF TENDER DOCUMENTS:**

The bidder has to submit all relevant and valid documents as mentioned in Clause No. 6.1. Failing which the tender is liable to be rejected. The bidder or their representative should produce the original documents mentioned in Clause No.6.1 for verification at the time of opening of the tender.

**4) ELIGIBILITY CRITERIA**

- i. The bidder must have been registered under GST for providing commercial vehicle on hiring basis.
- ii. The bidder must have minimum 3 (three) years of past experience in the field of providing hired vehicles in Govt. Dept./State PSUs/CPSUs.
- iii. The bidder must have capacity to provide minimum 02 (Two) nos. Toyota Innova or its equivalent light commercial vehicles (not more than 3 years old



from the date of initial registration) Proof of the same shall be submitted in shape of Agreement with the vehicle owners or an Affidavit along with the Techno-commercial bid.

- iv. The RC book copies of own and other commercial vehicles and the list as per format should be submitted with Techno-commercial bid. The list of vehicles so provided should have not been engaged anywhere else on regular basis.

**5. Note:**

\* The bidder shall submit along with the tender,

- i) IT Return for the last three FY and GST Return for last three FY ending on 31.03.2023.  
ii) Copy of bank statement showing the receipt of monthly charges from different Agency/Department/PSUs towards providing vehicle hiring service

The bidder must have permanent/camp office at any location inside the Odisha with round the clock telephone connectivity. In case, the bidders not having permanent/camp office at Balasore, they have to submit undertaking to establish office at Balasore within 01 month of issue of the work order.

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

**6. DOCUMENTS TO BE SUBMITTED:-**

6.1) Tenderer has to submit the self-attested copies of the following documents along with Techno-commercial Bid.

1. Proof regarding registration with Government Authority.
2. Copy of GST Registration Certificate (in the name of the travel agency / firm or in the name of the proprietor).
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. Statement of annual turnover of last 3 financial years duly certified by the Chartered accountant.
6. Proof of having 02 (Two) nos. of light commercial vehicles under the custody of bidder (copy of agreement with owners of the vehicles OR affidavit, along with photo copy of R.C. Books) in the prescribed format is to be enclosed. All valid documents like R.C. books, Insurance Certificate, Permits, Pollution certificate etc. of the proposed vehicle.
7. Undertaking to provide good conditioned commercial vehicles (Toyota Innova or equivalent) not more than 3 years old for full engagement period in case of award of contract.
8. IT Return for last 3 years ending 31.03.2023.
9. Self-Declaration regarding the history of the use of the proposed vehicle for last 36 (Thirty six) months.
10. An affidavit declaring that the Agency has never been debarred, disqualified or black listed by any Govt. / PSU Authority,
11. Undertaking in the prescribed format regarding engagement of any hired vehicle not belonging to any employee of OPTCL or his/her spouse / children.
12. Current landline Telephone/ Electricity Bill / House rent Agreement towards proof of having Local Office at Balasore and Phone Number for correspondence.
13. EMD amount of R.50,000/- (Rupees Fifty Thousand) Only in shape of Bank Draft in favour of Zonal Office, OPTCL, Balasore drawn on Union Bank of India", Payable at Balasore



14. Money Receipt in support of Rs.7080/- [Rs.6000/- plus 18% GST] towards cost of Tender document

OPTCL reserves the right to reject the tender outright, if any of the above document (s) 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.

7. Price Bid

The tenderer has to bid only in the Price Schedule format available under the Price bid of the Tender. After opening of Price bids, the same shall be evaluated for selection of L-1 bidder. The genuineness of lowest quoted price shall be verified and If required, OPTCL authority may carry out manual negotiation with the L-1 bidder to explore the most economical hiring charges against the tender.

8. Earnest Money Deposit:

EMD amount of Rs.30,000/- (Rupees Thirty Thousand) Only in shape of Bank Draft in favour of Zonal Office, OPTCL, Balasore drawn on Union Bank of India", Payable at Balasore should be submitted along with the bid document.

9. SECURITY DEPOSIT:

For the successful bidder, EMD amount shall be adjusted towards Security Deposit amount. 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 from participating in any future tender of OPTCL for 3 (three) years

10. VALIDITY

The tender shall be valid for a period of 60 days from the date of opening of tender. If required the bidder shall be intimated for extension of bid validity, however there shall be no price revision to quoted price for such extension.

11. Opening of Bids.

- I. The part-I Bid i.e. Techno commercial bid shall be opened on the date and time fixed by the OPTCL in presence of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present.
- II. 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 presence of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present

12. Purchaser's right to accept/reject bids:

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

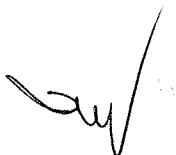
13. Conditional Offer:

Conditional offer shall not be accepted.



14. 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.
- (v) It should be distinctly understood that the part-II of the bid i.e. Price Bid shall contain only details/documents relating to the price, as outlined in Price Bid format. Inclusion of any of the documents/information etc. shall render the bid liable for rejection.
- (vi) The bidder must submit the Bid Security Declaration Form and cost of tender document in a sealed cover envelope super-scribing the tender specification number, Tender Notice No & Subject of tender clearly on the cover envelope. The said envelope is to be submitted in the office of the Executive Director Northern Zone, At /PO: Januganj, Balasore -756019, on or before the last date and time of submission of Bids.





### GENERAL TERMS AND CONDITIONS

1. The vehicle will be at the disposal of the concerned Unit Head with whom the contract agreement will be executed. The vehicle has to be made available round the clock at the disposal of the user. The driver has to make himself available beyond office hours if called for in any occasion. The vehicle will run on all Odisha roads as and when desired by the Authority.
2. The contract shall be valid only for an initial period of 12 (Twelve) months from the date of execution of the agreement. The Department reserves the right also to terminate the contract at any point of time during the contract period without assigning the reasons thereof. The contract may be further extended for another one year or part thereof (if the Authority desires) on satisfactory performance of the vehicle, driver and agency concerned.
3. The Fuel (Diesel) and Engine Oil required for the vehicle for departmental use shall be reimbursed by OPTCL as detailed below. All other expenses like replacement of Gear/Break oil, replacement of spare parts, maintenance charges etc., are to be borne by the Travel Agency/Owner of the vehicle.
4. **Lubricant Oil- One Ltr. On every 750 KM of running.**
5. **HSD @ 9 KM/Ltr.**
6. The vehicle should have High Security Registration Plate.
7. The vehicle should be in good running condition. The vehicle is supposed to run on all road conditions including village, Kachha Road, Ghat Roads etc. For this purpose the tyres should always be in good condition. No re-treading tyre will be allowed.
8. The successful bidder shall submit all the records of the vehicles to the undersigned before agreement. The Technical Head & Field Managers will inspect the vehicle in the premises of the agency before engagement.
9. Normal maintenance kit, firefighting equipment, first-aid box and one torch light with four cells should always be made available in the vehicle by the Travel Agency/Owner.
10. During the contract period, the vehicle shall be exclusively used by OPTCL as per direction of the Officer-In-Charge or his authorized representative. The agent/owner cannot refuse to the direction of the Officer-In-Charge or his authorized representative to send the vehicle to any place inside the State.
11. The hired vehicle should not be used for the purpose other than the OPTCL works during contract.
12. In case, any vehicle gets requisitioned for Election duty or Polio duty or any other statutory duty by the Government, the Travel Agency/Owner will supply an equivalent substitute vehicle against the requisitioned vehicle, for which no additional agreement will be required. But the Owner of the vehicle has to intimate about the substitute vehicle in written which should be allowed by the Competent Authority. The vehicle, which goes for the above duties, will be the responsibility of the Travel Agency/Owner only.
13. The Agency shall comply with all relevant rules and regulations of Motor Vehicle Act in vogue from time to time.
14. The Driver of the vehicle should be of good health, good conduct, and reliable sober nature and free from bad habits of any types like intoxication, alcoholism, talking on mobile while driving etc. He must possess valid Driving License (Commercial) and all the relevant papers of the vehicle for producing the same, before the law enforcing Authority as when required. In the event of any



- complaint made against the deployed driver, immediate arrangement by the Agency should be made to replace him with a well-behaved efficient driver.
15. The pay, allowances and statutory dues including compensation, insurance, EPF etc. for the driver will be the sole responsibility of the Travel agency/Owner. The lodging and boarding of the driver during out-station tours/ night halts, if any, has to be arranged by the Travel Agency/Owner.
  16. The hire charges bill, fuel & lubricant bill in duplicate along with the copies of log book of the vehicle duly entered and signed by the driver and the Officer (s) using the vehicle must be submitted to the concerned authority in the 1<sup>st</sup> week of succeeding month for due verification and release of payment thereof.
  17. Any minor maintenance/periodical checkup of the vehicle shall be taken up by the Travel Agency/Owner only during idle hours without hampering the Departmental works on mutual discussions & relevant permission.
  18. In case of major maintenance work, a suitable vehicle of similar condition with one suitable driver is to be provided by the Travel Agency/Owner after taking due permission from the Competent Authority; otherwise it would be treated as absence from duty.
  19. For the regular monthly vehicles to be provided on fixed monthly hiring 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 is unable to be available, 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 its bill an amount of Rs.500/- (Rupees Five hundred) only per day for absence period, without prejudice to any other rights under the contract to which it may be entitled including termination and such other consequences.
  20. 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/owner shall be wholly responsible to compensate the loss or resolve the issue. OPTCL is not responsible to compensate the same.
  21. In case the speedometer of the vehicle does not function for a specific period, the distance covered by the vehicle for any purpose shall be assessed by the Officer of OPTCL to whom the vehicle is attached, whose decision shall be final and binding. The Agency/owner shall arrange to repair / replace the speedometer within 24 hour of such failure.
  22. The police / court case (Legal disputes) in respect to hired vehicle during the period of engagement shall be the prerogative of the Travel Agency/owner.
  23. The Travel Agency/owner shall ensure that the Driver of the Hired Vehicle has to reach the location as per the instruction/requirement of the Officer- in - charge.
  24. In case of non-fulfilment of any obligations under the contract or law, OPTCL, reserves the rights to withhold payments due to the Agency/owner till compliance of the same.
  25. The Agency/owner shall comply with all relevant Rules & Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
  26. The Agency/owner shall comply all statutory applicable laws and keep OPTCL informed about any amendment of law time to time.
  27. The vehicles should have commercial registration with valid insurance coverage. The vehicle should have all valid documents like R.C. books, Insurance Certificate, Permits, Pollution certificate etc. in up-date condition.



28. Under unavoidable circumstances if the driver of the Travel Agency/Owner is unable to drive the vehicle or attend duty, in that case a substitute driver is to be provided with the prior permission of the competent authority as and when required.
29. GST over and above the billed amount as applicable will be paid extra. Other applicable taxes and duties shall be deducted from the bill of the Agency at source.
30. Night Parking shall be arranged by the Agency/owner. However, parking place should be conveniently located and the driver should be available at any time whenever required.
31. The safety/security of the vehicle at any time of the day/night during the period of hiring shall be the sole responsibility of the Agency/owner.
32. DDO, O/o Executive Director, Northern Zone, is the Paying officer.
33. Executive Director Northern Zone, Balasore is the Officer- In-Charge of the Vehicle.
34. Verifying Officer: - ASST. MANAGER (HRD), Northern Zone, Balasore.
35. Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Balasore, District- Balasore, Odisha.



EXECUTIVE DIRECTOR  
NORTHERN ZONE, BALASORE

DECLARATION FORM  
(TENDER CALL NOTICE NO: -ED-NZ-BLS-08/2023-24)

To  
The Executive Director,  
Northern Zone, OPTCL  
Balasore-756019

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 Light commercial Toyota Innova Crysta or equivalent (not more than 3 years old from the date of initial registration) to O/o Executive Director, Northern Zone, Balasore 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.
2. Name of Travel Agency/Firm \_\_\_\_\_.
3. Regd. Address \_\_\_\_\_
4. Address of Office: \_\_\_\_\_
5. Number of Branches in Odisha if any (Please mention place and location)  
\_\_\_\_\_
6. Name of authorized signatory (in block letters): \_\_\_\_\_
7. Specimen signature of authorized signatory:- \_\_\_\_\_
8. Telephone /Mobile No. of authorized signatory of Firm: \_\_\_\_\_
9. Email Address of firm: \_\_\_\_\_
10. Contact Person's Name & Design. \_\_\_\_\_
11. Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
12. Email ID \_\_\_\_\_
13. Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
14. Bank Account Number with Branch and name of Bank and IFSC Code  
\_\_\_\_\_
15. Registration no. of the Firm/Company: \_\_\_\_\_
16. PAN No.: \_\_\_\_\_
17. GST Regn. No: \_\_\_\_\_
18. IT Return for the last 3 financial years:

In Indian Rupees.

2020-21 \_\_\_\_\_, 2021-22 \_\_\_\_\_, 2022-23 \_\_\_\_\_

I/We do hereby undertake to attend the job within the time specified in the tender.

I/We do 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.

b) The particular of payment towards EMD is: \_\_\_\_\_  
Demand Draft / Pay Order No. \_\_\_\_\_ dt. \_\_\_\_\_ drawn  
on \_\_\_\_\_ Bank.



19. I/We do 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.

We do declare that, the documents / statements submitted for the tender are true, correct and authenticated. We also undertake that if any of the information is 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

A handwritten signature in black ink, consisting of a stylized, cursive script followed by a long horizontal line extending to the right.

ANNEXURE-II

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 of registration
<u>OWN Vehicles</u>				
1				
2.				
3				
4				
5				
6.				
7				
8				
9.				
10.				
<u>Vehicles of other owners</u>				
1.				
2.				
3.				
4.				
5.				
6				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15				
16.				
17				
18				
19				
20				

Travel Agency/Owner/Firm having more nos. of own commercial vehicles would be given more weightage.



ANNEXURE-III

Undertaking to provide good condition commercial vehicle to OPTCL.

I / We do hereby undertake that my / our Travel Agency / firm shall provide good condition commercial vehicles to O/o The Executive Director Northern Zone, Balasore which would not be more than 3 (three) years old from the date of initial registration as per terms and conditions of the tender.

I / We do hereby further unconditionally undertake that my /our Travel Agency / firm shall provide all categories of light commercial vehicles to O/o the Executive Director Northern Zone, Balasore from time to time as per requirement by the Corporation.

In the event of failure to provide vehicle in time, I will pay the penalty as may be imposed by the authorities of Corporation.

Name, Seal & Signature of Bidder

A handwritten signature in black ink, consisting of a stylized, cursive name followed by a long horizontal stroke extending to the right.

ANNEXURE-IV

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.

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

WITNESS 1

Signature.....

Name.....

WITNESS 2

Signature.....

Name.....



ANNEXURE-V

Undertaking regarding engagement of vehicles not belonging to any  
Employee of the OPTCL in the Tender.

I / We hereby undertake that none of the vehicles to be engaged in O/o the Executive Director Northern Zone, Balasore by my Agency belongs to any employee of OPTCL 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

