



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

**OFFICE OF THE GENERAL MANAGER (ELECT.)**

**E.H.T. (O&M) CIRCLE, BURLA**

**TENDER SPECIFICATION**

**FOR**

**TENDER CALL NOTICE NO.09/(15-16)**

**“HIRING OF VEHICLE ON MONTHLY BASIS WITH DAILY HIRING  
RATE FOR ENGAGEMENT OF BOLERO (NON AC) OR 5 SEATED  
PICK UP VAN (NON AC) OR EQUIVALENT UNDER E.H.T. (O&M)  
SUB-DIVISION, SONEPUR”**

**COST OF TENDER PAPER: - Rs. 2000/- + 5% VAT.**



**ODISHA POWER TRANSMISSION CORPORATION LTD.**

*(A Government of Odisha Undertaking)*

**O/O: GENERAL MANAGER, E.H.T. (O&M) CIRCLE, AT/PO – BURLA,**

**DIST.: SAMBALPUR – 768017, TELE/FAX: (0663) 2430160**

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**TENDER CALL NOTICE NO.09/(15-16)**

1. Name of the Work : **HIRING OF VEHICLE ON MONTHLY BASIS WITH DAILY HIRING RATE FOR ENGAGEMENT OF BOLERO (NON AC) OR 5 SEATED PICK UP VAN (NON AC) OR EQUIVALENT UNDER E.H.T. (O&M) SUB-DIVISION, SONEPUR**
  
2. Period & Time of Sale of Tender paper : **From 07.07.2015 to 20.07.15 (During Office Hours)**
  
3. Last date & time of receipt of tender paper: **21.07.15 up to 01.30 PM.**
  
4. Date & Time of Opening : **21.07.15 at 4.00 PM.**

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## TENDER CALL NOTICE NO.-09/(15-16)

Sealed tenders are invited from reputed travel agencies/ vehicle owner having Service Tax Registration No., for **Hiring of vehicles on monthly basis with daily hiring rate for engagement of Bolero (Non AC) or 5 seated pick up Van (Non AC) or equivalent under E.H.T. (O&M) Sub-Division, Sonepur under E.H.T. (O&M) Division, Bolangir.**

Sl. No.	Tender Call Notice No.	Place of use of Vehicle	Type of Vehicle	Cost of Tender Paper	EMD 1% of Estimated amount
1	09/15-16	E.H.T. (O&M) Sub-Division ,Sonepur	Bolero (Non AC) or 5 seated pick up Van (Non AC) equivalent	Rs. 2000/- + VAT @ 5%= Rs. 2100/-	Rs.3398/-

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

- Registration of Travel agency/ copy of Registration certificate of vehicle issued by RTO in name of the Agency / Owner
- Service Tax Registration Certificate from the Central Excise Deptt.
- Valid PAN card.
- Copy of valid State Road permit to run the vehicles within the Odisha.
- Copy of the valid First Party Insurance
- Copy of contract carrying certificate/ Taxi permit
- Copy of valid non-pollution certificate.
- Copy of fitness certificate.
- Copy of up to date Tax payment
- Valid driving license of driver.

***The vehicles provided should not be more than three years old from the date of its manufacture.***

The tender specification for the same shall be obtained from the Office of the undersigned on payment of requisite amount (non-refundable) in shape of cash/ Demand Draft/ Pay Order in favour of E.H.T. (O&M) Circle, OPTCL, Burla & payable at Burla. The bid must be accompanied with an amount equal to 1% (one percent) of the estimated value as EMD i.e. **Rs.3398/-** in shape of cash/pay order/ DD drawn in favour of E.H.T. (O&M) Circle, OPTCL, Burla, payable at Burla, and the same will be opened in presence of Tenderers or their authorized representative (one person only) with original authorization letter, if present during opening of tender. Incomplete Tender and Tender without EMD shall be rejected.

**Date of Sale of Tender Paper: From 07.07.2015 to 20.07.2015 (During Office Hours)**

**Last Date of receipt of Tender Paper: 21.07.2015 up to 01.30 PM.**

**Date of Opening of Tender Paper: 21.07.2015 at 4.00 PM.**

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

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

Sd/ G.M., E.H.T. (O&M) Circle, Burla

**SECTION – II**  
**INSTRUCTIONS TO TENDERERS**

1. **SCOPE:** Hiring of vehicles on monthly basis with daily hiring rate for engagement of Bolero (Non AC) or 5 seated Pick up van (Non AC) or equivalent under E.H.T. (O&M) Sub -Division, Sonepur.

*The vehicles provided should not be more than three years old from the date of its manufacture.*

2. **SUBMISSION & OPENING OF TENDER:** - Tender shall be submitted with other related documents in duly sealed envelope super scribed on the body of envelope **Tender for Hiring of vehicles on monthly basis with daily hiring rate for engagement of Bolero (Non AC) or 5 seated Pick up van (Non AC) or equivalent under E.H.T. (O&M)Sub-Division, Sonepur.** The tenderer should write only Tender Call Notice No, the name of work and date of opening of the tender on the body of the sealed envelope. Tenderer should not write their name or Travel Agency on the body of the sealed envelope which may make the offer liable for rejection.

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

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

5. **EARNEST MONEY DEPOSIT:-** The tender should be accompanied with 1% of the estimated amount, i.e. **Rs. 3398/-** towards Earnest Money Deposit (EMD) either in shape of Cash/ Bank Draft in favour of E.H.T. (O&M) Circle, OPTCL, Burla and payable at Burla, otherwise tender will be out rightly rejected. The EMD of the unsuccessful tenderers will be returned after finalization of tender. The EMD of the successful tenderers will be returned only after satisfactory execution of order and signing of the contract agreement and completion of contract period. In case of successful tenderer fails to execute the order satisfactorily within stipulated date mentioned in the date of order, the Earnest Money Deposit will be forfeited. No interest will be paid on the EMD.

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

- i) Registration of Travel agency/ copy of Registration certificate of vehicle issued by RTO in name of the Agency/Owner.
- ii) Service Tax Registration Certificate from the Central Excise Deptt.
- iii) Valid PAN/ TIN.
- iv) Copy of valid State Road permit to run the vehicles within the Odisha.
- v) Copy of the valid First Party Insurance.

- vi) Copy of contract carrying certificate/ Taxi permit
- vii) Copy of valid non-pollution certificate.
- viii) Copy of fitness certificate.
- ix) Copy of upto date Tax payment
- xi) Driving license of driver.

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

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

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

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

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

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

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

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

12. All correspondence relating to the tender shall be made with General Manager (El.), E.H.T. (O&M) Circle, OPTCL, Burla

**SECTION- III**  
**GENERAL TERMS AND CONDITIONS**

1. The vehicle will be at the disposal of the concerned Divisions/ Sub-Divisions with whom the contract agreement will be executed/User. 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 a period of 12 (Twelve) months from the date of execution of agreement. The department reserves the right also to terminate the contract at any time during the contract period without assigning the reasons thereof with one month notice. **The contract may be further extended for another one year (if the Authority desires) on satisfactory performance of the vehicles.**

3. The Fuel (Diesel) and Engine Oil required for the vehicle for department use shall be reimbursed by OPTCL as detailed below. All other expenses like replacement of Engine Oil, replacement of spare parts, maintenance charges etc., are to be borne by the Travel Agency/Owner of the vehicle.

(i)Engine Oil (mobil) – One Ltr. on every 750 KM of running.

(ii)HSD @ 13 KM/Ltr.

4. The vehicle should be in good condition. Preference will be given for the vehicles purchased within 2 (two) years. The vehicle is supposed to run on all condition of road including village, Kachha Road, Ghat Roads with headquarter in Burla. For this purpose the Front tyres should always be in condition. No re-treading tyre will be allowed on front wheels.

5. The successful tenderer will submit all the records of the vehicles to the undersigned before Agreement. The Technical Head & field Managers / Sub-Divisional Officer will inspect the vehicles in the office premises before engagement.

6. Normal maintenance kit, fire fighting equipment, first aid box and one torch light with four cells should always be made available with the vehicle by the Travel Agency/ Owner.

7. The telephonic communication round the clock with the Travel Agent /Owner should be ensured, so that they can be contacted at any time. For this they have to intimate the contact phone numbers to the Officer-In-Charge.

8. During the contract period, the vehicle shall be exclusively used by OPTCL as per the direction of Officer-In-Charge or his authorized representative. The agent/Owner can not refuse to the direction by the Officer-In-Charge or authorized representative to send the vehicle to any place inside the State/Out side the State.

9. The hired vehicle should not be used for the purpose other than the OPTCL works.

10. In case, any vehicle will be requisitioned for Election duty or Polio duty or any other statutory duty by the Government, the Travel Agency/Owner will supply an equivalent substitute vehicle against the requisitioned vehicle, for which no additional agreement will be required. But the Owner of the vehicle has to intimate about the substitute vehicle in written which should be allowed by the Competent Authority. The vehicle, which goes for above duties, will be under the responsibility of the Travel Agency/Owner only.

11. Agent shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and may be enforced time to time.

12. Any minor maintenance/periodical check up of the vehicle may be taken up by the Travel Agency /Owner only during idle hours without hampering the departmental works on mutual discussions.

19. In case of major maintenance work, a suitable substitute vehicle of similar condition with one suitable driver is to be provided by the Travel Agency/Owner after taking due permission from the Competent Authority; unless penalty as per Clause No. 19 will be applicable.

14. Payment of all taxes, insurance in respect of the vehicle should be kept up-to date. The hired vehicle should have first party insurance. If any accident occurs at the time of conveyance the owner of the vehicle should be liable to pay the compensation as fixed by the court of law to the persons affected due to that accident. OPTCL will have no responsibility in this regard.

15. The vehicle will be stationed at the user's place or the place of choice of the Reporting Officer. OPTCL shall in no way responsible for any damage/ breakage/theft caused to the hired vehicle on any account during the course of its hire. The agency/Owner shall bear the cost of POL etc for the journey made before and after attending works of OPTCL and also for, journey made other than OPTCL works.

16. The Driver of the vehicle should be of good health, good conduct, reliable sober in nature and free from bad habits of any types of intoxication. He must possess valid badge, Driving License (Commercial) and an aptitude for safe and steady drive. He must possess all the relevant papers of the vehicle for producing the same, before the law Enforcing Authority as and when required. In the event of any complain made against the deployed driver, immediate arrangement should be made to replace him with a well-behaved efficient driver.

17. The pay, allowances and statutory dues including compensation, insurance, EPF etc. for the driver's will be the responsibility of the Travel Agency/Owner. The lodging & Boarding charges of the driver during the out station tour to be borne by the Travel Agency / Owner.

18. The hire charges 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 should be submitted to the concerned Division in the 1<sup>st</sup> week of succeeding month for release of payment.

19. In the event of failure to supply the vehicle on any reason on any day during the contract period and failure to provide the equivalent substitute vehicle in lieu of that, a penalty amount of Rs. 500/- only per day shall be imposed on the Travel Agency/Owner. If Agency/Owner desires to withdraw the vehicle, he should give one-month notice with sufficient reason to the Project Authority with whom the agreement has been concluded for deployment of vehicle, failing which a penalty amount to one-month hire charge shall be imposed on the Agency/Owner.

20. 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.

21. The successful Travel Agency/Owner has to execute an agreement on a non-judicial stamp paper with the concerned Division after receipt of work order and furnishing security deposit before providing the hired vehicle under our general terms & conditions stipulated for the purpose. The Agency / Owner has also to produce the Original documents as per Clause-6 Section-I at the time of agreement.

22. The successful Travel Agency/Owner has to furnish a declaration in writing that the Agency / Owner of the vehicle is neither a staff of OPTCL nor related to any of the OPTCL Employees.

23. In case of any dispute arising either in execution of the contract for providing the hire vehicle or any clause of agreement/ work order, the decision of the Unit Head, will be final and binding on the Agency/ Owner.

24. **Consignee:** S.D.O. E.H.T. (O&M) Sub-Division, Sonapur.

25. **Paying Officer:** Asst. General Manager, E.H.T. (O& M) Division, Bolangir.

26. **JURISDICTION OF THE HIGH COURT OF ODISHA: Suits**, if any, arising out of this contract shall be filed by either party in a Court of Law to which the jurisdiction of the High Court of Orissa extends.





**SECTION – V**

**DECLARATION FORM**  
**(TO BE SUBMITTED WITH THE TENDER PAPER)**

To  
The General Manager (El),  
E.H.T. (O&M) Circle,  
OPTCL, Burla

Sub: Tender Notice No.

Sir,

Having examined the above tender paper we hereby offer to Supply of One of Diesels run light vehicles complete in all aspects to the rate/s entered as mentioned in our tender enclosed herewith.

1. We certify to have purchased a copy of tender paper remitting Rs.....by Cash/ Bank Draft and this has been acknowledged by you in your receipt No..... Dated..... .

2. We enclosed herewith 1% of EMD in shape of Bank Draft/ Cash in favour of E.H.T. (O&M) Circle, OPTCL, Burla payable at Burla.

Cash receipt/ Bank Draft No.                      Dt.                      .

3. We agree to keep the EMD amount as Security if our bid will considered for contract.

Yours faithfully,

Encl: Tender in duplicate.

Signature of Tenderer  
(with Seal )

**SECTION – VI**

**NO RELATION CERTIFICATE**

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

**SIGNATURE OF THE TENDERER**