



ODISHA POWER TRANSMISSION CORPORATION LIMITED
REGD OFFICE : JANAPATH , BHUBANESWAR-751022, PH- 0674- 2547185, Fax: 2540016
OFFICE OF GENERAL MANAGER(S&S),GROUND FLOOR,FINANCE BUILDING,BHOINAGAR,BHUBANESWAR-22
email: sto.cle.bbs@optcl.co.in, Website: www.optcl.co.in, CIN: U40102OR2004SGC007553

TENDER CALL NOTICE-GMS-04/2014

No.E-5/61/2013

Dt. .08.14

Sealed tender are invited from the reputed Travel Agencies for providing A/C / Non A/C Indica vehicles on hire basis to the office of GM(S&S),OPTCL & AGM,EHT Stores Div,BBSR at Bhubaneswar. The tender documents can be obtained from the office of the GM(S&S) Circle, OPTCL, Bhubaneswar on all working days between 11.00 AM to 1.00 PM up to dt.27.08.14 on payment of ₹ 420/- (Rupees four hundred twenty) only in cash including VAT @5% (Non-refundable) at GM(S&S)Circle, OPTCL, Bhubaneswar. The tenders are to be submitted in sealed cover to the GM(S&S) Circle,OPTCL,Bhubaneswar-22 on or before dt. 27.08.14 by 1.00 PM.The tender shall be opened on the same day at 3.30 PM in presence of the tenderer or their authorised representative.

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

GM(S&S), OPTCL

Memo No.

Dt

Copy forwarded for information and necessary action to :-

1. AGM,EHT Stores Divion,Bhubaneswar for inf. & n/a.
2. CGM (IT) for kind information and with a request to display the Tender Notice in the OPTCL web site.

GM(S&S), OPTCL

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(a Government of Under taking)

Regd. Office Janpath, Bhubaneswar-751022. (ODISHA).

No.

/the Dated:

From:

General Manager (S&S) Circle
OPTCL, Bhubaneswar.

To:

Sub.: Supply of vehicles on hired basis to Store (S&S)Circle Division, OPTCL, Bhubanswar.

Dear Sir,

We invite your competitive offer for the above mentioned subject.

Terms and conditions of the contract shall be as per ANNEXURE-I and schedule of rate shall be as per ANNEXURE-II. The offer should be submitted in two sealed envelopes.

1.0 FOR TECHNICAL BID:

1.1 One copy of the Annexure-I and Annexure-II (Blank) duly signed on each page should be submitted as a token of acceptance of the terms and conditions.

1.2 The technical bid should be submitted in a sealed cover superscribed "Supply of vehicle contract-2013. Technical Bid".

1.3 The following details should be furnished in the Technical Bid.

a) You are supplying hired vehicle to any other offices of repute (Proof to be enclosed).

b) Number of vehicles at your custody engaged on an average per day.

c) Whether you have registered with any Government body (Proof to be enclosed).

d) Proof of Income Tax clearance is to be attached.

e) Whether all vehicles to be engaged are having taxi permit.

f) Tender should submit EMD of Rs. 5000/- on any Schedule Bank in Bhubaneswar by way of Demand Draft drawn in favour of Drawing & Disbursing Officer, OPTCL Hqrs. Office, Bhubaneswar.

g) Copy of Service tax Registration Certificate.

2.0 COST OF FUEL / LUBRICANTS DETENTION CHARGES ETC.

2.1 The Agency shall be reimbursed cost of fuel @13KM run per liter of fuel including the cost of hire charges per day. Further one liter of Mobil in every 750 KM run of the vehicle will be reimbursed.

2.2 The journey less than 200 KM run in a day will be treated local. For outstation journey hire charges will be paid per KM basis. In this case fuel and lubricant are to be provided by the Agency. For calculation of detention charges one hour will be deducted for every 50 KM run from the total hrs. covered.

Cont.....2.

- 3.0 FOR PRICE BID
- 3.1 The agency should quoted the rate inclusive of all taxes & inclusive of Service Tax strictly as per Annexure-II in a separate scaled cover and duly signed Superscribed “Supply of Vehicles Contract-2014 PRICE BID”.
- 4.0 The Tender should be submitted to the Dy. Manager E&M Cell Store Division, OPTCL Hqrs. Office, Bhubaneswar on or before 27.8.2014 at 1.00 P.M. and to be opened at 3.30 P.M. on the same day. The Tenders received late or with any deviation are liable to be rejected.
- 5.0 If the Tender fails to furnish the details of the Technical Bid, the Tender will be rejected and the PRICE BID in original will be sent back to the Tenderer un-opened.

Thanking you,

Yours faithfully,

Encl.: As above:

General Manager (S&S) Circle

SCHEDULE OF RATE FOR VEHICLES

SCHEDULE OF RATE FOR VEHICLES

Sl.No	Type of vehicle	Daily charges 12 Hrs for Local	Detention charges (Beyond 12 Hrs)Local	Kilometer charge for outstation journey	Detention charges for outstation journey
1	2	3	4	5	6
1	Non A/c Indica				
2	A/c Indica				

Signature of the bidder
With stamp

ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF CONTRACT FOR HIRING OF VEHICLES

1.0 DEFINITION OF TERM

- 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 (hereafter called Agent) shall mean the successful bidder who has agreed to provide the vehicles to the Company as and when required.
- 1.3 The Officer-in-Charge shall mean the person designated as such by the Company and shall include those who are expressly authorised by the Company to act for and on its behalf.

1.4 SCOPE OF WORK:

The work involves:

- a) Providing, maintaining and operating Diesel on fixed monthly hiring charges.
- b) Providing of Cars, Luxury Cars and A/c Cars etc. in perfectly good and running

conditions on as and when required basis. The Cars provided should not be more than five years old from the date of its manufacture.

2.1 The Agent should have the capability to provide 5 (Five) Nos. of vehicles at a time as and when required.

2.2 The Agent should have relevant experience for five years of satisfactory supply of vehicles to any reputed organisation with sufficient proof (proof to be enclosed).

3.0 PERIOD OF CONTRACT:

3.1 The period of contract shall be for one year from the date of agreement. On successful completion of the contract, if the Company so desires, the same may be extended for further period on mutual consent.

3.2 The Company reserves the right to terminate the Contract without assigning any reason thereof, at any time during currency of contract by giving 30 days notice of its intention to do so. In the event of any such termination of the contract the agent shall only be entitled to all 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.

3.3 In case of failure by the Agent to fulfill his contractual obligations, the Officer-in-charge reserves the right to rescind the contract and the security deposit shall be forfeited in addition to any additional liability on the Agent towards risk and cost.

4.0 RIGHT OF ACCEPTANCE OR REJECTION OF TENDERS:

4.1 The Company reserves the right to accept or reject any or all tender (either wholly or partly) without assigning any reason thereof.

5.0 EARNEST MONEY DEPOSIT:

Tender are to submit interest free EMD of Rs. 5000/- (Rupees five thousand) only in shape of Cash Demand Draft only drawn in favour of GM, Store Circle, OPTCL, Bhubaneswar payable at Bhubaneswar EMD in the form of Demand Draft should be submitted alongwith Technical Bid only. Offers without EMD are liable to be rejected. The EMD will be released after finalisation of the Tender or 6 months whichever is earlier. EMD will be forfeited if the successful bidder fails to supply vehicles as per terms of contract.

6.0 SECURITY DEPOSIT:

Successful bidders will be required to deposit an amount of ₹ 5000/- (Rupees five thousand) only 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, EMD will be adjusted towards Security Deposit.

7.0 Running and maintenance of vehicles supplied on fixed monthly charges.

7.1 For vehicles provided on daily hire charges basis, the vehicles are required to be in service / operation for a minimum of 12 hours daily including Sundays and Holidays if required and shall operate as per time schedule and instruction of Officer-in-Charge or his authorised representatives. If it is less than 6 hours payment shall be made 50% of the charges per day.

7.2 The payment should maintain proper records of Drivers attendance and payment made to then and such records should required. The Agency shall be responsible for all sorts of statutory payments to the Driver employed by him.

7.3 The vehicle shall be kept in good running condition at all times by the Agent. Procurement of fuel, lubricants, spare parts etc. will be arranged by the Agent at his own cost. Maintenance repair frequent check-up servicing over hauling payment of wage to Driver and Cleaner etc. will be the Agent's responsibilities and no claim whatsoever on this will be entertained.

7.4 Normal maintenance kit, first-aid box and one torch with 3 cell shall be always made available with the vehicle by the Agency.

7.5 Agent has to make his own arrangement to procure fuel, lubricants, spare parts etc. on account of repair etc. If the vehicle is sent to Garage or petrol tank, the Agent can not claim these empty trips as well as the time involved for the purpose.

7.6 Payment under schedule of rates is applicable only after reporting the vehicle at office of OPTCL, Bhubaneswar or any specified place.

8.0 USE OF VEHICLE:

8.1 During the period of contract, the vehicle shall be exclusively used for OPTCL as per directions of officer-in-charge or his Authorised representatives.

8.2 The Agent should not refuse to sent the vehicle to any place as directed by the Officer-in-Charge or his representatives.

8.3 The Agent shall be responsible for proper behavior of all the persons employed by him and have control over them. Without prejudice to the generality of above, the Agent shall be bound to prohibit and prevent any employee from being intoxicated while on duty trespassing or acting in any way detrimental or prejudicial to the interests of Company, community or of the proprietors of land and properties in the neighborhood or the occupants users of the vehicles. In the event of such employees so trespassing, the Agent shall be responsible for them and shall not only relieve the company of all consequent claims but will also be liable for all consequences. The decision of the officer-in-Charge upon any matter arising under this clause shall be final and binding on the Agent.

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9.0 STATUTORY LAWS:

9.1 The Agent will comply with all statutory provisions of law and keep OPTCL indemnified against all actions arising due to or act of the Agent/his employees.

9.2 The vehicle should have all valid documents like R.C. Books, Insurance Certificate, Tax permit etc. in up-dated conditions for inspection of OPTCL officials at any time. The vehicles must have commercial registration.

10.0 TAXES/INSURANCE/PERMITS:

10.1 All taxes and insurance presently in force or to be levied in future joining the contractual period in respect of the vehicles shall have to be entirely borne by the Agent.

10.2 Proof of having paid all taxes, insurance etc. shall be furnished by the Agent.

10.3 Agent shall have valid Taxi permit as per statutory provisions.

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

10.5 Drivers driving the vehicles must have valid professional driving licence / badge as provided in the M.V.Act.

10.6 During the contract period, if the vehicle is seized or requisitioned by Government, authorities for non-compliance of relevant act/statutory requirement etc. or for any reason what so ever,OPTCL is not liable for any expenditure.It is the responsibility of the agent to provide for alternative vehicles without any loss of time.

11.0 COMPENSATION AND PENALTY:

11.1 For vehicles to be provided on fixed daily charges basis the vehicles shall remain in service for a minimum of 12 Hrs. duty.

12.0 RISK PURCHASE CLAUSE:

12.1 In case the Agent fails to provide the services as enumeration in the order, OPTCL reserves the right to get the services through other agencies at the risk and cost of the Agency.

13.0 OPERATING AND MAINTENACE CREWS:

13.1 The agent at his own cost shall maintain experienced Driver holding valid licence.In case of change in driver, he should submit valid driving license.

14.0 EMPLOYMENT/LIABILITY:

14.1 In case of non-fulfilment of any obligations under the contract or law, the Officer-in-Charge reserves the right to with held payments due to the Agent. The Agent shall at his own expenses carry and maintain such insurance with the Insurance Company / Companies as may be required under any law of regulations.

15.0 MAINTENANCE OF DUTY SLIP / LOG BOOK FOR VEHICLES FIXED MONTHLY CHARGES BASIS / OUT STATION JOURNEY:

15.1 Duty slip should be maintained by the Agent to record details of use of vehicles which is to be countersigned by the authorised officer of the Company from time to time in case of change of vehicle.

15.2 The Agent shall further submit relevant duty slip within the first week of following month for verification alongwith bills for pass and payment.

15.3 Duty slip on completion shall be submitted to the Officer-in-Charge for record. The Agent can have a duplicate copy for his record, if he desires.

16.0 PROVISION REGARDING RECORDING RECORDING OF LOG BOOK:

16.1 All transactions for the vehicles which are engaged on regular as is are to be maintained

in the log book prescribed by OPTCL, Bhubaneswar instead of duty slip. As this record is an original record, the same is to be handed over to the Officer-in-Charge after its completion.

16.2 The log book is to be issued to the Agent in favour of officer using the vehicle. The care of log book is the sole responsibilities of the Agent. The transactions recorded in the log books are to be countersigned by the officer -in-charge duly filled in with signature of the driver.

17.0 PAYMENT OF BILLS:

17.1 For vehicles to be provided on as and when required basis the bills are payable once in a month. Bills shall be submitted within first week of the next month.

17.2 The toll gate charges and airport parking charges will be reimbursed by the Company. The receipt of payment shall be enclosed alongwith the bills.

17.3 The Agent shall submit his bills in triplicate to the Officer-in-Charge or his authorised representatives with relevant documents in proof of carrying out the work including certified copies of the log book extract to the best satisfaction of the Company, as required by the Officer-in-Charge in support of claims preferred in the bills.

18.0 ADDITION OR DELETION OF SCOPE:

18.1 The scope of the work / services may be altered in quantum as per exigencies of work. The Agent shall accordingly provide services as may be required by the Officer-in-Charge on being given a notice of 15 days.

19.0 JURISDICTION OF COURT:

19.1 The contract shall be governed by the laws of India and subject to the exclusive jurisdiction of Courts in Bhubaneswar only.

20.0 GENERAL:

20.1 In case of public strike / Bandh, the Company shall not be liable to make any payment towards retention charges for the period of absence nor will be liable for any other claim.

21.1 The company is at liberty to reject the vehicles found defective during duty time in which case the Agent will be liable for all consequences.

21.2 The price quoted shall remain firm during the currency of the agreement.

22.0 ARBITRATION:

22.1 In the event of any dispute arising out of his contract. The same shall be referred for arbitration to the CGM(O&M), OPTCL, Bhubaneswar or any arbitrator appointed by the Chairman-Cum-Managomg Director, OPTCL, Bhubaneswar after due notice of claim and such appointment and the award of the arbitrator shall be final and binding arbitration and conciliation Act'1996 shall apply. The venue of arbitration will be Bhubaneswar.

General Managar (S&S) Circle