

Section-I

Instruction to bidders

1 The bidders must read in detail the "Instruction to Bidder", "General terms and conditions" and all other sections carefully before filling the Tender documents. There are seven sections in this Tender Specification.

2 TENDERS:

- a) Bidders must submit their bids in duplicate separately in respect of each station /office with original signature on each page.
- b) Registered Travel agencies/ Vehicle owners having PAN card and service tax registration fulfilling other criteria as per the tender document are only eligible to quote.
- c) Bidders may quote for engagement of one or more vehicles i.e. The bidder may quote for part tender or for the full tender. However tender papers have to be purchased and submitted separately for each vehicle with station/office mentioned in the schedule of quantities. The bidder must mention the name of the station/office for which the offer is submitted.
- d) The vehicle/vehicles proposed for engagement on hire basis should not be more than 3 (three) years old as on 20.07.2016. Newer vehicles may be given preference over older vehicles.
- e) The vehicle shall comply with minimum mileage of 13km/1 litre of Diesel and consumption of lubricant minimum of 1 litre /750 km. However, tenderer quoting for more mileage and less consumption of lubricants shall be given preference.
- f) The vehicle should have commercial registration, valid road permit for all Odisha jurisdiction, valid fitness certificate, valid 1st party insurance, non pollution certificate and must comply to the relevant clauses of Odisha Motor vehicle act.
- g) Though the normal headquarter of the vehicle shall be as specified in the tender document, OPTCL may temporarily refix the headquarter in case of exigencies.
- h) The bidder must agree to operate the vehicle in any part of Odisha.
- i) In the event of being declared as the successful bidder, the bidder shall be required to provide vehicle/vehicles along with a driver/drivers having necessary driving license.
- j) Tender must be submitted in sealed envelopes superscribed as "HIRING OF DIESEL RUN COMMERCIAL REGISTERED LIGHT VEHICLES on monthly basis with daily hiring rate for E&MR SUB-DIVISION, JAYANAGAR against Tender Call Notice No. 02/2016-17 due on 05.08.2016 for opening" and addressed to Dy. General Manager, E&MR DIVISION, RAYAGADA.
- k) Tender shall be submitted either in person or by Registered post with A.D/courier service. Any other means of delivery shall not be accepted. Detailed postal address with PIN, phone No./FAX No. must be mentioned in the application requesting for Tender document and on the Tender Bid. The Tender submitted in person is to be dropped in the Tender Box. Tender received after due date and time will not be considered. The authority will not be responsible for receipt of Tender after due date and time due to postal delay or any other reasons.
- l) Conditional offers will not be accepted.
- m) If the last date of receipt of tender and its opening is a holiday, it will be received and opened on the next working day in same time.

3 INFORMATION OF COMPETITORS: Bidders have right to know information on competitors only at the time of opening of the bids. No further information on competitors shall be provided at any other point/stage of the tender without prejudice to Right to Information Act, 2005.

4 OPENING OF TENDERS:-

a) All necessary documents as per requirement of the tender specification should be enclosed with the tender. The documents must be self attested.

b) Bidders themselves or their authorized representatives (possessing authorization letter in original) shall be allowed to attend opening event of the tender.

5 The purchaser may alter the quantities at the time of placing orders. Orders may also be split up among more than one tenderer for any particular item if necessary. Only those who have purchased the tender specification in the name of their firm or in the name of the vehicle owner from this office can submit their tender. Tenders submitted by others will be rejected.

6 The Bidders may please note that the Word 'item' in the paragraph shall mean the vehicle as specified in the 'Tender Specification'. In case of deviations, the decision of the purchaser shall be final.

7 The purchaser reserves the right to reject the lowest or any other tender or all tenders without assigning any reason what so ever.

8 Tenders should be prepared clearly and without any overwriting and corrections. Erasures and other changes shall bear the dated initial of the person signing the tender.

9 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.

10 For evaluation, the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.

11 Out right rejection:

The tenders shall be out rightly rejected if they do not comply with the following requirements and in the event of non submission of the following documents and declaration.

12 Compliances:

a) Bidder should purchase the relevant Tender specification from the office of the Dy. General Manager, E&MR DIVISION, RAYAGADA and indicate the money receipt No and date of this office in the tender.

b) Tenders shall be submitted in person or by Registered post with A.D/Courier service which should be received before the schedule date & time as specified in the tender call notice.

c) Tenders shall not be submitted telegraphically or by FAX.

d) Tenders shall be accompanied with the prescribed earnest money deposit/attested Xerox copies of proof of exemption for furnishing the E.M.D. if any

e) Tenders shall be kept valid for a minimum of 120 days from the date of opening of the tender.

f) Tender shall not be conditional or incomplete in any shape.

g) Tender should be submitted along with requisite amount of E.M.D in the manner specified in the Tender specification.

h) There should not be any violation of conditions set forth and provided in the tender specification.

- i) The vehicle/vehicles proposed for engagement on hire basis should not be more than three years old as on **20.07.2016**.
- j) The vehicle should have valid commercial permit for operation throughout Odisha .
- k) Price bid should be strictly as per the format.
- l) Separate tenders should be submitted for each vehicle.

Documents to be submitted along with the Tender.


The photocopies of the documents should be signed by the vehicle owner / Travel agency in each page.

- i) I.T. Pan card,
- ii) Service Tax Registration certificate
- iii) R.C. Book/Books of the vehicle/vehicles proposed to be engaged.
- iv) Valid commercial permit of the vehicle proposed to be engaged.
- v) Valid fitness certificate of the vehicle proposed to be engaged.
- vi) Valid non pollution certificate of the vehicle proposed to be engaged.
- vii) Valid all Odisha permit certificate
- viii) Valid 1st party insurance certificate,
- ix) Up to date road tax clearance certificate.
- x) Duly filled up abstract of terms and condition (Section-V).

Declaration:

The bidder must submit the declaration in the prescribed format A & B of section III.

- 13 The tender call notice shall form part and parcel of the tender specification.
- 14 Any clarification with regard to the tender specification shall be issued by the undersigned on written request. How ever, the bidder can not claim any revision of date of sale of tender paper or submission of tender.


DY. GENERAL MANAGER (ELECT)
E&MR DIVISION, RAYAGADA.