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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

OFFICE OF THE DGM (ELECT.), E&MR DIVISION, MERAMUNDALI

At: Kantabania, PO:Kusupanga, Dist: Dhenkanal, Odisha:759121

CIN: U40102OR2004SGC007553, GSTIN: 21AAACO7873L1Z6, E-mail:emrt.div.mrm@optcl.co.in

TENDER SPECIFICATION NO: 01/2025-26

Name of Work: Hiring of commercial diesel run light vehicle (7-seater AC Bolero or equivalent) with driver on monthly hire basis with daily hiring rate for use at E&MR Division, Meramundali.

SL. NO.	PARTICULARS	REMARKS
1	PRICE OF TENDER DOCUMENT	₹ 4,720.00 only (Non Refundable) (₹ 4,000.00 + GST @ 18%) in shape of DD/cash. (DD is to be drawn in favour of General Manager (Elect.), EHT (O&M) Circle, OPTCL, Chainpal payable at Union Bank of India, Similipada Branch, Angul)
2	EMD AMOUNT	₹ 8,000.00 only in shape of DD/cash. (DD is to be drawn in favour of General Manager (Elect.), EHT (O&M) Circle, OPTCL, Chainpal payable at Union Bank of India, Similipada Branch, Angul)
3	COMMENCEMENT OF SALE OF TENDER PAPER	19.11.2025 (10:00 AM)
4	LAST DATE OF SALE OF TENDER PAPER	05.12.2025 (12:00 PM)
5	LAST DATE & TIME OF RECEIPT OF TENDER PAPER	05.12.2025 (Up to 01:00 PM)
6	DATE & TIME OF OPENING OF TENDER	05.12.2025 (03:00PM)

Bidder details

.....

Bidder Serial No:.....
Money Receipt No.....
Date:.....
GSTIN:.....

Dy. General Manager (Elect.)
E&MR Division, OPTCL, Meramundali



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SECTION-I

INSTRUCTION TO TENDERER

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 eight sections in this Tender Specification.

2. TENDERS:

- a) Bidders must submit their bids with original signature in every page of tender document and attached documents.
- b) Registered Travel agencies/ Vehicle owners having valid PAN card and GST registration Certificate fulfilling other criteria as per the tender documents are only eligible to quote.
- c) Tender papers have to be purchased and submitted for the 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 proposed for engagement on hire basis should not be more than 3 (three) years old during the total period of engagement i.e. initial period of one year and further extension on performance basis, if allowed. **Vehicle having age of one year or less (w.e.f. the date of registration) as on the date of opening of the bid is preferred.**
- e) The vehicle should have commercial registration, valid road permit for all Odisha jurisdiction, valid fitness certificate, valid insurance, Non-pollution/Pollution under control certificate and must comply to the relevant clauses of Odisha Motor Vehicle Act.
- f) Though the normal headquarter of the vehicle shall be as specified in the tender document, OPTCL may temporarily re-affix the headquarter in case of exigencies.
- g) The bidder must agree to operate the vehicle in any part of Odisha.
- h) In the event of being declared as the successful bidder, the bidder shall be required to provide vehicle along with a driver having valid driving license.

Tender must be submitted in sealed envelope super-scribed as 'Hiring of 7-Seater Diesel run commercial registered AC Bolero or equivalent on monthly hire basis with daily hiring rate for use at E&MR Division, Meramundali' against Open Tender Call Notice No. **01/2025-26** due on **19.11.2025 for opening** and **addressed to Dy. General Manager, E&MR Division, OPTCL, Meramundali, At-Kantabania, PO- Kusupanga, Dist: Dhenkanal, Odisha: 759121.**

- i) Tender shall be submitted either by person or by Registered post with AD/courier service. Any other means of delivery shall not be accepted. Detailed postal address with PIN,

phone 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.

- j) Tender received after due date and time will not be considered. The authority will not be held responsible for receipt of Tender after due date and time due to postal delay or any other reasons.
 - k) Conditional offers will not be accepted.
 - l) 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.** 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 Authority 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 bidder.
- 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.** Outright Rejection Criteria: The tenders shall be outrightly rejected if they do not comply with the following requirements and in the event of non-submission of the following documents and declaration.

- (a) Tenderer should purchase the relevant Tender specification from the office of the Dy. General Manager, E&MR Division, OPTCL, Meramundali, At-Kantabania, PO:Kusupanga, Dist: Dhenkanal, Odisha:759121 by submitting money receipt, which should be obtained from Office of General Manager, EHT (O&M) Circle, Chainpal.
- (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 Email.
- (d) Tenders shall be accompanied with the prescribed earnest money deposit/attested xerox copies of proof of exemption for furnishing the EMD 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) There should not be any violation of conditions set forth and provided in the tender specification.
- (h) *Bidder other than vehicle owner is to furnish agreement signed between the bidder & the vehicle owner that the vehicle can be spared/utilized on contract by the particular bidder which should be valid at least for a period of 13 months w.e.f. the date of opening of tender.*

12. 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) IT PAN card
- ii) GST Registration certificate / Proof if applied for the same.
- iii) RC Book of the vehicle proposed to be engaged.
- iv) Valid taxi & all Odisha permit of the vehicle proposed to be engaged.
- v) Valid fitness certificate of the vehicle proposed to be engaged.
- vi) Valid non pollution/ pollution under control certificate of the vehicle proposed to be engaged.
- vii) Valid all Odisha permit certificate.
- viii) Valid first party insurance certificate.
- ix) Up to date road tax clearance certificate.
- x) Agreement signed between the bidder & the vehicle owner as per clause no. 11(I) (Applicable for Bidder other than vehicle owner).

13. DECLARATION: The bidder must submit the declaration in the prescribed format A & B of section III. 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. However, the bidder cannot claim any revision of date of sale of tender paper or submission of tender.

Dy. General Manager (Elect.)
E&MR Division, OPTCL Meramundali.

SECTION II

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. SCOPE OF WORK & GENERAL CRITERIA

- a) Providing, maintaining and operating diesel run commercially registered light vehicle as mentioned in the *schedule of quantity* on monthly hiring basis for a period of one year along with professionally licensed experienced driver to run the vehicle. Payment is to be made on daily basis i.e. excluding Sundays and public holidays if not specifically required to be engaged for any important work.
- b) The vehicle proposed for engagement on hire basis should not be more than 3 (three) years old during the total period of engagement i.e. initial period of one year and further extension on performance basis, if allowed. **Vehicle having age of one year or less (w.e.f. the date of registration) as on the date of opening of the bid is preferred.**
- c) The vehicle to be engaged shall be required for transportation of OPTCL employees generally within the jurisdiction of the **EHT (O&M) Circle, Chainpal** and at times within the state of Odisha. The vehicle may also be required to carry material, testing equipments, T&P etc. for maintenance of substations and lines. For this purpose the vehicle may be required to move in Kachha road as required.
- d) The bidder shall be required to employ a qualified, licensed and experienced driver at their pay roll and pay salary at least as per the minimum wages act. The rates to be quoted shall be inclusive of salary and perks of driver and also the cost of maintenance of vehicle, Road tax, registration and insurance charges etc. It should be noted that though the vehicle is to be hired on monthly basis, the payment shall be made on daily basis i.e. excluding Sundays and holidays unless otherwise engaged in urgent work. Hence, the bidders are required to quote their rates on daily basis.
- e) The bidder shall supply diesel and lubricant for running of the vehicle, which shall be reimbursed by OPTCL as per the contract.
- f) The vehicle should have taxi permit and comprehensively insured at the cost of the bidder.
- g) The driver should always carry a mobile telephone (at the cost of the bidder), valid license, RC Book, Taxi permit and Insurance policy.
- h) The bidder should cater to all norms fixed by Odisha Road Transport Authority for running of the vehicle.
- i) In case of accident, resulting in loss or damage to property or life, the sole responsibility of legal or financial implication should rest with the bidder, OPTCL shall have no liability what so ever in this regard.

- j) The bidder shall be liable to pay all fines, penalties etc. arising out of or concerning the use of vehicle during the hiring period.
- k) The bidder shall be liable for any legal dispute/ cases/ claims that have arisen/ may arise during the tenure of the contract in respect of the vehicles provided by him/her.
- l) The bidder shall be responsible for compliance of all laws/ rules/ regulations and govt. instructions that are/ will be applicable to protect interests of employees engaged by him / her and shall ensure payment of all statutory dues/ liabilities as may have arisen during past or may arise during the course of performance of the contract.
- m) The vehicle once contracted for duty to OPTCL shall not be used for private / personal use of bidder.
- n) The vehicle shall be available for duty for 12 hours a day normally between 8 AM to 8 PM or as directed by the user as per the rate specified.
- o) Cost of fuel and lubricant shall be reimbursed for KMs, traveled from the Head Quarters for use by OPTCL only. The KM travelled for maintenance and halting at garage shall be to owner's account.
- p) The bidder must comply with Odisha Motor vehicle Act contract, Labour Act and any other relevant act in relation to the contract.
- q) In case the bidder is not able to supply the specified vehicle/ driver on a particular day, alternate vehicle/ driver (as per original conditions of contract) shall be made available. In case of non-reporting of the vehicles, the bidder shall provide replacement of an equally good vehicle immediately failing which the company will treat the vehicle not on job for the aforesaid period and will deduct from his bill / security deposit at the rate of ₹ 500/- per day plus proportionate hire charges of the vehicle for absent period without prejudice to any other rights under the contract including termination and consequences.
- r) Any damage caused to the vehicle, including theft shall be to bidder's account.
- s) The bidder must furnish the information in respect of the vehicle proposed to be engaged in the format as shown at (B) of SECTION-III

2. PRICE :-

- a) The price quoted by the bidder shall remain firm during the period of the contract which shall be ordinarily for one year and may be extended for a further period on mutual consent. The rate of mileage and consumption of lubricants shall also remain firm during the period of the contract. The hire charges shall be inclusive of salary of driver, cost of maintenance of the vehicle, cost of registration, permit, insurance and any other costs incidental to running of the vehicle but exclusive of cost of fuel and lubricants which shall be reimbursed by OPTCL as per the contract.

b) The cost of fuel and lubricant shall be paid by the owner and claimed in the monthly bill, which shall be reimbursed.

c) GST, as applicable, will be paid extra.

3. PERIOD OF CONTRACT

3.1 The period of contract shall be normally for one year from the date of actual engagement, subject to satisfactory performance of the vehicle. Order shall be placed for one year and shall be subsequently extended for further period subject to validity and satisfactory performance of the vehicle. 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 period of contract by giving 30 days notice of its intention to do so. In the event of any such termination of the contract, the owner / agency shall only be entitled to the entire amount for services actually provided under the contract till the termination of the contract subject to deductions, if any, under the terms of contract. No other claims can be allowed for consideration.

3.3 In case of failure by the owner / agency to fulfill his contractual obligation or / and unsatisfactory services of the driver / vehicle, the officer-in-charge reserves the right to withdraw the contract and the security deposit shall be forfeited in addition to any additional liability on the agent/owner towards risk & cost.

4. RIGHT TO ACCEPT OR REJECT THE TENDERS:

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

5. EARNEST MONEY DEPOSIT :

Tenderers are required to submit EMD amounting to **₹ 8,000.00 (Rupees Eight Thousand) only** in shape of DD/cash drawn in favour of **General Manager (Electrical), EHT (O&M) Circle, OPTCL, Chainpal payable at Union Bank, Similipada Branch, Angul**. Offers without EMD are liable to be rejected outright. The EMD of unsuccessful bidders will be released after finalization of the Tender and for successful bidder after deposit of security amount. EMD will be forfeited if the successful bidder fails to supply vehicle as per terms of contract. EMD shall also be forfeited if any bidder withdraws his bid before finalization of tender.

6. FORFEITURE OF EMD:

- a) In the event the successful Bidders failing to accept the order as per the Tender specification, EMD / SD so deposited shall be forfeited.
- b) Any deviation from the terms and conditions of the contract awarded, may also lead to forfeiture of EMD / SD without any notice.
- c) EMD not claimed for return within one year of the award of order.

7. SECURITY DEPOSIT:

Successful bidder will be required to deposit **₹ 10,000/- (Rupees Ten 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. The security deposit shall be deposited with **General Manager (Elect.), EHT (O&M) Circle, OPTCL, Chainpal payable at Union Bank, Similipada Branch, Angul** either by BG / DD / Fixed deposit/cash etc. If the owner fails to deposit the security, the same shall be deducted from his Hire charges Bill.

8. RUNNING AND MAINTENANCE OF VEHICLES SUPPLIED ON FIXED DAILY RATES

- 8.1 The movement of the vehicle may be throughout the state of Odisha, but ordinarily within the jurisdiction of EHT (O&M) Circle, OPTCL, Chainpal which primarily covers districts of Dhenkanal, Angul and at times to other parts within the state of Odisha.
- 8.2 OPTCL being an Electricity service provider, the vehicle shall be required to run at times even in Kachha road for maintenance of lines and substations. Equipments, maintenance kits, tools and plants shall also be carried in the vehicle.
- 8.3 The vehicles are required to be in service / operation for a minimum of 12 hours daily excluding Sundays and Holidays, and shall operate as per time schedule and instruction of Officer-in-charge or his authorized representatives which is normally from 8AM to 8PM. In case of urgency, the vehicle may be required to run on Sundays and holidays and for this the vehicle must be kept ready to attend the work immediately. The controlling officer may however reschedule the time schedule as per requirement.
- 8.4 The agency / owner should maintain proper record of driver's attendance and payment made to them and such records should be made available to the Company for scrutiny as and when required. The Agency / owner shall be responsible for all sorts of statutory payment to the Driver employed by him. It is the vehicle owner's obligation to provide a qualified and experienced driver for operation of the vehicle.
- 8.5 The vehicle shall be kept in good running condition at all times by the Agent / owner. Procurement of fuel, lubricants, spare parts etc. will be arranged by the Agent / owner at his own cost. Maintenance / repair, frequent check-up, servicing, overhauling and payment of wage to Driver and Clearance etc. will be the Agent's / owner's responsibilities and no claim whatsoever on this will be entertained except the cost of fuel and lubricants as per the contract.
- 8.6 Normal maintenance kit, spare tire, fan belt, hosepipe, first-aid box and one torch with cell shall be always made available with the vehicle by the owner/Agency.
- 8.7 Agent/Owner 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 filling station, the

Agent/Owner cannot claim these empty trips as well as the time involved for the purpose which will be to the owner's account.

8.8 The vehicle should comply with minimum mileage of 10 km/ltr. Diesel (for Bolero or equivalent) and consumption of lubricant @ 1 litre / 750 km.

8.9 Towels used in the vehicles are to be changed every week.

8.10 Minimum fuel reservation of about 30 Litres is to be maintained.

8.11 Drivers should not be changed frequently without the permission of the authority.

9. USE OF VEHICLE :

9.1 During the period of contract, the vehicle shall be exclusively used for OPTCL works as per direction of officer-in-charge or his Authorized Representatives.

9.2 The Agent / owner should not refuse to send the vehicle to any other place as directed by the officer-in-charge or his Representatives.

9.3 The Agent / owner shall be responsible for the proper behavior of all persons employed by him and have control over them. Without prejudice to the generality of above, the Agent / owner shall be bound to prohibit and prevent any employee from being intoxicated while on duty, trespassing or acting in any way detrimental or prejudice to the interests of Company, Community or of the proprietor of land in the neighborhood or the occupants and users of the vehicles. In the event of such employees so trespassing, the Agent / owner 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.

10. STATUTORY LAWS:

- a) The Agent / owner will comply with all statutory provision of law and keep OPTCL indemnified against all actions arising due to or of the Agent /his employees.
- b) The vehicle should have all valid documents like RC Book, Insurance certificate, Permits / road tax etc. in updated conditions. The vehicles must have valid permit as per statutory provisions.

11. TAXES / INSURANCE / PERMITS:

- a) All taxes and insurance presently in force or to be levied in future during the contractual period in respect of the vehicle shall to be entirely borne by the Agent/owner.
- b) Proof of having paid all taxes, insurance etc. shall be furnished by the Agent /owner.
- c) Agent/owner shall have paid all dues towards permit as per statutory provisions.
- d) Agent / owner shall be bound by all valid & relevant regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.

- e) Drivers driving the vehicles must have valid professional driving license / badge as provided in the MV Act.
- f) 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 whatsoever penalty / Compensation as per clause-12 will be payable by the Agent / owner to OPTCL besides the liability to provide for alternative vehicle without any loss of time.

12.COMPENSATION AND PENALTY:

- a) For the vehicle to be provided on fixed charges basis the vehicle shall remain in service for a minimum of 12 Hours duty. In case of non-reporting of the vehicles, the Agent shall provide replacement of an equally good vehicle immediately failing which the company will treat the vehicle not on job for the aforesaid period and will deduct from his bill / security deposit at the rate of ₹ 500/- per day plus proportionate hire charges of the vehicle for absent period without prejudice to any other rights under the contract including termination and consequences. Such cases shall be considered as poor performance of the contract. However, if the vehicle is requisitioned by the R.T. Authorities / Law and Order authorities for use in public service, no penalty shall be deducted.
- b) In case of hijacking or accident, the absence from duty shall be to the owner's/agent's account and failure to provide suitable alternate vehicle under the same terms and conditions, penalty and recovery shall be made as per clause 12(a).
- c) In case of any damage caused by the vehicle or to the vehicle and the people including those in the vehicle shall be booked to the agent / owner's account.

13.RISK PURCHASE CLAUSE:

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

14.OPERATION AND MAINTENANCE CREWS:

The Agent / owner at his own cost shall maintain experienced Driver holding valid license.

15.EMPLOYMENT / LIABILITY:

- a) The Agent / owner shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the agent/owner shall be on his pay roll and paid by him. The company will have no liability what so ever concerning the employees of the Agent or of the owners of the vehicle. The Agent / owner 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 Agent / owner shall make regular and full payment of all wages and allowances to its workers / employees. The Agent / owner shall be directly responsible for any disputes arising between him and his employees and keep the officer-in-charge indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.

- b) In case of non-fulfillment of any obligations under the contract or law, the Officer-in-charge reserves the right to withhold payments due to the Agent/owner. The Agent/owner shall at his own expenses carry and maintain such insurance with the insurance Company / Companies as may be required under any law or regulations.

16. MAINTENANCE OF SPEEDOMETER.

- a) It is the responsibility of the owner / agent to maintain the speedometer/odometer of the vehicle in proper condition.
- b) In case the speedometer/odometer of the vehicles does not function for a specific period, the decision of the Officer in Charge shall be final and binding. The Agent/owner shall arrange to repair / replace the Speedometer within 24 hours without fail.

17. PROVISIONS REGARDING RECORDING OF LOGBOOK:

- a) All transactions for the vehicle are to be maintained in the log book prescribed by OPTCL. The care of log book is the sole responsibility of the Agent / owner / driver. The transactions recorded in the log books are to be countersigned by the concerned officer using the vehicle.

18. PAYMENT OF BILLS:

Bills shall be submitted within first week of the month.

- a) The toll gate charges and air port / railway parking charges will be reimbursed by the Company. The receipt of payment shall be enclosed along with the bills.
- (b) The Agent / owner shall submit bills in triplicate to the officer- in - charge or his authorized 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.
- (c) Payment shall be made after deduction of statutory taxes.
- (d) The bills shall be submitted to the respective controlling officers. Payment shall be made by the paying officers.

19. ADDITION OR DELETION OF SCOPE:

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.

20. JURISDICTION OF COURT:

The contract shall be governed by the laws of India and subject to the exclusive jurisdiction of courts in Dhenkanal or Angul only.

21. GENERAL:

- a) 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.
- b) The Company is at liberty to reject the vehicle found defective during duty time in which case the Agent/Owner will be liable for all consequences.
- c) The price quoted shall remain firm during the currency of the agreement.
- d) The authority may re-affix the head quarters between the headquarters of users.
- e) The undersigned may also allot the vehicle temporarily for any other work of the company.

22. ARBITRATION:

In the event of any dispute arising due to this contract, the same shall be referred for arbitration to the Director (HRD) OPTCL, Bhubaneswar or any arbitrator appointed by the Chairman- Cum- Managing Director, OPTCL after due notice of claim and such appointment and the award of the arbitrator shall be final and binding on arbitration and conciliation Act. 1996. The venue of arbitration will be Bhubaneswar.

Dy. General Manager (Elect.)
E&MR Division, OPTCL, Meramundali.

