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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha undertaking)

O/o SR. GENERAL MANAGER (EL.), NORTHERN (O&M) ZONE, BALASORE,
AT/PO-JANUGANJ, DIST. BALASORE, PIN-756019

Email: zone.balasore@optcl.co.in

TENDER SPECIFICATION NO: SGM-NZ-BLS-01/2025-26
OF

O/o SR.GENERAL MANAGER (EL.), NORTHERN (O&M) ZONE, BALASORE
FOR

HIRING OF ONE NO. OF COMMERCIAL REGISTERED LIGHT VEHICLE (AC) NAMELY AC
MARUTI ERTIGA/ TATA SUMO/ MAHINDRA BOLERO/TUV 300 (PETROL/DIESEL) ON
MONTHLY BASIS ENGAGEMENT FOR OFFICIAL USE OF SR.GENERAL MANAGER (EL.),
NORTHERN (O&M) ZONE, BALASORE

- a. PRICE OF TENDER DOCUMENT: Rs. 4,000/- + 18% GST=Rs.4,720/-
(Rupees Four Thousand Seven Hundred Twenty only) (Non- Refundable) in shape of Demand Draft to be drawn in favour of Zonal Office OPTCL Balasore payable at Balasore)
- b. COMMENCEMENT OF SALE OF TENDER PAPER: Dt: **19.09.2025** (During working Hours)
- c. LAST DATE & TIME OF SALE OF TENDER PAPER: Dt: **08.10.25, 03:00 PM**
- d. LAST DATE & TIME OF RECEIPT OF TENDER PAPER Dt: **09.10.25, 12:00 PM**
- e. DATE & TIME OF OPENING OF TENDER Dt: **09.10.25, 03:00 PM**

Money Receipt No-.....
Date:.....
GSTIN:.....

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PART – I

SECTION – I

INSTRUCTIONS TO TENDERERS

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INSTRUCTIONS TO TENDERERS

1. Submission of Bids: -

The bidder shall submit the bid in sealed envelopes super scribed as “ HIRING OF ONE NO. OF COMMERCIAL REGISTERED LIGHT VEHICLE (AC) NAMELY AC MARUTI ERTIGA/ TATA SUMO/ MAHINDRA BOLERO/TUV 300 (PETROL/DIESEL) ON MONTHLY BASIS ENGAGEMENT FOR OFFICIAL USE OF SR.GENERAL MANAGER(EL.), NORTHERN (O&M) ZONE, BALASORE, AT/PO-JANUGANJ,DIST. BALASORE, PIN-756019 against Tender Call Notice No. 03/2025-26 and addressed to T h e SR.GENERAL MANAGER(EL.), NORTHERN (O&M) ZONE, BALASORE, AT/PO-JANUGANJ,DIST. BALASORE, PIN-756019

Both the Techno-commercial bid and the Price bid shall be submitted in individual sealed envelopes and super-scribed as above along with the tender documents so as to facilitate the opening of price bid after verification of documents.

Bid shall be submitted either by 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. shall be mentioned in the application requesting for Tender document and on the Bid. Tender received after due date and time shall not be considered. The authority shall not be responsible for receipt of bid document after due date and time due to postal delay or any other reasons.

Conditional offers shall not be accepted.

If the last date of receipt of bid documents and date of opening falls on a holiday, it shall be received and opened on the next working day in same time.

Bidders have the right to seek information about competitors only at the time of opening of the bids. No further information about competitors shall be provided at any other point/stage of the bidding process without prejudice to Right to Information Act- 2005.

The OPTCL reserves the right to reject any bid, which is not deposited according to the instruction, stipulated above. The participants to the tender shall be registered under GST laws.

2. Tenders shall be in Two Parts.

The Tenderers/bidders are required to submit the tenders in two parts viz. Part-I (Techno commercial) & Part-II (Price bid).

3. Earnest money deposit:

- a) The tender shall be accompanied by Earnest Money Deposit of **Rs. 8,076.00 (Rupees Eight Thousand Seventy-Six only)**, 01% of estimated value, inclusive of hire charges, GST, and other applicable costs, in shape of Demand Draft. Tenders without EMD as indicated shall be rejected out rightly.

Demand Draft: -To be drawn in favour ZONAL OFFICE OPTCL BALASORE Payable at Balasore.

- b) No interest shall be paid on the Earnest Money Deposit.
- c) No adjustment towards EMD shall be permitted against any outstanding amount with the **OPTCL**.

- d) In the case of un- successful tenderer, the EMD shall be refunded after the tender is decided. In the case of successful Tenderer, the EMD amount shall be released after deposit of Security amount.
- e) Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of District court of Balasore extended.
- f) EMD shall be forfeited if the tenderer fails to accept the letter of award/work order issued in his favour or to execute the order, placed on them.
- g) Tenders not accompanied by requisite Earnest Money shall be disqualified.
- h) Any deviation from the terms and conditions of the contract by the agency/owner, may also lead to forfeiture of EMD/Security Deposit without any notice.
- i) EMD shall be forfeited if the successful bidder fails to provide vehicles as per terms of contract.
- j) EMD shall also be forfeited, if any bidder withdraws his bid before finalization of tender.
- k) EMD shall be forfeited, if not claimed for release within one year of award of work order.

4. Eligibility Criteria:

- I. The tenderer must have been registered under GST for providing commercial vehicle on hire basis.
- II. The vehicle shall not be more than 3 (three) years old from its date of initial registration at the time of entry.
- III. The tenderer must have minimum (03) three years of past experience in the field of providing hired vehicles in Government Dept./ State PSUs/ CPSUs.
- IV. The RC book copies of commercial vehicles under custody of Travel Agency including own vehicles.

Note:

The bidder must have permanent/camp office at any location inside the Odisha with round the clock telephone connectivity.

5. DOCUMENTS TO ACCOMPANY BIDS:

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

- i. Declaration form duly signed with seal.
- ii. Proof regarding registration with Government Authority.
- iii. Copy of GST Registration Certificate.
- iv. Copy of Income Tax PAN Card (in the name of the travel agency/firm or in the name of the proprietor.
- v. Copy of GST annual return filed for last 03 financial years.
- vi. Copy of Income Tax return filed for last 03 Financial Years.

- vii. Self-Declaration regarding the history of the use of the proposed vehicle from the date of registration.
- viii. EMD of requisite amount.
- ix. Original Money Receipt towards purchase of tender paper.
- x. R.C. Book of the vehicle proposed to be engaged.
- xi. Valid Taxi Permit.
- xii. Valid Fitness certificate.
- xiii. Valid Pollution under control (PUC) certificate.
- xiv. Valid all Odisha permit certificate.
- xv. Valid 1st Party Insurance document.
- xvi. Up to date Road tax clearance certificate.
- xvii. Undertaking between vehicle owner and travel agency in non-judicial stamp paper of Rs.10/- (Rupees Ten only) for engagement of vehicle under travel agency. (If applicable)
- xviii. Undertaking to provide good conditioned commercial vehicle. **Annexure-II**
- xix. An affidavit declaring that Agency has never been debarred, disqualified or black listed by any Govt. / PSU Authority, shall be submitted along with the bid as per the format enclosed at **Annexure-III**.
- xx. Undertaking as per prescribed format at **Annexure-IV** regarding engagement of any hired vehicle not belonging to any employee of OPTCL or his/her spouse / children.

In addition to the above, the tenderer has to fill up the formats available under Techno-commercial bid of the Tender.

A) Bidders' information.

*B) Detail information of commercial vehicles. **Annexure-I***

OPTCL reserves the right to out rightly reject the tender, if any of the above document 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 through e-Tender.

5.2 Price Bid

The tenderer has to submit price bid only in the Price Schedule as per the given format.

6. Security Deposit:

Successful bidder shall be asked to deposit Rs. 37,200/- towards Security Deposit in the shape of Demand Draft/ Bank guarantee to be drawn in favour of ZONAL OFFICE OPTCL BALASORE, Payable at BALASORE. If the agency/owner fails to deposit the security amount, the same shall be deducted from his monthly bill @10% of hire charges during the contract period for one year. If the vehicle is extended for further period, no more deduction shall be done from monthly bill. The Security Deposit shall not carry any interest and shall be refunded only after satisfactory execution of the contract and after adjustment of any dues. Security deposit shall be forfeited if not claimed within three years after completion of the contract. If the successful bidder fails to execute the order, the Security Deposit of the bidder shall be forfeited.

7. Validity of the Bid:

The tender shall be valid for a period of 120 days from the date of opening of tender, or else tender shall be rejected.

8. PRICE:

- i) Bidders are requested to quote-'FIRM' Price. No deviation from **FIRM PRICE** shall be entertained.
- ii) Bidders are required to quote unit taxable price excluding GST in the price bid sheet.
- iii) Bidders are required to quote the unit taxable price towards monthly hire charges.

9. Opening of Bids:

- a) The part-I of the Bid i.e. Techno commercial bid shall be opened on the date and time fixed by O/o Sr. GM (El.), Northern (O&M) Zone, Balasore in presence of the tenderers or their authorized representatives [limited to one person only] on the due date of opening of tender who opt to remain present. After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shall be sought for from the bidders.
- b) Date and time of opening of part-II of the 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 O/o Sr. GM (El.), Northern (O&M) Zone, Balasore in presence of such of the Tenderers or their authorized representatives [limited to one person only] who opt to remain present.

In the event of any specified date for the opening of bids being declared a holiday for OPTCL, bids shall be opened on the next working day.

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

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

11. Conditional Offer:

Conditional offer shall not be accepted.

12. General:

- a) In the event of discrepancy or arithmetical error in the schedule of price, the decision of OPTCL shall be final and binding on the Tenderer.
- b) For evaluation, the price mentioned in words shall be taken if there is any difference in figures and words in the price bid.
- c) Notice inviting tender shall form part of this specification.
- d) The price bids of the techno-commercially qualified bids shall only be evaluated.
- e) It shall be distinctly understood that the part-II of the bid i.e. Price Bid shall contain only details relating to price. Inclusion of any of the documents/ information etc. shall render the bid liable for rejection.
- f) The tenderer shall make payment of the cost of tender document in Bank draft only.

SECTION – II.

GENERAL TERMS AND CONDITIONS OF CONTRACT [G.T.C.C.]

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1. DEFINITION OF TERMS USED IN THIS BID DOCUMENT: -

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/Agency/Firm/Contractor/Party**” shall mean the bidder, who has agreed to provide the hired commercial vehicles to the Company.

1.3 The “**Officer-in-charge**” shall mean the person designated as such by the company and shall include those who are expressly authorized by the Company to act for and on its behalf.

2. SCOPE OF WORK:

The tenderer has to provide, maintain and operate light commercial AC vehicle namely AC Maruti Ertiga/ Tata Sumo/ Mahindra Bolero/TUV 300 with driver as per the requirement, in good running condition. **The vehicle shall be in good running condition so as to provide safe and trouble-free journey and to avoid any breakdown en-route and shall not be more than 3 (three) years old from its date of initial registration at the time of entry and can run up to its age of 05(five) years. *Period of contract shall be as per clause no.9 of this section.***

3. PAYMENT OF FUEL COST (POL)

Fuel and lubricating oil required shall be arranged by the Travel Agency at his own cost. However, OPTCL shall reimburse the fuel and lubricating oil consumption for the running kilometers of the vehicle as mentioned below-

1. Petrol/Diesel @ 10 KM/Litre

2. Engine Oil (Mobil) – One Ltr. for every 750 KM of running of the vehicle

4. NIGHT HALT CHARGES:

For any kind of journey (Local / Out Station) involving night halt, an amount of Rs.350.00 for each night halt shall be paid extra by OPTCL. Night halt duration for this purpose shall be 10PM of the said day to 6AM of the next day.

5. PAYMENT:

- a) The bills towards hiring of vehicles are payable after end of the month.
- b) The Agency has to submit the Bill in duplicate of the preceding month to the Officer In-charge within 7(seven) days along with the following supporting documents:
 - i. Original Log Sheet duly signed by the Driver & allotted Officer/ Consignee with countersignature by his controlling officer.
 - ii. The original receipt of payment towards toll gate charges and parking charges shall be enclosed along with the bill for reimbursement by OPTCL.

On receipt of the Bill in complete shape from the Travel Agency/Vehicle owner, the

Officer In-charge shall complete the entire process for releasing the payment by 20th day of every month.

6. TAXES AND DUTIES:

- i) RCM @ 5% shall be applicable on the service where the service provider fulfils all the following conditions, viz.:
 - (a) Is other than a body-corporate(company);
 - (b) Does not issue an invoice charging GST @ 12% (6% CGST + 6% SGST) from the service recipient; and
- ii) Where the service provider charges GST @ 12% from OPTCL, the service provider shall submit Tax Invoice and OPTCL shall not be liable to pay GST under RCM.

7. PRICE:

The price quoted in the Price Schedule (against monthly hiring charges) shall be FIRM and exclusive of fuel and lubricant but inclusive of operation charges, repair & maintenance charges, driver charges, T&Ps etc. The quoted price shall also include the cost towards to and fro movement of vehicle from travel agency to pick and drop point of user.

**The rates shall be quoted strictly as per the Price bid format of the Price Schedule. Other mode of quotation of rates shall not be accepted.
Bidders are to quote reasonable price & L1 bidder in the tender may be asked to justify their quoted price in case it is felt in-genuine.**

8. PROVISION OF GPRS SYSTEM:

Vehicles to be deployed on monthly hiring basis has to be fitted with GPRS system, if the authority desires. Further, the cost of installation and maintenance of such GPRS system during the contract shall be borne by OPTCL.

9. PERIOD OF CONTRACT

The period of contract is initially for a period of **01(One)** year from the date of placement of order. On successful completion of the contract, if OPTCL desires, the contract period can be extended for further period under existing price and terms & conditions subject to satisfactory performance and on mutual consent of the parties.

- 9.1 The company reserves the right to terminate the contract without assigning any reason thereof, at any time during the pendency of the contract by giving **30 days' notice** of its intention to do so. In the event of any such termination of the contract, the Travel agency/vehicle owner shall only be entitled for 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.

- 1. In case of persistent breach of the contract or unsatisfactory services by the Agency, OPTCL reserves the right to terminate the contract along with forfeiture

of Security Deposit and may also blacklist the Agency for participation in future tenders.

2. The Owner/Agency can terminate the contract by serving two months prior notice to the head of the unit/Officer-in-charge.

10. SUPPLY OF VEHICLES / LIABILITIES:

- (i) The vehicle shall be available for duty for 12 hours a day normally between 8.00AM to 8.00 PM or as directed by the user or consignee officer as per the rate specified.
- (ii) During any working days if the allotted officer does not avail the allotted vehicle, the same vehicle shall report to Officer in-charge and may also be asked to perform duty otherwise required by OPTCL.
- (iii) **Vehicle engaged on monthly basis can be allowed maximum of 3 days in a month for maintenance and servicing purpose with prior permission from the employer. Otherwise, deduction from monthly hire charges shall be made on pro- rata basis.**
- (iv) The engaged vehicles are required to be kept in good running condition for the whole contract period and shall operate as per time schedule and as per the instruction of officer to whom the vehicle is allotted. The vehicle shall be kept with sufficient stock of fuel.

Generally, changes of Vehicle or driver by the Travel Agency shall not be accepted. However, in the event of breakdown or for reasons whatsoever, the Travel Agency shall provide another Vehicle of equivalent or higher category without additional cost. Further, if the driver of the vehicle is physically unfit to drive or has some personal work which is un-avoidable, replacement of driver by the Travel Agency shall be acceptable. But in both the occasions, prior intimation shall be given by the Travel Agency to the Officer In-charge and concerned allotted Officer as well. The allotted vehicle shall not also be engaged in any other place during the contract period.

- (v) In day time, Hired Vehicles shall be parked at the designated space of the respective location. Random parking of Hired Vehicles in the Office premises is strictly prohibited.
- (vi) During the course of parking of Hired Vehicles in the Office premises, if any damages / loss occurred to the Vehicle(s), OPTCL is no way responsible to compensate the cost of the said loss or damages.
- (vii) All valid documents of the vehicle like R.C. books, 1st Party Insurance Certificate, Road Permits, Fitness Certificate, Pollution certificate, etc. are to be kept in up

dated condition and shall be available with the concerned driver of the vehicle. Any fine/compensation levied/imposed by Statutory Authority due to want of any document, shall be borne by the Agency.

- (viii) Cost of Spare parts, repair & maintenance charges of the vehicle shall be borne by the Agency.
- (ix) If any vehicle is sent to garage for repair / fuel tank for re-filling, the Agency cannot claim any amount involved for these empty trips as well as the time for the purpose.
- (x) The Travel Agency/Vehicle owner shall make regular and full payment of all wages and allowance to the drivers engaged by it.
- (xi) The Agency/ Vehicle owner shall maintain proper records of the drivers' details, attendance and payment made to them and such records shall be made available to the OPTCL or any Statutory Authority for scrutiny as and when required. The Agency shall be responsible for all sorts of statutory payment to the staff employed by it.
- (xi) The driver provided by the Travel Agency/ Vehicle owner shall be:
 - a) Well behaved, gentle, obedient in nature and free from bad habits of any type of intoxication like smoking, chewing tobacco etc.
 - b) He shall possess Valid appropriate Vehicle Driving License (Transport) with sufficient experience in driving transport passenger vehicle. He shall have all the relevant papers of the vehicle in original for producing the same before the law enforcing Authority as and when required. Inability to produce relevant records, documents at the time of need shall be treated as disqualification and it may lead to termination of contract.
 - c) The Travel agency would provide drivers with a Mobile Phone and talk time at it's own cost and intimate the said phone number to the concerned allotted Officer and Officer In-charge of O/o Sr. GM (El.) Northern (O&M) Zone, Balasore in order to facilitate contact with the concerned Driver.
 - d) The driver engaged by the Agency shall be well versed with the roads / routes and traffic regulations.
 - e) The Agency shall be required to change / replace the driver in case found unsuitable for the purpose with due approval from Officer-in-charge.
 - f) The driver shall extend all normal courtesy (such as greeting, opening/closing door etc.) towards the user Officer(s) and shall present themselves for duty in a neat and clean appearance.

Apart from above, the Travel Agency shall ensure that the Driver of the Hired Vehicle has to reach at the door step or in the location as per instruction/requirement of the allotted Officer.

- (xii) In case of non-fulfilment of any obligations under the contract or law, OPTCL, reserves the rights to withhold payments due to the Agency till compliance of the same.
- (xiii) 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 is wholly responsible to compensate the loss or resolve the issue. The OPTCL shall not be responsible to compensate the same.

- (xiv) The Agency shall provide first-aid box with all recommended medicines, one 3-cell torch, 2 umbrellas, one set of required spanners, other T&P items in the vehicle and shall verify the usability of the same regularly.
- (xv) Both front and back seats shall be equipped with seat belts.
- (xvi) In case the speedometer of the vehicles 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 shall arrange to repair / replace the speedometer within 24 hour of such failure.
- (xvii) If the performance of the Driver is un-satisfactory or any mechanical trouble detected during running of the Vehicle, as reported by the allotted Officer, the Travel Agency is responsible to replace the same immediately without hampering official work. If positive response is not received from the Travel Agency to resolve the issue within a day, the OPTCL reserves the right to reject its contract without assigning any further reasons thereof.
- (xviii) In the event of lease vehicle provided by the Travel Agency, the copy of the agreement made with owners of the Vehicle shall be submitted with self-attestation.
- (xix) The agency shall have round the clock telephone / mobile facility, so that it can be contacted at any time during emergency.
- (xx) It is the responsibility of the Agency to comply with all statutory regulations of Govt. of India / Govt. of Odisha, for the time being in force, for operation of the hired vehicles during the entire course of contract.
- (xxi) The police / court case (Legal disputes) in respect to hired vehicle during the period of engagement shall be at the risk and cost of the Travel Agency.

11. PRICE REDUCTION (PENALTY):

- (i) For the regular monthly vehicle to be provided on fixed monthly charge basis, the vehicle 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 could not be engaged, the Agency shall provide an equally good vehicle immediately, failing which, the company shall treat the vehicle not on job for the aforesaid period and shall deduct from it's bill an amount of **Rs.500/-**(Rupees five hundred) only in addition to the daily hire charges for that day / for each day of absence period, without prejudice to any other rights under the contract to which it may be entitled including termination and consequences.
- (ii) The contract is liable for rejection if the price reduction (penalty) in accordance with the above Clause- 11 (i), is imposed on the Agency for 4(Four) times in a month.

Vehicles with private registration number are strictly disallowed.

12. USE OF VEHICLE

The vehicle to be provided on fixed monthly charges basis, shall be exclusively used for OPTCL, during the period of contract as per directions of Officer-in-charge / Officer to whom the vehicle is attached (User) and shall not be deployed for other works. Vehicle shall be fixed with sticker as “ON OPTCL DUTY”.

The Agency shall be prepared to send the vehicle to any place within the state of Odisha as per requirement of the allotted Officer / Officer-in-charge.

During the contract period, if any of the vehicle is seized or requisitioned by Govt. Authorities for non-compliance of relevant act / statutory requirement etc. or for any reason, the Agency have to provide alternative vehicle without any loss of time. Otherwise, Price Reduction (penalty) as per clause No.11 (i.e., Price Reduction (penalty) shall be levied and recovered from the Travel Agency.

13. MAINTENANCE OF LOG BOOK

1. Driver of the Hired Vehicle shall be provided with Log Book by the Travel Agency as per prescribed format of the OPTCL.
2. Concerned Officer has to record the Kilometer Reading in the Log Book at the starting and ending point as per actual figure reflected in the Speedometer of the Vehicle with his / her signature for each journey.
3. As the hired vehicle is being kept under the custody of the Travel Agency, the Kilometer reading and time shall start from the place of reporting or the residence of the Allotted Officer and shall end at the place of dropping or the residence of the officer as the case may be.
4. Log book shall be maintained by the driver on day-to-day basis and he shall obtain the signature of the user regularly.
5. The Log Book and Duty slips if any, have to be submitted in original along with the bill with due signature of the officer utilizing the vehicle.

14. PROTECTION OF WORKMEN

The travel agency shall be liable to fully indemnify OPTCL for payment of compensation under Workmen Compensation Act. VII of 1923 on account of the workmen (driver) employed by the travel agency for the said contract and full amount of compensation paid by OPTCL, if any, shall be recovered from the Travel Agency.

The successful bidder shall have to comply with provisions of all applicable Acts, Rules and Regulations (such as The Minimum wages Act, 1948, The Employees Provident Funds & Miscellaneous Provisions Act, 1952 & The Employees' Pension Scheme, 1995 etc.) as applicable to their employees from time to time. OPTCL is in no way responsible to this effect.

The Agency shall be solely and exclusively responsible for engaging or employing Driver. All employees engaged by the Agency shall be on its pay roll and be paid by them. The company shall have no liability what so ever concerning the employees of the Agency

or of the owners of the vehicle. The Agency 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 (**refer Annexure-V of Section III**). The Agency shall make regular and full payment of all wages and allowances to its workers/employees. The Agency shall be directly responsible for any disputes arising between it and its employees and keep the Officer-in-Charge indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.

In case of non-fulfilment of any obligations under the contract or law, the Officer-in-Charge reserves the right to withheld payments due to the Agency.

15. STATUTORY LAWS

- a) The Agency shall comply with all relevant Rules & Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- b) The Agency shall comply all statutory applicable laws and keep OPTCL informed about any amendment of law time to time.
- c) The vehicle shall have commercial registration with insurance coverage. The vehicle shall have all valid documents like R.C. book, Insurance Certificate, Permits, Pollution certificate etc. in up-date condition.

16. SAFETY/SECURITY

The safety/security of the vehicle at any time of the day/night during the period of hiring shall be the responsibility of the Agency.

17. PAYING OFFICER

DDO, O/o Sr. General Manager (El.), Northern (O&M) Zone, Balasore, is the paying officer for vehicle hire charges.

18. OFFICER-IN-CHARGE

Sr. General Manager (El.), Northern (O&M) Zone, Balasore, is the OFFICER-IN-CHARGE.

19. CONSIGNEE:

AM (HRD), O/o Sr. General Manager (El.), Northern (O&M) Zone, Balasore, shall be the consignee/ user/allotted officer.

20. JURISDICTION OF COURT

Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Balasore, Odisha.

- Sd -

SR.GENERAL MANAGER (EL.),
NORTHERN (O&M) ZONE, BALASORE

SECTION – III

LIST OF ANNEXURES

The following schedules and proforma are annexed to this specification and contained in Section-III as referred to in the relevant clauses.

1	Declaration form	
2	Checklist of documents submitted	
3	Detail Information of commercial vehicle	ANNEXURE-I
4	Undertaking to provide good condition commercial vehicle	ANNEXURE-II
5	Affidavit declaring that Agency has not been debarred	ANNEXURE-III
6	Undertaking regarding engagement of vehicles not belonging to any employee of the OPTCL/GRIDCO	ANNEXURE-IV
7	Indemnity bond to be submitted by the successful bidder (During the award of contract)	ANNEXURE-V

DECLARATION FORM

(TENDER CALL NOTICE NO: -03/2025-26)

To

SR.GENERAL MANAGER (EL.),
NORTHERN (O&M) ZONE, BALASORE,

Sir,

I/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 vehicle (not more than 3 years old from the date of initial registration) to OPTCL Northern (O&M) Zone, Balasore Office, 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.

- i) Name of Travel Agency/Firm _____
- ii) Regd. Address _____
- iii) Address of Office _____
- iv) Name of authorized signatory (in block letters): _____
- v) Specimen signature of authorized signatory: - _____
- vi) Telephone /Mobile No. of authorized signatory of Firm: _____
- vii) Email Address of firm: _____
- viii) Contact Person's
 - a) Name & Design. _____
 - b) Tel No. Landline _____ Mobile _____
 - c) Email ID _____
- ix) Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
- x) Bank Account Number with Branch and name of Bank

- xi) Registration no. of the Firm/Company: _____
- xii) PAN No.: _____
- xiii) GST Regn. No : _____

2. I/We do hereby undertake to attend the job within the time specified in the tender.
3. I/We do certify to have submitted the bid by paying towards the cost of the tender document vide Money Receipt No. _____.
4. I/We do hereby declare that, I/We am/are submitting this tender after going

through the complete set of Tender documents and accept all the terms and conditions of the Tender.

5. I/We do declare that, the documents submitted for the tender are true, correct and authenticated. We also undertake that if any of the information found false, our offer against the tender shall be rejected and any action as deemed proper by OPTCL may be taken against us.
6. In the event of Tender, being decided in *my/our favour, * I/We agree to furnish the security deposit in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., as per clause-05 of section-I of this specification within 15 days of issue of work order.

Signed this

day of

2025

Yours faithfully

SIGNATURE OF THE TENDERER WITH SEAL

* (Strikeout whichever is not applicable).

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 And type of fuel Petrol/Diesel	Date of initial 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.				

**PROVIDING HIRED COMMERCIAL AC VEHICLE TO O/o SR.GENERAL MANAGER
(EL.), NORTHERN (O&M) ZONE, BALASORE,
TENDER CALL NOTICE NO:- 03/2025-26**

Mark where necessary (YES / NO)

Sl. No	Documents	Yes	No
1.	Proof regarding registration with Govt. Authority		
2.	Earnest Money Deposit- Deposited in shape of Bank Draft		
3.	Copy of GST Registration Certificate submitted & GST annual return of last three financial years		
3(a)	Whether GST shall be on the basis of Reverse Charge Mechanism (i.e. 5%)		
3(b)	Whether GST shall be on the basis of Forward Charge Mechanism (i.e. 12%)		
4.	Copy of Income Tax PAN Card (in the name of Travel Agency/Firm or in the name of proprietor).		
5	Income tax return filed for last 03 financial year		
6	Detail Information of commercial vehicles under custody of Travel Agency including own vehicles.		
7	Self declaration regarding the history of the proposed vehicle		
8	Original money received towards purchase of tender paper		
10	RC book, fitness certificate, first party insurance certificate, pollution under control (PUC) certificate, Road tax clearance certificate of the proposed vehicle for engagement		
11	Valid taxi permit and all Odisha permit certificate		
12	Past experience/ performance certificate for providing hired vehicles in Government Dept./ state PSUs/ CPSUs.		
13.	Undertaking to provide good condition commercial vehicles not more than 3 years old from the date of initial registration as per format at Annexure-II		
14.	Declaration form.		
15.	An affidavit declaring that Agency has not been debarred, disqualified or black listed by any Govt./PSU client as per the specimen format enclosed at Annexure-III		
16.	Undertaking regarding engagement of vehicle not belonging to any employee of OPTCL / GRIDCO or his/her spouse / children in the Tender as per the specified format at Annexure-IV .		

N.B.- The bidders are required to examine the specifications thoroughly before submitting the tender. Attention of the bidders is specially drawn to '**Instruction to Tenderers**' which if not complied, shall lead to the rejection of tender.

INFORMATION ABOUT THE VEHICLE

(Vehicles shall not be more than 3(three) years old from the date of initial registration)

Sl. No.	DETAILS OF VEHICLE		REMARKS
1	Registration No. of vehicle		
2	Model No. & Make		
3	Date of manufacture		
4	Date of purchase of the vehicle		
5	Details of fitness certificate valid up to		
6	Road tax paid up to		
7	Permit valid up to		
8	Insurance validity up to		
9	Pollution Certificate Validity (PUC) upto		

BIDDER'S INFORMATION

1	Name of the bidder	
2	Address:-	
3	City	
4	PIN Code	
5	Contact Person's Name:-	
6	Telephone No. Office & Residence:-	
7	EMAIL:-	
8	GSTIN No.-	
9	PAN No.-	

Name of the signatory with seal

Signature of the Bidder

Undertaking to provide good condition commercial vehicle

I / We do hereby undertake that my / our Travel Agency / firm shall provide good condition commercial vehicle to OPTCL which would not be more than 3(three) years old from the date of initial registration as per terms and conditions of the tender.

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

Name, Seal & Signature of Bidder

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 PAN No.....located at(Complete Address of the Agency) hereby undertake that the Agency M/s..... and proprietor(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.....and 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.-03/2025-26 shall be rejected and any action as deemed proper by Odisha Power Transmission Corporation Ltd. may be taken against me/us.

WITNESS 1
Signature.....

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

Name.....

WITNESS 2
Signature.....

Name.....

Undertaking regarding engagement of vehicle not belonging to any employee of the OPTCL in the Tender.

I / We hereby undertake that the vehicle to be engaged in OPTCL by my Agency does not belongs to any employee of 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

INDEMNITY BOND

(To be submitted by the successful bidder during the award of contract)

(To be furnished in Stamp paper as per Stamp Act)

(Stamp Paper shall be purchased in the name of the SELLER/ INDEMNIFIER)

(At present not less than Rs.100/- Stamp Paper)

This deed of Indemnity is executed by M/s..... (hereinafter referred to as '**Indemnifier**' which expression shall, unless repugnant to the context or meaning thereof, include its heirs, successors, administrators, representative and assignees) **in favour of** M/s Sr. General Manager (Elect.), Northern (O&M) Zone, OPTCL, Balasore (hereinafter referred to as '**Indemnified**' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assignees).

Whereas, the **Indemnified** herein has awarded to the **Indemnifier** herein an Order/ Letter of Award/ notification of Award No..... dt..... for the supply of
By the **Indemnifier** on terms and conditions set out interalia in the Tender Document/Notification of Award/ Letter of Award No..... of the **Indemnified**.

And whereas, clauses of the mentioned order/ Tender Document and letter of Award No.....Dt..... mandates/provides for the Indemnifier herein to indemnify the **Indemnified (OPTCL)** from any loss, damage to its properties and employees or any claim against the **Indemnified** arising out of the said Tender Document, letter of Award, Notification of Award as the case may be, by providing an Indemnity Bond in favour of **Indemnified**.

Now therefore this deed of indemnity witnessed as below.

The **Indemnifier** hereby irrevocably binds itself to the Indemnified to indemnify the **Indemnified**, without any demur or reservation in the event the **Indemnified**, suffers any loss or damage to its properties and employees and/or in the event any claim arises against the **Indemnified** its properties and employees from out of any act of any vehicle any Driver and/or any owner of any vehicle which is provided by the **Indemnifier** on hire to the **Indemnified** and from any claim arising out of any action/inaction of the **indemnifier** in relation to the said Tender Document/ Notification of Award/ Letter of Award No..... dt.....of the **Indemnified**. The **Indemnifier** also further binds itself to the **Indemnified** to indemnify the **Indemnified** immediately after the occurrence of any such claim or loss or damage within a period of 30 days from the date of such occurrence but no further.

Executed this.....the day of.....20.....at.....

For.....
(Signature with Name and Designation)
Indemnifier

Station:

Date:

Company Seal

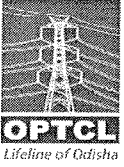
Witness:

1.....

Signature with Name, Designation & Address

2.....

Signature with Name, Designation & Address



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

O/o Sr. General Manager (El.), Northern (O&M) Zone, Balasore

AT/PO: Januganj, Dist-Balasore-756019

E-mail: zone.balasore@optcl.co.in

CIN: U4102OR2004SGC007553

PART-II

PRICE BID

PRICE SCHEDULE:

- i) Bidders are requested to quote-'FIRM' Price. No deviation from **FIRM PRICE** shall be entertained.
- ii) Bidders are required to quote unit taxable price excluding GST in the price bid sheet.
- iii) Bidders are required to quote the unit taxable price towards monthly hire charges.

SI No	Type of vehicle	Price quoted for monthly hiring charges (Excluding GST)
1	AC Maruti Ertiga/ Tata Sumo/ Mahindra Bolero/TUV 300	

Rupees

Name, Seal & Signature of Bidder