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**ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଃ.**  
**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
(A Government of Odisha Undertaking)  
**OFFICE OF THE DEPUTY GENERAL MANAGER (ELECTRICAL)**  
**EHT (O&M) DIVISION, CHATRAPUR**  
**AT-PUTIGOPALPUR, CHATRAPUR, DISTRICT-GANJAM, PIN-761020**  
**CIN- U40102OR2004SGC007553**

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**TENDER SPECIFICATION FOR TENDER CALL NOTICE No. 05/2018-19**

For

**“HIRING OF DIESEL RUN COMMERCIAL REGISTERED FIVE SEATED PICK-UP VAN OR EQUIVALENT, ON MONTHLY HIRE BASIS FOR GRID SUB-STATION, CHATRAPUR UNDER EHT (O&M) DIVISION, CHATRAPUR”**

**Cost of tender paper Rs. 2000/- +12 % GST=Rs.2240/-  
(Rupees two thousand two hundred forty only)**

**ISSUED TO:-**

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ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

OFFICE OF THE DEPUTY GENERAL MANAGER (ELECTRICAL)  
EHT (O&M) DIVISION, CHATRAPUR

At-Puti-Gopalpur, Chatrapur, Dist- Ganjam (Odisha), Pincode-761020  
CIN- U40102OR2004SGC007553

**NOTICE INVITING TENDER**

**Advt. No. 05/2018-19**

For and on behalf of OPTCL, Sealed tenders are invited from VEHICLE OWNERS/TRAVEL AGENCIES for engagement of one No. Diesel run commercial registered five seated pick-up VAN or equivalent which shall not be more than 3 years old from the date of Registration required for Grid S/s Chatrapur under EHT (O&M) Division Chatrapur on monthly basis with daily hiring rate along with copies of relevant documents of the Vehicle & copy of valid PAN of the owner.

**Cost of Tender Paper:** - Rs2000/-+ GST@12% (Rs2240/-)

**EMD @ 1% of estimated cost:** -Rs4460/-

**Sale of Tender documents:** From Dt. 27.11.18 to Dt.11.12.18 up to 5.00PM on working days only.

**Last date of submission of tender:** Dt. 12.12.18 up to 1.00 PM.

**Date of opening of tender:** Dt. 12.12.18 at 3.30 PM

**For details please visit our web site:** [www.optcl.co.in](http://www.optcl.co.in)

Corrigendum if any will be published in the web site only.

Dy. General Manager, EHT(O & M)Division, Chatrapur

**TENDER SPECIFICATION FOR TENDER CALL  
NOTICE No. TS/CHP/05/2018-19  
OF EHT (O & M), DIVISION, CHATRAPUR  
INDEX**

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6.	SECTION – VI	Abstract of Terms and conditions
7.	COST OF TENDER PAPER (Non-refundable)	Rs. 2000/- + 12 % GST= <b>Rs.2240/-</b> (Rupees two thousand two hundred forty only) by Cash/ Bank Draft drawn in favour of Dy. General Manager, EHT(O & M) Division, Chatrapur payable at Chatrapur, Odisha.
8.	E.M.D	<b>Rs 4460/-</b> only by cash / bank draft drawn in favour of Dy. General Manager, EHT (O & M) Division, Chatrapur payable at Chatrapur, Odisha.
9.	SALE OF TENDER PAPER	<b>From Dt. 27.11.18 to Dt.11.12.18 up to 5.00PM on working days only</b> available in the office of the Dy. General Manager (Elec.), EHT (O&M) Division, OPTCL, Chatrapur.
10.	LAST DATE OF RECEIPT OF TENDER PAPER	<b>Dt. 12.12.18 up to 1.00 PM</b>
11.	DATE & TIME OF OPENING OF TENDER	<b>Dt. 12.12.18 at 3.30 PM</b>
12.	Tender posted by the registered post should be reached at:	<b>Odisha Power Transmission Corporation Ltd., Office of the Dy.General Manager, EHT (O &amp; M) Division, Chatrapur, At-Puti-Gopalpur, Chatrapur, Dist- Ganjam (Odisha),Pincode-761020</b>

SECTION - I

INSTRUCTION TO BIDDERS

1. The bidders must read in detail the “Instruction to Bidders”, “General terms and conditions” and all other sections carefully before filling the Tender documents.

**2. TENDERS:**

a) Bidders must submit their bids in duplicate with original signature. Only those who have purchased the Tender specification from this office can submit their Tender. Tenders submitted by other will be rejected.

b) Registered Travel agencies/ Vehicle owners having PAN card and GST registration fulfilling other criteria as per the tender document are only eligible to quote.

c) 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.

d) **The vehicle/vehicles proposed for engagement on hire basis should not be more than 3 (three) years old as on 31.12.2018. 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, and non pollution certificate and must comply with 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 re- fix the head quarter 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 super scribed as **HIRING OF DIESEL RUN COMMERCIAL REGISTERED FIVE SEATED PICK-UP VAN OR EQUIVALENT, ON MONTHLY HIRE BASIS FOR GRID SUB-STATION, CHATRAPUR UNDER EHT (O&M) DIVISION, CHATRAPUR** “Tender against Tender Call Notice No.5 /2018-19 due on dt. ....2018 for opening and addressed to Dy. General Manager, EHT (O&M) Division, Chatrapur.

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.

**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.

Dy. General Manager (Elect),  
EHT (O&M) Division, Chatrapur

## SECTION - II

### GENERAL TERMS AND CONDITION

#### 1. SCOPE OF WORK & GENERAL CRITERIA

- a) Providing, maintaining and operating Diesel run commercial registered five seated pick up van 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 holidays if not specifically required to be engaged for any important work.
- b) The vehicle so engaged shall be required for transportation of OPTCL employees generally within the jurisdiction of the Division and within the state of Odisha. The vehicle may also be required to carry material, T&P etc. for maintenance of substations and lines.
- c) 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 will be hired on monthly basis, the payment will be made on daily basis i.e. excluding Sundays and holidays unless otherwise specially required. Hence the bidders are required to quote their rates on daily basis.
- d) The bidder shall supply diesel and lubricant for running of the vehicle, which shall be reimbursed by OPTCL as per the contract.
- e) The driver should always carry a mobile telephone, (at the cost of the bidder), valid driving license, R.C. Book, taxi permit and insurance policy.
- f) The bidder should cater to all norms fixed by Odisha Road Transport Authority for running of the vehicle.
- g) 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.
- h) The bidder shall be liable to Pay all fines, penalties etc. arising out of or concerning the use of vehicle/vehicles during the hiring period.
- i) The bidder shall be liable for any legal dispute/ cases/ claims that have arisen/ may arise during the currency of the contract in respect of the vehicles provided by him/her.
- j) The bidder shall be responsible for compliance of all laws/ rules/ regulations and govt. Instruction 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.
- k) The vehicle once contracted for duty to OPTCL shall not be used for private/personal use of bidder or anybody else.
- l) The vehicle shall be available for duty 12 hours a day normally between 8AM to 8PM or as directed by the user as per the rate specified. The driver with the vehicle shall report to the controlling officers every day at 8AM or as directed by him.
- m) Cost of fuel and lubricant shall be reimbursed for K.MS, travelling from the Head Quarters of the controlling office for use by OPTCL only. To & fro K.Ms travelled for maintenance and halting at garage shall be to owner's account. The bidder must comply with Odisha Motor vehicle Act contract, labour Act and any other relevant act in relation to the contract.
- n) 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, otherwise the differential cost of hiring of another vehicle shall be deducted from his bills.
- o) Any damage caused to the vehicle, including theft shall be to your account.

p) Beyond normal working hours and in case of exigencies, the driver must report to duty within one hour of being informed over phone. Noncompliance to the above shall be regarded as bad performance.

## **02. PRICE:-**

(a) The price quoted by the firm shall remain firm during the currency 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 currency 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 such 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 mileage and consumption of lubricants should be specified. Bidders quoting more mileage and less consumption of lubricants than the specified limit shall be given preference. The cost of fuel and lubricant shall be paid by the owner and claimed in the monthly bill, which shall be reimbursed.

## **03. PERIOD OF CONTRACT:**

(a) The period of contract shall be for two years from the date of agreement, subject to 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.

(b) 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 owner/agent 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.

(c) In case of failure by the owner/agent to fulfill his contractual obligation or /and unsatisfactory services of the driver /vehicle, 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/owner towards risk & cost.

## **04. FORFEITURE OF E.M.D:**

a) In the event the successful Tenderers failing to accept the order as per the TENDER specification, EMD/S.D. so deposited shall be forfeited.

(b) Any deviation from the terms and conditions of the contract awarded, may also lead to forfeiture of EMD/S.D without any notice.

## **05. RUNNING AND MAINTENANCE OF VEHICLES SUPPLIED ON FIXED**

### **MONTHLY CHARGES:-**

a) The movement of the vehicle may be throughout the state of Odisha, but ordinarily within the jurisdiction of EHT (O&M) Division Chatrapur.

(b) OPTCL being an Electricity service provider, the vehicle shall be required to run at times for maintenance of lines and substations. Equipments, maintenance kits tools and plants shall also be carried in the vehicle.

(c) 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. Detention charges shall be payable if the vehicle runs more than 12 hours in a day. Night halt charges shall also be payable for halts other than the normal headquarters.

(d) 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.

(e) 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 ,over hauling 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.

(f) Normal maintenance kit, spare Tyre, fan belt, hose pipe, first-aid box and one torch with 3 cells shall be always made available with the vehicle by the owner/Agency.

(g) 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 filling station, the Agent cannot claim these empty trips as well as the time involved for the purpose which will be to the owner's account.

(h) The vehicle should comply with minimum mileage of 13km/ 1 ltr Diesel and consumption of lubricant minimum of 1 litre /750 km.

#### **06. 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 R.C. Book, Insurance certificate, Permits/road tax etc. in up-dated conditions. The vehicles must have valid permit as per statutory provisions.

#### **07. 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 vehicles 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 M.V. 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-11 will be payable by the Agent/owner to OPTCL besides the liability to provide for alternative vehicles without any loss of time .

#### **08. 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 with held 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.

### **09. MAINTENANCE OF SPEED METER:**

- (a) It is the responsibility of the owner/agent to maintain the speedometer of the vehicle in proper condition.
- (b) In case the speed meter 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 Speed meter within 24 hours without fail.

### **10. PROVISIONS REGARDING RECORDING OF LOGBOOK:**

- (a) All transactions for the vehicles are to be maintained in the log book prescribed by OPTCL.
- (b) 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.

### **11. 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.
- The bills shall be submitted to the respective controlling officers. Payment shall be made by the paying officers.

### **12. JURISDICTION OF COURT:**

The contract shall be governed by the laws of India.

### **13. GENERAL:**

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.

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

### **14. ARBITRATION:**

In the event of any dispute arising out 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 Arbitration and Conciliation Act. 1996 shall apply.

Dy. General Manager (Elect),  
EHT (O&M) Division, Chatrapur

## SECTION- III

### **(A) FORM OF DECLARATION /UNDERTAKING**

We have gone through the tender specification and undertake to comply with the following in the event of OPTCL deciding to place orders on us for award of contract.

- (a) Submit all original documents as per the tender documents for verification.
- (b) Shall supply the vehicle along with driver for duty at the designated headquarters within 7 days of receipt of order.
- (c) Shall submit the valid license of the driver for verification.
- (d) Shall make the driver and vehicle available for duty during normal as well as beyond normal hours as per requirement.
- (e) The cost of salary and any other statutory dues of driver shall be borne by us and OPTCL shall in no way responsible in the matter of employment or compensation what so ever pertaining to the driver.
- (f) Shall be responsible for any other compensation arising out of Odisha Motor vehicle act.
- (g) Shall be responsible for all cost and expenses arising out of running and maintaining the vehicle/vehicles, except hire charges. Cost of reimbursement of fuel and lubricants and extra charges towards detention charges beyond 12 hours and night halt charges at places other than the normal headquarters which shall be borne by OPTCL.
- (h) Shall accept change of headquarters as and when required by OPTCL in the interest of work.
- (i) The reimbursement of cost of fuel and lubricant shall be @ 1 litre of diesel /13km and 1 litre lubricant /750km or as per the tender whichever is less.
- (j) Shall provide alternate vehicle of similar model as per the tender under same terms and conditions immediately, in case the original vehicle is not available due to repair or any other reason.
- (k) Shall supply alternate driver with valid suitable license in the event of non availability of original driver.
- (l) Shall abide by the penalty and compensation clause of the tender specification.
- (m) The cost of repair of the vehicle shall be to our account.
- (n) Shall abide by all other conditions of the tender document.
- (o) Shall abide by all valid conditions laid out by OPTCL subsequently not included in the present terms & conditions.

Signature of the bidder

Date:

Dy. General Manager (Elect),  
EHT (O&M) Division, Chatrapur

**(B) INFORMATION IN RESPECT OF VEHICLE.**

Model no. Make, Date of manufacture and Date of purchase of the vehicle.	Road tax paid up to	Registration No. of vehicle	Insurance paid up to	Details of fitness certificate valid up to	Permit valid up to

Signature of the bidder  
Date:

Dy. General Manager (Elect),  
EHT (O&M) Division, Chatrapur

**SECTION- IV**

**SCHEDULE OF QUANTITY OF VEHICLES**

<b>Sl No.</b>	<b>Name of the Headquarter</b>	<b>Type of vehicle</b>	<b>Qty</b>	<b>Name of the Controlling Officer</b>	<b>Name of Paying Officer</b>
1	132/33kv Grid S/S Chatrapur under EHT(O&M) Division Chatrapur	Five seated pick up Van or equivalent	1no.	AGM, Grid S/S Chatrapur	DGM, EHT(O&M)Division Chatrapur

**N.B.: The Head Quarter of the vehicle can be rotated / re fixed by the concerned Divisional Heads. The vehicle can also be used temporarily in areas outside its normal headquarters.**

**SECTION- V**

**PRICE SCHEDULE**

<b>SL No.</b>	<b>Type of Vehicles</b>	<b>Place of Use</b>	<b>Daily charge for 12 Hrs. duty per day in Rs</b>	<b>Detention charge / (Beyond 12 Hrs ) in Rs per hour</b>	<b>Night halt charges in Rs per night (for halt outside the normal Head Quarter)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Signature of the bidder  
Date:

## SECTION-VI

### **ABSTRACT OF TERMS AND CONDITIONS:**

**(This Performa should be filled with all information and should be furnished along with the tender)**

1. Earnest money deposited vide **Bank Draft No./ money receipt No**  
\_\_\_\_\_ date \_\_\_\_\_ amount in Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_)only
2. Terms of payment (Whether agreeable to OPTCL terms) YES/NO
3. Security deposit (Whether agreeable to OPTCL terms) YES/NO
4. Penalty (Whether agreeable to OPTCL terms) YES/NO
5. List of orders executed/in hand for similar work during recent three years: YES/NO
6. Copy of PAN Card with self attestation furnished YES/NO
7. Copy of GST Registration Certificate with self attestation furnished YES/NO
8. Copy of R.C. Book with self attestation YES/ NO
9. Copy of Insurance of Vehicle with self attestation YES/ NO
10. Copy of Fitness certificate with self attestation YES/ NO
11. Copy of Non pollution certificate with self attestation YES/ NO
12. Copy of Valid Taxi Permit for operation throughout the state with self attestation. YES/ NO
13. Filled in declaration form (A&B) furnished YES/NO
14. Agreeable to all other terms and conditions of the tender document YES/ NO  
***(Strike off whichever is not applicable)***

Signature of the bidder

Date: