



# ODISHA POWER TRANSMISSION CORPORATION LTD.

( A Government of Odisha Undertaking)

## OFFICE OF THE DEPUTY GENERAL MANAGER:ELECT.

E.H.T.(O&M) DIVISION: DHENKANAL: At: Ananda Nagar, PO-Dhenkanal

Dist- Dhenkanal, PIN-759001, Tel. No.06762-243513

Email-ehm.div.dkl@optcl.co.in

### TENDER CALL NOTICE-04 / 16-17

No-

Dtd-20.02.2017

For and on behalf of OPTCL sealed tenders in duplicate duly superscribed as "Tender Specification No.04/2016-17 are invited from the vehicle owners/ Travel Agencies who have sound financial capability, experienced driver having valid registration no. of the vehicle up to date Road Tax & valid 1st party insurance, valid fitness certificate. Service Tax Registration No. (if applicable) etc and valid PAN/TIN for ENGAGEMENT OF THE FOLLOWING DIESEL RUN COMMERCIAL REGISTERED LIGHT VEHICLES having all Odisha route permit for the offices as mentioned below for a maximum period of two years.

**" HIRING OF DIESEL RUN COMMERCIAL REGISTERED 09 SEATED NON-AC BOLERO/EQUIVALENT ON MONTHLY BASIS WITH DAILY HIRING RATE FOR ENGAGEMENT AT T.L.S/D, OFFICE, DHENKANAL, KAMAKHYANAGAR & KHARAGPRASAD UNDER EHT(O&M)DIVISION, DHENKANAL FOR THE PERIOD TWO YEARS"**

The quotation should contain (a) monthly rent (b) Mileageper liter of diesel and (c) mileage per litre of lubricants, preference will be given for new and good conditioned vehicles. The required diesel and mobil (lubricants) will be supplied by the vehicle owner and the cost of such fuel and lubricants only will be reimbursed on submission of monthly bills by producing original fuel vouchers. No other expenditure will be entertained by OPTCL. The consumption of diesel should not be less than 13 Kms per litre and lubricants of one litre mobil oil for every 750 Kms run of the vehicle. The vehicle proposed for engagement on hire basis should not be more than 03years old as on 01.01.2017. Newer vehicle may be given performane over older vehicle.

The bidders are required to produce the copies of the following documents along with quotations and to produce the original documents at the time of opening of tender for verification.

1) Photocopy of R.C. Book, driving license of driver , valid 1st party insurance coverage, valid non-pollution certificate, PAN / TIN of the agency/ owner valid commercial permit and fitness certificate, Service Tax Registration No.( if applicable

The Tender documents can be obtained from the Office of the **Dy. General Manager, EHT(O&M)Division, Dhenkanal** on payment of **Rs 2000/-**(Rupees two thousand)+**VAT @ 5%**(Non Refundable) in shape of Cash/ Bank Draft in favor of EHT (O&M), Division, Dhenkanal, payable at SBI Bank, Govindapur, Dhenkanal (In case the BD made from any other nationalised bank payable will be allowed, but the bidders have to deposit the collection fees(bank transation fee) along with the paper cost.. The collection fee & paper cost is Non-refundable)at the office of the undersigned on or before the opening of tender. . Additional amount of Rs 100/- (Rupees one hundred) only may be paid for postal delivery of Tender documents.The undersigned shall not be held responsible for any postal delay.

The tender should reach this office on or before 01.00PM of dt.08.03.2017,and will be opened at 4.00 PM on 08.03.2017 in the Office of the undersigned in the presence of the Bidders (or) their Authorized Representatives present if any. If any of the above date happens to be a holiday, the next working day will be the corresponding effective date. One Tender paper shall be issued to each Bidder. The bidders are required to deposit an amount of 1% of their quoted rates (i.e. Per day x 30 days x 12 months) as EMD in shape of Demand Draft / cash in favour of D.G.M. EHT (O&M), Division, Dhenkanal along with self attested copy of PAN & Service Tax Registration certificate failing which the tender will be liable for rejection. **The Bidder should super scribe only the "Tender Call Notice No. & Date of Opening of the tender on the body of the Sealed Envelope"**. Bidder should not write their name or any other information on the body of the sealed envelope. Super scribing any other information on the body of the envelop, Conditional tender, Incomplete tender, Telegraphic / Fax / E-mail (etc.) Tenders & Tenders not accompanied with requisite amount of E.M.D. will be rejected. The authority reserves all rights to reject any, all or part of the Tender , alter/modify the requirement/ delete any part of the tender without assigning any reason thereof.

**N.B:- Tender Paper must be purchased from this office only. No other mode like downloaded paper from website will be accepted.**

**DEPUTY. GENERAL MANAGER, (Elect.)  
EHT (O&M), Division, Dhenkanal.**



**ODISHA POWER TRANSMISSION CORPORATION LTD.**  
**OFFICE OF THE DY GENERAL MANAGER(ELECT.)**  
**EHT(O&M)DIVISION, DHENKANAL.**  
AT-Ananda Nagar, Po-Dhenkanal, Dist-Dhenkanal, PIN-759001.  
PH. NO. 06762-243513 ,  
Email: [ehm.div.dkl@optcl.co.in](mailto:ehm.div.dkl@optcl.co.in)

**TENDER SPECIFICATION**  
**NO-04/2016-17.**

**FOR HIRING OF DIESEL RUN COMMERCIAL REGISTERED 09 SEATED NON-A/C BOLERO / EQUIVALENT ON MONTHLY BASIS WITH DAILY HIRING RATE FOR ENGAGEMENT AT T.L.S/D, OFFICE, DHENKANAL, KAMAKHYANAGAR & KHARAGPRASAD UNDER EHT(O&M)DIVISION DHENKANAL FOR THE PERIOD TWO YEAR.**

<b>SALE OF TENDER SPECIFICATION:</b>	<b>DT-23.02.2017.</b>
<b>LAST DATE SALE OF TENDER SPECIFICATION:</b>	<b>DT-07.03.2017.</b>
<b>LAST DATE OF SUBMISSION OF TENDER:</b>	<b>DT-08.03.2017.</b>
<b>DATE OF OPENING OF TENDER:</b>	<b>DT-08.03.2017.</b>
<b>COST OF TENDER PAPER:</b>	<b>Rs. 2000.00 + 5% VAT( Rs 2100.00)</b>

**NO. EHT(O&M)/DIVISION/...../DT.....**

**ISSUED TO,**

**M/S.....**

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<b>7. Price of tender Document</b>	Rs. 2000 /-+ 5 % VAT = 2100 /- (Rupees Two thousand one hundred twenty) only
<b>8. COMMENCEMENT OF SALE OF TENDER PAPER.</b>	From dt.23.02.2017 to dt.07.03.2017 <b>AT EHT (O&amp;M) Division, Dhenkanal.</b> <b>(During office hours)</b>
<b>9. LAST DATE &amp; TIME OF RECEIPT OF TENDER PAPER.</b>	<b>dt.08.03.2017 (Up to 1 P.M.)</b> <b>AT EHT (O&amp;M) Division, Dhenkanal.</b>
<b>10. DATE &amp; TIME OF OPENING OF TENDER</b>	<b>dt.08.03.2017 at 4 P.M.</b> <b>AT EHT (O&amp;M) Division, Dhenkanal.</b>

## SECTION-I

### INSTRUCTION TO TENDERERS

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

### 2. TENDERS:

- a) Bidders must submit their bids in duplicate separately in respect of each station /office with original signature on each page.
- b) Registered Travel agencies/ Vehicle owners having PAN card and service tax registration fulfilling other criteria as per the tender document are only eligible to quote.
- c) Bidders may quote for engagement of one or more vehicles i.e. The bidder may quote for part tender or for the full tender. However tender papers have to be purchased and submitted separately for each vehicle with station/office mentioned in the schedule of quantities. The bidder must mention the name of the station/office for which the offer is submitted.
- d) The vehicle/vehicles proposed for engagement on hire basis should not be more than 03years old as on 01.01.2017. Newer vehicle may be given performane over older vehicle .
- e) The vehicle shall comply with minimum mileage of 13km/1 litre of Diesel and consumption of lubricant minimum of 1 litre /750 km. How ever, tenderer quoting for more mileage and less consumption of lubricants shall be given preference.
- f) The vehicle should have commercial registration, valid road permit for all Odisha jurisdiction, valid fitness certificate, valid 1st party insurance, non pollution certificate and must comply to the relevant clauses of Odisha Motor vehicle act.
- g) Though the normal headquarter of the vehicle shall be as specified in the tender document, OPTCL may temporarily refix the headquarter in case of exigencies.
- h) The bidder must agree to operate the vehicle in any part of Odisha
- i) In the event of being declared as the successful bidder, the bidder shall be required to provide vehicle/vehicles along with a driver/drivers having necessary driving license.
- j) Tender must be submitted in sealed envelopes superscribed as “**HIRING OF DIESEL RUN COMMERCIAL REGISTERED LIGHT VEHICLES on monthly basis with daily hiring rate for.....T.L. S/D, OFFICE, Dhenkanal, Kamakhyanagar & Kharagprasad** against Tender Call Notice No. 04/2016-17 due on 08.03.2017 for opening” and addressed to Deputy. General Manager, EHT (O&M) Division, Dhenkanal.
- 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. . The Tender submitted in person is to be dropped in the Tender Box. Tender received after due date and time will not be considered. The authority will not be responsible for receipt of Tender after due date and time due to postal delay or any other reasons.
- l) Conditional offers will not be accepted.
- m) If the last date of receipt of tender and its opening is a holiday, it will be received and opened on the next working day in same time.

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

**4. OPENING OF TENDERS:–**

- a) All necessary documents as per requirement of the tender specification should be enclosed with the tender. **The documents must be self attested.**
- b) Bidders themselves or their authorized representatives (possessing authorization letter in original) shall be allowed to attend opening event of the tender.

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

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

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

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

9. In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the tenderer.

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

**11. Out right rejection:**

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

## **Compliances:**

- i) Tenderer should purchase the relevant Tender specification from the office of the Deputy General Manager, EHT (O&M) Division, Dhenkanal and indicate the money receipt No and date of this office in the tender.
- ii) 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.
- iii) Tenders shall not be submitted telegraphically or by FAX.
- iv) Tenders shall be accompanied with the prescribed earnest money deposit/attested Xerox copies of proof of exemption for furnishing the E.M.D. if any
- v) Tenders shall be kept valid for a minimum of 120 days from the date of opening of the tender.
- vi) Tender shall not be conditional or incomplete in any shape.
- vii) Tender should be submitted along with requisite amount of E.M.D in the manner specified in the Tender specification.
- viii) There should not be any violation of conditions set forth and provided in the tender specification.
- ix) The vehicle/vehicles proposed for engagement on hire basis should not be more than 03years old as on 01.01.2017. Newer vehicle may be given performane over older vehicle.
- x) The vehicle should have valid commercial permit for operation throughout Odisha
- x) Price bid should be strictly as per the format.
- xi) Separate tenders should be submitted for each vehicle.

## **Documents to be submitted along with the Tender.**

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

### **(A) DOCUMENTS-**

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

### **(B) The following documents will be required at the time of agreement to verify by the Engineer-In-Charge.**

- i) Make, type and date of manufacture of the vehicle.
- ii) R.C. Book in Original
- iii) Contract carrying license in Original
- iv) First party insurance of vehicle in Original
- v) Name of the Driver & attested copy of his valid commercial driving license/ badge in Original
- vi) All Odisha permits with documentary proof.
- Vii) An undertaking to run the vehicle on all roads of Odisha.

### **Declaration:**

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

12. The tender call notice shall form part and parcel of the tender specification.

13. Any clarification with regard to the tender specification shall be issued by the undersigned on written request. However, the bidder can not claim any revision of date of sale of tender paper or submission of tender.

**DEPUTY. GENERAL MANAGER (ELECT)**

## SECTION II

### GENERAL TERMS AND CONDITIONS OF CONTRACT

#### 1.4 SCOPE OF WORK & GENERAL CRITERIA

- (a) Providing, maintaining and operating Diesel run light commercially registered vehicles (Bolero or equivalent ) on monthly hiring basis with daily hiring rate for a period of two years 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 i.e. as per actual number of running days in a month.**
- (b) The vehicle/vehicles proposed to be provided should not be more than 03years old as on 01.01.2017. Newer vehicle may be given preference over older vehicle.
- (c) Newer vehicles shall be given preference
- (d) The vehicle/vehicles to be engaged shall be required for transportation of OPTCL employees generally within the jurisdiction of the circle 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 engaged to move in Kachha/ Rough road as required and also in ghat areas as required.
- (e) 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.**
- (f) The bidder shall supply diesel and lubricant for running of the vehicle, which shall be Reimbursed by OPTCL as per the contract.
- (g) The vehicle should have commercial permit and comprehensively insured at the cost of the bidder.
- (h) The driver should always carry a mobile telephone, (at the cost of the bidder), valid license, R.C. Book, commercial permit and insurance policy and no pollution certificate, fitness certificate, copy of up to date tax payment
- (i) The bidder should cater to all norms fixed by Odisha Road Transport Authority for running of the vehicle.
- (j) 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.
- (k) 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.
- (l) 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.
- (m) 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.
- (n) The vehicle once contracted for duty to OPTCL shall not be used for private/ personal use of bidder or anybody else.
- (o) The vehicle shall be available for duty for 12 hours a day normally between 8AM to 8 PM or as directed by the user as per the rate specified. The vehicle should also be available for duty beyond normal hours at an extra price as per the contract.

- p) Cost of fuel and lubricant shall be reimbursed for Kms, travelled from the Head Quarters for use by OPTCL only. The K.M. traveled for maintenance and to and from halting garage shall be to owner's account.
- q) The bidder must comply to Odisha Motor vehicle Act contract, labour Act and any other relevant act in relation to the contract.
- r) 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.
- s) Any damage caused to the vehicle, including theft shall be to bidder's account.
- t) The bidder must furnish the information in respect of the vehicle proposed to be engaged in the following format.
- u) Beyond normal working hours and in case of exigencies, the driver must report to duty within one hour of being informed over phone. Non compliances to the above shall be regarded as bad performance.

2. **Price :-**

- a) The price quoted by the firm shall remain firm during the currency of the contract which shall be ordinarily for two years 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.

**3.0 PERIOD OF CONTRACT**

- 3.1 The period of contract shall be for two years from the date of agreement. On successful completion of the contract, if the company so desires, the same may be extended for further period on mutual consent.
- 3.2 The company reserves the right to terminate the contract without assigning any reason thereof, at any time during currency of contract by giving 30 days notice of its intention to do so. In the event of any such termination of the contract the owner/agent shall only be entitled to all the 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/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.

**4.0 RIGHT OF ACCEPTANCE OR REJECTION OF TENDERS:**

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

## **5.0 EARNEST MONEY DEPOSIT :**

Tenderer are required to submit EMD amounting to 1% of the monthly hiring charges including taxes (i.e. daily quoted rate x 30 days x 12months) separately for each vehicle/station in the shape of Demand Draft only drawn in favour of Deputy General manager, EHT (O&M) Division, OPTCL,Dhenkanal . EMD in the form of Demand Draft should be submitted along with Bid documents. 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 vehicles as per terms of contract. EMD shall also be if any bidder withdraw it's bid before finalization of tender.

## **6.0 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.

## **7.0 SECURITY DEPOSIT:**

Successful bidders will be required to deposit 10% of the monthly contract value 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 the respective paying officers either in the shape of Demand draft.

## **8.0 RUNNING AND MAINTENANCE OF VEHICLES SUPPLIED ON FIXED DAILY RATES**

- 8.1 The movement of the vehicle may be throughout the state of Odisha.
- 8.2 OPTCL being a Electricity service provider, the vehicle shall be required to run at times even in Kachha and Ghat 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. 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.
- 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, experienced, polite and obedient 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 ,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.

- 8.6 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.
- 8.7 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.
- 8.8 The vehicle should comply with minimum milage of 13km/ 1 ltr.Diesel and consumption of lubricant minimum of 1 litre /750 km.
- 8.9 The successful Travel Agency/Owner has to execute an agreement on a non-judicial stamp paper with the concerned Division after receipt of work order and furnishing security deposit before providing the hired vehicle under our general terms & conditions stipulated for the purpose. The Agency / Owner is also to produce the Original documents at the time of agreement.

#### **9.0 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' 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.

#### **10.0 STAUTORY LAWS:**

- 10.1 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.
- 9.2 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.

#### **10.0 TAXES / INSURANCE / PERMITS:**

- 10.1 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 .
- 10.2 Proof of having paid all taxes, insurance etc. shall be furnished by the Agent /owner.
- 10.3 Agent/owner shall have paid all dues towards permit as per statutory provisions.
- 10.4 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.
- 10.5 Drivers driving the vehicles must have valid professional driving license/badge as provided in the M.V. Act.
- 10.6 During the contract period , if the vehicle is seized or requisitioned by Government, authorities for non-compliance of relevant act/statutory requirement etc. or for any reason 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.

## **11.0 COMPENSATION AND PENALTY:**

- 11.1 For the vehicles 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 Rs 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.
- 11.2 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 11.1
- 11.3 In case of any damage caused by the vehicle or to the vehicle and the people including those in the vehicle shall be to the agent/owner's account.

## **12.0 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.

## **13.0 OPERATION AND MAINTENANCE CREWS:**

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

## **14.0 EMPLOYMENT / LIABILITY:**

- 14.1 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 workmens compensation etc.
- 14.2 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.

## **15.0 MAINTENANCE OF SPEEDO METER.**

- 15.1 It is the responsibility of the owner/agent to maintain the speedometer of the vehicle in proper condition.
- 15.2 In case the speedo 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.

## **16.0 PROVISIONS REGARDING RECORDING OF LOGBOOK:**

- 16.1 All transactions for the vehicles are to be maintained in the log book prescribed by OPTCL,  
16.2 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.

## **17.0 PAYMENT OF BILLS:**

Bills shall be submitted within first week of the next month.

- 17.1 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.  
17.3 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.  
17.4 Payment shall be made after deduction of statutory taxes.  
17.5 The bills shall be submitted to the respective controlling officers. Payment shall be made by the paying officers.

## **18.0 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.

## **19.0 JURISDICTION OF COURT:**

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

## **20.0 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.

- 21.1 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.  
21.2 The price quoted shall remain firm during the currency of the agreement.  
21.3 The authority may re fix the head quarters between the headquarters of users.  
21.4. The concerned DGMs/GMs may also allot the vehicle temporarily for any other work of the company.  
21.5. In case, any vehicle will be requisitioned for Election duty or Polio duty or any other statutory duty by the Government, the Travel Agency/Owner will supply an equivalent substitute vehicle against the requisitioned vehicle, for which no additional agreement will be required. But the Owner of the vehicle has to intimate about the substitute vehicle in written which should be allowed by the Competent Authority. The vehicle, which goes for above duties, will be under the responsibility of the Travel Agency/Owner only.  
21.6. Any minor maintenance/periodical check up of the vehicle may be taken up by the Travel Agency /Owner only during idle hours without hampering the departmental works on mutual discussions & relevant permission.  
21.7. In case of major maintenance work, a suitable substitute vehicle of similar condition with one suitable driver is to be provided by the Travel Agency/Owner after taking due permission from the Competent Authority; unless penalty will be applicable.

## **22.0 ARBITRATION:**

In the event of any dispute arising out of 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.

**DEPUTY. GENERAL MANAGER  
E.H.T(O&M) DIVISION, Dhenkanal**

**SECTION III**  
**(A) FORM OF DECLARATION /UNDERTAKING**

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

1. Submit all original documents as per the tender documents for verification.
2. Shall supply the vehicle along with driver for duty at the designated headquarters within 7 days of receipt of order.
3. Shall submit the valid license of the driver for verification.
4. Shall make the driver and vehicle available for duty during normal as well as beyond normal hours as per requirement.
5. 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.
6. Shall be responsible for any other compensation arising out of Odisha Motor vehicle act.
7. 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.
8. Shall accept change of headquarters as and when required by OPTCL in the interest of work.
9. 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.
10. 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.
11. Shall supply alternate driver with valid suitable license in the event of non availability of original driver.
12. Shall abide by the penalty and compensation clause of the tender specification.
13. The cost of repair of the vehicle shall be to our account.
14. Shall abide by all other conditions of the tender document.
15. Shall abide by all valid conditions laid out by OPTCL subsequently not included in the present terms & conditions.

Name of the signatory

Signature of the bidder.

seal

Date

## SECTION IV

### Schedule of Quantity-

<b>Sl No</b>	<b>Place of Use</b>	<b>District</b>	<b>Type of Vehicle required</b>	<b>Qty</b>	<b>Paying Officer</b>
1	O/O of AGM, TLS, Dhenkanal, Kamakhyanagar & Kharagprasad	Dhenkanal	9 seated non-A/C Bolero or Equivalent	1	Dy General Manager, EHT(O&M), Division, Dhenkanal.

**NB.**

One Tenderer can purchase Tender Specification for one Vehicle or more than one Vehicle. One Tender Specification can be sold for one Vehicle only. If any Tenderer wants to quote for more for more than one Vehicle, they can purchase Tender Specification accordingly.

DEPUTY. GENERAL MANAGER (ELE)  
EHT (O&M) DIVISION, DHENKANAL.

**SECTION-V**  
**SCHEDULE OF PRICE**

**HIRING OF LIGHT DIESEL VEHICLE FOR T.L.S/D, DHENKANAL,  
KAMAKHYANAGAR & KHARAGPRASAD UNDER EHT (O&M) DIVISION,  
DHENKANAL.**

Sl No	Description of work	Type of the vehicle (----- ----- -----)	Name of the Sub-Division which the vehicle has to be engaged(----- -----)	Rate per on day	Rate per month.
1	Hire charges of commercial light diesel vehicle.				
2	Night halt charges				
3	Fuel consumption in km/Ltr (_____)				
4	Mobil oil consumption (1 Ltr for every _____ km)				
5	Vehicle registration no.				
6	Year of manufacture				
7	Vehicle Registration no valid up to				
8	Insurance Certificate valid up to				
9	Fitness up to				
10	Service Tax Registration no.				

Amount In words (Rupees  
month, and (Rupees

) only per  
) only per night halt charges.

Date

Signature of the Tenderer  
Seal

## **SECTION-VI**

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

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

1. Name of the Vehicle owner/Travel agency with detailed postal address-
2. Earnest money deposit (deposited in shape of Bank Draft /Money Receipt) Yes/No
  - (a) Name of the Bank/Money Receipt No:
  - (b) Amount deposited:
  - (c) Bank Draft No. & Date:
3. Tender paper purchased vide Cash Receipt No/Bank Draft No.  
Dated \_\_\_\_\_, Amount in Rs \_\_\_\_\_
4. Validity of the bid in days from the date of opening of tender:
5. Nature of Price — Firm/Variable:
6. Terms of payment (Whether agreeable to OPTCL terms) YES/NO
7. Security deposit (Whether agreeable to OPTCL terms) YES/NO
8. Penalty (Whether agreeable to OPTCL terms) YES/NO
9. List of orders executed/in hand for similar work during recent three years:
10. Copy of PAN Card with self attestation furnished YES/NO
11. Copy of Service Tax Registration Certificate with self attestation furnished YES/NO
12. Copy of R.C. Book with self attestation YES/ NO
13. Copy of Insurance of Vehicle with self attestation YES/ NO
14. Copy of Fitness certificate with self attestation YES/ NO
15. Copy of Non pollution certificate with self attestation YES/ NO
16. Copy of Valid Commercial Permit for operation throughout the state with self attestation . YES/ NO
17. Filled in declaration form( A&B) furnished YES/NO
18. Agreeable to all other terms and conditions of the tender document YES/ NO

*(Strike off whichever is not applicable)*

**Signature of the Tenderer with Seal**

