



ODISHA POWER TRANSMISSION CORPORATION LTD.
OFFICE OF THE DEPUTY GENERAL MANAGER,
TELECOMMUNICATION DIVISION, BHUBANESWAR
AT- SLDC BUILDING, P.O: MANCHESWAR RLY. COLONY .

DIST:-KHURDA, PIN-751017.
Email: telc.div.bbs@optcl.co.in
CELL-9438907477

TENDER SPECIFICATION
NO.02/2015-2016

FOR
HIRING OF COMMERCIAL DIESEL LIGHT VEHICLE UNDER
TELECOMMUNICATION DIVISION, BHUBANESWAR .

START DATE FOR SALE OF TENDER PAPERS	:08.10.15.
LAST DATE OF SALE OF TENDER SPECIFICATION	:13.10.15. up to 4PM
LAST DATE OF SUBMISSION OF TENDER	:19.10.15. up to 1PM
DATE OF OPENING OF TENDER	:19.10.15 at 3.00 PM
COST OF TENDER PAPER RS 630.00	: (600/- + VAT @5%)

NO.TDB-TECH-47 /.....DT.//.....

ISSUED TO,

M/S.....

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TENDER CALL NOTICE NO.02/2015-16

The Deputy General Manager, Telecommunication Division, Bhubaneswar OPTCL, Bhubaneswar ,invites sealed Tenders in duplicate from intending Registered Travel Agencies/Vehicle Owners having Service Tax Registration for hiring 1(One) no of Diesel Run Commercial Registered vehicle for use under Telecommunication Division, Bhubaneswar.

SI No.	Type of Vehicle	No.	For Use	Date of Purchasing of the Vehicle.
1	A/C Indigo-CS or Equivalent.	1	Telecommunication Division,Bhubaneswar.	On or after 01.10.13.

The tender specification can be obtained from the DDO, Office of the Deputy General Manager, Telecommunication Division, Bhubaneswar OPTCL, Bhubaneswar at SLDC Building, P.O.: Mancheswar Railway colony ,Bhubaneswar; on payment of Rs.600/-(Six Hundred) only + VAT @ 5% (Non-Refundable) for the vehicle in shape of Cash/Bank Draft in favour of Telecommunication Division, Bhubaneswar, OPTCL Bhubaneswar , payable at Bhubaneswar Branch on any working day upto 1.00 PM from 06.10.2015 to dt.14.10.2015.

The Tender shall be received Upto 4.00 PM of dated 19.10.09.2015 & will be opened at 3.00 PM of the next day ie. On 20.10.2015 in the Office of the undersigned in the presence of the Bidders (or) their Authorised Representatives, if any. If any of the above date happens to be a holiday, the next working day will be the re-corresponding effective date. One Tender paper in duplicate shall be issued to each Tenderer. E.M.D @ 1% of the Total quoted value for One year should be deposited in shape of Demand Draft in favor of Telecommunication division, Bhubaneswar, OPTCL, Bhubaneswar, payable at Bhubaneswar along with self attested copy of PAN and service tax registration Certificate failing which the tender will be liable for rejection.

The tenderer should super scribe only the "Tender Call Notice No. & Date of Opening of the tender on the body of the Sealed Envelope" Tenderer 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 Envelope, 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 there of.

1. Sealed Tenders are invited from Registered Travel Agencies/Vehicle Owners having Service Tax Reg. & sound financial capabilities with experienced Driver having valid Driving License for engagement of 1 no. of light vehicle(Diesel

- Run) having valid all Odisha route permit.
2. **SCOPE:(a)** Providing maintaining and operating Diesel Run light commercially registered light vehicles on monthly hiring charges daily basis for a period of one year along with professionally licensed experience Driver to Run the vehicle. (b) The vehicle proposed to be provided should not have been manufactured before **01.10.2013**
- © **Newer vehicles & Versions shall be given preference.**
3. **SUBMISSION & OPENING OF TENDER:-**
Tender shall be submitted in a duly sealed envelope super scribed on the body of envelope "Tender for supply of Diesel Run , Commercial registered light vehicle – Indigo-CS" as the case may be. The main sealed envelope should contain two separate sealed envelops containing and superscribing the "technical Bid" and the "Price Bid". The Tenderer should write only Tender Call Notice No., the name of work and date of opening of the Tender on the body of the sealed envelope. Tenderer should not write their name for travel agencies on the body of the sealed envelope which may make the offer liable for rejection.
4. **RIGHT & AUTHORITY FOR REJECTION:-** Tenders received after due date and time will be summarily rejected. The Deputy General Manager, Telecommunication Division, Bhubaneswar reserves the right to reject any or all of the Tenders without assigning any reason thereof.
5. **VALIDITY OF OFFER:-** The offer should be firm and valid for a period of at least 90 days from the date of opening of tenders. Unless the tender will be out rightly rejected.
- EARNEST MONEY DEPOSIT:** The tender should be accompanied with 1% of the total quoted amount (ie. Grand total amount for one year i.e. daily charge x 26 days month x 12 months) towards Earnest Money Deposit (EMD) in shape of Bank Draft in favour of Telecommunication Division, Bhubaneswar, OPTCL, Bhubaneswar otherwise tender will be out rightly rejected. The EMD of the unsuccessful tenderers will be returned after finalization of tender. The EMD of the successful tenderers will be retained as security deposit till satisfactory execution of order and signing of the contract agreement and completion of contract period. In case of successful tenderer fails to execute the order satisfying all terms and conditions and scope of work within stipulated date mentioned in the date of order, the Earnest Money Deposit will be forfeited. No interest will be paid on the EMD.
6. **SECURITY DEPOSIT:-** The EMD amount deposited, will be treated as security Deposit if the bid will be considered for contract.
7. **(A) DOCUMENTS:-**
- i) Registration of Travel agency/copy of Registration certificate to vehicle issued by RTO in name of the Agency/Owner.
 - ii) Service Tax Registration Certificate from the Central Excise Deptt.
 - iii) Valid PAN/TIN.
 - iv) Copy of the valid State Road permit to run the vehicles within the state of Odisha.
 - v) Copy of the Valid First Party Insurance.
 - vi) Copy of contract carrying certificate/Taxi permit.
 - vii) Copy of valid non-pollution certificate.
 - Viii) Copy of fitness certificate.
 - ix) Copy of upto date Tax payment.
 - x) Driving license of Driver.

(B) The following original documents will be required at the time of agreement to be verified 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.
8. Corrections, Over-writings and Illegibility: Tender with over writing, erased, illegible rates or rates not shown in figures and words in English will be liable for rejection. In case of discrepancy between words and figures noted against each item of the tender and between unit rates and total amount, the decision of the Competent Authority accepting the tender will be final and binding on the tenderer. Total of item and grand total of whole tender be clearly written.
 9. Correction in the tender, if un-avoidable, should be made by re-witting with dated initial of the tenderer after scoring out wrong entries, clerical and arithmetical mistakes may result in the rejection of the tender.
 10. The type and Regd. No. of vehicle mentioned in the respective tenders will only be accepted for taking on hire. Subsequent change of vehicle will normally not be allowed.
 11. The tenders shall sign on all pages of the tender documents as a token of acceptance of all terms and conditions thereof and submit his quotations therein.
 12. The tenderer shall quote the rates in the price bid of the tender documents. The rates quoted should be inclusive of all taxes and duties but exclusive of Service Tax. The technical bid should contain all required information of the bidder, the vehicle and other technical information. The technical bid will be opened and scrutinised by a technical team separately appointed by the competent authority on a separate date. The bidders are requested ensure themselves to have met all technical requirements before they participate in the tender. It is presumed that the participating bidders have gone through all requisite terms and conditions of the tender and later, if proved any deviation in the requisite conditions, the offers received will be declared as disqualified.
 13. Request from the tender in respect of additions alternations, corrections of either terms or conditions or rates after opening of the tender will not be considered.
 14. All correspondence relating to the tender shall be made with The Deputy General Manager, Telecommunication Division, OPTCL, Bhubaneswar.
 15. 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.
 16. 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.
 17. The authority may re-fix the head quarters between the headquarters of users.
 18. The driver should always carry a mobile telephone (at the cost of the bidder) for communication.
 19. 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 arbitration and conciliation Act.1996 shall apply. The venue of arbitration will be Bhubaneswar.

20. EMPLOYMENT/LIABILITY:- 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 by him. The company will have no liability what so ever concerning the employees of the Agent or of the owner 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 full payment of all wages and allowances to its workers/employees and keep the officer-in-charge indemnified against losses, damages or claims arising thereof including any workman's compensation etc.
21. MAINTENANCE OF SPEEDOMETER: It is the responsibility of the owner/agent to maintain the Speedometer of the vehicle in proper condition . In case the Speedo meter of the vehicle 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 Speedo meter within 24 hours of any failure.
22. A Travel Agent/Owner of Vehicle should purchase one Tender Specification for each vehicle. A travel agent/Owner of vehicle cannot apply for two or more Vehicles by purchasing one Tender Specification, otherwise the tender will be rejected.

SECTION-III
GENERAL TERMS & CONDITIONS.

1. The Vehicle will be at the disposal of the concerned Deputy General Manager with whom the contract agreement will be executed. Apart from the normal use of 12 Hours, the vehicle has to be made available round the clock as and when required. The driver has to make him-self available beyond office hours if called for in any occasion. The vehicle will run on All Odisha Roads as and when desired by the authority.
2. The contract shall be valid only for a period of 12(Twelve) months from the date of execution of agreement. The department reserves the right also to terminate the contract at any time during the contract period without assigning any reasons thereof. The contract may be further extended for another one or part of year (if the Authority desires) on satisfactory performance of the vehicles.
3. The Fuel (Diesel) and Engine Oil required for the vehicle for department use shall be reimbursed by OPTCL as detailed below. All other expenses like replacement of Gear/Break oil, replacement of Spare parts, maintenance charges etc, are to be borne by the Travel Agency/Owner of the vehicle.
(I) Engine Oil-One Ltr. On every 750 KM running.
(ii) HSD @ 13Km/ Litre.
4. The vehicle should be in good condition. The month and year of manufacturing of the vehicle must be on or after 01.09.2013 for vehicle. The vehicle is supposed to run on all condition of road including village, Kachha Road, Ghat Roads etc. For this purpose the tire should always be in good condition. No re-treading tyre will be allowed on any of the wheels.
5. The successful tenderer will submit all the records of the vehicle to the undersigned before agreement. The Technical Head & field Manager/Sub-Divisional Officer will inspect the vehicles in the office premises before agreement.
6. Normal maintenance kit, fire fighting equipment, first aid box and one torch light should always be made available with vehicle by the Travel Agency/Owner.
7. The telephonic communication round the clock with the Travel Agent/Owner/Driver should be ensured, so that they can be contacted at any time. For this they have to intimate the contact phone numbers to the Officer-in-charge.
8. During the contract period, the vehicle shall be exclusively used by OPTCL as per the direction of Officer-in-charge or authorised representatives to send the vehicle to any place inside the State.
9. The hired vehicle should not be used for the purpose other than the OPTCL works.
10. In case, any vehicle will be requisitioned for Election duty or Polio duty or any other statutory duty by the Government, the Travel agent/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.
11. Agent shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and may be enforced time to time.
12. 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.
13. In case of major maintenance work, a suitable substitute vehicle or 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 as per Clause No.19 will be applicable.
 14. Payment of all taxes, insurance in respect of the vehicle should be kept upto date. The hired vehicle should have first party insurance. If any accident occurs at the time of conveyance the owner of the vehicle should be liable to pay the compensation as fixed by the court of law to the persons affected due to that accident. OPTCL will have no responsibility in this regard.
 15. The vehicle will be stationed at the users place or the place of choice of the Reporting Officer, OPTCL shall in no way responsible for any damage/breakage/theft caused to the hired vehicle on any account during the course of its hire.
 16. The Driver of the vehicle should be of good health, good conduct, reliable, sober in nature and free from bad habits of any types of intoxication. He must possess valid badge, Driving License (Commercial) and an aptitude for safe and steady drive. He must possess all the relevant papers of the vehicle for producing the same, before the law Enforcing Authority as and when required. In the event of any complain made against the deployed driver, immediate arrangement should be made to replace him with a well behaved efficient driver.
 17. The pay, allowances and statutory dues including compensation, insurance, EPF etc for the drivers will be the responsibility of the Travel Agency/Owner. The lodging & Boarding charges of the driver during the out station tour to be borne by the Travel Agency/Owner.
 18. The hire charges bill, fuel & lubricant bill in duplicate along with the copies of log book of the vehicle duly entered and signed by the driver and the Officers using the vehicle should be submitted to the concerned Division in the 1st week of succeeding month for release of payment.
 19. In the event of failure to supply the vehicle on any reason on any day during the contract period and failure to provide the equivalent substitute vehicle in lieu of that, a penalty amount of Rs.800/- only per day shall be imposed on the Travel Agency/Owner. If Agency/Owner desires to withdraw the vehicle, he should give one month notice with sufficient reason to the authority with whom the agreement has been executed for deployment of vehicle, failing which a penalty amount to one-month hire charge shall be imposed on the agency/Owner.
 20. Under unavoidable circumstances if the driver of the Travel Agency/Owner is unable to drive the vehicle or attend duty, in that case a substitute driver is to be provided.
 21. 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 as per Clause-6 Section-1 at the time of agreement.
 22. In case of any dispute arising either in execution of the contract for providing the hire vehicle or any clause of agreement /work order, the decision of the DGM, Telecommunication Division, Bhubaneswar will be final and binding on the Agency/Owner.

SECTION-IV.

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE SUPERSCRIBING "PRICE BID")

PRICE SCHEDULE.

Condition:-

The required Diesel & Engine oil will be supplied by the vehicle Owner and cost for the same will be reimbursed during submission of monthly bill. No other expenditure will be entertained. Consumption of Diesel should not be less than 13KM/Ltr and Engine oil of one liter 750Km run of vehicles. All the details of Vehicle should be furnished as per the following tables.

Sl No		
1	Model no., make, manufacture of the vehicle.	
2	Registration of the vehicle	
3	Place of use of the vehicle	Bhubaneswar.
4	Rate per day(12Hrs)	Rs.
5	Monthly charges. (26days)	Rs.
6	Night halt charges in Rs per night (for halt outside the normal Head Quarter) inclusive of all taxes.	Rs.
7	Whether agreeable to OPTCL terms & conditions	YES/NO

Signature of Agency/owner

TECHNICAL BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE SUPERSCRIBING "TECHNICAL BID")

i) INFORMATION IN RESPECT OF VEHICLE

Table-1

SI No.	Type of vehicle.	Operational Area	Controlling Officer.	Consignee	Mileage per liter of Diesel	Mileage per liter of Engine oil.
		All Odisha	DGM Telecom, OPTCL, Bhubaneswar		13kms/litr	750 Kms

Table -2

SI No	Information of the vehicle		
1	Regn No:		
2	Whether Taxi permit obtained	Yes/No	Valid upto:
3	Whether Fitness is valid	Yes/No	Valid upto:
4	Whether Road Tax upto date	Yes/No	Valid upto:
5	Whether Insurance upto date	Yes/No	Valid upto:
6	Whether Pollution clearance valid	Yes/No	Valid upto:

ii) INFORMATION IN RESPECT OF VEHICLE OWNER/TRAVEL AGENT

SI No	TYPE OF INFORMATION	
1	Name of the vehicle owner/ Travel agency	
2	Name of the proprietor (if any)	
3	Address:	
4	Contact No:	
5	E-Mail ID:	
6	PAN No:	
7	Service Tax Regn. No:	
8	Whether Service Tax clearance is upto date:	Yes/No
9	Whether agreeable to OPTCL's terms and conditions	Yes/No

Signature

SECTION-V

**DECLARATION FORM
(TO BE SUBMITTED WITH THE TENDER PAPER)**

To

The Deputy General Manager,
Telecommunication Division, Bhubaneswar,
OPTCL, Bhubaneswar.

Sub: Tender Notice No.

Sir,

Having examined the above tender paper we hereby offer to Supply of One Diesels run light vehicle complete in all aspect to the rates/entered as mentioned in our tender enclosed herewith.

1. We certify to have purchased a copy of tender paper remitting Rs..... by Bank Draft and this has been acknowledged by you in your receipt No..... Dated.....
2. We enclosed herewith 1% of EMD in shape of Bank Draft in favour of DDO, Telecommunication Division, Bhubaneswar, payable at Bhubaneswar.
Bank Draft No. Dt.
3. We agree to keep the EMD amount as Security if our bid will be considered for contract.

Yours faithfully,

Encl: Tender of duplicate

Signature of Tenderer
(WithSeal)

SECTION-VI
(A) FORM OF DECLARATION /UNDERTAKING

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

1. Submit all original documents as per the tender documents for verification.
2. Shall supply the vehicle along with the 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 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 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 liter of diesel/13 km and 1 liter 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.