



## **ODISHA POWER TRANSMISSION CORPORATION LIMITED**

**TENDER SPECIFICATION NO. 6/2018-19  
OFFICE OF DGM, EHT (O&M) DIVISION, KESINGA  
FOR THE YEAR 2018-19**

**FOR  
HIRING OF DIESEL RUN COMMERCIAL REGISTERED LIGHT VEHICLES  
NON-AC BOLERO PLUS ( 9 SEATED) OR EQUIVALENT ON MONTHLY BASIS  
WITH DAILY HIRING RATE FOR 132/33KV GRID S/S, BHAWANIPATNA &  
JUNAGARH UNDER EHT (O&M) DIVISION, KESINGA.**

### **COST OF TENDER DOCUMENT**

**Rs. 2000 /- + GST 12% = Rs. 2240/-**

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**ODISHA POWER TRANSMISSION CORPORATION LIMITED**

(A Government of Odisha Undertaking)

Regd.Office: Janpath: Bhubaneswar

CORPORATE IDENTITY NUMBER (CIN) U40102OR2004GC007553

**OFFICE OF THE DEPUTY GENERAL MANAGER**

**EHT(O&M) DIVISION, KESINGA**

**AT/PO: Kesinga, College Road, Dist:Kalahandi-766012**

E-mail ID: ehtm.div.ksn@optcl.co.in



Letter No:894

Date:29-11-2018

To,

SOBHAGYA ADVERTISING SERVICE

PLOT NO.179, SAHEED NAGAR,

BHUBANESWAR-751007

TEL: 0674-2548449/2548205, FAX: 0674-2548449

EMAIL: [sobhagyabbsr@gmail.com](mailto:sobhagyabbsr@gmail.com)

Sub: - Publication of Tender Call Notice No.06/2018-19

Sir,

Please find enclosed herewith Tender Call Notice No.06/2018-19 which may please be published immediately in a single issue of daily Odiya News papers i.e “The Samaj” & “The Sambad” in all Odisha editions having minimum possible size i.e. (5 cm Height x 8 cm width). The bill in triplicate may be submitted to the undersigned as per the Govt. approved rate, along with the copy of publication for pass & payment. A latest copy of the Govt. approved rate chart of publication charges may be sent to this office for record and reference.

This is for your information and necessary action.

Yours faithfully,

Encl: As above

Deputy General Manager (Elect.)

CC to:

- 1) The CGM (O&M) OPTCL, Bhubaneswar for favor of kind information and necessary action.
- 2) The CGM (F), OPTCL, Bhubaneswar for favor of kind information.
- 3) The Sr.GM (O&M)-II, Meramundali for favor of kind information
- 4) The GM, EHT (O&M) Circle, Bolangir/ Jeypore / Berhampur/Cuttack/Jaipur Road / Chainpal / Burla / BBSR, OPTCL, for favor of kind information.
- 5) DGM (F), Central Internal Audit Zone, OPTCL, Bhubaneswar for favor of kind information.
- 6) DGM, EHT(O&M) Division, Bolangir/Nuapada /E&MR Division, Bolangir for kind information
- 7) This Office Cash Section/Office Notice Board.
- 8) The DGM (IT), OPTCL, Bhubaneswar for information and necessary action to publish in OPTCL website with reference to circular no. 10336, dated 06.06.2013 of The Director (HRD).

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Advt No.06/2018-19

Date: 29-11-2018

Sealed tenders are invited from the experienced bidders/ vehicle owners/Travel agency for **“Hiring of Diesel run commercial light vehicle Non-AC Bolero Plus (9 Seated) or equivalent on monthly basis with daily hiring rate for 132/33KV Grid S/S, Bhawanipatna & Junagarh”**, **Cost of Tender Paper:Rs.2000/- +12% GST= Rs.2240/-**, **Cost of EMD: Rs.4260.00**. Tender Papers are to be purchased from **Office of the DGM, EHT(O&M) Division, Kesinga** or can be downloaded from OPTCL website.**1. Sale of tender documents:** from 30.11.18 to 12.12.18.**2. Last date of submission of tender:** on or before 13.12.18 (up to 12.00 PM). **3.Date of opening of Tender:** 13.12.2018 at 4.00 PM

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

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

Sd/-

Deputy General Manager (Elect.)

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OFFICE OF THE DEPUTY GENERAL MANAGER

EHT(O&M) DIVISION, KESINGA

AT/PO: Kesinga, College Road, Dist:Kalahandi-766012

E-mail ID: ehtm.div.ksn@optcl.co.in



## TENDER SPECIFICATION FOR TENDER CALL NOTICE NO. 06/2018-19

**FOR HIRING OF DIESEL RUN COMMERCIAL REGISTERED LIGHT VEHICLES  
NON-AC BOLERO PLUS ( 9 SEATED) OR EQUIVALENT ON MONTHLY BASIS  
WITH DAILY HIRING FOR 132/33KV GRID S/S, BHAWANIPATNA & JUNAGARH  
UNDER EHT(O&M) DIVISION, KESINGA.**

- |     |   |  |
|-----|---|--|
| 1.  | <b>SECTION-I</b>  | Instruction to tenderer.   |
| 2.  | <b>SECTION-II</b>   | General Condition of contract.   |
| 3.  | <b>SECTION-III</b>  | Form of Declaration  |
| 4.  | <b>SECTION-IV</b>   | Schedule of Quantity   |
| 5.  | <b>SECTION -V</b>   | Price schedule   |
| 6.  | <b>SECTION -VI</b>  | Abstract of Terms and conditions   |
| 7.  | <b>SECTION -VII</b>   | B.G. Format for security deposit   |
| 8.  | <b>Price of tender<br/>Document</b>                         | Rs. 2000 /-+ 12 % GST = 2240 /-<br>(Rupees Two thousand two hundred<br>forty) only |
| 9.  | <b>COMMENCEMENT OF SALE<br/>OF TENDER PAPER.</b>            | <b>From dt.30.11.2018 to dt.12.12.2018</b>   |
| 11. | <b>LAST DATE &amp; TIME OF<br/>RECEIPT OF TENDER PAPER.</b> | <b>dt.13.12.2018 (Up to 12 P.M.)</b>   |
| 12. | <b>DATE &amp; TIME OF OPENING<br/>OF TENDER</b>             | <b>dt.13.12.2018 at 4 P.M.<br/>AT EHT (O&amp;M) Division, Kesinga.</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 separately in respect of each station / office with original signature on each page.
  - b) Registered Travel agencies/ Vehicle owners having PAN card and Goods & service tax (GST) 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 3 (THREE) years old as on 31.10.2018. 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 payment of one time Road tax, 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 132/33KV GRID S/S, BHAWANIPATNA & JUNAGARH UNDER EHT(O&M) DIVISION, KESINGA as per the bidding against Tender Call Notice No. 06/2018-19 due on 13.12.2018 for opening” and addressed to Deputy. General Manager, EHT (O&M) Division, Kesinga-766012.**
  - 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.**
  - 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 or downloaded from the OPTCL website can submit their tender.

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) Tenderers should have purchased the tender specification from the office of the DGM, EHT(O&M) DIVISION, KESINGA in his Firm's name or downloaded the tender papers from OPTCL website and submitted the same along with cost of tender paper in shape of DD in favour of DGM, EHT(O&M) Division, Kesinga & payable at Kesinga drawn on any Nationalized Bank .
- 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) Each Tenders shall be accompanied with the prescribed earnest money deposit (EMD) / 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 three years old as on 31.10.2018.
- x) The vehicle should have valid commercial permit for operation throughout Odisha
- xi) Price bid should be strictly as per the format.
- xii) Separate tenders should be submitted for each vehicle.

**12. Documents to be submitted along with the Tender. The photocopies of the documents should be signed by the vehicle owner / Travel agency in each page.**

- i) I.T. Pan card,
- ii) Goods & 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 / One time Payment of Road road tax certificate.

**Declaration:**

The tenderer must submit the declaration in the prescribed format Section III.

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

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

**Deputy General Manager (Elect.)**

**SECTION II**  
**GENERAL TERMS AND CONDITIONS OF CONTRACT**

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

- (a) Providing, maintaining and operating Diesel run light commercially registered vehicles  
Non AC Bolero Plus ( 9 Seated) 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 three years old as on 31.10.2018.**
- 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 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.
  - o) 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.
  - p) The bidder must comply to Odisha Motor vehicle Act contract, labour Act and any other relevant act in relation to the contract.
  - q) In case the bidder is not able to supply the specified vehicle/driver on a particular day, alternate vehicle/ driver (as per original conditions of contract) shall be made available, otherwise the differential cost of hiring of another vehicle shall be deducted from his bills.
  - r) Any damage caused to the vehicle, including theft shall be to bidder's account.
  - s) The bidder must furnish the information in respect of the vehicle proposed to be engaged in the following format.
  - t) 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 work order. However, after completion of 1<sup>st</sup> year of contract, it will be extended to 2<sup>nd</sup> year only after report of good service & performance report from the consignee officer. 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 Rs.4260.00 ( Rupees Four thousand two hundred sixty) only for vehicle engagement at 132/33KV Grid S/S, Bhawanipatna & Junagarh in the shape of Draft in favour of **Deputy General Manager, EHT (O&M) Division, OPTCL, KESINGA payable at KESINGA drawn on any Nationalised Bank** . 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 forfeited if any bidder withdraw its bid before finalization of tender.

6.0 **FORFEITURE OF E.M.D. & SECURITY DEPOSIT:**

- 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.
- c) If the EMD not claimed by the firm for refund within a period of one Year from the date of issue of work order and the security deposit not claimed for refund within a period of three Years after completion of contract, will be forfeited.

7.0 **SECURITY DEPOSIT:**

Successful bidders will be required to deposit 10% of the monthly hire charges value for the 1<sup>st</sup> month only. 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 or by B.G. in the prescribed format.

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, but ordinarily within the jurisdiction of EHT(O&M) Circle, Bolangir, EHT (O&M) Division, Kesinga & EHT(O&M) Division, Nuapada which covers the undivided KALAHANDI, BOLANGIR, RAYAGADA and NUAPADA district.
- 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. Night halt charges shall 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.

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.

10.2 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.

11.0 **TAXES / INSURANCE / PERMITS:**

11.1 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 .

11.2 Proof of having paid all taxes, insurance etc. shall be furnished by the Agent /owner.

11.3 Agent/owner shall have paid all dues towards permit as per statutory provisions.

11.4 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.

11.5 Drivers driving the vehicles must have valid professional driving license/badge as provided in the M.V. Act.

11.6 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-12 will be payable by the Agent/owner to OPTCL besides the liability to provide for alternative vehicles without any loss of time.

12.0 **COMPENSATION AND PENALTY:**

12.1 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.

12.2 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 12.1

12.3 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.

13.0 **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.

14.0 **OPERATION AND MAINTENANCE CREWS:**

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

15.0 **EMPLOYMENT / LIABILITY:**

15.1 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.

15.2 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.

16.0 **MAINTENANCE OF SPEEDO METER.**

16.1 It is the responsibility of the owner/agent to maintain the speedometer of the vehicle in proper condition.

16.2 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.

17.0 **PROVISIONS REGARDING RECORDING OF LOGBOOK:**

17.1 All transactions for the vehicles are to be maintained in the log book prescribed by OPTCL,

17.2 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.

18.0 **PAYMENT OF BILLS:**

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

18.1 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.

18.2 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.

18.3 Payment shall be made after deduction of statutory taxes.

18.4 The bills shall be submitted to the respective controlling officers. Payment shall be made by the paying officers.

19.0 **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.

20.0 **JURISDICTION OF COURT:**

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

21.0 **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/Sr.GMs may also allot the vehicle temporarily for any other work of the company.

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 (Elect.)**

### SECTION III

#### FORM OF DECLARATION /UNDERTAKING

I/We have gone through the tender specification and undertake to comply 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 night halt 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 with seal



**SECTION-IV**  
**SCHEDULE OF QUANTITY**

<b>SL NO.</b>	<b>NAME OF DIVISION/ SUB-DIVISION AT WHICH VEHICLE IS TO BE ENGAGED</b>	<b>DISTRICT</b>	<b>TYPE OF VEHICLE REQUIRED</b>	<b>QTY</b>	<b>HEAD QUARTER FIXED FOR THE VEHICLE</b>	<b>PAYING OFFICER</b>
1	132/33KV GRID S/S, BHAWANIPATNA & JUNAGARH	KALAHANDI	NON-A/C BOLERO PLUS (9 SEATED) OR EQUIVALENT	1 NO	132/33KV GRID S/S, JUNAGARH	DEPUTY GENERAL MANAGER EHT(O&M) DIVISION, KESINGA

Deputy General Manager (Elect.)

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

**HIRING OF DIESEL RUN COMMERCIAL LIGHT VEHICLE NON-AC BOLERO PLUS (9 SEATED) OR EQUIVALENT FOR 132/33KV GRID S/S, BHAWANIPATNA & JUNAGARH UNDER EHT(O&M) DIVISION, KESINGA**

Sl No.	Description of work	Type of the Vehicle. ( _____ ) _____ )	Name of the Division / S/D at which the vehicle has to be engaged. ( _____ ) _____ )	Rate per one day
1	Hire charges of commercial light diesel vehicle excluding GST			
2	Night halt charges excluding GST			
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 Commercial Permit valid up to			
8	Insurance Certificate valid up to			
9	Fitness valid up to			
10	Goods & Service Tax Registration no.			

Amount in words (Rupees \_\_\_\_\_) only per day, and  
(Rupees \_\_\_\_\_) only per night halt charges.

Date

Signature of the Tenderer  
With 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. Earnest money deposit (deposited in shape of Bank Draft ) Yes/No
  
- (a) Name of the Bank:
- (b) Amount deposited:
- (c) Bank Draft No. & Date:
2. Validity of the bid in days from the date of opening of tender:
3. Nature of Price — Firm/Variable:
4. Terms of payment (Whether agreeable to OPTCL terms) YES/NO
5. Security deposit (Whether agreeable to OPTCL terms) YES/NO
6. Penalty (Whether agreeable to OPTCL terms) YES/NO
7. List of orders executed/in hand for similar work during recent three years:
8. Copy of PAN Card with self attestation furnished YES/NO
9. Copy of Goods & Service Tax Registration Certificate with self attestation furnished YES/NO
10. Copy of R.C. Book with self attestation YES/ NO
11. Copy of Insurance of Vehicle with self attestation YES/ NO
12. Copy of Fitness certificate with self attestation YES/ NO
13. Copy of Non pollution certificate with self attestation YES/ NO
14. Copy of Valid Commercial Permit for operation throughout the state with self attestation . YES/ NO
15. Copy of Payment of Onetime MV Road tax YES/NO
16. Filled in declaration form Section-III furnished YES/NO
17. 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**

**SECTION-VII**

**PROFORMA FOR COMPOSITE BANK GUARANTEE FOR SECURITY  
DEPOSIT AND PERFORMANCE GUARANTEE.**

This Guarantee Bond is executed this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ by us, the \_\_\_\_\_ Bank at \_\_\_\_\_ P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Dist \_\_\_\_\_ State \_\_\_\_\_.

1. WHEREAS the ODISHA POWER TRANSMISSION CORPORATION LTD a body corporate constitute under the Electricity (Supply) Act.1948 (hereinafter called “the OPTCL”) has placed orders No. \_\_\_\_\_ date \_\_\_\_\_ (hereinafter called “The Agreement “) on M/S \_\_\_\_\_ (hereinafter called “The Contractor”) for supply of materials .AND WHEREAS the OPTCL has agreed (1) to exempt the Contractor from making payment of Security, and (2) to exempt from performance guarantee on furnishing by the Contractor to the OPTCL, a Composite Bank Guarantee of the value of Rupees..... only.

NOW THEREFORE in consideration of the OPTCL having agreed (1) to exempt the Contractor from making payment of Security and (2) to exempt from furnishing performance guarantee in terms of the said agreement as aforesaid, we the \_\_\_\_\_ (Bank) (hereinafter referred to as ‘the Bank’) do hereby undertake to pay the OPTCL an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) against any loss/ damage caused to or suffered by or would be caused to or suffered by the OPTCL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement.

2. We (the \_\_\_\_\_ Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the OPTCL stating that the amount claimed is due by way of loss or damage caused to or suffered by the OPTCL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the Contractor’s failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due any payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount \_\_\_\_\_ not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

3. We the \_\_\_\_\_ (Bank) also undertake to pay to the OPTCL any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding institute/pending before any Court or

Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us this under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, ( \_\_\_\_\_ Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to do so enforceable till all the dues of the OPTCL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Chairman Cum Managing Director, ODISHA POWER TRANSMISSION CORPORATION LTD. Certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this Guarantee.

Unless a demand or claim under this guarantee is made on us in writing on or before the (Date \_\_\_\_\_) we shall be discharged from all liability under this guarantee thereafter.

5. We, ( \_\_\_\_\_ Bank) further agree that the OPTCL shall have the fullest liberty without our consent and without affecting in any manner or obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said Contractor(s) or for any such variations or the OPTCL or any indulgence by the OPTCL to the Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but this provisions have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and Contractor(s).

7. We, ( \_\_\_\_\_ Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the OPTCL in writing.

Date at \_\_\_\_\_ the \_\_\_\_\_ Day of \_\_\_\_\_ Two thousand \_\_\_\_\_.

8. This Bank Guarantee shall remain in force up to .....dated the .....day of.....2018/19.

For \_\_\_\_\_

**(Indicate the name of the Bank)**

**Witness: (with signature, names and address)**

**1.**

**2.**