



ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲିଃ.
ODISHA POWER TRANSMISSION CORPORATION LTD.

(A Government of Odisha Undertaking)

REGD. OFFICE: JANPATH, BHUBANESWAR – 751022,
OFFICE OF THE DEPUTY GENERAL MANAGER (ELECT.)
EHT (O&M) DIVISION, DHENKANAL

At/Po- Gundichapada, PIN-759025, Dhenkanal (Odisha)

[CIN: U4102OR2004SGC007553](#)

[/ GSTN: 21AAACO7873L1Z6](#)

[Email: ehtm.div.dkl@optcl.co.in](mailto:ehm.div.dkl@optcl.co.in)

TENDER SPECIFICATION

No. 05/2024-2025

for

**“HIRING OF 01 NO. OF COMMERCIAL REGISTERED LIGHT VEHICLE
5-SEATED BOLERO CAMPER (NON-AC) OR EQUIVALENT FOR ENGAGEMENT AT
132/33KV GSS KHAJURIAKATA, GONDIA & KHARAGPRASAD, UNDER EHT (O&M)
DIVISION DHENKANAL”**

Issuing authority	Dy. General Manager (Elect.), EHT (O&M) Division, Dhenkanal
Date of Sale of Tender Paper	01-11-2024 (10:00AM) to 20-11-2024 (Up to 01:00 PM)
Last Date of Receipt of Tender Paper	20-11-2024 (Up to 02:00PM)
Date of Opening of Tender	20-11-2024 (At 03:00 PM)
Cost of Tender Paper (non-refundable)	Rs. 2360.00 (Including 18% GST)
EMD (Refundable)	Rs. 5,000.00 (Rupees Five Thousand Only)

ISSUED TO

M/S.....

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Vide Money Receipt/DD Ref. No. _____ / Dated: _____

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INSTRUCTION TO THE BIDDER

1. The bidders must read in detail the “Instruction to the Bidder”, “General terms and conditions” and all other sections carefully before filling the Tender documents. There are four sections in this Tender Specification.
2. TENDERS:
 - a) The bidders can view the tender documents from website free of cost. The bidders who want to submit bid shall have to pay a non-refundable amount of **Rs. 2360.00 (Rupees Two Thousand Three Hundred Sixty) only Including GST**, towards Tender Paper cost in the form of Cash/ Demand Draft, in favor of **General Manager, EHT (O&M) Circle, Chainpal, OPTCL, payable at UCO Bank, TPS Talcher Branch, Angul** (In case the B.D made from any other nationalized bank payable will be allowed, But the bidders have to deposit the collection fee (Bank transaction fee) along with the paper cost. **The Tender Paper cost is Non-refundable.** Tender papers are to be purchased from the office of the undersigned. The money receipt of the payment should be collected from the office of the Sr. General Manager, EHT (O&M) Circle Chainpal, which is to be submitted at the office of the EHT (O&M) Division Dhenkanal towards obtaining the tender specification.
 - b) Bidders must submit their bids with original signature in every page of tender document and attached documents.
 - c) Registered Travel agencies/ Vehicle owners having valid PAN card and GST registration Certificate fulfilling other criteria as per the tender documents are only eligible to quote.
 - d) The vehicle proposed for engagement on hire basis should not be more than 3 (three) years old during the total period of engagement i.e. initial period of one year and further extension on performance basis, if allowed. **Vehicle having age of one year or less (w.e.f. the date of registration) as on the date of opening of the bid is preferred.**
 - e) The vehicle should have commercial registration, valid road permit for all Odisha jurisdiction, valid fitness certificate, valid insurance, Non-pollution/Pollution under control certificate and must comply with the relevant clauses of Odisha Motor Vehicle Act.
 - f) Though the normal headquarter of the vehicle shall be as specified in the tender document, OPTCL may temporarily re-affix the headquarter in case of exigencies. The concerned Divisional Head & Circle Head may also allot the vehicle temporarily for any other work of the organization.
 - g) The bidder must agree to operate the vehicle in any part of Odisha.
 - h) In the event of being declared as the successful bidder, the bidder shall be required to provide vehicle along with a driver having valid driving license.
 - i) Tender must be submitted in sealed envelope, super-scribed as “Hiring of 01no. of commercial registered light vehicle 5-seated bolero camper (non-ac) or equivalent for engagement at 132/33kv GSS Khajuriakata, Gondia & Kharagprasad, under EHT (O&M) Division Dhenkanal” against Open Tender Call Notice No. **05/2024-25** due on **Dt. 20-11-2024** for opening and addressed to **Dy. General Manager (Elect.), EHT (O&M) Division, OPTCL, Dhenkanal, At/Po- Gundichapada, Dist: Dhenkanal, Odisha-759025.**

- j) Tender shall be submitted either by person or by Registered post/ courier service. Any other means of delivery shall not be accepted. Detailed postal address with PIN, phone 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 held responsible for receipt of Tender after due date and time due to postal delay or any other reasons.
 - k) Conditional offers will not be accepted.
 - l) 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. L-1 EVALUATION: Order on the firm will be placed on L1 evaluated price of the techno-commercial qualified bidders. Evaluation of L1 bidder will be based on the per day hire charges only. All the bidders may be required to explain / justify the basis of their quoted rates as and when asked for. In case, any bidder fails to justify his quoted rates or refuses to co-operate in this regard, they will not be considered for participating in the tendering process and will not be allowed to participate in any future tender for a period of (3) three years.
4. 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.
5. OPENING OF THE TENDER:
- 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.
6. 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.
7. The Bidders 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.
8. The Authority reserves the right to reject the lowest or any other tender or all tenders without assigning any reason what so ever.
9. 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.
10. 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 bidder.
11. For evaluation, the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
12. Outright Rejection Criteria: The tenders shall be outrightly rejected if they do not comply with the following requirements and in the event of non-submission of the following documents and declaration.
- (a) Tenderer should purchase the relevant Tender specification from the office of the Dy. General Manager, EHT (O&M) Division, OPTCL, Dhenkanal.

- (b) Tenders shall be submitted in person or by Registered post/ Courier service which should be received before the schedule date & time as specified in the tender call notice.
 - (c) Tenders shall not be submitted telegraphically or by Email.
 - (d) Tenders shall be accompanied with the prescribed earnest money deposit/ attested xerox copies of proof of exemption for furnishing the EMD if any.
 - (e) Tenders shall be kept valid for a minimum of 120 days from the date of opening of the tender.
 - (f) Tender shall not be conditional or incomplete in any shape.
 - (g) There should not be any violation of conditions set forth and provided in the tender specification.
13. Bidder other than vehicle owner is to furnish agreement signed between the bidder & the vehicle owner that the vehicle can be spared/ utilized on contract by the particular bidder which should be valid at least for a period of 13 months w.e.f. the date of opening of tender.
14. 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) IT PAN card
 - ii) GST Registration certificate / Proof if applied for the same.
 - iii) RC Book of the vehicle proposed to be engaged.
 - iv) Valid taxi & all Odisha permit of the vehicle proposed to be engaged.
 - v) Valid fitness certificate of the vehicle proposed to be engaged.
 - vi) Valid non pollution/ pollution under control certificate of the vehicle proposed to be engaged.
 - vii) Valid all Odisha permit certificate.
 - viii) Valid first party insurance certificate.
 - ix) Up to date road tax clearance certificate.
 - x) Agreement signed between the bidder & the vehicle owner as per clause no. 13 (Applicable for Bidder other than vehicle owner).
 - xi) NSIC/MSME certificate holders may participate with discount of Paper Cost. But they have to pay EMD @50% as mentioned above. The documents proof regarding NSIC/MSME should be submitted along with the bids, else bid will be rejected.
15. DECLARATION: The bidder must submit the declaration in the prescribed format Annex-II of section III.
16. 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.

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

GENERAL TERMS & CONDITIONS

1. The vehicle will be at the disposal of the concerned Divisions/ Sub-Divisions with whom the contract agreement will be executed. The vehicle has to be made available round the clock at the disposal of the user. The driver has to make himself 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 vehicle proposed for engagement on hire basis should not be more than 3 (three) years old during the total period of engagement i.e. initial period of one year and further extension on performance basis, if allowed. **Vehicle having age of one year or less (w.e.f. the date of registration) as on the date of opening of the bid is preferred.**
3. **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 the 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.**
4. **The Fuel 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 of running.
 - (ii)Fuel @ 13 KM/Ltr.
5. The vehicle should be in good condition. The month and year of manufacturing of the vehicle must be on or after 01-01-2023. 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 front wheels.
6. The successful bidder will submit all the records of the vehicles to the undersigned before Agreement. The Technical Head & field Managers/ Sub-Divisional Officer will inspect the vehicles in the office premises before engagement.
7. MAINTENANCE OF SPEEDOMETER.
 - a) It is the responsibility of the owner/ agent to maintain the speedometer/odometer of the vehicle in proper condition.

- b) In case the speedometer/odometer 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 Speedo meter within 24 hours without fail.
8. PROVISIONS REGARDING RECORDING OF LOGBOOK:
- a) All transactions for the vehicle are to be maintained in the log book prescribed by OPTCL. 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.
9. Normal maintenance kit, firefighting equipment, first aid box and one torch light with four cells should always be made available with each vehicle by the Travel Agency/ Owner.
10. 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.
11. During the contract period, the vehicle shall be exclusively used by OPTCL as per the direction of Officer-In-Charge or his authorized representative. The agent/Owner cannot refuse to the direction by the Officer-In-Charge or authorized representative to send the vehicle to any place inside the State.
12. The hired vehicle should not be used for the purpose other than the OPTCL works during contract period.
13. 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.
14. Agent shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and may be enforced time to time.
15. 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.
16. 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 as per Clause No. 23 will be applicable.
17. Payment of all taxes, insurance in respect of the vehicle should be kept up-to date.

18. 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.
19. The vehicle will be stationed at the user's 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.
20. 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.
21. The pay, allowances and statutory dues including compensation, insurance, EPF etc. for the driver's 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.
22. 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 Officer(s) using the vehicle should be submitted to the concerned consignee in the 1st week of succeeding month for release of payment.
23. 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 hired charge 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 conducted for deployment of vehicle, failing which a penalty amount to one-month hire charge shall be imposed on the Agency/Owner and forfeiture of Security deposit. The event of failure to supply the vehicle on any reason should not be repeated two times in a month & in total three times in one year of contract period, else the contract will be terminated.
24. 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.
25. 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-13 of Section-II at the time of agreement.

26. 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 Unit Head, will be final and binding on the Agency/ Owner.
27. **Consignee:** SDO (Elect), 132/33kV GSS, Khajuriakata.
28. **Paying Officer:** DGM (Elect), EHT (O&M) Division, Dhenkanal.
29. **ARBITRATION:** - In the event of any dispute arising out his 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.
30. **Jurisdiction of Court:** In case of any dispute arising between the ordering authority and the firm/supplier, shall be filed by either party in court of law of Dhenkanal.

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

SCHEDULE OF QUANTITY OF VEHICLE

Sl. No.	Utilizing Authority	Station	Type of vehicle	Qty	Consignee	Paying Officer
1	132/33kV GSS Khajuriakata, Gondia & Kharagprasad	132/33kV GSS Khajuriakata	5- seated, Bolero Camper (non-ac) or equivalent	1 no.	SDO (Elect.) 132/33kv GSS Khajuriakata	DGM (Elect.), EHT (O&M) Division Dhenkanal

N.B.: The Headquarter of the vehicle can be rotated / re-affixed. The concerned Divisional Head & Circle Head may also allot the vehicle temporarily for any other work of the organization, as and when required.

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

PRICE SCHEDULE

Condition:-

All the details of Vehicle should be furnished as per following tables.

- 1) The bidder having vehicles should fill the vehicle details & submit the documents as proof.
- 2) The bidder without vehicle should fill only Col. No.-1 of Table-1 “New Vehicle type” only.
- 3) The bidder will fill Table-1, through Col. No-1 to Col. No.-12.

INFORMATION IN RESPECT OF VEHICLE.

Table-1

Sl. No.	Type of Vehicle (1)	Registration No./ Date of vehicle (2)	Model no./ make of the vehicle (3)	Insurance validity up to (4)
1				

Table-1

contract carrying certificate/ Taxi permit valid up to (5)	Road tax paid up to (6)	Details of fitness certificate valid up to (7)	Non pollution Certificate valid up to (8)

Table-1

Mileage per 1 Litre of Fuel (9)	Mileage per 1 liter of Engine oil (10)	Hire Charge for duty 12 Hrs. per day (in Rs.) (11)	Night halt charges (for halt outside the normal Head Quarter) (in Rs.) (12)

Signature of Bidder
(With Seal)

FORM OF DECLARATION /UNDERTAKING

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

1. Submit all original documents as per the tender documents for verification.
2. Successful tenderer without vehicle shall furnish all the photocopies of the requisite documents of new vehicle mentioned in clause no-14 of section-1 within 10 days of LOA issue, along with original documents for verification.
3. Shall supply the vehicle along with driver for duty at the designated headquarters within 7 days of receipt of order.
4. Shall submit the valid license of the driver for verification.
5. Shall make the driver and vehicle available for duty during normal as well as beyond normal hours as per requirement.
6. 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.
7. Shall be responsible for any other compensation arising out of Odisha Motor vehicle act.
8. 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.
9. Shall accept change of headquarters as and when required by OPTCL in the interest of work.
10. The reimbursement of cost of fuel and lubricant shall be @ 1 litre of Fuel /13km and 1 litre of lubricant /750km or as per the tender whichever is less.
11. 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.
12. Shall supply alternate driver with valid suitable license in the event of non-availability of original driver.
13. Shall abide by the penalty and compensation clause of the tender specification.
14. The cost of repair of the vehicle shall be to our account.
15. Shall abide by all other conditions of the tender document.
16. 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.

Place:

Seal

Date:

THE BIDDERS ARE REQUIRED TO FURNISH THE FOLLOWING DETAILS AS PER THE FORMAT GIVEN BELOW WHICH IS A MANDATORY REQUIREMENT FOR EVALUATION OF BIDS

SL NO	DETAILS	TO BE FILLED BY THE BIDDER
1	BIDDER'S NAME	
2	BIDDER'S SITE NAME (NAME OF THE PLACE)	
3	ADDRESS	
4	CITY	
5	STATE	
6	COUNTRY	
7	PIN CODE	
8	PHONE NUMBER	
9	EMAIL ID	
10	GST REGISTRATION NUMBER	
11	PAN NUMBER	
12	CONTACT PERSON'S NAME	
13	POSITION/ DEPARTMENT OF CONTACT PERSON	
14	CONTACT PERSON'S E-MAIL ID	
15	CONTACT PERSON'S PHONE NO. & MOBILE NO.	

Signature of the Bidder with Seal