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**ODISHA POWER TRANSMISSION CORPORATION LIMITED
O/O SR. GENERAL MANAGER (Elect), SOUTHERN (O&M)
ZONE, BERHAMPUR, GANJAM, ODISHA-760010.**

**e- TENDER NOTICE NO: - SGM-SZ-BAM-06 /2026-27
TENDER SPECIFICATION No. SGM-SZ-BAM-EMPANELLED OF TRAVEL AGENCY-06/2026-27**

**EMPANELMENT OF REPUTED FIRMS/ TRAVEL AGENCIES
For
PROVIDING HIRED COMMERCIAL
LIGHT VEHICLES TO THE O/O SR. GENERAL MANAGER
(ELECT), SOUTHERN (O&M) ZONE, OPTCL, BERHAMPUR.**

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(A Government of Odisha undertaking)
OFFICE OF THE SENIOR GENERAL MANAGER (ELECT.),
SOUTHERN (O&M) ZONE, BERHAMPUR
OPTCL MULTI-STORIED BUILDING, AT: BIDYUTPURI COLONY,
PO: ENGINEERING SCHOOL, BERHAMPUR,
DIST: GANJAM, ODISHA – 760010 Ph. No. 9438907837
Email: zone.berhampur@optcl.co.in CIN:U40102OR2004SGC007553

e-TENDER NOTICE NO.SZ-BAM-06/2026-27

Sealed tenders are invited in two part bidding system from registered Travel Agencies/firms to be empanelled for providing different categories of commercial AC light vehicles on hire basis, for official use at O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL , Berhampur for a period of 2(Two) years. The travel agency must have capacity for providing minimum 05(Five) nos. of light commercial vehicles.

Interested bidders would be required to enrol themselves on the tender portal www.tenderwizard.com/OPTCL. They are required to complete set of bidding documents that are available at www.tenderwizard.com/OPTCL **from Dt. 21.08.2026 at 11.30Hrs. to Dt.07.09.2026 at 12:00 Hrs.** Interested bidder may visit OPTCL's official web site www.optcl.co.in and www.tenderwizard.com/OPTCL for detail specification.

N.B:-All subsequent addendums / corrigendum to the tender shall be hosted in the www.tenderwizard.com/OPTCL only.

SR. GENERAL MANAGER (ELECT)

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1. NOTICE INVITING TENDER

e-Tender Notice No. 08/2023-24

For and on behalf of the O/o Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, sealed tenders are invited in two part bidding system, from registered Travel Agencies/firms as per the following details.

Item No.	Description	Cost of tender in Rs.	Tender processing Fee (Rs)	Earnest Money Deposit (EMD)	Last date of receipt & opening of tender
01	Empanelment of reputed firms/ Travel Agencies for Providing hired commercial Light vehicles O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, Berhampur for a period of 2 years.	4000 + GST @18% = 4720/-	2000 + GST @18% = 2360/-	Rs,9,010.00 (@1% of Estimate d cost)	Dt- 08.09.2026 (13:00 Hrs.) & Dt-08.09.2026 (15.00 Hrs.)

The bidders can view the tender documents from Tender Portal free of cost.

1. **TENDER COST:**

The bidders who want to submit bids shall have to pay non-refundable amount of **Rs.4,720 /- (Rupees Four Thousand Seven Hundred Twenty) only including GST @ 18%** towards the e-tender cost, through **Demand Draft in favour of Southern (O&M) Zone, OPTCL, Berhampur, SB Account No.625902010002752, IFSC Code:UBIN0562599, Union Bank of India, Kamapalli Branch, Berhampur** prior to schedule date & time for submission of bid. They have to submit also the notarized hard copy of GST registration certificate on or before the date & time of submission of bid.

2. **TENDER PROCESSING FEE:**

The bidders shall have to submit non-refundable amount of Rs.2360/- (Rupees Two thousand three hundred sixty) only including GST @ 18% towards the e-tender processing fee to K.S.E.D.C.Ltd, in e-payment mode only. The e-payment of above amount is to be made to enable the bidder to down load

the bid proposal sheets & bid document in electronic mode.

3. **EMD:** The bidders shall have to submit EMD in the shape of Demand draft for an amount of **Rs.9,010/- (Rupees Nine thousand Ten) only** in favour of **Southern (O&M) Zone, OPTCL, Berhampur payable at Berhampur.**

4. **SUBMISSION OF TENDER COST, TENDER PROCESSING FEE & EMD:**

The bidder shall deposit the tender cost in DD, tender processing fee online & EMD in shape of DD prior to last date & time of opening of bid(Part-I) as notified in tender notice.

The bidders shall scan and upload the same in the prescribed form in .pdf or .jpg format in addition to sending the original as stated above. The bidder(s) shall submit Proof of payment of Tender Cost, Tender Processing fees and shall upload the same in the prescribed attachment in .pdf or .jpg format in addition to submitting the original to the undersigned on or before the scheduled date and time for opening of techno-commercial Bid.

The prospective bidders are advised to register their user ID, Password, company ID from website **www.tenderwizard.com/OPTCL** by clicking on hyper link "Register Me".

Any clarifications regarding the scope of work and technical features of the tender can be obtained from the **undersigned** during office hours.

SR. GENERAL MANAGER (ELECT)

SOUTHERN (O&M) ZONE

2. SCHEDULE FOR TENDER

Sl No	Particulars	Details
1	Name of the work	Empanelment Of Reputed Firms/ Travel Agencies For Providing Hired Commercial Light Vehicles To the O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, Berhampur.
2	Type of Tender	e- Tendering
3	Estimated Cost	9,00,900.00
4	e-tender Notice No. & spec. No	SGM-SZ-BAM-06/2026-27, SGM-SZ-BAM-e-Tender-Vehicle-06/2026-27,
5	Cost of Tender documents (IN INR)	Rs.4,720.00 (Rupees Four Thousand Seven Hundred Twenty) only including GST @ 18%
6	Tender Processing fees.	Rs.2360/- (Rupees Two thousand threehundred sixty) only including GST @ 18% towards the e-tender processing fee to K.S.E.D.C.Ltd, in e-payment mode only.
7	BID SECURITY/EMD	Rs.9,010/- (Rupees Nine thousand Ten) only i.e. @1% of Estimated cost.
8	Request for Online Bid Document Issue of Online Bid Document	Date: 21.08.2026, Time: 11:30 Hrs. & Date: 21.08.2026, Time: 11:31 Hrs.
10	Last date of Sending Queries	Date: 27.08.2026, Time: 17:00 Hrs.
11	Date, Time and Venue for Pre-Bid Conference	Date 29.08.2026 time 15:00 PM Venue: undersigned office
12	Last Date for Receipt of bids	Date:08.09.2026, Time: 13:00 Hrs.
13	Opening of Technical Bids (Part-I)	Date: 08.09.2026, Time: 15:00 Hrs.
14	Opening of Price Bids (Part-II)	To be informed to the Technically Qualified Bidders

SR. GENERAL MANAGER (ELECT)

3. DISCLAIMER:

- a. This Bid document is neither an agreement nor an offer by OPTCL to the prospective Bidders or any third party. The purpose of this Bid document is to provide interested parties with information to facilitate the formulation of their Bid pursuant to this Bid document.
- b. The assumptions, assessments, statements, and information contained in the Bid document may not be complete or adequate. Each Bidder must, therefore conduct its own due diligence and analysis and should verify the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bid document and obtain independent advice from appropriate sources.
- c. Information provided in this Bid document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information provided is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OPTCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- d. OPTCL, its employees and its consultants make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations, the law of contract, tort, principles of restitution or unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered in connection with this Bid document, or any matter deemed to form part of this Bid document, or arising in any way in relation to this Bidding Process.
- e. OPTCL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Bid document.
- f. The Bidder should confirm that the Bid document downloaded by them is complete in all respects including all annexures and attachments. In the event the document or any part thereof is mutilated or missing, the Bidder shall notify the OPTCL authorities immediately in writing.
- g. If no intimation is received within the last date for submission of Pre-Bid queries, it shall be considered that the Tender Documents received by the Bidder is complete in all respects and that the Bidder is fully satisfied with the Tender Documents.
- h. This Bid document and the information contained herein are strictly confidential and for the exclusive use of the Bidder to whom it is issued. This Bid document shall not be copied or

distributed by the recipient to third parties (other than to the extent required by Applicable Law or in confidence to the recipient's professional advisors, provided that such advisors are bound by confidentiality restrictions at least as strict as those contained in this Bid document). In the event after the issue of the Bid document, the recipient does not continue with its involvement in the Bidding Process for any reason whatsoever, this Bid document and the information contained herein shall be kept confidential by such party and its professional advisors at all times.

- i. OPTCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the statements, information, assessment or assumptions contained in this Bid document at any time during the Bidding Process. All such changes shall be uploaded on the e-tender wizard portal. It is the duty of Bidders to visit the e-tenderwizard portal regularly and keep themselves updated on the Bidding Process or any communication made in relation to the Bidding Process.
- j. The Bidders or any third party shall not object to such changes / modifications / additions / alterations as provided in Clause-3(i) above, explicitly or implicitly. Any such objection by the Bidder shall make the Bidder's Bid liable for rejection by OPTCL.
- k. The Bidder shall not make any public announcements with respect to the Bidding Process, this Bid document and / or the Bidding Documents. Any public announcements to be made with respect to the Bidding Process or this Bid document shall be made exclusively by OPTCL. Any breach by the Bidder of this Clause shall be deemed to be in non-compliance with the terms and conditions of this Bid document and shall render the Bid liable for rejection. OPTCL's decision in this regard shall be final and binding on the Bidder.
- l. The Bid is not transferable.

PART-I
SECTION-I

INSTRUCTION TO THE TENDERERS:

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INSTRUCTION TO TENDERERS

1. Pre- requisites:

Minimum system requirements for installing and using the Tender wizard portal are:

- A P-IV Processor,
- 40 GB HDD (recommended)
- 512MB RAM
- 512 Kbps Broadband connection

Here is a list of recommended software that works best with Tender wizard:

- **Operating System:** Windows XP and above.
- **Web Browser:** Microsoft Internet Explorer 6 to 9, Mozilla Fire fox.
- **Office Applications:** Microsoft Office 2003 with MS Word and MS Excel.
- **Utilities:** Java Version 6 Update 30 and above, WinZip, WinRAR, Adobe Acrobat Reader.
- PKI Installation Driver for Digital Signature.

NB:

- Excel files with .xlsx extension, i.e. Excel 2007 and above versions, should not be uploaded while submitting tender documents.
- Tenderwizard works best with Internet Explorer 6 (and above) and Mozilla Firefox web browsers.

2. Submission of Bids:

The bidder shall submit the bid in Electronic Mode only i.e. www.tenderwizard.com / OPTCL. The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by **telex/telegram** will not be accepted. No request from any bidder to the OPTCL to collect the Bids in physical form will be entertained by the OPTCL.

OPTCL reserves the right to reject any bid, which is not deposited according to the instruction, stipulated above. The participants to the tender should be registered under GST laws (mandatory in case of a Company).

(1) For all the users it is mandatory to procure the Digital Signatures.

(2) Bidders / Agencies are requested to follow the following steps for participation in e- tender:

Registration:

- a. Click "Register", fill the online registration form in the specified portal.
- b. Pay the amount of Rs.2360/- through e-payment in favor of KSEDCL Payable at Bangalore.
- c. Send the acknowledgment copy for verification.
- d. As soon as the verification is being done, the e-tender user id will be enabled.

NB : This registration is valid for 2(two) years.

(3) After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.

(4) If any Bidder wants to participate in the tender he will have to follow the instructions given below:

- a. Insert the PKI (which consist of your Digital Signature Certificate) in your System. (Note: Make sure that necessary software of PKI be installed in your system).
- b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
- c. Go to Start > Programs > Internet Explorer.
- d. Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
- e. Enter e-tender User Id and Password, click on "Go."
- f. Click on "Click here to login" for selecting the Digital Signature Certificate.
- g. Select the Certificate and enter DSC Password.
- h. Re-enter the e-Procurement User Id Password.

(5) To make a request for Tender Document, Bidders will have to follow the steps mentioned below.

- a. Click "Un Applied" to view / apply for new tenders.
- b. Click on Request icon for online request.

(6) After making the request, Bidders will receive the Tender Documents which can be checked and downloaded by following the below steps:

- a. Click to view the tender documents which are received by the user.
- b. Tender document screen appears.

Click "Click here to download" to download the documents.

(7) After completing all the formalities Bidders will have to submit the tender and they must take care

of following instructions.

- a. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
- b. Note down / take a print of bid control number once it displayed on the screen.

Tender Opening event can be viewed online. Competitors bid sheets are available in the website for all. For any e-tendering assistance, contact help desk number mentioned below.
Bangalore – 080- 40482000.

3. Eligibility Criteria:

- a. The Travel Agency must have been registered with Government Authority.
- b. The Agency must have minimum 3(three) years of experience in the field of providing hired vehicles.
- c. The Travel Agency/Firms must have capacity to provide minimum 05(Five) nos. of following categories light commercial vehicles (not more than 3 years old from the date of initial registration) such as :
 - i) AC Tata Bilt/Tiago/Maruti Celerio/WagonR/ Hyundai i10 or equivalent for pool vehicle.
 - ii) AC TATA Tigor/Zest / Maruti Swift Dzire/Hyundai Xcent/Toyota Etios or equivalent.
 - iii) AC Tata Sumo/ Mahindra Bolero/TUV 300/Maruti Ertiga or equivalent.
 - iv) AC Honda City/Maruti Ciaz or equivalent.
 - v) AC Mahindra SCORPIO / Creta/Marazzo or equivalent.
 - vi) AC Toyota Innova/ Hexa/ XUV 500 or equivalent.

Proof of the same shall be submitted in shape of Agreement with the vehicle owners or an Affidavit along with the Techno-commercial bid. The RC book copies of own and other commercial vehicles and the list as per format in **Annexure-III** should be submitted with Techno-commercial bid. The list of vehicles so provided should not have been engaged anywhere else on regular basis.

Note:

The Travel Agency / firms having more nos. of own commercial vehicles would be given reference over others for Empanelment.

- d. The Travel Agency/Firm should have valid GST registration & Income Tax PAN.

4. **Parts of the Tender:**

The Tenderers are required to submit the tenders in two parts viz. Part-I (Techno commercial) & Part-II (Price bid).

5. **Documents to accompany Bids:**

Tenderer has to upload the self-attested copies of the following documents along With Techno-commercial Bid:

- i) Declaration form duly signed with seal.(Annexure-I)
- ii) Proof regarding registration with Government Authority.
- iii) Copy of GST Registration Certificate (in the name of the travel agency).
- iv) Copy of latest GST annual return, where bidder is mandatorily required to register under GST Laws (period FY 2024-25).
- v) Copy of Income Tax PAN Card (in the name of Travel Agency/Firm).
- vi) Copy of Income Tax return of last 3 Financial Years.
- vii) Proof of having 05(Five) nos. of light commercial vehicles under the custody of Travel Agency (copy of agreement with owners of the vehicles OR affidavit, along with photo copy of R.C. Books). List as per format in Annexure-III is to be enclosed.
- viii) Undertaking to provide good conditioned commercial vehicles(less than 3 years old) as mentioned in (as per format in Annexure-IV.
- ix) An affidavit declaring that Agency has never been debarred, disqualified or black listed by any Govt. / PSU Authority, shall be submitted along with the bid as per the format enclosed at Annexure-V.
- x) Undertaking as per prescribed format at Annexure-VI regarding engagement of any hired vehicle not belonging to any employee of OPTCL / GRIDCO or his/her spouse/ children.
- xi) Current landline Telephone/ Electricity Bill towards proof of having correspondence address proof.
- xii) Earnest money and E-payment acknowledgement receipt through e-payment gateway of tender wizard towards cost of Tender is to be uploaded along with technical bid.

In addition to the above, the tenderer has to fill up the formats (excel sheet) available under Techno commercial bid of e-Tender.

- A) Bidders information,***
- B) Detail information of commercial vehicles.***
- C) Abstract of commercial terms***

D) Eligibility criteria

OPTCL reserves the right to reject the tender out rightly, if any of the above document is not submitted by the bidding Travel Agency/Firm in their Techno- commercial offer or the bidders have mentioned wrong / misleading information in their bid through e-Tender.

6. Mode of Submission of Tenders:

- a) Tenders shall be submitted in electronic mode only. (www.tenderwizard.com/OPTCL).
- b) Telegraphic or FAX tenders shall not be accepted under any circumstances.

7. PRICE:

- a) Bidders are requested to quote-‘**FIRM**’ Price. No deviation from **FIRM PRICE** will be entertained.
- b) Bidders are required to quote the unit taxable price towards monthly hire charges not higher than the below stipulated price.

Sl	Type of vehicle	Maximum hire charges (Unit taxableprice) per month excluding taxes in Rs.
1	AC Tata Bolt/Tiago/ Maruti Celerio/WagonR/ Hyundaii10 or equivalent for pool vehicle.	20,000.00
2	AC TATA Tigor/Zest / Maruti Swift Dzire/HyundaiXcent/Toyota Etios or equivalent	26,000.00
3	AC Tata Sumo/ Mahindra Bolero/TUV 300/Maruti Ertiga or equivalent.	31,000.00
4	AC Honda City/Maruti Ciaz or equivalent	30,000.00
5	AC Mahindra SCORPIO / Creta/Marazzo or equivalent	37,000.00
6	AC Toyota Innova/ Hexa/XUV 500 or equivalent	42,000.00

8. Earnest Money Deposit:

- a) The tender shall be accompanied by Earnest Money deposit of value specified in the notice inviting tenders in shape of DD drawn in favour of “**Southern (O&M) Zone, OPTCL, Berhampur**”
Tenders without the required EMD as indicated will be rejected out rightly.
- b) No interest shall be paid on the Earnest Money Deposit.
- c) No adjustment towards EMD shall be permitted against any outstanding amount with the

OPTCL.

- d) In the case of un- successful tenderer, the EMD will be refunded after the tender is decided. Suits, if any, arising out of this clause shall be filed in a Court of law to which the jurisdiction of High Court of Orissa extends.
- e) Forfeiture of EMD: The EMD shall be forfeited and appropriated by OPTCL as a genuine pre-estimated compensation and damages payable to OPTCL for, inter alia, the time, cost and effort of OPTCL without prejudice to any other right or remedy that may be available to OPTCL hereunder, or otherwise, under the following conditions:
- if any of the documents submitted by a Bidder as part of the bid is found to be not genuine or forged or any of the claims, confirmations, statements or declarations of the Bidder is found to be incorrect or inconsistent, or is a case of any material misrepresentation of facts at any point of time during the bid evaluation process;
 - if a Bidder withdraws its bid before completion of the bidding process during the bid validity period.
 - if the Bidder has otherwise committed any breach of the terms of this Bid document;
 - in case the Preferred Bidder, does not comply with the requirements of the Price Bid or the revised Price Bid, as the case may be;
 - if the tenderer fails to accept the letter of award/or empanelment order issued in his favour or to execute the order, placed on them.

9. Bid Validity Period:

The tender should be valid for a period of **180 days** from the date of opening of tender, or else tender will be rejected.

10. Issue of Corrigendum/ Amendment:

At any time prior to the Last date of Bid submission, OPTCL may at its own initiative or in response to a query or clarification requested by a prospective Bidder if found appropriate, issue a corrigendum/ amendment to the tender documents, which shall be available for download on its website and also on the e-tenderwizard portal and the same shall also be considered to be part of the tender documents. In order to give Bidders reasonable amounts of time to take into account such corrigendum / amendment, OPTCL may at its own discretion also extend the date of submission of Bids.

11. Acknowledgement by Bidder:

It shall be deemed that by submitting its bid, the Bidder has:

- a. Made a complete and careful examination of the tender documents, including the proforma agreement;
- b. Received all relevant information requested from OPTCL;
- c. Satisfied itself about the scope of work and services to be delivered / rendered and the extant conditions and all matters, things, and information necessary and required for submitting an informed bid and for providing the required services in accordance with the tender documents including the contract (to be signed with OPTCL) and performance of all of its obligations thereunder;

12. Declaration by Bidder:

The bidders has to submit a declaration as per the format in Annexure-I that they have agreed with the general terms & conditions in Section-II and the rates entered in the attached contract schedule of prices of the tender document.

13. Right To Accept / Reject Any / All Bids:

a. Notwithstanding anything contained in the Bid document, OPTCL reserves the right in its sole discretion, without any obligation or liability whatsoever, to accept or reject any or all of the Bids at any stage of the Bidding Process without assigning any reasons, thereof.

b. Further OPTCL reserves the right to annul the Bidding Process and / or to reject any or all Bids at any stage prior to the signing of Agreement without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for OPTCL's action.

c. Conditional offer shall not be accepted.

14. Evaluation of Techno- Commercial Bids:

- a) The Techno-Commercial Bids shall first be evaluated to determine whether they are complete, whether the required documents have been submitted in the correct formats and whether the documents have been properly signed by the Authorized Signatory and whether the Techno Commercial Bid is generally in order. It will be determined whether the Techno-Commercial Bid is of acceptable quality, is generally complete and is substantially responsive to the tender documents. A bidder is considered substantially responsive to Techno-Commercial Bid, if that conforms to all the terms, conditions and specifications of the tender documents without any deviations, objections, conditionality or reservations.

- b) Techno commercial bid shall be opened on the date and time fixed by the OPTCL in Electronic mode in presence of such of the Tenderers or their authorized representatives [limited to one person only] on the due date of opening of tender who opt to remain present.
- c) If required, OPTCL may ask Bidders to provide clarifications on the uploaded documents provided in the Techno-Commercial Bid, with respect to any doubts or illegible documents.
- d) After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shortfall documents shall be sought for from the bidders. The Tenderers shall be allowed 07 days' time for such activity. Non submission of legible documents may render the bid nonresponsive. However, no changes in the Price Bid shall be sought, offered or permitted, nor shall the documents sought be related to the EMD.
- e) Based on the evaluation of the Techno-Commercial Bids as well as any shortfall documents submitted by the Bidders within the timeframe allowed by OPTCL the list of technically qualified Bidders shall be prepared.

NB In the event of any specified date for the opening of bids being declared a holiday for OPTCL, bids will be opened on or after the next working day.**

15. Opening and Evaluation of Price Bids:

- a) The date and time of opening of the Price Bids will be uploaded once the techno commercial evaluation is done and it will be communicated to the technically qualified Bidders in writing by e-mail.
- b) The Price Bids of only technically qualified Bidders shall be opened.
- c) The empanelled agency shall be finalized on the basis of lowest quoted price per monthly hire charges.

16. Preferred Bidder:

The Bidder who submits the lowest Price Bid shall be the Preferred Bidder. The Preferred Bidder shall be issued the LoA.

17. Security Deposit:

- a) Successful bidder will be asked to deposit an amount of **Rs. 20,000/- (Rupees Twenty thousand)** Only towards Security Deposit in the shape of Demand draft to be drawn in favour of "Southern (O&M) Zone, OPTCL, Berhampur". 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.

- b) If the successful bidder fails to execute the order, the Security Deposit of the bidder will be forfeited and the bidder will be debarred for 3 (three) years from OPTCL.

18. Issue of Clarifications:

Bidders may send their queries by email to the **zone.berhampur@optcl.co.in /** before the pre-bid meeting. Queries received after the last date for sending queries (as per the Schedule for the Tender) may not be considered by OPTCL. The responses to the queries received shall be published by OPTCL on the e-tender Wizard Portal and the same shall also be considered to be a part of the tender documents; however, the source of queries shall not be mentioned.

19. Pre- Bid Clarification:

- a) A pre-bid meeting shall be organized by OPTCL; the date and time of the pre-bid meeting is indicated in the Schedule for the Tender. Bidders wishing to attend the pre-bid meetings should inform OPTCL by email along with the names and email ids of the officials/ representatives of the Bidder who would be attending the meeting, at least 01(one) working days before the pre-bid meeting.
- b) OPTCL shall then send the invite for VC for the pre-bid meeting to the email-ids. A maximum of two officials/ representatives from each Bidder may attend the pre-bid meeting. All costs of the Bidder related to attending the pre-bid meeting shall be borne by the Bidder.

20. General:

- a) In the event of discrepancy or arithmetical error in the schedule of price, the decision of OPTCL shall be final and binding on the Tenderer.
- b) For evaluation, the price mentioned in words shall be taken if there is any difference in figures and words in the price bid.
- c) Notice inviting tender shall form part of this specification.
- d) The price bids of the techno-commercially qualified bids shall only be evaluated.
- e) It should be distinctly understood that the part-II of the bid i.e. Price Bid shall contain only details/documents relating to price. Inclusion of any of the documents/ information etc. shall render the bid liable for rejection.
- f) The tenderer must make payment of the non-refundable tender paper cost of Rs.4,720/- (Rupees Four Thousand Seven Hundred Twenty) only including GST@18% for the concerned work in the form of Demand Draft in favour of Southern (O&M) Zone, OPTCL, Berhampur, SB Account No.625902010002752, IFSC Code:UBIN0562599, Union Bank of India, Kamapalli Branch,

Berhampur prior to schedule date & time for submission of bid.

SR. GENERAL MANAGER (ELECT)

OPTIONAL

SECTION – II.

GENERAL TERMS AND CONDITIONS OF CONTRACT [G.T.C.C.]**1. DEFINITION OF TERMS USED IN THIS BID DOCUMENT: -**

1.1 The “Company” shall mean “ODISHA POWER TRANSMISSION CORPORATION LIMITED” (OPTCL), A Company registered under the Companies Act-1956 and having its Registered Office at Janpath, - 751022.

1.2 The “Travel Agent/Agency/Firm/Contractor/Party” shall mean the bidder, who has agreed to provide the hired commercial vehicles to the Company.

1.3 The “Person-in-charge” shall mean the person designated as such by the company and shall include those who are expressly authorized by the Company to act for and on its behalf.

2. SCOPE OF THE CONTRACT:

2.1 The tenderer has to provide, maintain and operate light commercial AC vehicles with drivers as per the requirement, in good running condition. The vehicle shall be in good running condition so as to provide safe and trouble free journey and to avoid any breakdown en-route and shall not be more than 3(Three) years old from it's date of initial registration .

3. PAYMENT OF FUEL COST (POL)

(A) For the vehicles hired on monthly charges basis for regular conveyance, fuel and lubricating oil required shall be arranged by the Travel Agency at his own cost. However, OPTCL shall reimburse the fuel and lubricating oil consumption for the running kilometres of the vehicle as mentioned below-

Sl no	Category of Vehicle	Price
1	AC TATA Tigor/Zest / Maruti Swift Dzire/Hyundai Xcent/Toyota Etios or equivalent	@17km/liter (diesel/petrol)
2	AC Tata Sumo/ Mahindra Bolero/TUV 300/Maruti Ertiga or equivalent	@ 10km/liter (diesel/petrol)

3	AC Mahindra SCORPIO / Creta/Marazzo or equivalent	@10km/liter (diesel/petrol).
4	AC Toyota Innova/Hexa/XUV 500 or equivalent	@ 9km/liter (diesel/petrol).
5	AC Tata Bilt/Tiago/Maruti Celerio/WagonR/ Hyundai i10 or equivalent	@17km/liter (diesel/petrol)
6	AC Honda City/Maruti Ciaz or equivalent	@ 12km/liter (diesel/petrol).

In addition to the above, cost of one litre of lubricating oil in every 750 Km run of the light commercial vehicle will be reimbursed.

4. NIGHT HALT CHARGES:

For any kind of journey (Out Station) involving night halt, a maximum amount of Rs. 350.00 for each night halt will be paid extra by OPTCL. Night halt duration for this purpose shall be 10PM to 6AM of the next day.

5. DETENTION/ EXTRA HOUR CHARGES:

If the vehicle is detained or utilized beyond 12 hrs. /day during any kind of journey detention/extra hour charges may be applied.

5. PAYMENT:

- i) The bills towards hiring of vehicles are payable after end of the month.
- ii) The Agency has to submit the Bill(s) of the preceding month to the Officer In-charge of within 7(seven) days along with the following supporting documents:
 - a) Original Log Sheet / Duty Slip and utilization Certificate duly signed by the allotted Officer with countersignature by his / her controlling officer.
 - b) The original receipt of payment towards toll gate charges and parking charges shall be enclosed along with the fuel & lubricant bills for reimbursement by OPTCL.
 - c) In the event of using the hired vehicle by the allotted Officer beyond the limit fixed towards Kilometers / Hours per day (i.e.12 hours) or on Holidays, copy of the approval taken from respective authority shall also be attached.

On receipt of the Bill(s) in complete shape from the Travel Agency, the Officer In-charge shall complete the entire process within a week's time for obtaining approval from the Competent

Authority and expedite the matter with the D.D.O, Southern (O&M) Zone, Berhampur for releasing the payment by 20th day of every month.

In case the Travel agency does not submit the bill in time, the payment for the default bill will be made next month.

6. TAXES AND DUTIES:

- i) GST under RCM @ 5% shall be applicable on the service where the service provider is other than body corporate (company).
- ii) Where the service provider is a body corporate (company) GST @ 12% shall be applicable. The service provider shall submit Tax Invoice and OPTCL shall not be liable to pay GST under RCM.

8. PRICE:

The price quoted in the Price Schedule against monthly hiring charges and Night halt charges should be FIRM and exclusive of fuel and lubricant but inclusive of operation charges, repair & maintenance charges, driver charges, T&Ps etc. The quoted price must also include the cost towards to and fro movement of vehicle from travel agency to pick and drop point of user.

The rates should be quoted strictly as per the Price bid format of the Price Schedule. Other mode of quotation of rates will not be accepted.

Bidders are to quote reasonable price & L1 bidders in the tender may be asked to justify their quoted price in case it is felt in-genuine.

The bidder shall submit information regarding Taxability of his service whether under Reverse Charge or Forward Charge mechanism in the part I & II of the bid.

9. PLACEMENT OF VEHICLE ALLOTMENT ORDER:

The successful Agency/Firm will be required to submit the following documents of vehicles and drivers to be engaged, prior to release of vehicle allotment Order.

- a) List of vehicles including own vehicles, **not more than 3 years old** from the date of initial registration for engagement in O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL.
- b) Self-Attested copy of RC Books.
- c) Self-Attested copy of 1st party insurance / Comprehensive Insurance Policy of vehicles.
- d) Self-Attested copies of valid Driving License of the drivers.
- e) Valid fitness certificate for commercial use and with copy of all Odisha Road permit.
- f) Proof of up-to-date road tax payment.

- g) Agreement copy with the vehicle owner.
- h) The firm / Agency should indemnify OPTCL against any losses, damage to OPTCL properties and employees or claims arising thereof by producing an Indemnity bond in a non-judicial stamp paper amounting **Rs.100/- (Rupees One hundred only)** as per Annexure-VII.
- i) Updated PUC certificate.

After scrutinizing all relevant documents, vehicle allotment order will be issued to successful bidders for engagement of the vehicles with drivers in O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, Berhampur. The name of Travel Agency/Firm and the type of vehicles selected for engagement in O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, Berhampur will be communicated to the DDO, Southern (O&M) Zone as well as to the concerned Officers who will be using the vehicles for facilitating the processing of hire charges bills and payments thereof. In case the Agency wants to change the vehicle / driver, it is to be approved by the Sr.GM (Elect.), Southern (O&M) Zone, OPTCL under written request by the travel agency. **The substitute vehicle (if not listed as above) should also fulfil the same term & conditions and should not be more than 3 years old on the date of substitution from the date of initial registration.**

10. PERIOD OF CONTRACT

The period of contract is initially for a period of 02(two) years from the date of placement of order. On successful completion of the contract, if OPTCL desires, the contract period can be extended for further period under existing price and terms & conditions subject to satisfactory performance and on mutual consent of the parties.

10.1 The company reserves the right to terminate the contract without assigning any reason thereof, at any time during the pendency of the contract by giving **30 days' notice** of its intention to do so. In the event of any such termination of the contract, the Travel Agent shall only be entitled for the amount for services actually provided under the contract till the termination of contract, subject to deductions, if any, under the terms of contract. No other claims can be allowed or considered.

10.2 In case of persistent breach of the contract or unsatisfactory services by the Agency, OPTCL reserves the right to terminate the contract along with forfeiture of Security Deposit and may also blacklist the Agency for participation in future tenders.

11. SUPPLY OF VEHICLES / LIABILITIES:

- i) During any working days if the allotted officer does not avail the allotted vehicle, the same vehicle must report to Person in-charge and may also be asked to perform duty otherwise required by OPTCL.
- ii) Vehicle engaged on monthly basis can be allowed maximum of 3 days in a month for maintenance and servicing purpose with prior permission from the employer. Otherwise deduction from monthly hire charges shall be made on pro- rata basis.
- iii) The engaged vehicles are required to be kept in good running condition for the whole contract period and shall operate as per time schedule and as per the instruction of officer to whom the vehicle is allotted. The vehicle should be kept with sufficient stock of fuel.

Generally changes of Vehicle or Driver by the Travel Agency shall not be accepted. However, in the event of breakdown or for reasons whatsoever, the Travel Agency shall provide another Vehicle of equivalent or higher category without additional cost. Further, if the Driver of the Vehicle is physically unfit to drive or has some personal work which is un-avoidable, replacement of Driver by the Travel Agency shall be acceptable. But in both the occasions, prior intimation should be given by the Travel Agency to the Officer In-charge and concerned allotted Officer as well. The allotted vehicle should not also be engaged in any other place during the contract period.

- iv) **No Hired Vehicle shall be allowed to be parked in the Office premises during night.**
- v) In day time, Hired Vehicles shall be parked at the designated space of the respective location. Random parking of Hired Vehicles in the Office premises is strictly prohibited.
- vi) During the course of parking of Hired Vehicles in the Office premises, if any damages / loss occurred to the Vehicle(s), OPTCL is no way responsible to compensate the cost of the said loss or damages.
- vii) All valid documents of the vehicle like R.C. books, 1st Party Insurance Certificate, Road Permits, Fitness Certificate, Pollution certificate, Gate pass etc. are to be kept in up dated condition and should be available with the concerned driver of the vehicle.

Any fine/compensation levied/imposed by Statutory Authority due to want of any document, will be borne by the Agency.

- viii) Cost of Spare parts, repair & maintenance charges of the vehicle will be borne by the Agency.
- ix) If any vehicle is sent to garage for repair / fuel tank for re-filling, the Agency cannot claim any amount involved for these empty trips as well as the time for the purpose.
- x) The Travel Agency/Firm shall make regular and full payment of all wages and allowance to the drivers engaged by it.
- xi) The Agency/Firm should maintain proper records of the drivers' details, attendance and payment made to them and such records should be made available to the OPTCL/GRIDCO or any Statutory

Authority for scrutiny as and when required. The Agency shall be responsible for all sorts of statutory payment to the staff employed by it.

xii) The drivers provided by the Travel Agency should be :

- a) Well behaved, gentle, obedient in nature and free from bad habits of any type of intoxication like smoking, chewing tobacco etc.
- b) He should possess valid appropriate Vehicle Driving License (Transport) with sufficient experience in driving transport passenger vehicle. He must have all the relevant papers of the vehicle in original for producing the same before the law enforcing Authority as and when required. Inability to produce relevant records, documents at the time of need will be treated as disqualification and it may lead to termination of contract.
- c) The Travel agency would provide drivers with a Mobile Phone and talk time at its own cost and intimate the said phone number to the concerned allotted Officer and Person- In-charge in order to facilitate contact with the concerned Driver.
- d) The drivers engaged by the Agency should be well versed with the roads / routes and traffic regulations in undivided Ganjam, Koraput, Phulbani (Mostly Southern parts of Odisha). The driver should have at least 3 years of driving experience and well acquainted on the roads within the State of Odisha.
- e) The Agency shall be required to change / replace the driver(s) in case found unsuitable for the purpose with due approval from Officer-in-charge, O/O Sr.GM (Elect.)Southern (O&M) Zone, OPTCL, Berhampur.
- f) The driver(s) should extend all normal courtesy (such as greeting, opening / closing door etc.) towards the user Officer(s) and should present themselves for duty in a neat and clean appearance.

Apart from above, the Travel Agency shall ensure that the Driver of the Hired Vehicle has to reach at the door step or in the location as per instruction/requirement of the allotted officer.

- xiii) In case of non-fulfilment of any obligations under the contract or law, OPTCL, reserves the rights to withhold payments due to the Agency till compliance of the same.
- xiv) During the contract period, any damage / loss caused to the Hired Vehicle or loss of life / injury made to any person or to any property while in OPTCL duty, the Travel Agency is wholly responsible to compensate the loss or resolve the issue. The OPTCL shall not be responsible to compensate the same.
- xv) The Agency shall provide first-aid box with all recommended medicines, one 3-cell torch, 2 umbrellas, one set of required spanner, and other T&P items in the vehicle and shall verify the usability of the

same regularly.

- xvi) Both front and back seats should be equipped with seat belts.
- xvii) In case the speedometer of the vehicles does not function for a specific period, the distance covered by the vehicle for any purpose shall be assessed by the Officer of OPTCL to whom the vehicle is attached, whose decision shall be final and binding. The Agency shall arrange to repair / replace the speedometer within **24 hour** of such failure.
- xviii) **The vehicle must have FASTag enabled.**
- xix) If the performance of the Driver is un-satisfactory or any mechanical trouble detected during running of the Vehicle, as reported by the allotted Officer, the Travel Agency is responsible to replace the same immediately without hampering official work. If positive response is not received from the Travel Agency to resolve the issue within a day, the OPTCL reserves the right to reject its contract without assigning any further reasons thereof.
- xx) In the event of lease vehicle provide by the Travel Agency, the copy of the agreement made with owners of the Vehicle should be submitted with self-attestation.
- xxi) The agency must have round the clock telephone / mobile facility, so that it can be contacted at any time during emergency.
- xxii) It is the responsibility of the Agency to comply with all statutory regulations of Govt. of India / Govt. of Odisha, for the time being in force, for operation of the hired vehicles during the entire course of contract.
- xxiii) The police / court case (Legal disputes) in respect to hired vehicle during the period of engagement will be at the risk and cost of the Travel Agency.

12. PRICE REDUCTION PENALTY:

- i) For the regular monthly vehicles, the vehicles shall remain in service for a minimum of **12 Hrs. duty**. In case of break down, maintenance / repair or any other cause for which the vehicle could not be engaged, the Agency shall provide an equally good vehicle immediately, failing which, the company will treat the vehicle not on job for the aforesaid period and there will be price reduction of **Rs.500/- (Rupees Five hundred)** only for that day / for each day of absence period, without prejudice to any other rights under the contract to which it may be entitled including termination and consequences.
 - The contract is liable for rejection if the price reduction (penalty) in accordance with the above **Clause- 12 (i)**, is imposed on the Agency for **4(Four) times in a month**.
 - Further hiring charges for the period will be reduced from monthly bill of the concerned Travel Agency / Firm in case of engagement of vehicles of non-eligible age or non- commercial vehicles, on intimation from the allotted Officer.

- ii) Vehicles with private registration number are strictly disallowed.

OPTICAL

13. USE OF VEHICLE

- i) The vehicles to be provided on fixed monthly charges basis, shall be exclusively used for OPTCL , during the period of contract as per directions of Person-in-charge / Officer to whom the vehicle is attached(User) and shall not be deployed for other works.
- ii) Vehicles engaged will be fixed with sticker as “ON OPTCL DUTY”. The stickering charges will be borne by the agency.
- iii) The Agency should be prepared to send the vehicle to any place within the state of Odisha as per requirement of the allotted Officer / Officer-in-charge. During the contract period, if any of the vehicle is seized or requisitioned by Govt. Authorities for non-compliance of relevant act / statutory requirement etc. or for any reason, the Agency have to provide alternative vehicle without any loss of time. Otherwise Price Reduction (penalty) as per clause No.12 (i.e. Price Reduction Penalty) will be levied and recovered from the Travel Agency.

MAINTENANCE OF LOG BOOK:

1. Every Driver of the Hired Vehicle should be provided with Log Book by the Travel Agency as per prescribed format of the OPTCL.
2. Concerned Officer has to record the Kilometre Reading in the Log Book at the starting and ending point as per actual figure reflected in the Speedometer of the Vehicle with his / her signature for each journey.
3. As the hired vehicles are being kept under the custody of the Travel Agency, the Kilometre reading and time shall start from the place of reporting or the residence of the Allotted Officer and shall end at the place of dropping or the residence of the officer as the case may be.
4. Log book shall be maintained by the driver on day to day basis and he should obtain the signature of the user regularly.
5. The Log Book and Duty slips if any, have to be submitted in original along with the bill with due signature of the officer utilizing the vehicle.
6. Overwriting on the duty slip as well as on the Bill shall not be accepted.

However, in case of using Hired Vehicle by C.G.Ms,/ED their Sr. P.S / P.S / P.A / Steno are authorized to record the Kilometer reading in the Log Book / Duty Slip and sign the same.

14. PROTECTION OF WORKMEN

- i) The travel agencies shall be liable to fully indemnify OPTCL for payment of compensation under Workmen Compensation Act. VII of 1923 on account of the workmen employed by the travel agencies

for the said contract and full amount of compensation paid by OPTCL if any, will be recovered from the Travel Agencies.

- ii) The successful bidder shall have to comply with provisions of all applicable Acts, Rules and Regulations (such as The Minimum wages Act, 1948, The Employees Provident Funds & Miscellaneous Provisions Act, 1952 & The Employees Pension Scheme, 1995 etc.) as applicable to their employees from time to time. OPTCL is in no way responsible to this effect.
- iii) The Agency shall be solely and exclusively responsible for engaging or employing Drivers. All employees engaged by the Agency shall be on its pay roll and be paid by them. The company will have no liability what so ever concerning the employees of the Agency or of the owners of the vehicle. The Agency 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 Agency shall make regular and full payment of all wages and allowances to its workers/employees. The Agency shall be directly responsible for any disputes arising between it and its employees and keep the Person-in-Charge indemnified against losses, damages or claims arising thereof including any workmen's compensation etc.

In case of non-fulfilment of any obligations under the contract or law, the Person-in- Charge reserves the right to withheld payments due to the Agency.

15. STATUTORY LAWS

- a. The Agency shall comply with all relevant Rules & Regulations of Motor Vehicle Act applicable at present and may be enforced from time to time.
- b. The Agency will comply all statutory applicable laws and keep OPTCL informed about any amendment of law time to time.
- c. The vehicles should have commercial registration with insurance coverage. The vehicles should have all valid documents like R.C.books, Insurance Certificate, Permits, Pollution certificate etc. in up-date condition.

16. NIGHT PARKING

Night Parking shall be arranged by the Agency. However, parking place should be conveniently located and the driver should be available at any time whenever required.

17. SAFETY/SECURITY

The safety/security of the vehicle at any time of the day/night during the period of hiring shall be the responsibility of the Agency.

18. PAYING OFFICER

Sr. General Manager (Elect), Southern (O&M) Zone, Berhampur as the case may be, is the paying officer for vehicle hire charges.

19. PERSON-IN-CHARGE

Any person appointed by Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL will act as Person- In-Charge of Vehicles.

20. JURISDICTION OF COURT

Suits if any arising out of this contract shall be subject to jurisdiction of the Courts at Berhampur, District- Ganjam, Odisha, to the exclusion of all other Courts.

SR. GENERAL MANAGER (ELECT)

SECTION – III [LIST OF ANNEXURES]

The following schedules and proforma are annexed to this specification and contained in Section-III as referred to in the relevant clauses.

Sl no	CATEGORY	ANNEXURE
1	Declaration form	Annexure-I
2	Checklist of documents submitted	Annexure-II
3	Detail Information of commercial vehicles under custody	Annexure-III
4	Undertaking to provide good condition commercial vehicle	Annexure-IV
5	Affidavit declaring that Agency has not been debarred	Annexure-V
6	Undertaking regarding engagement of vehicles not belonging to any employee of the OPTCL/GRIDCO	Annexure-VI
7	INDEMNITY BOND	Annexure-VII
8	Power of Attorney	Annexure-VIII

ANNEXURE-I**DECLARATION FORM**

(TENDER CALL NOTICE NO: -SGM-SZ-BAM-06/2026-27.)

To

**The Sr. General Manager (Elect),
Southern (O&M) Zone, OPTCL
Berhampur-760007.**

Sir,

We have gone through the above specifications together with general terms and conditions therein.

1. I/We having the following organization profile pertaining to our Travel Agency /firm, hereby offer to provide hired AC/Non-AC Light commercial vehicles (not more than 3 years old from the date of initial registration) to O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, Berhampur as per the terms and conditions mentioned in this tenderdocument and at the rates entered in the attached contract schedule of prices in the tender.
2.
 - i) Name of Travel Agency/Firm_____.
 - ii) Regd. Address _____
 - iii) Address of Office at _____
 - iv) Number of Branches in Odisha if any (Please mention place and location)
 - v) Name of authorized signatory (in block letters):_____
 - vi) Specimen signature of authorized signatory:-_____
 - vii) Telephone /Mobile No. of authorized signatory of Firm:_____
 - viii) Email Address of firm: _____
 - ix) Contact Person's
 - a) Name & Design. _____
 - b) Tel No. Landline_____Mobile _____
 - c) Email ID _____
 - x) Type of Firm: Proprietorship /Private Ltd. / Public. / Cooperative/ NGO / PSU
 - xi) Bank Account Number with Branch and name of Bank: _____
 - xii) Registration no. of the Firm/Company: _____
 - xiii) PAN No.: _____
 - xiv) GST Regn. No : _____

3. I/We do hereby undertake to attend the job within the time specified in the tender.
4. I/We do certify to have submitted the bid electronically by remitting online towards the cost of the tender document vide acknowledgement No._____.
5. I/We do hereby declare that, I/We am/are submitting this tender electronically after going through the complete set of Tender documents and accept all the terms and conditions of the Tender.
6. I/We do declare that, the documents submitted for the tender are true, correct and authenticated. We also undertake that if any of the information found false, our offer against the tender will be rejected and any action as deemed proper by OPTCL may be taken against us.
7. In the event of Tender, being decided in *my/our favour, * I/We agree to furnish the security deposit in the manner, acceptable to ODISHA POWER TRANSMISSION CORPORATION LTD., as per clause-17 of section-I of this specification within 15 days of issue of empanelment order/ vehicle allotment order, failing which *I/We clearly understand that the said empanelment order/ vehicle allotment order will be liable to be withdrawn by the employer, and the EMD deposited by us shall be forfeited by OPTCL.

Yours faithfully

**SIGNATURE OF THE TENDERER WITH SEAL &
date**

[This form should be dully filled up by the tenderer and uploaded at the time of submission of tender.]

* (Strikeout whichever is not applicable).

ANNEXURE-II

**CHECKLIST FOR PROVIDING HIRED COMMERCIAL AC / NON-AC VEHICLES TO O/O SR. GENERAL
MANAGER (ELECT), SOUTHERN (O&M) ZONE, OPTCL, BERHAMPUR.**

TENDER CALL NOTICE NO:--SGM-SZ-BAM-06/2026-27

Mark where necessary (YES / NO)

Sl. No.	Documents	Yes	No
1.	Proof regarding registration with Govt. Authority		
2.	Copy of GST Registration Certificate		
3.	Copy of latest GST annual return for FY 2022-23 (If GST Regd).		
3(a)	Whether GST shall be on the basis of Reverse Charge Mechanism (i.e. 5%)		
3(b)	Whether GST shall be on the basis of Forward Charge Mechanism (i.e. 12%)		
4.	Copy of Income Tax PAN Card (in the name of Travel Agency/Firm or in the name of proprietor).		
5.	Declaration form.(Annexure-I)		
6.	Proof of having minimum 05 nos. of light commercial vehicles under custody in shape of Agreement with the vehicle owners or Affidavit. List as per format in Annexure-III .		
7.	Undertaking to provide good condition commercial vehicles not more than 3 years old from the date of initial registration as per format at Annexure-IV		
8.	An affidavit declaring that Agency has not been debarred, disqualified or black listed by any Govt./PSU client as per the specimen format enclosed at Annexure-V .		
9.	Undertaking regarding engagement of vehicles not belonging to any employee of OPTCL / GRIDCO or his/her spouse / children in the Tender as per the specified format at Annexure-VI .		
10	Indemnity Bond(Annexure-VII)		
11	Current Landline telephone / electricity bill for address proof.		
12	Submission of Cost of Tender paper and uploading the scanned copy of the receipt of acknowledgment with Techno-commercial bid of e-Tender.		
13	Copy of Income Tax return of the agency / firm for last three F.Y.		

N.B.- The bidders are required to examine the specifications thoroughly before submitting the e- tender. Attention of the bidders is specially drawn to '**Instruction to Tenderers**' which if not complied, will lead to the rejection of tender.

Detail Information of commercial vehicles under custody of Travel Agency including own vehicles.

(Vehicles should not be more than 3(Three) years old from the date of initial registration)

Sl. No.	Types of Vehicles (Make and Model)	Vehicle registration No.	Year of manufacturing And type of fuel Petrol/Diesel	Date of initial registration	Validity of commercial registration
OWN Vehicles					
1					
2.					
3					
4					
5					
6.					
7					
8					
9.					
10.					
Vehicles of other owners					
1.					
2.					
3.					
4.					
5.					
6					
7.					
8.					
9.					
10.					

NB : 1. Bidder must furnish detail information of minimum 05(Five) nos. commercial vehicles(not more than 3 years old).

- 2. Travel Agency having more nos. of own commercial vehicles would be given more weightage.**

Undertaking to provide good condition commercial vehicle of all categories as mentioned in Clause-
to O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL.

I / We do hereby undertake that my / our Travel Agency / firm shall provide good condition commercial vehicles to OPTCL, which would not be more than 3(Three) years old from the date of initial registration as per terms and conditions of the tender.

I / We do hereby further unconditionally undertake that my / our Travel Agency / firm shall provide all categories of light commercial vehicles as mentioned to OPTCL, from time to time as per requirement by the Corporation.

In the event of failure to provide vehicle in time, I will pay the penalty as may be imposed by the authorities of Corporation.

Name, Seal & Signature of Bidder

ANNEXURE-V**SPECIMEN FORMAT****Affidavit declaring that Agency has not been debarred, disqualified or black listed by any****Govt./PSU client****(To be executed on a Stamp paper of appropriate Value)**

I/We,.....S/O.....(mention all names if there are two or more nos. of proprietors), proprietor(s) of M/s.....(The Agency) Bearing PANNo.....located at(Complete Address of the Agency) hereby undertake that the Agency M/s.....and Proprietor (s) have not been blacklisted/debarred in the past by any Government/PSU/Private Institution from participating in any of the tender.

Also, I/We undertake that there is no vigilance/CBI/Police case pending against M/s.....and proprietor(s) of M/s.....

The facts stated above are true to the best of my/our knowledge. I/We also understand that if any of the information found false, my/our offer against Tender call Notice No.....will be rejected and any action as deemed proper by Odisha Power Transmission Corporation Ltd. may be taken against me/us.

Witness-1**Signature(s) of the Proprietor(s) with Seal****Name(s) Signature.....****Witness-2****Name(s) Signature.....**

ANNEXURE-VI**Undertaking regarding engagement of vehicles not belonging to any employee of the
OPTCL in the Tender.**

I / We hereby undertake that none of the vehicles to be engaged in **O/O Sr. General Manager (Elect), Southern (O&M) Zone, OPTCL, Berhampur** by my Agency belongs to any employee of **OPTCL, or his / her spouse / children**. In case the statement is found incorrect, I shall be liable to penal and legal action as warranted under rules.

Name, Seal & Signature of Bidder

INDEMNITY BOND

(To be furnished in Stamp paper as per Stamp Act)

(Stamp Paper should be purchased in the name of the SELLER/ INDEMNIFIER)(At
present not less than Rs.100/- Stamp Paper)

This **deed of Indemnity is executed by** M/s.....(hereinafter referred to
as

'Indemnifier' which expression shall, unless repugnant to the context or meaning thereof, include its
heirs, successors, administrators, representative and assignees) **in favour of** M/s.....
(OPTCL) (here in after referred to as **'Indemnified'** which expression shall unless repugnant to the
context or meaning thereof, include its successors, administrators and assignees).

Whereas, the **Indemnified** herein has awarded to the **Indemnifier** herein an Order/ Letter of Award/
notification of Award No..... dt..... for the supply of By
the **Indemnifier** on terms and conditions set out interalia in the Tender Document/Notification of
Award/ Letter of Award No..... of the **Indemnified**.

And whereas, clauses of the mentioned order/ Tender Document and letter of Award
No.....Dt..... mandates / provides for the Indemnifier herein to indemnify the **Indemnified**
(OPTCL) from any loss, damage to its properties and employees or any claim against the **Indemnified**
arising out of the said Tender Document, letter of Award, Notification of Award as the case may be,
by providing an Indemnity Bond in favour of **Indemnified**.

Now therefore this deed of indemnity witnessed as below.

The **Indemnifier** hereby irrevocably binds itself to the Indemnified to indemnify the **Indemnified**,
without any demur or reservation in the event the **Indemnified**, suffers any loss or damage to its
properties and employees and/or in the event any claim arises against the **Indemnified** its properties
and employees from out of any act of any vehicle any Driver and/or any owner of any vehicle which
is provided by the **Indemnifier** on hire to the **Indemnified** and from any claim arising out of any
action/inaction of the **indemnifier** in relation to the said Tender Document/ Notification of Award/
Letter of Award No..... dt.....of the **Indemnified**. The **Indemnifier** also

further binds itself to the **Indemnified** to indemnify the **Indemnified** immediately after the occurrence of any such claim or loss or damage within a period of 30 days from the date of such occurrence but no further.

Executed this.....the day of.....20.....at.....

For.....

(Signature with Name and Designation)

Indemnifier

Date:

Company Seal

Witness: 1.....

Signature with Name, Designation & Address

2.....

Signature with Name, Designation & Address

ANNEXURE-VIII

POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

POWER OF ATTORNEY FOR AUTHORISED

SIGNATORY

Know all men by these present, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for [security Service].

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney) Attested.

Notes:

1. To be executed by the sole Bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants (s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power

hereunder on behalf of the Bidder.

4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the power of Attorney.

PART-II

PRICE SCHEDULE

PRICE:

- i) Bidders are requested to quote-‘FIRM’ Price. No deviation from **FIRM PRICE** will be entertained.
- ii) Bidders are required to quote unit taxable price excluding GST in the price bid sheet.
- iii) Bidders are required to quote the unit taxable price towards monthly hire charges not higher than the below stipulated price.

Sl	Type of vehicle	Maximum hire charges (Unit taxable price) per month excluding taxes in Rs.
1	AC Tata Bolt/Tiago/ Maruti Celerio /WagonR/ Hyundai10 or equivalent for pool vehicle.	20,000.00
2	AC TATA Tigor /Zest / Maruti Swift Dzire/HyundaiXcent/Toyota Etios or equivalent	26,000.00
3	AC Tata Sumo/ Mahindra Bolero/TUV 300/Maruti Ertiga or equivalent.	31,000.00
4	AC Honda City/Maruti Ciaz or equivalent	30,000.00
5	AC Mahindra SCORPIO / Creta /Marazzo or equivalent	37,000.00
6	AC Toyota Innova /Hexa/XUV 500 or equivalent	42,000.00