

**ODISHA CONSTRUCTION CORPORATION LTD.**  
(A GOVERNMENT OF ODISHA UNDERTAKING)  
**OFFICE OF THE SENIOR MANAGER (MECH.),**  
**ERECTION AND MAINTENANCE-I,**  
**CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR – 10.**

**QUOTATION DOCUMENT FOR**  
**“HIRING OF VEHICLES FOR GENERAL MANAGER (MECH.), ERECTION AND**  
**MAINTENANCE, RASULGARH, BHUBANESWAR.”**

*The quotation document comprises of the following:*

1)	QCN No.OCC/SM(M)/E&M/01/24-25 Dated 18.11.2024	01 (One) sheet
2)	Terms and conditions	02 (Two) sheets
3)	General Information for hiring vehicles	01 (One) sheet
----- Total :		04 (Four) sheets -----

*Signature of the quotationer or his/their  
Power of attorney holder  
with designation & seal.*

*Senior Manager (Mech.)  
Erection and Maintenance-I ,*

**ODISHA CONSTRUCTION CORPORATION LIMITED**  
(A GOVT. OF ODISHA UNDERTAKING)  
**OFFICE OF THE SENIOR MANAGER (MECH.),**  
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**CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR-751010**

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**QUOTATION CALL NOTICE NO. OCC/SM(M)/E&M/01/24-25 Dated. 18.11.2024**

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or private individuals having GST registration & GeM registration for providing 01 (One) No. of Mahindra Bolero/ TATA Sumo Gold / Mahindra TUV-300 / Ertiga / Any other vehicle of same category (Diesel / Petrol driven with AC) including driver with the terms and conditions (Annexure-II) for official use in office of the General Manager (Mech.), Erection & Maintenance, Odisha Construction Corporation Ltd., Rasulgarh, BBSR - 10 on monthly rent basis for a period of 06 (Six) months.

1. The vehicle must be in road worthy condition, shall not be more than 3 (Three) years old from the date of initial registration and must have valid commercial registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment, pollution certificate etc. which are mandatory for plying of vehicle.
2. The driver of the vehicle must have a valid Driving license for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentle and obedient in nature & shall be capable of extensive touring.
4. A sum of Rs. 5,000/- (Rupees five thousand) only shall be deposited by the intending quotationers in shape of Account Payee Bank draft drawn in favour of the "Odisha Construction Corporation Limited – Project Account" payable at Bhubaneswar on any Nationalised Bank / Scheduled Bank and submit along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful quotationers.
5. The monthly rate of hire charge to be quoted separately in the general quotation information (excluding fuel and lubricants).
6. The vehicle must achieve fuel efficiency as detailed herewith.

Sl. No	Type of vehicles	Minimum average mileage
1	Mahindra Bolero / TATA Sumo Gold / Mahindra TUV-300 / Ertiga / Any other vehicle of same category	10 K.M per litre

7. The details of the make and year of manufacture of the vehicle, registration No., mileage (K.Ms covered per litre) and name of the driver with Driving License No. and period of validity should be specifically provided in the general quotation information to be furnished with the quotation (Annexure-III).
8. The quotation completed in all respect should reach the undersigned on or before **25.11.2024** by 1.00 P.M. and shall be opened on the same day at 3.00 P.M. in presence of the bidders or their authorized representatives if they so desire.
9. The application form of quotation containing General Quotation Information & Terms and conditions for Hiring of vehicles etc. will be available in the Office of the Senior Manager (Mech.), Erection and Maintenance, Odisha Construction Corporation Ltd., on payment of ₹.100/- plus GST@ 18% from **18.11.2024** to **25.11.2024** or can be downloaded from our website at [www.odishaconstruction.com](http://www.odishaconstruction.com) In case of application form is downloaded, the applicant shall furnish a Demand Draft for an amount of ₹. 118/- (Rupees one hundred eighteen) only towards the cost of application along with application.
10. The authority reserves the right to accept / reject any or all quotation without assigning any reason thereof. Any dispute arising out of this quotation shall be subject to the jurisdiction of Hon'ble High Court of Odisha at Cuttack & their subordinate courts at Bhubaneswar only.

**Signature of the quotationer or his/  
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with designation & seal.**

**Senior Manager (Mech.)  
Erection and Maintenance-I**

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as :- Valid Commercial Registration Certificate, Insurance Certificate, valid pollution, Fitness Certificate, Valid contract carriage permit , proof of up to date tax payment etc. and D.L. of the driver available all the times. The department / office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicle or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation whatsoever.
2. The hire charges to be paid for monthly basis but does not include cost of diesel, which is to be supplied by OCCL basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating Oil of Engine, Gear box and differential coolant, Tyre and Tube, Battery etc. will be borne by the owner of vehicle.
3. It shall be responsibility of the bidder to provide a good driver with well behaved, gentle & obedient and the salary of the driver shall be borne by the owner of the vehicle. The driver must capable of extensive touring, halting at Project sites with no extra cost.
4. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicle to Government offices through GeM or through open bidding.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder immediately with no extra cost.
6. The vehicle with driver shall report duty every day on time (for minimum of 26days in a month).
7. In case of the vehicle do not report regularly, the authority will be at liberty to close the agreement and may engage vehicle from other source with immediate effect.
8. In case of emergency, the driver will have to report for duty at any time as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel / petrol (as per actual) (as per Government norms) of selected bidder will be paid in every succeeding month, as per as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violets any of the terms and contract office shall forfeit the entire amount of security deposit.
14. Owner of the vehicle must have valid fastag with account balance for payment at tolls during toll wherever required and shall be reimbursed in the next month on production of actual fastag bill.
15. The hired vehicle cannot be used for any private / commercial proposed beyond the office hour and holidays by the owner of vehicle.
16. The bidder shall not be allowed to sublet contract. The bidder shall strictly abide all rules & regulations prescribed in the Govt. of Odisha, Finance Department notification No. 30464/F/FIN-COD-MV-0001-2017 dated 06.09.2019.
17. GST and Income Tax as applicable will be deducted from monthly payment bill of the hired vehicle.

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**GENERAL INFORMATION FOR HIRING OF VEHICLE**

1. Name of the Service provider :
  2. Complete address :
  3. OGST Number :
  4. GeM Registration Number :
  5. Bank Account No. and IFSC Code :
  6. Registration No. of the vehicle :
  7. Year of Manufacture :
  8. Make and Model :
  9. Date of registration :
  10. Name and complete address of the owner of the vehicle :
  
  11. Fitness certificate validity :
  12. Permit validity :
  13. Insurance Validity :
  14. Pollution certificate validity :
  15. Name / Address of the driver :
  16. D.L. No. and Validity of the D.L. of the Driver :
  17. Proposed hire charge of the vehicle per month excluding fuel cost : In Figure : Rs.  
In Words
  
  18. Rate of fuel consumption / mileage per litre :
  19. Contact Number of the Service provider ( Tender / Quotationer) :
  20. Contact Number of Driver :
- Certified that the information submitted above is true to the best of my knowledge and belief.

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their Power of attorney holder  
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Erection and Maintenance-I