

ODISHA CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF ODISHA UNDERTAKING)
CENTRAL WORKSHOP, RASULGARH,
BHUBANESWAR-751010

QUOTATION DOCUMENT FOR
“HIRING OF INSPECTION VEHICLE FOR CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR”

The quotation document comprises of the following:

- | | | |
|----|---|----------------|
| 1) | QCN No. OCC/CWS/PROC/HOV-01(P-III)/
01 /2025-26 Dated 03.04.2025 | 02 (Two) sheet |
| 2) | Terms and conditions | 01 (One) sheet |
| 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.)-I
OCC Ltd, Central Workshop,
Rasulgarh, Bhubaneswar-751010

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QUOTATION CALL NOTICE No. OCC/CWS/PROC/HOV-01(P-III)/ 01 /2025-26 Dtd. 03.04.2025

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or private individuals having GST registration and GeM registration for providing 01 (One) No. of Maruti Dzire (Petrol driven with AC) or equivalent including driver with the terms and conditions (Annexure-II) for official use in office of the Senior Manager (Mech.)-II, Central Workshop, Rasulgarh, Bhubaneswar - 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 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 bidders 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 bidders.
5. The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve fuel efficiency as detailed herewith.

Sl.	Type of vehicles	Minimum average mileage
1	Maruti Dzire (Petrol) or equivalent	17 K.M per litre

7. The details of the make and year of manufacture of the vehicle, registration No., mileage (K.Ms covered per liter) and name of the driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation (Annexure-III).
8. The quotation completed in all respect should reach the undersigned on or before **08.04.2025** by **3.00 P.M.** and shall be opened on the same day at **4.00 P.M.** in presence of the bidders or their authorized representatives if they so desire.

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9. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of vehicles etc. will be available in the Office of the Senior Manager (Mech.)-I, Central Workshop, Rasulgarh, Bhubaneswar on payment of **Rs. 200/-** plus GST@ **18%** from **03.04.2025** to **08.04.2025** or can be downloaded from our website at www.odishaconstruction.com. In case of application form is downloaded, the applicant shall furnish a Demand Draft for an amount of **Rs. 236/-** (Rupees two hundred thirty six) only towards the cost of application alongwith application. The quotation document should be submitted only through Speed post / Email (gmcwsocltender@gmail.com) within stipulated date and time. The undersigned will not be responsible for any kind of delay by the postal authorities and technical issue.
10. The quotationer shall submit the quotation through email (gmcwsocltender@gmail.com), must upload all the self attested document in an Enclosure. The quotationer (participated through e-mail) will scan the quotation document & quotation paper cost and upload the same along with quotation document in Enclosure. Subject of the Email should be “ **HIRING OF INSPECTION VEHICLE FOR CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR** ”. Original copy of quotation document and quotation paper cost must submitted to the undersigned within 05(five) days of opening of quotation, otherwise bid shall be rejected and the bidder will be debarred from participation in any future tender.
- i) The bid documents (attached price bid) submitted through e-mail by the bidders must be password protected & the password is to be set by the bidder himself.
 - ii) The bidder documents (price bid) will be opened in presence of the interested bidders on the scheduled date and time as mentioned in the tender. The password is to be revealed or intimated by the quotationer or bidder at the time of opening of price bid documents.
 - iii) The bids received through e-mail without password will be outrightly rejected.
11. The authority reserves the right to accept / reject any or all quotation without assigning any reason thereof.
12. Any dispute arising out of this quotation shall be subject to the jurisdiction of Hon’ble High Court of Odisha at Cuttack & their sub-ordinate courts at Bhubaneswar only.

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TERMS AND CONDITIONS

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, GST Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Pollution 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 owner of the vehicle shall be responsible for all such litigation whatsoever.
2. The hire charges to be paid for monthly basis but does not include cost of petrol, 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 bidder.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
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.
6. The vehicle and driver shall report duty everyday and shall be reachable at all times during duty hours.
7. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle other source.
8. In case of emergency, the driver will have to report for duty as per the requirement of higher authority. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel / petrol (as per actual) as per Government terms 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.
17. The bidder shall strictly abide all rules & regulations prescribed in the Govt. of Odisha finance Department notification no. 30464/ finance –LOD-MV-0001-20171 dtd 06.09.2019.
18. 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 VEHICLES

1. Registration No. of vehicle :
2. Type of vehicle (Non AC) :
3. Year of manufacture :
4. Model :
5. Date of registration :
6. Name & complete address of the owner of vehicle:
7. Fitness certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name / Address of the driver :
11. D.L. No. & Validity of the D.L. of the driver:
12. Proposed hire charge of the vehicle per month excluding fuel cost:
13. Rate of fuel consumption / Milage per Litre:
14. Contact Number of the Service Provider (Quotationer)
(Mobile No. Telephone No.)

Certified that the information submitted above is true to be best of my knowledge and belief.

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