

DESIGNED TO EXCEL

## **ODISHA CONSTRUCTION CORPORATION LTD.**

### **LOWER SUKTEL SPILLWAY PROJECT, BALANGIR**

#### **BID DOCUMENT**

Name of the Work: -“Engagement of One No. hired Private vehicle for the use of the Senior Manager (Civil), Lower Suktel Spillway Project, OCC Ltd., Balangir for the period from 07.10.2025 to 31.03.2026”


Signature of the Bidder

  
Senior Manager (Civil)  
Lower Suktel Spillway Project  
OCC Ltd., Balangir

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Signature of the Bidder

  
 Senior Manager (Civil)  
 Lower Suktel Spillway Project  
 OCC Ltd., Balangir

ODISHA CONSTRUCTION CORPORATION LTD  
LOWER SUKTEL SPILLWAY PROJECT  
JYOTI NAGAR, LALTIKRA, PIN-767002, DIST-BALANGIR (ODISHA)

**QUOTATION CALL NOTICE NO.-01/2025-26**

Sealed Quotations are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing one No of Mahindra Bolero/ Tata Sumo Gold/ Mahindra TUV 300/ any other vehicle having seating capacity not more than seven including driver, which shall conform to the terms & conditions (Annexure – A) for official use of the **Senior Manager (Civil), Lower Suktel Spillway Project, OCC Ltd., Balangir** for the period **from 07.10.2025 to 31.03.2026** on monthly rent basis.

The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of Initial Registration & must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, Proof of up – to- date Tax Payment etc. which are mandatory for plying of vehicle & the copy of the same must be submitted with the Quotation. Also the bidder must submit copy of PAN Card, GST certificate, GeM certificate etc. with the Quotation.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should be sufficiently experienced in driving transport / passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn/ Term Deposit Receipt (TDR) of any nationalized Bank pledged in favour of the **Senior Manager (Civil), Odisha Construction Corporation Ltd., Balangir** and submitted along with tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge excluding GST, be quoted separately excluding fuel.
7. The vehicle must achieve a fuel efficiency of minimum average mileage **10 Km per litre**.
8. The details of the make and year of manufacture of the vehicle, Registration No. mileage (Kms covered per litre) 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 / Tender (Annexure – B).
9. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, battery, etc. will be borne by the Bidder.
10. Monthly hire charges will be paid in every succeeding month but subject to available of funds.
11. The application form of Quotation containing General Bid information and Terms and Conditions for Hiring of Vehicles etc. will be available in the Office of the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir or can be downloaded from Govt. website [www.odishaconstruction.com](http://www.odishaconstruction.com) from **06.09.2025 to 14.09.2025 up to 05.00PM** during office hours on working day.
12. The Quotation completed in all respects should reach the undersigned and shall be received in the Quotation Box identified as Quotation Call Notice **No.-01/2025-26** on or before **15.09.2025 upto 11.00 AM** shall be opened on the same day at **11.30AM** in presence of the bidders or their authorized representatives. In the event of the specified date of Bid opening declared as a holiday, the bid will be opened at the same time & location in the next working day.

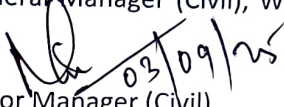
  
03/09/25

13. No interest / Extra payment will be paid for delay in payment.
14. In case of the driver with the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
15. The authority reserves the right to accept or reject any or all the Quotations without assigning any reason thereof.

  
Senior Manager (Civil)  
Lower Suktel Spillway Project  
OCC Ltd., Balangir

Memo No. 957 (2)// Dt.03.09.2025//

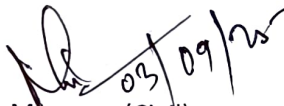
Copy submitted to the Managing Director, OCC Ltd., Bhubaneswar / General Manager (Civil), Western Zone, Sambalpur for favour of kind information.

  
Senior Manager (Civil)

Memo No. 958// Dt 03.09.2025//

Copy along with soft copy submitted to the Senior Manager, System Business Division, OCC Ltd. for information. He is requested to hoist the tender in OCC website.

By email- [nanda8038@yahoo.com](mailto:nanda8038@yahoo.com).

  
Senior Manager (Civil)

Memo No. 959 // Dt.03.09.2025//

Copy to the notice board & all staffs of this office for wide circulation.

  
Senior Manager (Civil)



## **TERMS & CONDITIONS FOR HIRING OF VEHICLES (ANNEXURE-A)**

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

1. The Agency to ensure that vehicle deployed shall arrive at designated location on time. In the event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
2. The Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
3. In the event of break- down, servicing & repairs of the assigned vehicle the Agency at his own cost shall make alternate arrangement by providing similar or higher class of vehicle (s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
4. The Agency shall not be allowed to sub-let the Contract.
5. Police verifications for deployed driver shall be ensured by the Agency.
6. The Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the Agency shall hand over the log book (s) to the designated Officer of the Lower Suktel Spillway Project, Balangir.
7. The Vehicles shall report for duty for a minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. The cost of the fuel will be borne by the Corporation.
10. Monthly hire charges will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the bidder and no advance payment will be made.
11. The vehicle should have commercial license and should not be more than three years old.
12. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with fast-aid medical kit. The vehicle should have a mobile charger and ambient freshener.
13. The Agency shall ensure that all electrical connections including lights (both back and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Agency to avoid any inconvenience to user department.
14. The Agency shall ensure that the vehicle should be parked at the place as advised by the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir and should be available, when not in duty. If the vehicle needs to be away from headquarter for some reason like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer i.e, the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir. Moving away without the knowledge of Controlling Officer i.e, the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir will be considered as non-available and will be liable for penalty.
15. The Agency shall be responsible for the acts and deeds of drivers of the vehicles.
16. The Driver having a valid commercial driving license shall be deployed by the agency.
17. The Driver should be properly dressed in neat and clean attire, if required the driver should wear uniform of specific colour as per requirement of the Principal. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULE (amended up to date) and photo identity cards to the drivers.

  
 Senior Manager (Civil),  
 Lower Suktel Spillway Project,  
 OCC Ltd., Balangir

Signature of the Bidder

18. The driver of the vehicle deployed for user department duties should maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.

- i. Denial of duty during contract period, or during hours as noticed by user departments;
- ii. Use of abusive language.

19. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

20. The Driver must be provided with a working mobile phone and contact number be provided to the user department.

21. In an event that for any reasons the driver changes his contact number during the tenure of contract then the Agency will immediately notify the user department of the above change.

22. The driver shall be reachable at all times during duty hours.

23. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, the driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

24. As soon as the driver is advised to attend any guest by the administration, the driver should call/SMS the guest giving his mobile and vehicle details. Charges of Calls/SMSs will be on agency's account.

25. Vehicle and the driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

26. The hire charges do not include fuel cost (/diesel) which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, gear Box & differential coolant, tyres & tubes, battery etc. and salary of driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency.

27. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicle as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of Agency's vehicle.

28. The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

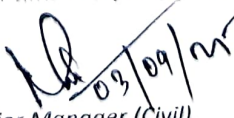
29. The user department will in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the Agency. The driver as well as Agency shall comply with the relevant rules and regulations of Motor Vehicle Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

30. The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

31. The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.

32. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by the Agency without any extra charges.

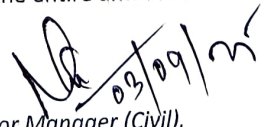
33. The vehicle deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by the user department.

  
 Senior Manager (Civil),  
 Lower Suktel Spillway Project,  
 OCC Ltd., Balangir

Signature of the Bidder



34. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/Agency will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of the passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/with defective brakes.
35. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.
36. The Senior Manager (Civil), Lower Suktel Spillway Project, Balangir shall make the payment towards hire charges of the vehicle at the end of every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.
37. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
38. The Senior Manager (Civil), Lower Suktel Spillway Project, Balangir shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by the Agency.
39. The Senior Manager (Civil), Lower Suktel Spillway Project, Balangir shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir.
40. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
41. The Senior Manager (Civil), Lower Suktel Spillway Project, Balangir shall have the right to terminate the Agreement, upon it giving 1 (one) month notice in writing.
42. The Agency shall have the option to terminate the agreement upon giving 1(one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
43. Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/ID card issued to the driver, if any.
44. Neither party to the Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.
45. The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir.
46. The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.
47. In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Senior Manager (Civil), Lower Suktel Spillway Project, Balangir on behalf of Odisha Construction Corporation Ltd. and the Authorized signatory of the Agency.
48. The Agreement shall be governed by the Indian laws for the time being in force.
49. The bidder must submit copy of PAN Card, GST certificate & GeM certificate with the Quotation.
50. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
 Senior Manager (Civil),  
 Lower Suktel Spillway Project  
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Signature of the Bidder