

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

QUOTATION DOCUMENT FOR

**HIRING OF ELECTRIC VEHICLE FOR INSPECTION AND OFFICIAL USE OF
SENIOR MANAGER (MECH.)-I & SENIOR MANAGER (MECH.)-III, CENTRAL
WORKSHOP, RASULGARH, BHUBANESWAR.**

(Vide Govt. of Odisha, Finance Department Letter No. 14583/F, dtd- 04.06.2026 and 15836/F
Dtd- 27.05.2025 and OCCL , Lr No. 6272, dtd- 16.06.2026

The quotation document compenses of the following.

1.	QCN No. OCC/CWS/PROC/HOV-01(V-IV)/38 / 2026-27 Dated 19.09.2026	03 (Three) Pages
2.	Terms & Conditions (Annexure-A)	02 (Two) Pages
3.	General Information for hiring vehicles (Annexure-B)	01 (One) Page
4.	Details of Security Deposit (Annexure-C)	01 (One) Page
	Total:	07 (Seven)Pages

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-IV)/ 38 /2026-27Dtd.19.09.2026

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing 01 (One) No. Electric vehicle of Make TATA / Mahindra / Maruti or any other Electric vehicle of same category with AC having sitting capacity not more than 05 nos. including driver which shall confirm to the terms and conditions (Appendix-A) for official use of the Senior Manager (Mech.) -I and Senior Manager (Mech.)-III, OCC Ltd., Central Workshop, Rasulgarh, Bhubaneswar - 751010 under office of the Odisha Construction Corporation Ltd. on monthly hire basis.

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 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 Registration Certificate, Insurance Certificate, Fitness Certificate, Valid contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. 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 on any Nationalized 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.
6. The monthly rate of hire charge excluding GST and charging cost of battery to be quoted. The charging cost @ Rs.2.00 per Km of vehicle run and GST as applicable will be provided separately to the service provider by OCCL. In case the corporation provides the charging station, then no charging cost will be paid to the supplier of vehicle.
7. The period of the contract shall be for a period of 1 (one) year which may be extended subject to satisfactory performance and applicability of Sl. No. 12 of Terms & Conditions.
8. The details of the make and year of manufacture of the vehicle, Registration No, mileage in single charge and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information and to be furnished with the Quotation/Tender (Appendix-B)

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9. The tender documents received without Security Deposit will be out rightly rejected. Tender documents will be received through password protected e-mail (**smcwsoccltender@gmail.com**) Password shall be revealed or intimated by the bidder at the time of opening of price bid documents in presence of bidder / authorized person of bidder.
10. The Quotation completed in all respect should reach the undersigned on or before **29.09.2026** and shall be opened on the same day at 4.00 P.M in presence of the bidders or their authorized representatives. The undersigned shall not be responsible for any time delay by postal authorities. Tenders received without security deposit will be rejected.
11. The tender document must be submitted through e-mail on or before 3.00 PM on **29.09.2026** and will be opened on **29.09.2026** at 4.00 PM in the presence of the bidders, who may like to be present. The bids can only be opened by the pre-designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday, the bid will be opened at the same time and same venue in the next working day.
12. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of electric vehicles etc. will be available with — (**smcwsoccltender@gmail.com**) / website in the OCCL office www.odishaconstruction.com from 10.00 A.M to 5.30 P.M. on working day.
13. The authority reserves the right to accept / reject any or all quotation without assigning the reason thereof.
15. The vehicle shall provide a minimum drive range of 250 Km per single charge for official use.

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Terms & Conditions

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof of up-to-date tax payment etc. and D.L of the driver available all the times.
2. The Corporation/Office hiring the electric vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The supplier of vehicle shall be responsible for all such litigation.
3. The hire charges shall be paid monthly basis including GST as applicable is final, excluding the cost of charging which is to be paid separately basing on actual km covered during the month and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil, Gear box & differential, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the supplier.
5. The driver shall remain available on the premises for official duty beyond office hours as and when required.
6. In case of breakdown for reasons whatsoever, the replacement of an electric vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicles shall report for duty for minimum of 25 days/ full month.
9. Monthly hire charges and reimbursements towards cost of charging (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and in no case advance payment will be made.
10. The electric vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

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11. In the log books, kilometer reading shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
12. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement/transfer of the concerned officer or closure of the office/project etc.
13. In case the service provider intends to withdraw the services 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.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. The service provider will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired electric vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.
16. If the bidder violates any of the terms of contract, Office shall forfeit the entire amount of security deposit.
17. Any dispute arising out of this contract shall be subject to the jurisdiction of courts at Bhubaneswar only.
18. Neither party shall be held responsible for failure to perform obligations under the contract if such failure is due to events beyond reasonable control such as natural calamities, war, civil disturbance or government restrictions.
19. The bidder shall not be allowed to sublet contract. The bidder shall strictly abide rules & regulations prescribed in the Govt. of Odisha. Finance Department Office memorandum No. 1583/F/FIN-COD-MV-0004-2018 dated- 27.05.2025 & Letter No. 14583/F, dated- 04.06.2026 GST and Income Tax as applicable will be deducted from monthly payment bill of the hired vehicle.
20. Owner of the vehicle must have valid Fastag with account balance for payment at tolls wherever required and shall be reimbursed in the next month on production of actual Fastag bills.

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General Information

Sl. No.	Particulars	
1	Name of the service provider	
2	Complete Address:	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No. & IFSC Code.	
6	Registration No. of vehicle	
7	Year of manufacture	
8	Make & Model.	
9	Date of Registration	
10	Name & complete address of the owner of vehicle	
11	Fitness certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L No. & validity of the DL of the Driver	
16	Proposed hire charges of the electric vehicles per month excluding charging cost.	
17	Charging mileage in KM per single charge.	
18	Contact Number of the service provider	
19	Contact number of Driver	

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

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DETAILS OF SECURITY DEPOSIT AND
DOCUMENTS SUBMITTED ALONG WITH QUOTATION

1. Security Deposit Amount Rs. ----- (Rupees -----
----- only vide A/C Payee DD No. ----- Dated-----
----- by ----- Bank -----
Branch -----
2. GST Registration Certificate
3. PAN card :
4. Names of relations in OCC Ltd.
5. Any other documents.

Full signature of “Bidder”

With date and seal

Company Name

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