ODISHA CONSTRUCTION CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)
CENTRAL STORE & MACHINERY PROJECT,
UNIT: VIII, GOPABANDHU NAGAR,
BHUBANESWAR-751012.

NO. OCC/CST-04/_____/ Dated

QUOTATION CALL NOTICE No. 169 / OCC/ CST-04/2026-27 DATED 12.10.2026

Sealed quotations are invited from interested and reputed Travel Agencies / Tour Operators / Private individuals for providing 01no. of AC Petrol /Diesel driven vehicle (Maruti-Suzuki Dzire or equivalent) having sitting capacity not more than 05(five) including driver, which shall confirm to the Terms and conditions (Annexure-A) for official use of the Senior Manager (Mech.)-I and Senior Manager (Mech.), Design Section, Head Office, Odisha Construction Corporation Ltd., Unit-VIII, Bhubaneswar on monthly rent basis.

1. The service provider shall have a valid GST Registration to participate in the quotation call notice.
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, Pollution 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 Bhubaneswar on any Nationalized Bank / Scheduled Bank and submit along with the quotation as security deposit. After completion of quotation process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charges should be quoted separately in the general bid information (excluding fuel and lubricants).

8. The vehicle must achieve a fuel efficiency of 17 (seventeen) Km per litre.

9. The period of the contract shall be for a period of 6 (six) months which may be extended subject to satisfactory performance.

10. The details of the make and year of manufacture of the vehicle, Registration No, Mileage (Km covered per litre) and Name of the Driver, Driving License No. and Period of Validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure-B)

11. The quotations completed in all respect should reach the undersigned through official mail **smmechcsmp@gmail.com /Registered Post / SpeedPost** on or before 23.10.2026 upto 3 PM and shall be opened on the same day at 04:00 P.M in presence of the bidders or their authorized representatives. The undersigned shall not be responsible for any time delay by any means. Quotations received without security deposit will be rejected.

12. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Central Store & Machinery Project office from 10.00 A.M to 5.30 P.M. can be downloaded from official website of OCCL i.e. https://odishaconstruction.com/.

13. The authority reserves the right to accept / reject any or all quotations without assigning the reason thereof.

Senior Manager (Mech.)

Memo No._____/OCC/CST-04/ Dt._____/

Copy submitted to the Director (Mechanical) / General Manager (Mech.), HO, OCC Ltd., Bhubaneswar-751012 (Orissa) for favour of kind information.

Senior Manager (Mech.)

Memo No._____/OCC/CST-04/ Dt._____/

Copy to notice board of Central Store & Machinery Project, Odisha Construction Corporation Ltd., Unit-VIII, Gopabandhu Nagar, Bhubaneswar-751012 for wide circulation.

Senior Manager (Mech.)

Annexure-A

Terms & 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 vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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 Department/ Office hiring the vehicle shall not be responsible for any damaged/ 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 owner of the vehicle shall be responsible for all such litigation.

3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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.

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 owner.

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 a 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 vehicle shall report for duty for minimum of 25 days in a month.

9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.

10. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

11. 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.

12. If the services are found to be unsatisfactory, the client shall be given one month notice and terminate the agreement.

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 bidder violates any of the terms of contract, Office shall forfeit the entire amount of security deposit.

Senior Manager (Mech.)

Annexure-B

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	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L No. & validity of the DL of the Driver	
17	Proposed hire charges of the vehicles per month excluding fuel cost.	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the service provider (Quotationer)	
20	Contract number of Driver	

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

Seal & Signature of
Quotationer

ANNEXURE –C

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

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

Senior Manager (Mech.)

ODISHA CONSTRUCTION CORPORATION LTD.

(A Government of Odisha undertaking)

OFFICE OF THE SENIOR MANAGER (MECH.)
CENTRAL STORE & MACHINERY PROJECT
UNIT-VIII, BHUBANESWAR

QUOTATION DOCUMENT FOR

HIRING OF VEHICLE FOR INSPECTION AND OFFICIAL USE OF SENIOR MANAGER (MECH.)-I AND SENIOR MANAGER (MECH.), DESIGN SECTION, HEAD OFFICE, ODISHA CONSTRUCTION CORPORATION LTD., UNIT-VIII, BHUBANESWAR.

The quotation document compenses of the following.

1.	Quotation Call Notice No. 169/OCC/CST-04/2026/27, dated 12.10.2026	02 Pages
2.	Terms & Conditions **(Annexure-A)**	02 Pages
3.	General Information for hiring vehicles **(Annexure-B)**	01 Page
4.	Details of Security Deposit **(Annexure-C)**	01 Page
	Total:	**06 Pages**

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

Senior Manager (Mech.)