ODISHA CONSTRUCTION CORPORATION LTD.

(A GOVERNMENT OF ODISHA UNDERTAKING)

OFFICE OF THE SENIOR MANAGER (MECH.),

LOWER SUKTEL GATE ERECTION PROJECT,

SANTIPARA, BALANGIR.

QUOTATION DOCUMENT FOR

"HIRING OF VEHICLE (PETROL) FOR INSPECTION OF DIFFERENT ONGOING ERECTION PROJECTS AND OFFICIAL USE OF SENIOR MANAGER (MECH.), LOWER SUKTEL GATE ERECTION PROJECT, BALANGIR,"

The quotation document comprises of the following:

1)	*QCN No.OCC/LSGEP/**05**/2026-27* *Dated 06.11.2026*	*02 (Two) sheets*
2)	*Terms and conditions* **(Annexure-A)**	*01 (One) sheet*
3)	*General Information for hiring vehicles* **(Annexure-B)**	*01 (One) sheet*
4)	Details of Security Deposit **(Annexure-C)**	*01 (One) sheet*
Total :-		***05 (Five) sheets***

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

Senior Manager (Mech.),
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QUOTATION CALL NOTICE NO. OCC/*LSGEP/05*/2026-27 *Dated 06.11.2026*

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / private individuals for providing 01 (One) No. of Indigo / Dzire / Swift Dzire Any other vehicle of same category (Diesel / Petrol driven with AC) having sitting capacity not more than 05 nos. including driver which shall conform to the Terms and conditions (Appendix-A) for official use in office of the Senior Manager (Mech.), Lower Suktel Gate Erection Project, Odisha Construction Corporation Ltd., Santipara, Bolangir on monthly rent basis for a period of 06 (Six) months

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, 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 **Bolangir** on any Nationalised Bank / Scheduled Bank and submitted along with the quotation as Security Deposit.After completion of tender process, Security Deposit shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 17 KM per litre for Indigo / Dzire / Swift Dzire Any other vehicle of same category.
9. 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 / Tender (Appendix-B).
10. The application form of quotation containing General Bid Information & Term and conditions for Hiring of Vehicles etc. will be available in the OCCL website from **06.11.2026** to **12.11.2026 up to 01.00 PM** and can be downloaded from OCCL website **www.odishaconstruction.com**

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11. The tender documents received without Security Deposit will be out rightly rejected. Tender documents will be received through password protected e-mail (**E-mail:-smocclsgep@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.

12. Tenders received without security deposit will be rejected**.**

13. The tender document must be submitted through e-mail on or before 3.00 PM on **12.11.2026** and will be opened on **12.11.2026** 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**.**

14. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of vehicle etc. will be available with **–smocclsgep@gmail.com** / website in the OCCL office **www.odishaconstruction.com** from 10.00 A.M to 5.30 P.M. on working day.

15. 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 sub-ordinate courts at Bolangir only.

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

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Annexure-A

TERMS & 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, 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 damage / loss caused to hired vehicles or loss 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be supplied by OCCL basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, Change of Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the owner of vehicle.
4. 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.
5. In case 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. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle with driver shall report duty every day on time (for minimum of 26days 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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.
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 services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice from the client/ OCCL before such withdrawal of service and termination of agreement failing which decision of client shall be final.
13. If the bidder violates any of the terms of 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 Office memorandum No. 15836/F/FIN-COD-MV-0004-2018 dated 27.05.2025.
17. GST and Income Tax as applicable will be deducted from monthly payment bill of the hired vehicle

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

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Annexure-B

GENERAL INFORMATION FOR HIRING OF VEHICLE

Sl.No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No. and 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 D.L. of the Driver	
17	Contract Number of the Service Provider	
18	Contract number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

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

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Annexure-C

DETAILS OF SECURITY DEPOSIT AND

DOCUMENTS SUBMITTED ALONG WITH QUOTATION

1. Security Deposit amount Rs. _____ (Rupees_____) only vide A/C Payee D.D No. _____Dated. _____issued by _____Bank,_____ Branch_____

2. GST Registration Certificate

3. P.A.N. card

4. Names of relations in O.C.C. 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.

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