ODISHA CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF ODISHA UNDERTAKING)

CENTRAL WORKSHOP, RASULGARH,

BHUBANESWAR-751010

QUOTATION DOCUMENT FOR

"HIRING OF INSPECTION VEHICLE FOR OFFICIAL USE OF SENIOR MANAGER (MECH.)-II AND SENIOR MANAGER (MECH.)-IV, CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR "

The quotation document comprises of the following:

1)	QCN No. OCC/CWS/PROC/HOV-01(P-IV)/ 52 /2026-27 Dated 05.11.2026	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-IV)/ 52 /2026-27 Dtd.05.11.2026

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / individuals for providing 01 (One) No. of Maruti Dzire (Petrol driven with AC) or equivalent including driver, which shall conform to the Terms and conditions (Annexure -I) for official use in office of the Senior Manager (Mech.)-II, and Senior Manager (Mech.)-IV , Central Workshop, Rasulgarh, Bhubaneswar - 10 on monthly rent basis for a period of 06 (Six) months and terms and conditions communicated by the Govt. Of Odisha in Finance Department office memorandum No. 15836 /FIN-COD-MV-0004-2018 dtd.27.05.2025.

1. The Service Provider shall have a valid GST registration to participate in the tendering.
2. 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, Pollution certificate, valid contract carriage permit, proof of up-to-date tax payment, pollution certificate etc. which are mandatory for plying of vehicle.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature & shall be capable of extensive touring.
5. 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.
6. The monthly rate of hire charge , excluding GST be quoted separately, excluding fuel.
7. The vehicle must achieve a fuel efficiency as detailed herewith.

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

8. 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).
9. The quotation completed in all respect should reach the undersigned on or before **13.11.2026** 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.
10. The quotationer shall submit the quotation through email **(smcwsoccltender@gmail.com),** must upload all the self attested document in an attachment. The quotationer (participated through e-mail) will scan the quotation document & quotation paper cost, Security deposit along with other documents and upload the same along with quotation document in the attachment. Subject of the Email should be " **HIRING OF INSPECTION VEHICLE FOR OFFICIAL USE OF SENIOR MANAGER (MECH.)-II AND SENIOR MANAGER (MECH.)-IV, CENTRAL WORKSHOP, RASULGARH, BHUBANESWAR ".** Original copy of quotation document, quotation paper cost & Security Deposit 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.

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

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11. 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 **05.11.2026** to **13.11.2026** 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 **(smcwsoccltender@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.

12. The quotationer shall submit the quotation through email (**smcwsoccltender@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 OFFICIAL USE OF SENIOR MANAGER (MECH.)-II AND SENIOR MANAGER (MECH.)-IV, 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 (Quotation document along with the documents and 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 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.
Iv) The quotationer submitting the quotation through Speed Post.

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

14. 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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Annexure-I

The following terms and conditions must be fulfilled by bidder:

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 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 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 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.

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 service provider.

5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.

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 vehicles shall report for duty for 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 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 before such withdrawal of service and termination of agreement.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

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Annexure-II

GENERAL INFORMATION FOR HIRING VEHICLES

SI 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	Contact Number of the Service provider	
18	Contact 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.	

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

Signature of the quotationer or his/their
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