

**GOVERNMENT OF ODISHA**  
**OFFICE OF THE ENGINEER-IN-CHIEF ELECTRICITY-CUM-**  
**PRINCIPAL CHIEF ELECTRICAL INSPECTOR: ODISHA**  
**UNIT-V, POWER HOUSE SQUARE, BHUBANESWAR**  
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No: TECH/EC/548-Voll-III/ 1917 /Dated: 22nd May 2019.

**Quotation / Tender Call Notice**

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing One Non AC Light Indigo / Swift Dezire Diesel vehicle which shall conform to the Terms and conditions (Annexure-II) for official use in the Office of the EIC (E) -cum- PCEI, Odisha, Bhubaneswar, hereafter referred as EIC (E) -cum- PCEI (O), for Energy Conservation Activities.

- 1) The vehicle must be in Road worthy condition, shall not be more than 3 years old form 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. which are mandatory for plying of vehicle.
- 2) The vehicle shall be required to perform field visits inside the State of Odisha as and when necessary.
- 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.
- 5) A sum of **Rs.5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **EE(P&M)-cum-DEI**, drawn on any nationalized bank payable at Bhubaneswar and submitted 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 needs to be quoted separately in the general bid information (excluding fuel and lubricants).
- 7) The Vehicle must achieve a minimum fuel efficiency of 17 Kms 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-III).

- 9) The Quotation completed in all respect should reach the undersigned on or before 30.05.2019 by 13.00 Hrs and shall be opened on the same day at 16.00 Hrs in the presence of the bidders or their authorized representatives if any.
- 10) The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring of Vehicle etc. will be available with EE(P&M-cum-DEI, on payment of **Rs.100/-** (Rupees One hundred) only **From 22.5.2019** or can be downloaded from our website <http://eielectricityodisha.nic.in/> from 22.05.2019 to 30.05.2019, 1.00 PM. In case the application form is downloaded from website, the applicant shall furnish a Demand Draft for an amount **Rs.100/-** (Rupees One hundred) only towards the cost of application along with the application.
- 11) **Submission of the offer and selection.**  
The tenderer has to quote only in the bid form as per the enclosed proforma at **Annexure-I**. Quoting in any other form or elsewhere or any other proforma will not be entertained.
- 12) The agency meeting the tender requirements and submitting the lowest monthly rate with minimum of 17 kms per one litre excluding POL shall be awarded the work.
- 13) The initial period of contract is up to March 2020 from the date of agreement. It may be extended for a further period of one year if felt necessary by EIC (E) -cum- PCEI (O), subject to satisfactory performance and on mutual consent.
- 14) After award of the work and before agreement, **the Agency has to submit the details of vehicle and the driver**. After scrutinizing **the details, an agreement will be executed** by the selected agency to supply the vehicle. In case the Agency wants to change the vehicle / driver, it is to be approved by the Officer- in- charge (Deputy Executive Engineer (EC, TR & HR)) and only after securitization and with written permission, the vehicle / driver may be changed.

Memo No. 1918(3) /Dated, Bhubaneswar the 22nd May 2019.

Copy to the Secretary ELBO / S.E. (T&C), STL, Bhubaneswar for information and display in their notice board for widely circulation. / Notice board of this office.

*Santosh Kumar Das*  
for 22/5  
EIC (E)-cum-PCEI, Odisha.

*Santosh Kumar Das*  
for 22/5  
EIC (E)-cum-PCEI & SDA, (O).

**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 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. The Department/Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle 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.
2. The Travel Agent must have the capability to provide two nos. of vehicles at a time as and when necessary with same terms and conditions.
3. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and 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 salary of the driver shall be borne by the owner. The agency will comply with all statutory provisions of law and keep office of EIC (E) -cum- PCEI (O), Bhubaneswar informed any amendment of law time to time.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) 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 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 services 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.
  14. The organization will have no liability whatsoever concerning the employees of the Travel Agent or of the owners of the vehicle. The Travel Agent shall indemnify EIC (E) -cum- PCEI (O) against all loss or damage arising out of or in the course of his employing persons or out of his relations with his employees. The Travel Agent shall be directly responsible for any disputes arising between him and his employees and keep the EIC (E) -cum- PCEI (O) indemnified against losses, damage or claims arising thereof including any workmen's compensation.
  15. In case of non-fulfillment of any obligations under the contract or law, the EIC (E) -cum- PCEI (O) reserves the rights to withhold payments due to the Travel Agent. The Travel Agent shall at his own expenses carry and maintain such insurance with reputable insurance company / companies as may be required under any law / regulations.

*Santos*  
EIC (E) -cum- PCEI, Odisha. 22/5/19  
*Amie*  
22/5/19

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle:-
2. Type of Vehicle ( AC/Non-AC):-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete address of the owner of vehicle:-
7. Fitness Certificate validity:-
8. Permit validity:-
9. Insurance validity:-
10. Name / Address of the Driver:-
11. D.L. No. & Validity of the D.L. of the Driver:-
12. Proposed hire Charge of the vehicle per month excluding fuel cost:-
13. Rate of fuel consumption / Mileage per litre:-
14. Contact Number of the Service Provider (Tenderer / Quotationer)

Mobile.....

Telephone.....

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

**Seal & Signature of  
Quotationer/Tenderer**