

**ODISHA ELECTRICITY REGULATORY COMMISSION  
PLOT NO.4, CHUNOKOLI, SAILASHREE VIHAR  
BHUBANESWAR – 751021**

**Email:orierc@gmail.com**

**Website:www.orierc.org**

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**QUOTATION/TENDER CALL NOTICE**

**ADM-14(II)/26                      dtd. 27.01.2023**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or Private Individuals for providing 02 nos. of AC Diesel/Petrol driven vehicles (Preferably Swift Dzire/Tours) having seating capacity not more than five including driver, which shall confirm to the terms and conditions (Annexure-I & II) for office use on monthly rent basis.

The interested Travel Agencies/Tour Operators or Private Individuals are requested to submit their quotations along with desired the documents by 3.00 PM on or before 04.02.2023 on all working days. Quotations received beyond the stipulated time and date shall not be accepted. The quotations not associated with the documents are liable for rejection.

Details are available in the office website [www.orierc.org](http://www.orierc.org).

Sd/-  
**Accounts Officer**

**Copy communicated for information & necessary action to:**

- (i) Notice Board.
- (ii) Dy. Director (IT), OERC for putting the quotation/tender call notice in the OERC website.
- (iii) Accounts Section, OERC.

**QUOTATION/TENDER CALL NOTICE**

1. 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/Commercial Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the OERC Fund 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.
5. The monthly rate of hire charges is quoted separately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 17 KMs per litre.
7. 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 and period of validity should be specifically provided in the general bid information to be furnish with the Quotation/Tender (Annexure-III).
8. The Quotation completed in all respect should reach the undersigned on or before **04.02.2023 by 3.00 PM** and shall be opened on the same day at **4.00 PM** in presence of the bidders or their authorized representatives.
9. The application form of quotation/tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc. will be available with OERC Office on payment of Rs.100/- from to 04.02.2023 or can be downloaded from Odisha Electricity Regulatory Commission Website [www.orierc.org](http://www.orierc.org). In case the application form is downloaded from OERC website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred only) towards the cost of application along with the application.

**Seal & Signature of  
Quotation/Tender Calling Authority  
Designation**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing 02 nos. vehicles 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/Commercial Permit, proof of up to date tax payment etc. and DL of the driver available all the times. The Department/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel/petrol, 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 & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by owner.
4. 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.
5. In case of the vehicle do not report regularly (except Sunday and Public Holidays), the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel/petrol (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.
9. The vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

11. In case the service provider intends to withdraw the services of his vehicles and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, OERC shall forfeit the entire amount of security deposit.
13. The vehicle must be available on call even on public holidays for emergent office use.

**Signature of  
Quotation/Tender Calling Authority**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicles :
2. Type of Vehicles (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 :  
(Copy of Aadhar issued by UIDAI to be enclosed)
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 the  
Quotationer/Tenderer**