



Together, Let us light up our lives

**ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ନିୟାମକ ଆୟୋଗ**  
**ODISHA ELECTRICITY REGULATORY COMMISSION**  
BIDYUT NIYAMAK BHAWAN  
PLOT NO.4, OERC ROAD, SHAILASHREE VIHAR, BHUBANESWAR -751021  
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### **QUOTATION/TENDER CALL NOTICE**

**NO. OERC/ADM-14(III)/726****dated: 10.06.2025**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or Private Individuals for providing 03 Nos. of AC Diesel/Petrol driven BS-VI emission compliant vehicles (*Preferably Swift Dzire/ Honda Amaze*) 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 documents by **3.00 PM on or before 25.06.2025** 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 on the office website [www.orierc.org](http://www.orierc.org).

Sd/-

**OSD (PAO)**

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

- i. Notice Board.
- ii. Sr. Consultant (IT), OERC for putting the quotation call notice on the OERC website.
- iii. Public Affairs Officer, OERC for publication of this quotation call notice in one English & one Odia daily.
- iv. Accounts Officer, OERC.

**Annexure-I****QUOTATION/TENDER CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing three (3) No of vehicles having sitting capacity not more than five including driver, which shall conform to the Terms and conditions (**Annexure-II**) for official use in the Odisha Electricity Regulatory Commission (OERC) on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in roadworthy condition, shall not be more than 3 years old from the date of initial registration and must have a valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, and proof of up-to-date tax payment, etc. 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.
5. A sum of Rs.5000/- shall be deposited by the intending bidders in the shape of Account Payee Bank Draft drawn in favour of the Odisha Electricity Regulatory Commission Fund payable at Bhubaneswar and submitted along with the tender as EMD. After the completion of the tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST, shall be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 17 KM per liter or above.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) and name of the Driver, Driving License No. and the 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 respects should reach the undersigned on or before **25.06.2025 by 03.00 P.M.** and shall be opened on the same day at **04.00 P.M.** in the presence of the bidders or their authorized representatives.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles, etc. will be available with the OERC Office or can be downloaded from the Odisha Electricity Regulatory Commission Website [www.orierc.org](http://www.orierc.org) from **10.06.2025 to 25.06.2025**.

Sd/-

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Seal & Signature of  
Tender Calling Authority with Designation

**Annexure-II****TERMS & CONDITIONS FOR HIRING VEHICLES**

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicles, during the 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 at all 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 the use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid on a monthly basis are final but do not include the 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 the Engine, gearbox & 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 any reason whatsoever, the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for a minimum of 25 days in a month.
8. In case of any 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 the cost of fuel (as per norm) 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 the contract.
11. The period of the contract shall be for 3 years, which may be extended by a maximum of one year, subject to satisfactory performance of the service provider.
12. If the services are found to be unsatisfactory, the client shall give one month's notice and terminate the agreement without any compensation.
13. The service provider needs to sign a Service Provider Agreement with the Odisha Electricity Regulatory Commission (OERC).
14. In case the service provider intends to withdraw the services of his vehicle and terminates the agreement, it shall be mandatory upon him to grant one month's notice before such withdrawal of service and termination of the agreement.
15. The vehicle Log books shall be maintained as per the format at Annexure-IV.
16. If the bidder violates any of the terms of the contract, the OERC shall forfeit the entire amount of the security deposit.

Sd/-  
Seal & Signature of  
Quotation / Tender Calling Authority  
with Designation

**Annexure-III****General Information**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of the vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L. No. & Validity of the D.L. of the Driver	
16	Contact Number of the Service provider	
17	Contact number of Driver	
18	Proposed hire Charge of the vehicle per month, excluding fuel cost	
19	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer

## Annexure-IV

[illegible]