



OFFICE OF THE SR. GENERAL MANAGER (ELECTRICAL)
UPPER INDRAVATI HYDRO ELECTRIC PROJECT, MUKHIGUDA,
DIST: KALAHANDI-766026, ODISHA, E-mail: sgmel_uihep@ohpccltd.com / sgmeluihep@gmail.com
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ODISHA HYDRO POWER CORPORATION LTD. (A GOVERNMENT OF ODISHA UNDERTAKING)
Regd. Office OSPH & W.C Building, VaniviharChhak, Janpath, Bhoinagar, Bhubaneswar-751022,
Tel: 91-0674-2542983, 2542802, 2545526, 2542826, Fax:2542102, E-Mail: ohpc.co@gmail.com /
md@ohpccltd.com **WEB:** www.ohpccltd.com, **CIN: U40101OR1995SGC003963**

TENDER SPECIFICATION NO. UIHEP-02/2026-27 DATED 10.04.2026

**TENDER PAPER FOR HIRING OF A NEW LIGHT VEHICLE (MAHINDRA BOLERO) FOR
SDOS, P&C DIVISION OF UIHEP, MUKHIGUDA FOR 03 YEARS.**

Name of the Firm / Manufacturers: -

.....
.....

Corresponding Address with Contact Telephone No.

.....
.....
.....

Cost of the Tender Paper: Rs. 6,000 + GST 18%
= Rs. 7,080/-



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(TECHNO – COMMERCIAL BID)

TENDER SPECIFICATION NO. UIHEP-02/2026-27 DATED 10.04.2026

Hiring of a new light vehicle (Mahindra Bolero) for SDOs, P&C Division of UIHEP, Mukhiguda for 03 Years.



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NOTICE INVITING TENDER No. UIHEP-02/2026-27 DATED 10.04.2026

Sealed tenders are invited in two parts i.e. (i) Techno commercial bid (ii) Price bid in separate sealed envelopes from the registered travel agencies / vehicle owners/service providers for providing services as mentioned below.

Description of Materials / Services	Cost of tender paper (Non-refundable) in Rs.	EMD in shape of DD/Banker's Cheque only (Refundable) in Rs.	Period of sale / download of tender document	Last date & time of receipt of tender	Date & time of opening of Techno commercial Bid
Hiring of a new light vehicle (Mahindra Bolero) for SDOs, P&C Division of UIHEP, Mukhiguda for 03 Years.	7,080/- (inclusive of GST)	12,096/-	From 16.04.2026 to 29.04.2026 up to 11.30 Hrs	29.04.2026 (up to 12:00Hrs)	29.04.2026 at 12:30Hrs.

For details of the tender documents, terms and conditions please visit our website www.ohpcltd.com

**-Sd-
C&P Head
UIHEP, Mukhiguda**



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SECTION – I
INSTRUCTION TO TENDERER

1.1 SCOPE of WORK & TECHNICAL SPECIFICATION:

The scope of work & technical specification are as per Section- IV.

1.2 CORRESPONDENCE:

All correspondences shall be made in English only to the C&P Head, Upper Indravati Hydro Electric Project, At/Po –Mukhiguda, Dist. – Kalahandi, Pin – 766026 (Odisha).

1.3 SCHEDULE OF DATES:

The various crucial dates relating to “Hiring of a new light vehicle (Mahindra Bolero) for SDOs, P&C Division of UIHEP, Mukhiguda for 03 Years”. are as notified in the tender notice.

1.4 COST OF TENDER PAPER:

The tender specification should be accompanied with the cost of tender paper as notified in the tender notice in shape of Bank draft / Bankers Cheque from any Nationalized Bank / Scheduled bank drawn in favour of “Odisha Hydro Power Corporation Ltd.” payable at IOB, Mukhiguda / SBI, ADB, Jaipatna along with the tender documents for the tenderers those who download the tender specification from OHPC website or original money receipt of OHPC for the tenderers those who purchase the tender specification from office of the Sr. General Manager (El.), UIHEP, Mukhiguda, failing which the tender shall be out rightly rejected.

1.5 EARNEST MONEY DEPOSIT:

The tenderers are required to deposit EMD of an amount as notified in the tender notice (refundable) in the shape of Bank draft / Bankers Cheque from any Nationalized Bank/ Scheduled Bank drawn in favour of “Odisha Hydro Power Corporation Ltd.” payable at IOB, Mukhiguda / SBI, ADB Branch, Jaipatna along with the tender documents, failing which the tender shall be out rightly rejected. The EMD amount will not carry any interest. The EMD of unsuccessful bidders shall be returned after finalization of tender. The EMD of successful tenderers shall be returned / refunded after submission of performance security deposit.

1.6 ELIGIBILITY CRITERIA:

- i) Regd. Travel Agencies / Vehicle owners / Service Providers.
- ii) The bidder shall submit undertaking in the specified format as per Annexure – 6 for deployment of new vehicle within one month of issue of LOI / work order in case the bidder is not having any vehicle of required category as per this tender.
- iii) The bidder should have GST registration certificate in the name of the bidder / firm / proprietor in case of proprietorship firm.
- iv) The vehicle against which the tender is submitted should not be more than 01 (one) year old as on the date of opening of tender.



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SECTION – II
GENERAL TERMS AND CONDITIONS

2.1 SUBMISSION OF BID

2.1.1. The following Documents to be submitted along with Techno-Commercial Bid in part-I in one sealed envelope super scribed as Techno Commercial Bid.

1. Tender Paper Cost
2. EMD
3. Self-attested copies of IT PAN and GSTIN.
4. Proof of eligibility criteria as per clause No. 1.6 regarding experience.
5. Download copy of the tender document / Tender paper to be signed on each page.
6. Self-attested copy of valid Registration Certificate of Travel Agency (as applicable)
7. Self-attested copy of RC book of the vehicle in the name of bidder (in case the bidder is owner)/Self attested copy of RC book of the vehicle along with power of attorney from owner of the vehicle (if bidder is not the owner)/ Undertaking for providing New vehicle in case not having the vehicle as per Clause No. 1.6 of Section – I.
8. Any other documents as per the check list given in Annexure – 3.
9. An affidavit by the tenderer, that the firm is not black listed. (as per format at Annex. – 4)
10. A declaration by the tenderer, that the tenderer has no relation with any employee serving under OHPC as per Annexure – 2.

2.1.2. Price bid in the prescribed form given in Part – II in another sealed cover super scribed as “Price Bid”.

2.1.3. Both the covers should be placed inside another sealed cover super scribed with TCN no. & marked as “**Hiring of a new light vehicle (Mahindra Bolero) for SDOs, P&C Division of UIHEP, Mukhiguda for 03 Years**”. & to be sent to (or dropped in the box kept in) the office of the tender inviting authority.

2.2 CLARIFICATION & AMENDMENT

- I) At any time before submission of bid, the client may, for any reason, modify the tender documents by amendment. The amendment, if any, shall be issued through an addendum which shall be kept on the office website of OHPC for information of the firms / agencies / Service Providers who intend to submit quotation. Before submitting the bid, the bidders are advised to go through the website to find out such addendum / errata / corrigendum if any issued by the client. The addendum / errata / corrigendum will be binding on all the bidders submitting the bids. The client also reserves the right without any obligation or liability to accept or reject any or all the tenders at any stage of the process, to cancel or modify the process or any part thereof or to vary terms and conditions at any time without assigning any reason thereof.
- II) Tenderers shall carefully examine the tender documents and the technical specification. Should a tenderer find any discrepancies or omissions from the specification or other documents, he should at once intimate the authority and obtain clarification in writing. This, however, does not entitle the tenderer to ask time beyond the due date fixed for receipt of tenderers.
- III) In case any bidder who has submitted the bid before issue of corrigendum / addendum etc., if desired can submit a bid super scribed with “Revised Bid”, “TCN No.& Date” on the envelope containing the tender documents.

- 2.3 **CORRIGENDUM:** Modification of specifications and extension of closing date or opening date of Tender, if required, will be made by corrigendum. Copies of such corrigendum will be floated in OHPC website only. This shall be signed and shall form a part of the Tender. Tenderers are required to visit the website for such corrigendum / errata / addendum if any.
- 2.4 **EQUIVALENT VEHICLE:** Equivalent vehicle shall mean, vehicles having specification not less than the types of vehicles as specified by OHPC in the tender specification / document with good running condition & having all the required valid documents.
- 2.5 **AVAILABILITY OF TENDER DOCUMENT:** The tender documents can be purchased through deposit of Cash in the Cash Section of Finance wing, UIHEP, Mukhiguda or can be downloaded from the website of OHPC Ltd. i.e. "www.ohpcltd.com". The authority will not be responsible if any portion of the approved tender specification/ documents available in the office of the Unit Head, UIHEP, Mukhiguda is excluded or modified in the downloaded documents. The downloaded facility will be available up to the last date & time of sale of tender paper.
- 2.7 **OPENING OF TECHNO COMMERCIAL BID AND PRICE BID:** The Techno Commercial Bid shall be opened on the scheduled date and time as mentioned in Clause no. 1.3 of Sec-I (Instruction to Tenderer) of this tender specification in the Office of the Unit Head, Upper Indravati Hydro Electric Project, At/Po – Mukhiguda, Dist. – Kalahandi, Pin – 766026, Odisha in presence of the tenderer or authorized representative of the tenderer, if any, who wish to be present at the time of opening of tender. If the date of receipt / opening of tender happens to be or declared as a holiday the next working day will be treated as the corresponding effective date.
- The price bid of only those tenderers whose techno commercial bids are found in order, may be opened on same day or shall be opened at a later date which will be notified to the technically qualified bidders in due course.
- 2.8 **EVALUATION:**
- i) Evaluation shall be based on techno-commercial and price bids submitted by the bidders.
 - ii) Bidders fulfilling the eligibility criteria as per the above evaluation of Part-I bid shall be called / intimated for opening of their price bids.
 - iii) Bidders not meeting the eligibility criteria shall be excluded for further evaluation.
 - iv) The competent authority reserves the right to cancel any or all bids without assigning any reason thereof.
 - v) The evaluation of tender will be done considering the quoted hire charges per month.
 - vi) In comparing bids and in making awards, OHPC may consider such factors as with specifications and ability of tenderer, financial soundness, records of integrity in dealings, performance etc.
 - vii) OHPC may negotiate with the bidders on the quoted rate if desired.
- 2.9 **OUTRIGHT REJECTION CRITERIA:**
- i) Bidders whose bid is not received in time.
 - ii) Bidders submitting false evidences that cannot be verified during the process shall be disqualified / terminated on detection.
 - iii) The Bidder blacklisted by any Central Government / State Government / PSU / Government Bodies.
 - iv) Bidder not submitting the bid in line with the Tender requirement.
 - v) Conditional bids shall not be considered and will be out rightly rejected in very first instance.
 - vi) Bidders not having PAN and GSTIN.
 - vii) Bidders not furnishing the EMD and Tender paper cost of requisite amount.

2.10 **OHPC AUTHORITY RESERVES THE RIGHTS:**

- a) To reject any or all the tenders.
- b) To accept any or all the tenders.
- c) To increase or decrease the quantity of vehicles to be hired or to distribute the service among more than one bidder without assigning any reason thereof.

2.11 **AWARD OF WORK:** The work order may be awarded on the basis of L-1 rate or on the basis of negotiated rate at the discretion of OHPC authority.

2.12 **VALIDITY:** The bids should have a validity period of **120 days** from the date of opening of tenders, failing which the tenders will be rejected.

2.13 **SCOPE OF WORK & TECHNICAL SPECIFICATION:** Please refer to section- IV.

2.14 **PRICE:** The bidders are required to quote firm prices both in figure and words in the relevant price schedule in part – II (PRICE BID). The rates should be quoted considering all the terms & conditions specified in the Tender Specification. Where there is discrepancy, the amount in words shall govern.

2.15 **TAXES & DUTIES:**

- i) GST shall be deposited by OHPC as extra under reverse charge mechanism or, shall be paid to the service provider if applicable as per prevailing Acts & Rules.
- ii) Taxes shall be deducted from the bills of the service provider as per prevailing Acts & Rules.

2.16 **BILLS:** The monthly bill towards hire charges along with the cost of fuel (Diesel) and copy of logbook in duplicate along with the original log book of the vehicle duly entered and signed by the Driver and the Officer using the vehicle should be submitted to the Controlling Officer in the 1st week of succeeding month for release of payment. Bills for the first month and last month as per the contract shall be entertained provided that claim of hire charges is made for the proportionate period of engagement during the month.

The Agency/ Service Provider shall have to engage the drivers at his own cost. OHPC will not make any extra payment towards engagement of drivers by the travel agency.

2.17 **FUEL:** The fuel (Diesel only) and other lubricants required for vehicles is to be supplied by the service provider / Travel Agency. The cost of the Diesel as per fuel bills submitted by the party or as per the prevailing rate at the nearest Diesel Bunk with fuel economy as mentioned in section – IV (Scope & Technical Specification) whichever is lower will be reimbursed by the department as per actual run of vehicle recorded & certified in the log book.

The travel Agency will submit the fuel bill (cost of Diesel) along with the monthly hire charges bill. All other expenses like engine oil, gear oil, brake oil, replacement of spare parts, tyres, tubes, batteries etc. and all maintenance charges of vehicle will be borne by the Agency at its own cost. However, OHPC authority reserves the right to change the policy of reimbursement of fuel charges at any time during the contract period if required in the interest of OHPC.

2.18 **INSURANCE:** The hired vehicle should have first party comprehensive insurance throughout the contract period. The agency is solely responsible for payment of compensation for accidents if any to the persons affected during the contract period. OHPC limited shall in no way be responsible for any damage/breakage/loss/theft caused to the hired vehicle or loss of life / injury made to any person or damage to any property on any account during the course of its hire and the Service Provider shall bear all expenses for the same and shall be responsible for all such litigations.

2.19 **SECURITY DEPOSIT:**

The successful tenderer has to deposit 10% of the ordered value towards performance security deposit within 15 (fifteen) days of placement of order by OHPC in shape of Bank draft / Banker Cheque drawn in favour of "Odisha Hydro Power Corporation Ltd." payable at IOB, Mukhiguda / SBI, ADB, Jaipatna or in shape of BG (Bank Guarantee) pledged in favour of OHPC, UIHEP, Mukhiguda as per the prescribed format at Annexure – 1.

Security for performance shall guarantee the completion of all obligations under the contract and shall be valid until the date of completion of the contractual obligations.

The security for performance will be returned promptly after receipt of clearance from the Engineer-In-Charge regarding completion of all obligations under the contract.

No interest is payable on Performance Security Deposit. Performance Security Deposit (PSD) will be forfeited if the successful bidder fails to engage / provide the vehicle in time. Similarly, PSD shall be forfeited if the service provider violates any of the terms of contract.

- 2.20 **PERIOD OF CONTRACT:** The contract shall be valid for a period 3 (Three) years from the date of execution of agreement. The authority reserves the right to terminate the contract at any time during the contract period without assigning any reason thereof.
- 2.21 **MAINTENANCE OF LOG BOOK:** Log book as per the OHPC format should be maintained on daily basis / date wise by the Agency to record detail use of vehicles, which is to be signed by the officer who is utilizing the vehicle and submitted along with the bill. The original log book (s) for the contract period will be property of OHPC. The Agency may keep the duplicate copy.
- 2.22 **SECURITY PASS:** The security pass for the hired vehicle as well as the driver for duty inside the Power House, Valve House, Switchyard, Store etc. under UIHEP, Mukhiguda is to be obtained from Operation Division, UIHEP Mukhiguda. Similar pass is to be arranged for temporary engagement of substitute vehicle and substitute driver. Frequent change of vehicles or Driver should be avoided as far as possible.
- 2.23 **VEHICLE:**
- 1) The vehicle should be in good running condition. The vehicle is supposed to run on all condition of road including village road, kachha road, ghat roads and normally with headquarter at Mukhiguda, for which the tyres of the vehicle must remain in good condition. The vehicle shall be used for the works of OHPC Ltd, UIHEP, Mukhiguda normally during office hours. However, as per requirement of OHPC, the vehicle may be required to move outside the head quarter to any place inside or outside the state and to be used beyond office hours and in holidays as per the instruction of user/ controlling officer.
 - 2) The hired vehicles cannot be used for any private / commercial purpose during holidays or, beyond office hours / duty hours by the service provider without written permission from appropriate authority.
 - 3) The vehicle & the driver shall be made available round the clock. In case the driver with vehicle does not report timely and regularly, OHPC authority will be at liberty to reject the agreement and may engage vehicles from other sources.
 - 4) The Agency / Service Provider will deploy the vehicle, which is well maintained, thoroughly cleaned both internally and externally with normal maintenance kit, fire-fighting equipment, first aid box, and one torch light with four cells, mobile charger and ambient freshener in working condition inside the vehicle.
 - 5) The Agency / Service Provider shall ensure that all electrical connections including lights (both back and front), horn, turn indicators, and other vehicle systems are periodically checked and maintained by them to avoid any inconvenience to the users of OHPC.
 - 6) Agency shall ensure that the vehicle is parked/ stationed at the place as instructed by the controlling officer and should be available even when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the User/ Controlling Officer of OHPC. Moving away without the knowledge of the User/ Controlling Officer will be considered as non-available and will be liable for penalty.
 - 7) OHPC shall in no way be responsible for any damage/ breakage/ loss/ theft caused to the hired vehicle on any account during the course of its hire.
 - 8) Any minor maintenance / periodical check-up of the vehicle may be taken up by the Agency/ service provider only during idle hours or off hours without hampering the official duty.
 - 9) In case of major maintenance work, a suitable substitute vehicle of similar condition & model or better model with one suitable Driver shall have to be provided by the Agency / service provider.
 - 10) In case the vehicle is seized or detained or requisitioned by Police / Motor vehicle authority or, requisitioned for Election duty or pulse polio duty or any other statutory duty by the

Government, the Agency will supply an equivalent substitute vehicle against the requisitioned vehicle for which no additional agreement will be required but only written intimation is to be made which needs to be approved. The vehicle, which goes for any such duties, will be under the responsibility of the Agency & the cost shall be borne by the Agency. In case of failure to provide substitute vehicle, penalty as applicable shall be levied.

- 11) During replacement of the vehicle or driver, as the case may be, the pass/ID card issued, if any, shall be surrendered.
- 12) The mileage count will start from the location of pickup / reporting and no extra kilometres from the garage to the pickup / reporting point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

2.24 **DRIVER DEPLOYED:**

- 1) The pay, allowances and all statutory dues including compensation, insurance, EPF, ESI etc. of the Driver will be borne by the Agency. The lodging / boarding charges of the Driver during the tour from the headquarters and while stationed at headquarters are to be borne by the Agency. However, for outstation tour involving night halt an amount of Rs.100/- (Rupees One Hundred) only towards daily allowance and Rs. 150/- (Rupees One Hundred and Fifty) only towards accommodation of the driver for each night halt will be paid by the department on production of the certified copy of bill from the Controlling Officer of the vehicle.
- 2) The Agency/ Service Provider shall have to engage the drivers at his own cost. OHPC will not make any extra payment towards engagement of drivers by the Agency/ Service Provider.
- 3) The Driver of the vehicle should be of good health, well behaved, reliable, sober & obedient in nature and free from bad habits of any types of intoxication. The driver must possess valid driving license (commercial) for driving light transport passenger vehicle with sufficient experience and an attitude for safe and steady drive. He must possess all the relevant papers of the vehicle in original for producing the same, before law Enforcing Authority as and when required. In the event of any complaint made against the supplied driver immediate arrangement should be made to replace him by well-behaved efficient driver.
- 4) Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of OHPC. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
- 5) Driver must be provided with a working mobile phone and the contact number be provided to the user as well as Controlling Officer.
- 6) In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user / Controlling Officer of the above change with latest contact number.
- 7) The driver shall be reachable at all times during the period of contract.
- 8) Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- 9) As soon as the driver is advised to attend any guest by the user / Controlling Officer, the driver should call/ send SMS to the guest giving his mobile number and vehicle details. Charges of calls/ SMSs will be on Agency's account.
- 10) Vehicle and driver should not be changed frequently. Any such changes should be informed by the Agency to the Controlling Officer well in advance for permission.

2.25 **STATUTORY RULES COMPLIANCE & TAXES:**

- 1) Payment of all taxes, insurance in respect of the vehicle should be kept up to date. The hired vehicle should have first party insurance throughout the contract period. The agency is solely responsible for payment of compensation for accidents if any to the persons affected during the contract period.
- 2) OHPC shall in no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which OHPC would not be held liable / responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/ Rules shall rest with the Agency only and OHPC will not be liable in any manner. **Further, OHPC shall not be liable to reimburse penal charges of toll charges due to non-adherence to fast tag rules in case of outstation journeys.**
- 3) The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour Act, Workmen's Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the OHPC and hence the compliance of the applicable Acts & Laws will be the sole responsibility of the Agency.
- 4) The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
- 5) The vehicles deployed for duty for OHPC shall at no point of time carry any person other than personnel authorized by user / Controlling Officer of OHPC.
- 6) The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/defective brakes.

2.26 **OTHER OBLIGATIONS OF SERVICE PROVIDER:**

1. The service providers must furnish their contact tel. nos. so that they can be contacted at any time.
2. Agency / Service Provider to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired vehicle category). Such hire charges of other taxi shall be charged to the defaulting service provider.
3. The Agency shall not be allowed to sub-let the Contract.
4. Assignment & change in ownership/management: The Agency shall not assign or transfer its obligations and or rights under the Contract / Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of OHPC. The Agency shall immediately notify OHPC Tender Specification / Contract of any change of ownership or management of the Agency's business.
5. Police verifications of deployed driver shall be ensured by the Agency.
6. At the time of termination of contract, the service provider shall hand over the log book (s) to the Controlling Officer.

2.27 **AGREEMENT:** The successful bidder will submit all the records of the vehicle and execute an agreement in the prescribed forms with concerned controlling officer/OIC in a non-judicial stamp paper worth as applicable as per Odisha Stamp Duty Act within within 30 days of issue of order (in case of providing New vehicle) failing which the order will be treated as cancelled unless otherwise the time period is extended by the authority.

The copies of following documents (duly self-attested) shall be submitted by the agency at the time of execution of agreement. The originals of said documents shall also be produced for verification.

- a. Valid IT PAN and GST registration certificate.
- b. RC book of vehicle.
- c. Contract carrying permission.
- d. First party insurance of vehicle.
- e. All Odisha permit with documentary proof.
- f. Valid fitness certificate.
- g. Pollution test certificate.
- h. Driver's valid commercial driving license
- i. Proof of up to date tax payment.
- j. Security deposit as per clause No. 2.19

Following details shall be mentioned in the Agreement.

- i) Registration no. of the Vehicle, Make, Model, Type & Colour of the Vehicle.
- ii) Chassis number, Engine number, Year of manufacture of the Vehicle.
- iii) Name, Address, Contact no., PAN no. & GST no. of the service provider.
- iv) Name of Owner with Power of Attorney ref. if, owner is different from Service Provider.
- v) Rate of hire charges per month, rate of consumption of fuel, type of fuel (Diesel).
- vi) Period of contract.
- vii) Details of security deposit / performance security deposit submitted by the Agency.

2.28 **SETTLEMENT OF DISPUTE:**

- i) **Amicable Settlement:** Any dispute(s) or difference(s) arising out of or in connection with the contract shall to the extent possible, be settled amicably between the parties.
- ii) **Dispute Resolution:** Decision of competent authority of OHPC shall be final and binding on both the parties in respect of all matters of dispute arising out of this tender.

2.29 **JURISDICTION:** All disputes shall be under the jurisdiction of the court nearest to the place of office of authority of OHPC, who has executed the agreement.

2.30 **HEADINGS:** The headings to the clauses of the Tender Specification are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.



OFFICE OF THE SR. GENERAL MANAGER (ELECTRICAL)
UPPER INDRAVATI HYDRO ELECTRIC PROJECT, MUKHIGUDA,
DIST: KALAHANDI-766026, ODISHA, E-mail: sgmel_uihep@ohpccltd.com / sgmeluihep@gmail.com
.....
ODISHA HYDRO POWER CORPORATION LTD. (A GOVERNMENT OF ODISHA UNDERTAKING)
Regd. Office OSPH & W.C Building, VaniviharChhak, Janpath, Bhoinagar, Bhubaneswar-751022,
Tel: 91-0674-2542983, 2542802, 2545526, 2542826, Fax:2542102, E-Mail: ohpc.co@gmail.com /
md@ohpccltd.com WEB: www.ohpccltd.com, CIN: U40101OR1995SGC003963

SECTION – III
SPECIAL TERMS AND CONDITIONS

3.1 TERMS OF PAYMENT:

The monthly GST bill towards hire charge along with the cost of fuel in duplicate along with the original log book of the vehicle duly entered and signed by the Driver and the Officers using the vehicle should be submitted to the concerned division in the 1st week of succeeding month for verification and release of payment.

100% payment of monthly hire charges along with the fuel bill subject to TDS shall be made in shape of cheque to the Travel Agency within 30 (thirty) days of receipt of bill by the Finance Wing Head, UIHEP, Mukhiguda duly certified by Officer-In-Charge / Controlling Officer.

The statutory deductions as applicable shall be deducted from the bill. The toll gate charges and parking charges will be reimbursed as per actual by the OHPC on production of documentary evidence. **However, the penal charges in toll charges due to non-adherence to fast tag rules will not be reimbursed in any case.**

3.2 OFFICER-IN-CHARGE/ CONTROLLING OFFICER: Divisional Head, Maintenance Division, UIHEP, Mukhiguda or any other officer as decided by OHPC.

3.3 PAYING OFFICER: Finance Wing Head, UIHEP, Mukhiguda.

3.4 PENALTY: In the event of failure to supply the vehicle for any reason what so ever on any day during the contract period, the Agency shall provide an equivalent substitute vehicle or better vehicle. If no vehicle is provided by the Agency on any day penalty amounting to Rs. 1000/- (One thousand) only per day / vehicle or part thereof shall be imposed on the Agency besides deduction of the applicable hire charges for the period of absence from the monthly hire charges amount. If the service of the vehicle / equivalent substitute vehicle is not provided for consecutive 07 (Seven) days, the contract may be terminated with imposition of penalty for Rs.7,000/- (Rupees Seven thousand) along with forfeiture of security deposit.

3.5 TERMINATION: If the Agency desires to withdraw the vehicle, he should give 3 (three) month notice in writing with reason to OHPC Authority with whom the agreement has been executed for deployment of vehicle, failing which a penalty amounting to proportionate hire charge for the period of shortfall in notice shall be imposed on the Agency and the same shall be recovered from the dues payable to the service provider including forfeiture of security deposit in full or part at the discretion of OHPC authority besides initiating action for blacklisting.

Similarly, OHPC shall have the right to terminate the agreement/contract, upon it giving 3 (three) month notice in writing. However, if the services are found to be unsatisfactory, the OHPC shall give one month notice and terminate the agreement.

Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, pass/ID card issued to the Driver & Vehicle, if any.

3.6 FORCE MAJEURE: The security agency shall not be liable for any L.D. for delay in fulfilling the obligation of the service contract for reasons of force majeure such as Acts of Govt., Act of Public Enemy, Fire, Floods, Epidemic, Quarantine, War restriction imposed by Govt., Strike etc. and provided that the firm shall, within 15 days of the beginning of such delay, notify OHPC in writing of the nature and cause of such delay. OHPC shall verify the facts and may grant such time extension (s) as facts justify.

-Sd-

Contract & Procurement Head
UIHEP, Mukhiguda



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SECTION – IV
SCOPE OF WORK & TECHNICAL SPECIFICATION

- 4.1 **SCOPE OF WORK:** Supply of a Commercially Registered diesel run light vehicle (**Mahindra Bolero**) on hire charges basis as per terms and conditions of the tender specification. The period of contract will be for **03 (three) years** from the date of execution of agreement. The vehicle should not be more than 01 (one) year old as on the date of opening of tender. The vehicle shall be deployed for **General duty round the clock for SDOs, P&C Division, UIHEP, Mukhiguda.**
The vehicle should be in good running condition with fuel economy not less than **13 (Thirteen) Kms per Ltr** and close metallic full body **Diesel** run.
The agency / vehicle owner / service provider shall deploy the vehicle within 30 days from the date of issue of LOI / work order.
- 4.2 Any tender without complete information as asked for in the above specification is likely to be rejected.
- 4.3 Should the tenderer wish to depart from any condition of this tender documents, he shall submit along with his bid a complete and item wise list of such departures in a separate schedule giving reference to the section in tender document, which may / may not be acceptable to the customer. Even if there is no deviation in these respects, the bidder should clearly write in the schedule '**NO DEVIATION**' with his signature in annexure – 5.

-Sd-
Contract & Procurement Head
UIHEP, Mukhiguda

SECTION – V

Annexure – I

PERFORMANCE BANK GUARANTEE (Security for Performance)

In consideration of the Odisha Hydro Power Corporation Limited, a Company incorporated under the laws of India and having its registered office at Bhubaneswar, Odisha – 751001, India (hereinafter called OHPC) having agreed to exempt M/s (Hereinafter called the “Contractor”) from the demand, under the terms and conditions of an agreement No. dated made between and for (Hereinafter called the “agreement”), of security deposit for satisfactory performances of materials and works (as detailed in the agreement) during the guarantee period (as detailed in the agreement) and for the fulfilment by the Contractor(s) of the terms and conditions contained in the said agreement, on production of bank Guarantee for Rs. (Rupees only) against any loss or damage caused to or suffered or would be caused to or suffered by OHPC by reason of any breach by the said Contractor(s) of any terms and conditions contained in the said agreement.

We, Bank Limited having branch at in Odisha (hereinafter referred to as “the Bank”) at the request of the said Contractor do hereby undertake to pay to OHPC an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered by OHPC by reason for any breach by the said contractor of any of the terms and conditions contained in the said contract.

1. We, Bank Limited do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from OHPC stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by OHPC by reason of breach by the said contractor of any of the terms and conditions contained in the said contract or by reason of the said Contractors failure to perform the said contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs.
2. We, the Bank Limited to pay OHPC any money so demanded notwithstanding any dispute or disputes raised by the said Contractor in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s)/Supplier(s) shall have no claim against us for making such payment.

3. We, the Bank Limited further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be so enforceable till all the dues of the OHPC under or by virtue of the said agreement, have been fully paid and its claims satisfied or discharged until the **Divisional Head, Maintenance Division, UIHEP, Mukhiguda**, Odisha Hydro Power Corporation certified that the terms

and conditions of the said agreement have been fully and properly carried out by the said contractors and accordingly, discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of months from the last delivery of materials or months from its use whichever is earlier we shall be discharged from all liability under this guarantee thereafter.

4. We, the Bank Limited further agree with OHPC that OHPC shall have the fullest liberty, without our consent and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement to extend time of performance by the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, postponement, or extension being granted to the said Contractor(s) or by any such matter of thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
5. This guarantee shall not be discharged due to the change in the name, style and constitution of the Bank or the Contractors(s) / supplier(s).
6. We, the Bank Limited lastly undertake not to revoke this guarantee during its currency except with the previous consent of OHPC in writing.

Dated the day of 2026- -

Witness with Address

1.

2.

For Bank Limited.

NO RELATION CERTIFICATE

THIS IS TO CERTIFY THAT I HAVE NO RELATIONSHIP WITH ANY EMPLOYEE SERVING UNDER OHPC LTD., ODISHA. IN CASE THE ABOVE STATEMENT IS FOUND TO BE FALSE, I MAY BE DEBARRED FROM ANY PAYMENT DUE ON ACCOUNT OF THIS CONTRACT.

SIGNATURE OF THE TENDERERS

Place

(This Proforma should be filled in with all information and should be furnished with tender)

1	Cost of Tender Paper in shape of Bank draft / Money Receipt (Original)	Yes / No
2	Earnest Money furnished: Bank draft/BG (details to be mentioned)	Yes / No
3	Copy of documentary evidence of Travel Agency / Vehicle Owner (as applicable)	
4	Copies of PAN, GST Registration	Yes / No
5	Proof of eligibility	Yes / No
6	Validity 120 days	Yes / No
7	Nature of Price quoted: "FIRM"	Yes / No
8	Agreeable to terms of payment as mentioned in tender specification: Agreement – Whether agreeable to execute agreement in OHPC prescribed form	Yes / No
9	Whether agreeable to furnish security deposit	Yes / No
10	Price bid in closed separate envelope	Yes / No
11	Whether agreed to all the terms and conditions of the specification:	Yes / No
12	Copy of the tender document signed on each page	Yes / No
13	An affidavit by the tender that the firm is not blacklisted	Yes / No
14	Undertaking for deployment of New vehicle within one month of issue of LOI / Work order in case the bidder is not having any vehicle of required specification.	Yes / No
15	Any other document(s) as per cl. 2.5	Yes / No

**SIGNATURE OF THE TENDERER
NAME:
DESIGNATION (SEAL):**

AFFIDAVIT

(To be sworn before the Notary)

I/We, _____ (Name of the bidder) a Company incorporated under the provisions of the Indian Companies Act / Proprietorship firm / Partnership Firm registered under Indian Partnership Act / Sole Proprietor / Service Provider having its Registered office / Corporate Office / Address at _____ and represented through Shri _____ duly authorized person (_____ Designation) hereby solemnly declare & affirm as under: -

- 1. That we, _____ (Name of the bidder) have not been black listed / debarred / disqualified by any Govt. or any of its agencies or PSUs etc. during last three years up to the date of submission of the bid.

DEPONENT

Place:

Date:

VERIFICATION

I/We, _____ (Name of the bidder), the above named deponent, do hereby verify that the contents of Paragraph – 1 of this affidavit is true to my personal knowledge and nothing has been concealed and no part of it is false.

Verified at _____ this _____ day of _____

DEPONENT

NO DEVIATION STATEMENT

(To be filled in and signed by the tenderer)

We / I have carefully gone through the conditions specified in the bid documents and we / I have satisfied ourselves / myself and hereby confirm that our / my offer strictly confirms to the requirements as per the tender specification except for deviations. We / I accept all the terms & conditions of the tender document.

SIGNATURE OF THE TENDERER

N.B. – In case nothing is mentioned in this Annexure, it will be treated that there is “NO DEVIATION”.

UNDERTAKING

I/ We _____ (Name of agency / owner) hereby undertake to deploy new diesel run vehicle (**Mahindra Bolero**) (purchased after the date of tender publication) within 30days of issue of LOI/ work order.

I / We understand that in case of failure to deploy the said vehicle within stipulated period, the EMD deposited by me / us shall be forfeited by OHPC.

Signature of Bidder

PART – II PRICE BID

**PRICE BID WITH GENERAL INFORMATION FOR HIRING OF A DIESEL RUN LIGHT
VEHICLE FOR UIHEP, MUKHIGUDA ON MONTHLY BASIS.
(TCN NO. UIHEP- 02/2026-27 DATED 10.04.2026)**

- 1) Name & Address of the Service Provider/bidder :
- 2) GST Regn. no. of the Service Provider/bidder :
- 3) PAN of the Service Provider/bidder :
- 4) Registration No. of the Vehicle :
- 5) Date of Registration of the Vehicle :
- 6) Make & Type of Vehicle (**Mahindra Bolero**) :
- 7) Model of the Vehicle :
- 8) Year of Manufacture :
- 9) Name & Address of the owner of vehicle :
(If different than service provider)
- 10) Fitness certificate Validity :
- 11) Permit Validity :
- 12) Insurance Validity :
- 13) Pollution Certificate Validity :
- 14) Name / Address of the Driver with contact No. :
- 15) D.L. No. & Validity of the D.L. of the Driver :
- 16) Proposed hire charges of the vehicle per : Rs. _____/-
(Rupees.....
month excluding fuel cost & excluding GST
(both in figures & words)
.....only)
- 17) Contact No. of the Service Provider :
(Tenderer / Quotationer)
Mobile.....
Telephone
- “Certified that the information submitted as above is true to the best of my knowledge and belief”

**Seal and Signature of
the Quotationer /
Tenderer**

N.B.

- 1) Fuel cost (Diesel) shall be reimbursed with fuel economy not less than 13Km/lit.
- 2) GST shall be paid/deposited by OHPC as extra under reverse charge mechanism as applicable as per prevailing Act & Rules.

PART – II (PRICE BID)

TENDER CALL NOTICE NO. UIHEP-02/2026-27 DATED 10.04.2026

Sl. No.	Regn. No. of Vehicle / New	Nature of duty	Hire Charges per month per vehicle (Without GST)	Total Amount for 36 months excluding GST & fuel cost (in Rs.)
1	2	3	4	5= 4 x 36 months)
1		General duty round the clock		
Total				

In words (Rs.) only.

Note:

- i) Fuel Cost (Diesel) shall be reimbursed with fuel economy **not less than 13Km/lit.**
- ii) GST as applicable shall be deposited by OHPC under Reverse Charge Mechanism or shall be paid as per prevailing Act. & Rules

Signature of the Bidder / Service Provider :

Name of the Bidder / Service Provider :

With Seal

Complete Address of the Service Provider with Contract No. :