



TP Southern ODISHA DISTRIBUTION LIMITED

(A Tata Power & Odisha Govt. joint venture)

Kamapalli, Courtpetta, Berhampur, Ganjam, Odisha, India -760 004

NIT No.: TPSODL/OT/2026-27/2500001287

Procedure for Participating in Tender

Tender Enquiry No	Work Description	EMD (Rs.)	Tender Fees (Inclusive of GST) (RS.)	Last date and time for Payment of Tender Fees
TPSODL/OT/2026-27/2500001287	Rate Contract for Hiring Services of Commercial Vehicles at Various Locations of TPSODL.	3 Lac	5,000	02.10.2026; 18:00 Hrs.

Please note that corresponding details mentioned in this document will supersede any other details mentioned anywhere else in the Tender Document.

Procedure for Participating in Tender. Following steps to be done before “Last date and time for Payment of Tender Participation Fee” as mentioned above.

1. Eligible and Interested Bidders to submit duly signed and stamped letter on Bidder's letterhead indicating.
 - A. Tender Enquiry number
 - B. Name of authorized person
 - C. Contact number
 - D. e-mail id
 - E. Details of submission of Tender Participation Fee
 - F. GST Number
2. Non-Refundable Tender Participation Fee, as indicated in table above, to be submitted in the form of direct deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference no:

Beneficiary Name: TP Southern Odisha Distribution Limited.

Account No : 625901010050070

Name of the Bank: Union Bank of India, Kamapalli Branch, Berhampur

IFSC Code : UBIN0562599

E-mail with necessary attachment of 1 and 2 above to be send to shubhranshu.sahu@tpsouthernodisha.com with copy to vijay.kumar@tpsouthernodisha.com before “Last date and time for Payment of Tender Participation Fee”.

3. Bids are to be submitted only through online e-procurement platform, ARIBA. Any other form of bid submission will not be accepted. Link for bidding through ARIBA e-procurement platform will be mailed to bidder once Letter received as mentioned in point no 1 & 2 above.

4. Refer Tender Document for other details.

5. MSME BA from Odisha may refer and follow as per TPSODL GCC norms- Clause 9.4.



NIT No.: TPSODL/OT/2026-27/2500001287

OPEN TENDER NOTIFICATION

FOR

**Rate Contract for Hiring Services of Commercial Vehicles
at Various Locations, TPSODL, Odisha.**

Tender Enquiry No.: TPSODL/OT/2026-27/2500001287

Due Date for Bid Submission: 02.10.2026

**TP Southern Odisha Distribution Limited
Berhampur, Odisha**

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1. Event Information

1.1. Scope of work

Open Tenders are invited through the e-tender bidding process from interested Bidders for entering into a Rate Contract for Hiring Services of Commercial Vehicles at Various Locations, TPSODL, Odisha.

1.2. Availability of Tender Documents

Non-transferable tender documents may be purchased by interested eligible bidders from address given below on submission of written application to the under mentioned and upon payment of non-refundable Tender Fee.

Chief (Procurement & Stores)

TP Southern Odisha Distribution Limited
BPR North Star Building, 2nd Floor, Khodasingi,
Berhampur, Odisha - 760010

1.3. Calendar of Events

(A)	Last date and time of Payment of Tender Fee	02/10/2026 18:00 Hrs.
(B)	Last Date of receipt of pre-bid queries if any.	02/10/2026 18:00 Hrs.
(C)	Date and Time of Pre-Bid Meeting	NA
(D)	Last Date of Posting Consolidated replies to all the pre-bid queries as received	06/10/2026 18:00 Hrs.
(E)	Last date and time of receipt of Bids	14/10/2026 16:00 Hrs.
(F)	Date & Time of opening technical bids & EMD (Envelope-1 & 2)	14/10/2026 16:00 Hrs. onwards

Note: - In the event of last date specified for submission of bids and date of opening of bids is declared as a closed holiday for TPSODL's office, the last date of submission of bids and date of opening of bids will be the day following working day at appointed times.

1.4 Mandatory documents required along with the Bid.

- 1.4.1 EMD of requisite value and validity
- 1.4.2 Tender Fee in case the tender is downloaded from Website.
- 1.4.3 Requisite Documents for compliance to Qualification Criteria mentioned in Clause 1.7.
- 1.4.4 Drawing, Type Test details along with a sample of each item as specified at Annexure I (as applicable)
- 1.4.5 Duly signed and stamped 'Schedule of Deviations' as per Annexure III on bidder's letter head.
- 1.4.6 Duly signed and stamped 'Schedule of Commercial Specifications' as per Annexure IV on bidder's letter head.
- 1.4.7 Proper authorization letter/ Power of Attorney to sign the tender on the behalf of bidder.
- 1.4.8 Copy of PAN, GST, PF and ESI Registration (In case any of these documents is not available with the bidder, same to be explicitly mentioned in the 'Schedule of Deviations')

Please note that in absence of any of the above documents, the bid submitted by a bidder shall be liable for rejection.

1.5. Deviation from Tender

Normally, the deviations to tender terms are not admissible and the bids with deviation are liable for rejection. Hence, the bidders are advised to refrain from taking any deviations on this Tender. Still in case of any deviations, all such deviations shall be set out by the Bidders, clause by clause in the 'Annexure III – Schedule of Deviations' and same shall be submitted as a part of the Technical Bid.

1.6. Right of Acceptance/Rejection

Bids are liable for rejection in absence of following documents:

- i. EMD of requisite value and validity
- ii. Tender fee of requisite value
- iii. Price Bid as per the Price Schedule mentioned in Annexure I (BOQ)
- iv. Necessary documents against compliance to Qualification Requirements mentioned at Clause 1.7 of this Tender Document
- v. Filled in Schedule of Deviations as per Annexure III
- vi. Filled in Schedule of Commercial Specifications as per Annexure IV
- vii. Receipt of Bid within the due date and time

TPSODL reserves the right to accept/reject any or all the bids without assigning any reason thereof.

1.7 Qualification Criteria

a. The bidder must have an average turnover of Rs. 3 Crores in the last three F. Y.s. (Copy of Audited balance sheet and Profit and loss account statement to be submitted. UDIN No is mandatory in the Profit and loss statement.)

b. Bidder must have three years' experience with knowledge to provide monthly hired commercial vehicles to reputed organization with cumulative order value minimum of Rs. 40.0Lac (in last 3 years). Copy of work order / completion certificate to be submitted in this regard. Also, Bidder shall submit a performance certificate from a reputed organization.

c. The Bidder must have an Office Setup near the TPSODL corporate office, Odisha. Self-undertaking with complete address of Office details has to be submitted along with the bid.

Alternatively, bidders to submit an undertaking with the bid "to open such Office" within 45 days from the award of the contract. Self-undertaking in this regard shall be submitted by the Bidder.

d. The Bidder shall be at least 02 No of LMV commercial vehicles in the name of their organization or Owner name and should also have minimum of 10 No. of the vehicles shall be owned through legal ownerships via legitimate agreements. A self-Attested copy of the RCs and Legal agreement should be attached with the technical bid.

e. Bidder must submit mandatory documents like GST & PAN.

f. If TPSODL is able to establish any relation between the bidder and any previous/existing BA of TPSODL who was debarred/put on holiday or have not been performing satisfactorily in TPSODL, then their bid will be liable to be disqualified.” The bidder needs to submit self-undertaking in this regard.

Note:

I. In case the bidder has a previous association with TPSODL for similar products and services, the performance feedback for that bidder from TPSODL User Group shall only be considered irrespective of performance certificates issued by any third organization. Performance must be from not below the level of Chief/ GM/ Head.

TPSODL reserve the right to scrutinize and reject any of such existing vendors without assigning reason what so ever may be.

II. Based on latest / previous years experiences of Tata Power / Tata Power group companies with BA, TPSODL reserves the right to disqualify the bidders during techno - commercial evaluation of the bid.

TPSODL reserves the right to disqualify the bidder/s during techno -commercial evaluation of the bid, in case it is found that some matter / case pertaining to the bidder is prevalent under any kind of litigation (filed by either of the party) with TPSODL / Tata Power / Tata Power group companies. This will also include old pending matters, if any, of erstwhile SOUTHCO era.

Preferential norms for Odisha MSMEs as mentioned hereunder shall also be applicable.

1) Tender Fees

To participate in the tender, MSMEs registered in the State of Odisha shall pay Rs.1,000/- including GST towards cost of tender paper.

2) Earnest Money Deposit (EMD)

EMD shall be exempted for MSME registered in the State of Odisha. However, Bidder shall be barred to participate in the tendering process for a period of 2 years in case it backs out post award of the contract.

3) Qualification Requirement for Open Tenders

Qualification Requirement of Financial Turnover for MSME registered in the State of Odisha shall be reduced to 20% of the existing criteria.

For Technical Qualification, instead of relying on the volumes / value of earlier Supplies / Projects, assessment of the Bidder shall be done on the basis of feedback from Customers. Past performance experience at Tata Power and its Group Companies shall supersede feedback from other Customers.

4) Performance Bank Guarantees

Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.

1.8. Marketing Integrity

We have a fair and competitive marketplace. The rules for bidders are outlined in the General Condition of Contracts. Bidders must agree to these rules prior to participating. In addition to other remedies available, TPSODL reserves the right to exclude a bidder from participating in future markets due to the bidder's violation of any of the rules or obligations contained in the General Condition of Contracts. A bidder who violates the market place rules or engages in behavior that disrupts the fair execution of the marketplace, may result in restriction of a bidder

from further participation in the marketplace for a length of time, depending upon the seriousness of the violation. Examples of violations include, but are not limited to:

- Failure to honor prices submitted to the marketplace
- Breach of terms as published in TENDER/NIT

1.9. Supplier Confidentiality

All information contained in this tender is confidential and shall not be disclosed, published or advertised in any manner without written authorization from TPSODL. This includes all bidding information submitted to TPSODL. All tender documents remain the property of TPSODL and all suppliers are required to return these documents to TPSODL upon request. Suppliers who do not honor these confidentiality provisions will be excluded from participating in future bidding events.

2. Evaluation Criteria

- a) The bids will be evaluated techno - commercially on the compliance to tender terms and conditions.
- b) The bids will be evaluated commercially on the **Circle / Lot wise all-inclusive lowest cost** basis on **Circle / Lot wise BOQ**, as defined in the tender BOQ as calculated in Schedule of Items [Annexure I].
- c) Bidder has to mandatorily quote against each item/Circle of the Schedule of Items [Annexure I]. Failing to do so, TPSODL may reject the bids.
- d) In case it is observed that if any bidder has quoted prices which is unviable as assessed by the TPSODL evaluation committee, TPSODL reserves the right to out rightly reject such bid.
- e) It is intended to split the contract among minimum of 03 nos. of bidders.

NOTE: In case of a new bidder not registered with TPSODL, existing sites shall be visited by TPSODL officials for confirming overall performance of the BA. However, TPSODL reserves the right to carry out sites' inspection and evaluation for any bidder prior to technical qualification. In case a bidder is found as Disqualified in the sites visit evaluation, their bid shall not be evaluated any further and shall be summarily rejected. The decision of TPSODL shall be final and binding on the bidder in this regard.

2.1 Price Variation Clause:

The prices shall remain Firm till the Validity of the Rate Contract.

2.2 Quantity variation Clause: There will not be any guarantee on quantity of job. Job has to be carried out on as and when required basis order from TPSODL on the quantity to be specified in the order.

TPSODL reserves the right to enhance the RC / PO value to the extent of 15% within the contractual period.

3. Submission of Bid Documents

3.1 Bid Submission

Bidders are requested to submit their offer in line with this Tender document through e-tendering process.

Please note all future correspondence regarding the tender, bid submission, bid submission date extension, etc. will happen only through TPSODL E-Tender system (Ariba).

All communication will be done strictly with the bidder who have done the above step to participate in the Tender.

Bids shall be submitted in 3 (three) parts:

FIRST PART: “EMD” as applicable shall be submitted. *The EMD of Rs. 3,00,000.00 (Rupees Three Lacs Only) shall be valid for 210 days from the due date of bid submission* in the form of Bank Guarantee / Bank Draft / Bankers Pay Order (issued from a Scheduled Bank) online NEFT/ RTGS transfer favoring ‘TP Southern Odisha Distribution Limited’ payable at Berhampur. The EMD has to be strictly in the format as mentioned in General Condition of Contract, failing which it shall not be accepted by TPSODL and the bid as submitted shall be liable for rejection.

A separate **non-refundable tender fee of Rs. 5000.00 (Rupees Five Thousand only)** of stipulated amount also needs to be transferred online through NEFT/ RTGS in case the tender document is downloaded from our website.

TPSODL Bank Details for transferring Tender Fee and EMD is as below:

Beneficiary Name : TP Southern Odisha Distribution Limited.
Account No : 625901010050070
Name of the Bank : Union Bank of India, Kamapalli Branch, Berhampur
IFSC Code : UBIN0562599

Note- EMD is preferred in form of Bank Guarantee and to be delivered at the following address. However, in view of present situation if Bidder is finding it difficult to make and submit BG for EMD amount, they can do online transfer of EMD amount in the above-mentioned Account and submit proof of the same as part of Bid Submission.

Please note that in such case, Tender Fee and EMD should be strictly 2 separate transactions. Please note as return of EMD from Bank Account is non-standard practice the same may take more time than return of EMD BG.

EMD Original Hard Copy shall be delivered at the following address in Envelope clearly indicating Tender Reference/ Enquiry Number, Name of Tender and Bidder Name

Chief (Procurement & Stores)
TP Southern Odisha Distribution Limited
BPR North Star Building, 2nd Floor, Khodasingi,
Berhampur, Odisha - 760010

SECOND PART: “TECHNICAL BID” shall contain the following documents:

- a) Documentary evidence in support of qualifying criteria
- b) Technical literature/GTP/Type test report etc. (if applicable)

- c) Qualified manpower (if available)
- d) Testing facilities (if applicable)
- e) No Deviation Certificate as per the Annexure III – Schedule of Deviations
- f) Acceptance to Commercial Terms and Conditions viz. Delivery schedule/period, payment terms etc. as per the Annexure IV – Schedule of Commercial Specifications.
- g) Quality Assurance Plan/Inspection Test Plan for supply items (if applicable)
- h) Safety Bid- Annexure AA (if applicable)

The technical bid shall be properly indexed and is to be submitted through TPSODL E-tender System (Ariba) only. Hard Copy of Technical Bids not to be submitted.

THIRD PART: “PRICE BID” shall contain only the price details and strictly in format as mentioned in Annexure I along with explicit break up of basic prices, Taxes & duties, Freight etc. In case any discrepancy is observed between the item description stated in Schedule of Items mentioned in the tender and the price bid submitted by the bidder, the item description as mentioned in the tender document (to the extent modified through Corrigendum issued if any) shall prevail.

Price Bid is to be submitted in soft copy through TPSODL E-Tendering system (Ariba) only. Hard copy of Price Bid not to be submitted

The EMD in the form of Bank Draft / BG / Bankers Pay Order shall be submitted in original hard copy and then placed in sealed envelope which shall be clearly marked as below:

EMD

“Rate Contract for Hiring Services of Commercial Vehicles at Various Locations, TPSODL, Odisha.”

At TPSODL, Odisha the Bid prepared by the Bidder, and all correspondence and documents relating to the Bid exchanged by the Bidder and the TPSODL, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in another Language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the Bid, the English translation shall govern.

SIGNING OF BID DOCUMENTS:

The bid must contain the name, residence and place of business of the person or persons making the bid and must be signed and sealed by the Bidder with his usual signature. The names of all persons signing should also be typed or printed below the signature.

The Bid being submitted must be signed by a person holding a Power of Attorney authorizing him to do so, certified copies of which shall be enclosed.

The Bid submitted on behalf of companies registered with the Indian Companies Act, for the time being in force, shall be signed by persons duly authorized to submit the Bid on behalf of the Company and shall be accompanied by certified true copies of the resolutions, extracts of Articles of Association, special or general Power of Attorney etc. to show clearly the title, authority and designation of persons signing the Bid on behalf of the Company. Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with bid.

A bid by a person who affixes to his signature the word ‘President’, ‘Managing Director’, ‘Secretary’, ‘Agent’ or other designation without disclosing his principal will be rejected. The Bidder’s name stated on the Proposal shall be the exact legal name of the firm.

3.2 Contact Information

All the bidders are requested to send their pre-bid queries (if any) against this tender through e-mail within the stipulated timelines. The consolidated reply to all the queries received shall be posted on TPSODL website by the stipulated timelines as detailed in calendar of events.

Communication Details: Communication Details:

Name: Mr. Shubhranshu Shekhar Sahu

Contact No: 9263639730

E-Mail ID: shubhranshu.sahu@tpsouthernodisha.com

Head – Procurement

Name: Mr. Vijay Kumar

E-Mail ID: vijay.kumar@tpsouthernodisha.com

Chief – Contract and Stores

Name: Mr. Subrata Dey

E-Mail ID: subrata.dey@tpsouthernodisha.com

3.3 Bid Prices

Bidders shall quote for the entire Scope of Supply/ work with a break up of prices for individual items and Taxes & duties. The bidder shall complete the appropriate Price Schedules included herein, stating the Unit Price for each item & total price with taxes, duties & freight up to destination at various sites of TPSODL. The all-inclusive prices offered shall be inclusive of all costs as well as Duties, Taxes and Levies paid or payable during the execution of the supply work, breakup of price constituents.

Applicable GST to be specified clearly.

The quantity break-up shown else-where other than Price Schedule is tentative. The bidder shall ascertain himself regarding material required for completeness of the entire work. Any items not indicated in the price schedule but which are required to complete the job as per the Technical Specifications/ Scope of Work/ SLA mentioned in the tender, shall be deemed to be included in prices quoted.

3.4 Bid Currencies

Prices shall be quoted in Indian Rupees Only.

3.5 Period of Validity of Bids

Bids shall remain valid for 180 days from the due date of submission of the bid.

Notwithstanding clause above, the TPSODL may solicit the Bidder's consent to an extension of the Period of Bid Validity. The request and responses thereto shall be made in writing.

3.6 Alternative Bids

Bidders shall submit Bids, which comply with the Bidding documents. Alternative bids will not be considered. The attention of Bidders is drawn to the provisions regarding the rejection of

Bids in the terms and conditions, which are not substantially responsive to the requirements of the bidding documents.

3.7 Modifications and Withdrawal of Bids

The bidder is not allowed to modify or withdraw its bid after the Bid's submission. The EMD as submitted along with the bid shall be liable for forfeiture in such event.

3.8 Earnest Money Deposit (EMD), if applicable, the bidder shall furnish, as part of its bid, an EMD amounting as specified in the tender. The EMD is required to protect TPSODL against the risk of bidder's conduct which would warrant forfeiture.

The EMD shall be denominated in any of the following form:

- Banker's Cheque/ Demand Draft/ Pay order drawn in favor of TP Southern Odisha Distribution Limited payable at Berhampur.
- Online transfer of requisite amount through NEFT/ RTGS.
- ***Bank Guarantee valid for 210 days after due date of submission.***

The EMD shall be forfeited in case:

a) The bidder withdraws its bid during the period of specified bid validity.

Or

b) The successful Bidder does not

- a) accept the Purchase Order/Rate Contract, or
- b) furnish the required Performance Security Bank Guarantee

3.9 Type Tests (if applicable)

The type tests specified in TPSODL specifications should have been carried out within five years prior to the date of opening of technical bids and test reports are to be submitted along with the bids. If type tests carried out are not within the five years prior to the date of bidding, the bidder will arrange to carry out type tests specified, at his cost. The decision to accept/ reject such bids rests with TPSODL.

4 Bid Opening & Evaluation process

4.1. Process to be confidential.

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the TPSODL's processing of Bids or award decisions may result in rejection of the Bidder's Bid.

4.2. Technical Bid Opening

Bids will be opened at TPSODL Office, Berhampur. All tender bids shall be opened internally by TPSODL. Presence of any bidder will not be allowed during bid opening process. Technical bid must not contain any cost information whatsoever.

First the envelope marked "EMD" will be opened. Bids without EMD/cost of tender (if applicable) of required amount/ validity in prescribed format, shall be rejected.

Next, the technical bid of the bidders who have furnished the requisite EMD will be opened, one by one.

4.3. Preliminary Examination of Bids/Responsiveness

TPSODL will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order. TPSODL may ask for submission of original documents in order to verify the documents submitted in support of qualification criteria.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

Prior to the detailed evaluation, TPSODL will determine the substantial responsiveness of each Bid to the Bidding Documents including production capability and acceptable quality of the Goods offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviation.

Bid determined as not substantially responsive will be rejected by the TPSODL and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

4.4. Techno Commercial Clarifications

Bidders need to ensure that the bids submitted by them are complete in all respects. To assist in the examination, evaluation and comparison of Bids, TPSODL may, at its discretion, ask the Bidder for a clarification on its Bid for any deviations with respect to the TPSODL specifications and attempt will be made to bring all bids on a common footing. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted owing to any clarifications sought by TPSODL.

4.5. Price Bid Opening

Price bids will be opened internally without the presence of any bidder representative. The EMD of the bidder withdrawing or substantially altering his offer at any stage after the technical bid opening will be forfeited at the sole discretion of TPSODL without any further correspondence in this regard.

4.6. Reverse Auctions

TPSODL reserves the right to conduct the reverse auction (instead of public opening of price bids) for the products/ services being asked for in the tender. The terms and conditions for such reverse auction events shall be as per the Acceptance Form attached as Annexure VI of this document. The bidders along with the tender document shall mandatorily submit a duly signed copy of the Acceptance Form attached as Annexure VI as a token of acceptance for the same.

5 Award Decision/ Criteria

TPSODL will award the contract to the successful bidder whose bid has been determined to be the lowest-evaluated responsive bid as per the Evaluation Criterion mentioned at Clause 2.0. The Cost for the said calculation shall be taken as the all-inclusive cost quoted by bidder in Annexure I (Schedule of Items) subject to any corrections required in line with Clause 4.3 above. The decision to place Rate Contract /LOI solely depends on TPSODL on the cost competitiveness across multiple lots, quality, delivery and bidder's capacity, in addition to other factors that TPSODL may deem relevant.

TPSODL reserves the rights to award contract to one or more bidders so as to meet the delivery requirement or nullify award decision without assigning any reason thereof.

In case any supplier is found unsatisfactory during delivery process, the award will be cancelled and TPSODL reserves right to award contract to other suppliers who are found fit.

6 Order of Preference/Contradiction

In case of contradiction in any part of various documents in tender, following shall prevail in order of preference:

1. Schedule of Items (Annexure I)
2. Post Award Contract Administration (Clause 7.0)
3. Submission of Bid Documents (Clause 3.0)
4. Scope of Work and SLA (Annexure VII)
5. Technical Specifications (Annexure II)
6. Acceptance Form for Participation in Reverse Auction (Annexure VI)
7. General Conditions of Contract (Annexure VIII)

7 Post Award Contract Administration

7.1. Special Conditions of Contract

i) Award of Contract:

Rate Contract shall be valid for 1 Year from the date of issuance.

Under the RC validity, RO shall be released as and when required basis.

ii) Prices/ Rates/ Taxes

Quoted rates shall normally remain firm during the contract period, except for the limited fuel price variation permitted below.

Fuel Price Variation Clause:

a) The base diesel price shall be the retail selling price of diesel at Indian Oil Corporation Limited (IOCL), Bhubaneswar, prevailing on the tender due date.

b) Price variation shall be considered only when the diesel price increases or decreases by more than 5% from the base diesel price. Until the cumulative variation crosses 5%, no adjustment shall apply. Once crossed, adjustment shall be calculated on the full difference between the current diesel price and the base diesel price.

c) Adjustment shall apply only to

1. Monthly hiring charges of fixed vehicles and
2. Extra Kilometre charges beyond the applicable 2,000 km/2,500 km monthly limit.

It shall not apply to on-call vehicle charges, extra-hour charges, night-halt charges, toll, parking, statutory charges, penalties or any other component.

d) Standard mileage:

Dzire/Swift/Honda Amaze/Ertiga or equivalent: 15 km/litre;

Bolero/Bolero Neo/Marshall/Jeep/Innova Crysta or equivalent: 10 km/litre.

e) Monthly fixed-charge adjustment = (Current diesel price - Base diesel price) x Applicable monthly km slab / Standard mileage.

f) Extra-km rate adjustment = (Current diesel price - Base diesel price) / Standard mileage.

g) The same formula shall apply for both increase and decrease. The current diesel price shall be the IOCL Bhubaneswar retail price prevailing on the first day of the billing month. Documentary evidence shall be submitted with the invoice.

The adjustment shall be made vehicle-wise and month-wise and shall not alter any other quoted rate.

Special Conditions of Contract, including the fuel price variation clause, shall supersede inconsistent provisions of the SOW/SLA, BOQ or GCC to the extent of such inconsistency.

iii) Project Completion Period:

The overall period of the contract shall be for one year.

Vehicles shall be mobilized within 15 days of award of LOI / RC and to locations as intimated by TPSODL Admin.

The Fixed vehicles prices shall be quoted taking into consideration per vehicle run of 2000 Kilometers and 2500 Kilometres per month as per the applicability. Extra per kilometres charges (Beyond 2000Km/2500KM) shall be payable, if applicable.

The Monthly Hiring vehicles, shall be available for round the trips from allotted location - other circle locations - allocated location, as per TPSODL requirements, there is no time bound (One day or more than one day). Extra hour charges for vehicle Hiring, Running Km charges and Night halt charges shall be applicable as per Annexure-I.

iv) Performance Guarantee:

Business Associate (BA) shall submit applicable Performance Bank Guarantee as per GCC within 15 days of issuance of rate contract. PBG of 5% of RC value shall be submitted for a period of contract validity period plus one month.

- Performance Bank Guarantee for MSME registered in the State of Odisha shall be 25% of the value normally prescribed.

v) Liquidated Damages / Penalty:

The following penalties will apply in case of non-compliance:

Sr. No.	Key Service Level Performance Parameters	Parameter Monitoring Frequency	Payment towards Compliance	Deduction Non-
1.	Driver should have valid driving License and with minimum 5 years driving experience and physically fit, not above 60 years of age	During the progress of the contract	Vehicle will be rejected. Rs. 1,000/- per occasion	
2.	Vehicle should have fitness certificate from RTO & registered with tourist permit.	During the progress of the contract	Rs. 500/- per occasion	
3.	Vehicle should have valid Registration, PUC, License, Insurance, Road Tax, Permit, etc.	During the progress of the contract	Rs. 500/- per occasion	
4.	Drivers to be in uniform (Shirt/Tshirt, trouser and shoes) and should have mobile with them. The mobile numbers to be given to user.	During the progress of the contract	Rs. 500/- per occasion	
5.	Vehicle should report on scheduled time.	Daily basis	Rs. 500/- per occasion	
6.	In case of breakdown of the vehicle or late arrival or cancellation	During the progress of the contract	Rs. 500/- per occasion	
7.	Absenteeism / Driver abandon duty/Non availability of cleaner	Availability	Rs. 2000/- per day for Non- SUV & 4500 per day for SUV	
8.	All Seat Belts, brakes, lights, tyres, Mirrors, Gauges, wiper Stepony & GPS System in good working conditions	During the progress of the contract	Vehicle will be rejected. Rs. 1,000/- per occasion	
9.	Availability of Fire Extinguisher in working condition and First aid kit with valid contents	During the progress of the contract	Rs. 500/- per occasion	
10.	Vehicle should have excellent Housekeeping standard. Glasses & Seats should be clean during each trip.	During the progress of the contract	Rs. 500/- per occasion	
11.	Tampering of GPS through Hardware & software tools during the contract period	First Instance Second Instance Third Instance	Rs 5000/- per incident Rs 7500/- per incident. Rs 10000/- per incident	
12.	Rash & unsafe driving	During the progress of the contract	Rs. 1000/- per occasion	
13.	Vehicle Tools Kit and tyres including spare tyre should be in good condition	During the progress of the contract	Rs. 500/- per occasion	
14.	Non-Compliance to statutory wage guidelines	During the progress of the contract	Rs. 500/- per default	
15.	Frequent change in vehicle and driver	During the progress of the contract	Rs. 500/- per occasion	

Payment Deduction due to non-compliance: Penalties levied for every instance of default on any of the above service level performance parameters, post an audit of the service deficiency by TPSODL authorized personnel.

Head Admin / Engineer in Charge is the final authority to waive off any penalty based on site conditions / circumstances beyond the control of BA.

- vi) Engineer in charge: Head/ HOD/ HOG (Admin) or any other official delegated by Head/ HOD/ HOG (Admin) by will be considered as EIC for this project.
- vii) TPSODL reserves the right to enhance the RC value to the extent of 15% within the contractual period.
In case any BA is found unsatisfactory during the delivery of services, the RC will be cancelled and TPSODL reserves right to award the contract to other BAs who are found fit.
- viii) Bidders to ensure that their GST registration is valid during validity of contract. Any violation, in this regard may lead to contractual consequences not limited to blacklisting but also payment will be blocked for the works executed.
- ix) Covid Insurance clause as mentioned in GCC shall not be applicable. However, if intimated by TPSODL during validity of contract for Covid Insurance policy, same has to be abided by BA at no extra cost to TPSODL.
- x) TPSODL reserves the right to make changes to the scope of work with a view to optimize on the overall cost to TPSODL. The vendor shall fully cooperate with TPSODL in making such changes with an aim for overall cost optimization. The revised charges for Contract shall be jointly agreed upon between TPSODL and the vendor in such case.
- xi) In case, a mutual consensus on the rates and other terms and conditions is not reached at between TPSODL and the vendor, TPSODL reserves the right to terminate the contract by giving suitable notice period and allocating the same to any other vendor as deemed fit by TPSODL to maintain continuity of operations at site.
- xii) TPSODL appreciates and welcomes the engagement/employment of persons from SC/ST community or any other deprived section of society by their Bas.
- xiii) BA must ensure that adequate vehicle is available for working at site.
- xiv) In case of unsatisfactory performance by BA, TPSODL reserves the right to reduce the contract value on that BA shall be appropriately and shall be allocated to another performing BA(s).
- xv) All other terms of GCC-Services shall remain applicable.

7.2 Delivery Terms / Contract Period

As per SCC (7.1)

7.3 Completion Period

As per SCC (7.1)

7.4 Warranty Period

Not applicable.

7.5 Payment Terms

Price: The prices shall remain firm during the entire contract period.

Payment terms:

100% payment shall be released within 30 days from the date of submission of certified bills/invoices along with PV invoice (if Applicable). All bills shall be verified by TPSODL Engineer-In-Charge and deductions shall be applicable for non-compliance, if any, against Performance Measurement Criteria.

The BA shall submit the invoices supported by duly certified & jointly signed monthly service levels/performance parameters (as per the scope of work) & compliances to all statutory norms are adhered to and duly verified and countersigned by TPSODL representative.

BA shall submit their invoices complete with all supporting documents at SIGITEK portal of TPSODL.

7.6 Drawing Submission and Approval

The relevant drawings and GTPs need to be submitted by BA within 10 days of receipt of RC/LOI. In case, re-submission of drawings is required on request of TPSODL, same needs to be submitted back to TPSODL within 5 days of such request.

7.7 Climate Change

Significant quantities of waste are generated during the execution of project and an integrated approach for effective handling, storage, transportation and disposal of the same shall be adopted. This would ensure the minimization of environmental and social impact in order to combat the climate change. Please refer attached Environment Policy and Sustainability Policy, Annexure-XI for more details.

7.8 Ethics

TPSODL is an ethical organization and as a policy TPSODL lays emphasis on ethical practices across its entire domain. Bidder should ensure that they should abide by all the ethical norms and in no form either directly or indirectly be involved in unethical practice.

TPSODL work practices are governed by the Tata Code of Conduct which emphasizes on the following:

- We shall select our suppliers and service providers fairly and transparently.
- We seek to work with suppliers and service providers who can demonstrate that they share similar values. We expect them to adopt ethical standards comparable to our own.
- Our suppliers and service providers shall represent our company only with duly authorized written permission from our company. They are expected to abide by the Code in their interactions with, and on behalf of us, including respecting the confidentiality of information shared with them.
- We shall ensure that any gifts or hospitality received from, or given to, our suppliers or service providers comply with our company's gifts and hospitality policy.
- We respect our obligations on the use of third-party intellectual property and data.



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Bidder is advised to refer Tata Code of Conduct (TCOC) attached at Annexure X for more information.

Any ethical concerns with respect to this tender can be reported to the following e-mail ID: mpkulkarni@tpsouthernodisha.com, copy to subrata.dey@tpsouthernodisha.com.

8 Specification and standards

As per Annexure II of Tender Document

9 General Condition of Contract

Any condition not mentioned above ***shall be applicable as per GCC*** attached along with this tender.

10 Safety

All jobs are this tender have to be executed strictly in compliance to the Safety terms and Conditions of TP Southern Odisha Distribution Limited. Please refer attached Safety terms and conditions, Annexure-IX, for details. Violation of Safety norms will result in Penalty as mentioned in the above document.



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ANNEXURE I

Schedule for Items

Attached separately with the tender

Signature & Seal of the Bidder

NOTE:

- i. INNOVA equivalent vehicles: CRYSTA
- ii. Dezire equivalent Vehicles: Swift /Honda Amaze
- iii. Bolero Equivalent vehicles: Marshal/Jeep
- iv. All vehicles should be having GPS tracker provision.

The Fixed vehicles prices shall be quoted taking into consideration per vehicle run of 2000Kilometers and 2500 Kilometres per month as per the applicability

The Monthly Hiring vehicles, shall be available for round trips from the allotted location - other circle locations - allocated location, as per TPSODL requirements, there is no time bound (One day or more than one day). Extra hour charges for vehicle Hiring, Running Km charges and Night halt charges shall be applicable as per Annexure-I (BoQ)

- The above Prices shall be for FOR TPSODL Site, inclusive of all taxes and scope of work as defined in this Tender.
- Bidder has to mandatorily quote against each line items of Annexure-I, failing to do so, bids are liable for rejection. All bidders are advised to quote their most competitive rates.
- Bidders shall strictly share the price bids in the shared format, in excel sheet as well as Signed PDF Copy of the same. Failing to do so, the bids are liable for rejection.
- The bidder must fill each and every column of the format. Mentioning "extra/inclusive" in any of the column may lead for rejection of the price bid.
- Scope of Work mentioned are tentative, work shall be executed as per actual site survey conducted by Business associate. Release order shall be issued as per actual Survey.
- No cutting/ overwriting in the prices is permissible.



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ANNEXURE II
Technical Specification

Not Applicable



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ANNEXURE III

Schedule of Deviations

Bidders are advised to refrain from taking any deviations on this TENDER. Still in case of any deviations, all such deviations from this tender document shall be set out by the Bidders, Clause by Clause in this schedule and submit the same as a part of the Technical Bid.

Unless specifically mentioned in this schedule, the tender shall be deemed to confirm the TPSODL's specifications:

S. No.	Clause No.	Tender Clause Details	Details of deviation with justifications

By signing this document, we hereby withdraw all the deviations whatsoever taken anywhere in this bid document and comply to all the terms and conditions, technical specifications, scope of work etc. as mentioned in the standard document except those as mentioned above.

Seal of the Bidder:

Signature:

Name:

ANNEXURE IV

Schedule of Commercial Specifications

(The bidders shall mandatorily fill in this schedule and enclose it with the offer Part I: Technical Bid. In the absence of all these details, the offer may not be acceptable.)

S. No.	Particulars	Remarks
1.	Prices firm or subject to variation (If variable indicate the price variation clause with the ceiling if applicable)	Firm / Variable
1a.	If variable price variation on clause given	Yes / No
1b.	Ceiling	----- %
1c.	Inclusive of GST	Yes / No (If Yes, indicate % rate)
1d.	Inclusive of transit insurance	Yes / No
2.	Delivery	Weeks / months
3.	Guarantee clause acceptable	Yes / No
4.	Terms of payment acceptable	Yes / No
5.	Performance Bank Guarantee Acceptable	Yes / No
6.	Liquidated damages clause acceptable	Yes / No
7.	Validity (180 days) (From the date of opening of bid)	Yes / No
8.	Inspection during stage of manufacture	Yes / No
9.	Rebate for increased quantity	Yes / No (If Yes, indicate value)
10.	Change in price for reduced quantity	Yes / No (If Yes, indicate value)
11.	Covered under Small Scale and Ancillary Industrial Undertaking Act 1992	Yes / No (If Yes, indicate, SSI Reg'n No.)

Seal of the Bidder:

Signature:

Name:



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ANNEXURE V

Checklist of all the documents to be submitted with the Bid

Bidder has to mandatorily fill in the checklist mentioned below: -

S. No.	Documents attached	Yes / No / Not Applicable
1	EMD of required value	
2	Tender Fee as mentioned in this tender	
3	Signed copy of this tender as an unconditional acceptance	
5	Duly filled schedule of commercial specifications (Annexure IV)	
6	Sheet of commercial/technical deviation if any (Annexure III)	
7	Balance sheet for the last completed three financial years; mandatorily enclosing Profit & loss account statement	
8	Acknowledgement for Testing facilities if available (duly mentioned on bidder letter head)	
9	List of Machine/tools with updated calibration certificates if applicable	
10	Details of order copy (duly mentioned on bidder letter head)	
11	Order copies as a proof of quantity executed	
12	Details of Type Tests if applicable (duly mentioned on bidder letter head)	
13	All the relevant Type test certificates as per relevant IS/IEC (CPRI/ERDA/other certified agency) if applicable	
14	Project/supply Completion certificates	
15	Performance certificates if applicable	
16	Client Testimonial/Performance Certificates if applicable	
17	Credit rating/solvency certificate if applicable	
18	Undertaking regarding non-blacklisting (On company letter head)	
19	List of trained/untrained Manpower	
20	Drawings/Documents mentioned in Sr no. 18 of the specification	

Seal of the Bidder:

Signature:

Name:



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ANNEXURE VI

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT

(To be signed and stamped by the bidder)

In a bid to make our entire procurement process fairer and more transparent, TPSODL intends to use the reverse auctions as an integral part of the entire tendering process. All the bidders who are found as technically qualified based on the tender requirements shall be eligible to participate in the reverse auction event.

The following terms and conditions are deemed as accepted by the bidder on participation in the bid event:

1. TPSODL shall provide the user id and password to the authorized representative of the bidder. *(Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).*
2. TPSODL will make every effort to make the bid process transparent. However, the award decision by TPSODL would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of TPSODL, bid process, bid technology, bid documentation and bid details.
4. The bidder is advised to understand the auto bid process to safeguard themselves against any possibility of non-participation in the auction event.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the entire infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of TPSODL.
6. In case of intranet medium, TPSODL shall provide the infrastructure to bidders. Further, TPSODL has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case of an auction event is restarted, the best bid as already available in the system shall become the start price for the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offer. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be out-rightly rejected by TPSODL.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at TPSODL site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of auction event shall be considered by TPSODL.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

Signature & Seal of the Bidder

ANNEXURE VII

Scope of work (SOW) & Service Level Agreement (SLA)

1. The BAs shall carry out the order independently and under their own supervision, costs, and risks.
2. Rates of Hiring of Vehicles are inclusive of fuel cost, driver charges, Maintenance Cost, and all other charges whatsoever.
3. Parking, Toll expenses and amount of any type of challans imposed by Traffic Police or other authorities shall not be reimbursed by TPSODL.
4. BA needs to arrange Police Verification Reports for their Drivers & obtain Identity cards on basis of the reports from TPSODL. BA must ensure that these passes / ID cards must be available to the driver before deployment of any driver/supervisors at any office of TPSODL.
5. Requirement of vehicles shall be communicated from time to time and BA will provide the services of vehicles accordingly. However, BA may give quotation based on given list of vehicles with max of 6 years of age and in good condition of interiors & exteriors. All the vehicles deployed must have fitness certificate from RTO, if applicable.
6. The rates shall include services of driver, maintenance of vehicle, insurance, RTO taxes, PUC etc. No compensation will be given in case of increase in existing government charges/rates etc. Goods & Services tax will be extra as applicable.
7. The vehicles will run as per the given schedule by ES & A. The Company however reserves its rights to change/alter/revise the timings, as required to suit its operational requirements. No extra payment would be made if the changes made in schedule.
8. All seat belts, brakes, lights, tyres, Mirrors, gauges, Wiper & Stepony to be maintained in good working conditions.
9. Drivers to be in uniform (Shirt/T-Shirt, Full Trouser and shoes) and have a Mobile phone and the mobile no. should be intimated to TPSODL.
10. The BA will have to make own arrangements for food and other facilities for his employees.
11. The BA shall ensure that the vehicle will be provided with Jakes, Wrench etc wheel in good condition and with all other tools required to attend to any minor breakdown of Vehicle.
12. The BA shall ensure that efficient and punctual services. Every Vehicle will be equipped with GPS of Brands namely Wheels eye or Falcon, at all times. No disruption of functioning in GPS will be allowed. Over speeding / rash driving by the drivers will not be permitted and the monitor's instruction, judgment, decision will be final in this regard.
13. Late arrival for any reasons, shall not be condoned and defaults will be subjected to deduction of payment as per SLA.
14. The vehicle services are exclusively meant for carrying personnel authorized by the company. Travelling of any other person or luggage will not be permitted.

15. It will be the sole responsibility of the BA to promptly inform the TPSODL Management about any incident/accident/ misbehaviour of the TPSODL employees, driver, in writing. Restriction in traffic or major road diversions, if any, which may affect the smooth running of the service shall also be intimated, in advance.

16. In case of any problem, the driver shall take instructions from the TPSODL ES&A only. The BA shall also advise name/s of their Manager/Representative/s, with their contact Telephone Numbers for communication for day-to-day operation issues. The same should be made available with the driver.

17. The vehicle shall be maintained in very good condition and will be subject to our prior approval as well as periodic inspection by TPSODL representatives. The vehicle must adhere all road safety compliances. If, at any time, our representatives report about unsatisfactory/unsafe conditions, another vehicle of similar type, vintage or later model, subject to our prior inspection and approval, should be promptly provided. However, no vehicle will be changed without prior approval. The BA will get the vehicle periodically serviced, at least once in a month. In case, vehicle is taken out for service, with prior approval from us, the same should be replaced by another similar type of vehicle.

18. The BA will have to provide vehicles, which comply with the necessary statutory guidelines. The BA will have to strictly adhere to all existing pollution norms in force. Please note that no additional payment of whatsoever nature will be paid to the BA in consideration of any modification, changes, alteration, adjustment or replacement due to such legislation or verdict during contract period. No additional charges will be paid for any modification, changes, alteration or adjustment regarding the make or type of vehicle by these authorities.

19. The BA will be fully responsible for any road accidents including fatality, loss to property or person, injury, damage, etc., to any other person/s. For this purpose, the BA shall take out a Motor Insurance Comprehensive Policy with passenger liability covered for an unlimited amount & should be able to produce on demand.

20. The BA will ensure compliance to prevailing provisions under Motor Vehicle Act, 1988 with amendments, as applicable. The vehicle shall be insured for all risk, riot, etc. and all the requirements of Government/Statutory bodies shall be met. The BA will, at all times, maintain the said insurance in force and ensure timely renewal of the same, along with other payments/compliance, as required. A copy of the Policy and renewal Policies are to be furnished to us, from time to time. However, the TPSODL has no liability for the BA's default, on any account and non-renewal will compel the Company to take suitable penal action as stoppage of bill payments/paying for the renewal from dues owed to the BA, etc.

- 21.** It is the BA's duty to ensure that while providing services to the Company, the vehicle and the driver have all necessary documents and valid license/permits, required under Motor Vehicle Act, 1988, as well as the necessary Government/respective Municipal Corporations/RTO clearances, including PUC certificate, as required.
- 22.** BA will employ educated sober and physically fit drivers to carry out this job. The driver should possess minimum 5 years driving experience. He should be below 60 years of age and should not be addicted to alcoholism and drugs.
- 23.** Drivers shall have valid professional commercial driving license and adequate experience of driving in and around TPSODL Geographical area. They should be thoroughly familiar with the various roads / locations in TPSODL Geography.
- 24.** Drivers shall be provided with individual ID badge / card. Any type of misbehaviour with TPSODL officers / staff by drivers shall be taken very seriously and TPSODL reserve right to stop all payments till necessary / appropriate action is taken against the concerned driver to the satisfaction of TPSODL.
- 25.** List of Drivers / supervisors with these telephone numbers must be handed over in soft and signed copy before deployment. Any change in driver / supervisor needs to intimate to TPSODL.
- 26.** The service provider should verify the antecedents of the drivers deployed in TPSODL duty and issue a certificate to the effect. Police verification of drivers shall be done by service provider and shall arrange the same with-in 1 working day whenever asked by TPSODL. Any unforeseen incidents in this connection will be responsibility of the service provider.
- 27.** Statutory Compliances: The BA shall ensure payment of ESIS & PF for his personnel is made before 5th of the month. All the BA's employees shall undergo Police verification.
- 28.** SAFETY: Vehicle shall be offered for inspection prior to being put in service and shall remain in operation only after being certified as fit by Admin. & Safety Authorized person.
- 29.** Contract needs to handled directly by the bidders. No sub contract is allowed at any point of time during contract with TPSODL. In case of any violation, the contract will be treated as null & void and terminated without any notice period.
- 30.** Requirement for vehicles shall be communicated to the selected agency from time to time and agency will provide the services of vehicles accordingly. All vehicles must be a good condition.
- 31.** If the breakdown gets resorted within 2 hrs, no replacement is mandatory, but if it exceeds so, BA has to provide the back up within 2 hrs from the time of failure. Failing so, LD equivalent to the twice of the proportionate daily charges shall be levied.

32. Refuelling of Diesel needs to be done after duty hours or before scheduled duty timings. Refuelling of Vehicle during working / duty hrs of vehicle is not permitted at any cost. However, the refuelling schedule shall be mutually decided by Business Associate and User.

33. Log Book with details of Km/timings/location/User must be filled up after each trip and signature obtained from the user/authorized signatory on daily basis. Log Book should be maintain to keep the records of vehicles usages to ensure official purpose. Corp. Admin. Dept. can verify as & when required. Log book should be verified by TPSODL Designated Officers on regular basis.

34. BA will ensure to the driver that no wrong entry of mileage in log book is done. In case of any malpractice in recording of extra mileage over the actual use is noticed by us, penalty of 5 times of extra mileage will be levied and contract shall be ceased immediately without assigning anything in writing.

35. These vehicles are meant for bonafide Company's operation and maintenance operation in the TPSODL area. BA will not disclose to anybody (except TPSODL Corp. Admin. Dept.) about the traveling schedule/personal details of user(s) of vehicles hired from BA. In case of any instances are observed by TPSODL, all contracts with TPSODL may be cancelled immediately and any loss/claims incurred by TPSODL and its associates due to the disclosure / information may be recovered from all dues and assets as liability in this regard is unlimited.

36. Bills in original along with original copy of duty slip/log book and feedback form duly signed by respective users shall be submitted on monthly basis to TPSODL Bill Desk at TPSODL Corporate Office. Incomplete bills shall not be entertained by TPSODL.

37. The vehicle services shall be deployed and coordinated thru Admin's office to whom may please contact for specific instructions etc.

38. In the event, BA fail to render the service at any time upon receiving the Company's instructions, TPSODL will have the right to arrange for such services from any other sources at BA risk and cost and the extra cost incurred in such arrangement of service, along-with Company's handling costs as determined by TPSODL, will be recovered from future bills against pending and/or subsequent bills.

39. The service provider shall not use our logo on any vehicle, being deployed with us without written permission by Head-Admin.

40. BA should ensure that the deputed staff members are following Anti-Lobbying, Debarment, Drug-Free, Child Labour and Factories Act and Shop and Establishment Workplace Certification, Registration details under Odisha Sales Tax and Works Contract Tax Act.

41. General Conditions of Contract is an integral part of this contract, please ensure compliance of the same. Special Conditions of the Contract will supersede the

corresponding provisions in the GCC whereby the balance portion of GCC Service-Version-II will continued to be applicable.

42. If at any time BA fail to comply with Terms and Conditions of the Contract, inclusive of the reasons mentioned below, or otherwise we will be at liberty to terminate the said Contract on giving 30 days' clear notice to BA.

a. Unsatisfactory performance in respect of Quality of services.

b. Undue delay in provision of service without proper justification/ approval for the same.

c. Any attempt to modify terms/rates of the contract without TPSODL's prior written consent in writing.

43. In case of accidents TPSODL has no responsibility whatsoever towards police/ RTA authorities, Law, Courts, injured parties, damages to the vehicle or property etc. All these shall be entirely BA's sole responsibility. The BA/agency will obtain comprehensive insurance policy for all the personnel deployed to cover any injury or death to any staff or other person in or around the work premises without extra cost to TPSODL. TPSODL will not pay and/or reimburse anything on this account over and above the contract considerations.

44. BA to extend support for sending Monthly vehicles to other locations beyond the allotted location as per TPSODL requirements.

45. BA to provide NOC from Drivers / owners of each vehicles on monthly basis along with their bills for processing for payments.

46. Service level performance parameters need to have minimum 100% compliance for each performance parameter as per below table.

Sr. No.	Key Service Level Performance Parameters	Parameter Monitoring Frequency	Payment towards Compliance	Deduction Non-Compliance
1.	Driver should have valid driving License and with minimum 5 years driving experience and physically fit, not above 60 years of age	During the progress of the contract	Vehicle will be rejected. Rs. 1,000/-	per occasion
2.	Vehicle should have fitness certificate from RTO & registered with tourist permit.	During the progress of the contract	Rs. 500/-	per occasion
3.	Vehicle should have valid Registration, PUC, License, Insurance, Road Tax, Permit, etc.	During the progress of the contract	Rs. 500/-	per occasion
4.	Drivers to be in uniform (Shirt/Tshirt, trouser and shoes) and should have mobile with them. The mobile numbers to be given to user.	During the progress of the contract	Rs. 500/-	per occasion
5.	Vehicle should report on scheduled time.	Daily basis	Rs. 500/-	per occasion

Sr. No.	Key Service Level Performance Parameters	Parameter Monitoring Frequency	Payment towards Compliance	Deduction Non-Compliance
6.	In case of breakdown of the vehicle or late arrival or cancellation	During the progress of the contract	Rs. 500/- per occasion	
7.	Absenteeism / Driver abandon duty/Non availability of cleaner	Availability	Rs. 2000/- per day for Non- SUV & 4500 per day for SUV	
8.	All Seat Belts, brakes, lights, tyres, Mirrors, Gauges, wiper Stepony & GPS System in good working conditions	During the progress of the contract	Vehicle will be rejected. Rs.1,000/- per occasion	
9.	Availability of Fire Extinguisher in working condition and First aid kit with valid contents	During the progress of the contract	Rs. 500/- per occasion	
10.	Vehicle should have excellent Housekeeping standard. Glasses & Seats should be clean during each trip.	During the progress of the contract	Rs. 500/- per occasion	
11.	Tampering of GPS through Hardware & software tools during the contract period	First Instance Second Instance Third Instance	Rs 5000/- per incident Rs 7500/- per incident. Rs 10000/- per incident	
12.	Rash & unsafe driving	During the progress of the contract	Rs. 1000/- per occasion	
13.	Vehicle Tools Kit and tyres including spare tyre should be in good condition	During the progress of the contract	Rs. 500/- per occasion	
14.	Non-Compliance to statutory wage guidelines	During the progress of the contract	Rs. 500/- per default	
15.	Frequent change in vehicle and driver	During the progress of the contract	Rs. 500/- per occasion	

Payment Deduction due to non-compliance: Penalties levied for every instance of default on any of the above service level performance parameters, post an audit of the service deficiency by TPSODL authorized personnel.

Head Admin / Engineer in Charge is the final authority to waive off any penalty based on site conditions / circumstances beyond the control of BA.

Vehicle category	Corporate	Berhampur	City	Aska	Bhanjanagar	Rayagada	Jaypore	Total
Fixed AC Dzire/equivalent	12	1	1	1	2	4	4	25
Fixed AC Bolero/equivalent	0	0	0	0	0	0	1	1
Fixed Non-AC Dzire/equivalent	3	33	28	30	44	46	60	244

Vehicle category	Corporate	Berhampur	City	Aska	Bhanjanagar	Rayagada	Jaypore	Total
Fixed Non-AC Bolero/equivalent	0	2	1	2	4	5	3	17
Total fixed vehicles	15	36	30	33	50	55	68	287

Indicative On-call Requirement

Vehicle category	Corporate	Berhampur	City	Aska	Bhanjanagar	Rayagada	Jaypore	Total
On-call AC Innova equivalent (Crysta)	20	1	1	1	1	1	1	26
On-call AC Dzire or equivalent (Swift/Honda Amaze)	44	1	1	1	1	1	1	50
On-call Non-AC Dzire or equivalent (Swift/Honda Amaze)	12	1	1	1	1	1	1	18
On-call AC Bolero-NEO or equivalent	10	1	1	1	1	1	1	16
On-call AC Ertiga or equivalent	30	1	1	1	1	1	1	36

BOQ Commercial Basis

- Contract period: 12 months; quoted basic rates excluding GST; evaluation on cluster/lot-wise all-inclusive cost.
- Fixed vehicles: up to 12 duty hours per day under separate monthly slabs of 2,000 km and 2,500 km..
- Extra kilometre, extra hour and night-halt charges shall be payable only against actual certified consumption.
- On-call vehicles: daily package up to 120 km, with additional per-km and per-hour charges as specified in the BOQ.



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Annexure VIII

GENERAL CONDITION OF CONTRACT

Attached - General Condition of Contract for **Composite Orders**



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Annexure IX
Safety Policy and Safety Terms and Conditions

Not applicable



NIT No.: TPSODL/OT/2026-27/2500001287

ANNEXURE X
TATA CODE OF CONDUCT

The Owner abides by the Tata Code of Conduct in all its dealing with stake holders and the same shall be binding on the Owner and the Contractor for dealings under this Order/ Contract. A copy of the Tata Code of Conduct is available a tour website:

<https://www.tatapower.com/pdf/aboutus/Tata-Code-of-Conduct.pdf>

The Bidder is requested to bring any concerns regarding this to the notice of our Chief Procurement & Stores e-mail ID: subrata.dey@tpsouthernodisha.com

ANNEXURE XI
ENVIRONMENT & SUSTAINABILITY POLICY



CORPORATE ENVIRONMENT POLICY

Tata Power is committed to a clean, safe and healthy environment, and we shall operate our facilities in an environmentally sensitive and responsible manner. Our commitment to environmental protection and stewardship will be achieved by:

- Complying with the requirements and spirit of applicable environmental laws and striving to exceed required levels of compliance wherever feasible
- Ensuring that our employees are trained to acquire the necessary skills to meet environmental standards
- Conserving natural resources by improving efficiency and reducing wastage
- Making business decisions that aim towards sustainable development
- Engaging with stakeholders to create awareness on sustainability



(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018



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CORPORATE SUSTAINABILITY POLICY

At Tata Power, our Sustainability Policy integrates economic progress, social responsibility and environmental concerns with the objective of improving quality of life. We believe in integrating our business values and operations to meet the expectations of our customers, employees, partners, investors, communities and public at large

- We will uphold the values of honesty, partnership and fairness in our relationship with stakeholders
- We shall provide and maintain a clean, healthy and safe working environment for employees, customers, partners and the community
- We will strive to consistently enhance our value proposition to the customers and adhere to our promised standards of service delivery
- We will respect the universal declaration of human rights, International Labour Organization's fundamental conventions on core labour standards and operate as an equal opportunities employer
- We shall encourage and support our partners to adopt responsible business policies, Business Ethics and our Code of Conduct Standards
- We will continue to serve our communities:
 - By implementing sustainable Community Development Programmes including through public/private partnerships in and around our area of operations
 - By constantly protecting ecology, maintaining and renewing bio-diversity and wherever necessary conserving and protecting wild life, particularly endangered species
 - By encouraging our employees to serve communities by volunteering and by sharing their skills and expertise
 - By striving to deploy sustainable technologies and processes in all our operations and use scarce natural resources efficiently in our facilities
 - We will also help communities that are affected by natural calamities or untoward incidence, or that are physically challenged in line with the Tata Group's efforts

The management will commit all the necessary resources required to meet the goals of Corporate Sustainability.



(Praveer Sinha)
CEO & Managing Director

Date: 15th June, 2018