



BIJU PATNAIK NATIONAL STEEL INSTITUTE

(UNDER MINISTRY OF STEEL, GOVERNMENT OF INDIA)

Skill Development Centre, At/Po: Sukinda,

Dist: Jajpur, PIN-755018, Odisha

Website: www.bpnsi.org, E-mail: bpnsi@bpnsi.org

Ref: BPNSI/Admn/Tender/05/2026

Date: 06/05/2026

TENDER NOTICE

Sealed tenders are invited from OEM / authorised vendors for the following materials for BPNSI, Sukinda, Jajpur Campus:

A) DG Set, B) Bus, C) Vehicle hire

The detailed notice inviting tender and other information are available at the official website of the Institute <https://www.bpnsi.org> for download. The tender completed in all respect with EMD should reach the Director, BPNSI as per the stipulated time mentioned in the individual items of tenders.

Director, BPNSI

TENDER FOR DG SET

Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda, Jajpur, Odisha

NOTICE INVITING TENDER

Tender Notice No. BPNSI/Admn/DG/2026-27/101

Tender for Supply, Installation, Testing and Commissioning of 20 kVA Diesel Generator set at
BPNSI, SUKINDA-755018, JAJPUR, ODISHA

Sealed tenders are invited from reputed/eligible agencies for the following work:

Estimated Cost – Rs.8.78,435.00(Rupees Eight Lakhs, Seventy-Eight thousand and Four Hundred Thirty-Five Only)

Name of work	EMD	Period of Completion
(1)	(2)	(3)
SITC of 20 kVA Diesel Generator Set	Rs. 20,000.00	4 weeks

BPNSI reserves its right to award the work to the successful bidder.

- Detailed notice inviting tender, bid form and necessary information are available on the official website of the Institute i.e. www.bpnsi.org for download. Bidder has to submit Earnest Money Deposit **Rs. 20,000.00** only along with the bid.
- Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as “**Envelope-1: EMD**”, “**Envelope-2: Pre- qualification & Technical Bid**”, “**Envelope-3: Financial bid**” respectively. All three envelopes shall be submitted together in another sealed envelope endorsed “Tender for **SITC of 20 kVA DG set** at BPNSI,Sukinda”. The tender complete in all respects should reach “**Director, BPNSI, Near Sukinda Bhawan,Sukinda-755018, Jajpur, Odisha.**” before the date and time mentioned in the schedule below:
- SCHEDULE**
 - Last Date & Time for submission of Bids along with EMD: 18.05.2026 by 3:00 PM
 - Opening of Technical Bids : 18.05.2026 at 3.30 PM
 - Opening of Financial Bids : To be informed to the qualified Bidders.

No tender will be accepted after 3:00 PM on 18.05.2026 under any circumstances whatsoever.

- The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

Sd/- ()
Director, BPNSI

Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda-755018, Jajpur, Odisha
NOTICE INVITING TENDER
BPNSI/Admn/DG/2026-27/102

SECTION-A

LETTER OF OFFER *

Date _____

The Director,
Biju Patnaik National Steel Institute. Near Sukinda
Bhawan, Sukinda, Jajpur- 755018.

Subject: SITC of 20 kVA DG Set at BPNSI, Sukinda.

Reference: NIT No: BPNSI/Admn/DG/2026-27/102

Dear Sir,

With respect to your above-mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the BPNSI the amount mentioned in the said Conditions.

I/We have deposited earnest money through NEFT/DD/FDR/BG/ to the BPNSI, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by BPNSI.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same into without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting

Agency/firm/company

**To be printed on company Letterhead and signed by the authorized signatory*

of the Company/Firm.

SECTION-B
GENERAL INSTRUCTIONS TO TENDERER

Sealed Tender should be addressed to ‘**The Director, Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda, Jajpur, Odisha, Pin Code-755018**’. The tender should be submitted through Speed Post/Courier/Physical Mode at Institute Office on any working day between 9.30AM to 5.30 PM within stipulated date and time. In case of any query with regard to this particular Tender ‘Asst. Manager (Admn. & Liaison)’, may be contacted. The contact Landline No.is 06726-221903.

1. Bidder must submit Earnest Money Deposit **Rs. 2 0 , 0 0 0 . 0 0** through Demand Draft to “**BIJU PATANAIAK NATIONAL STEEL INSTITUTE**”, SB Account No: 0241010086312, IFS Code: PUNBO150320, BRANCH NAME: PUNJAB NATIONAL BANK, ODISHA LEGISLATIVE ASSEMBLY (Khordha) Odisha.

2. The Earnest Money deposit (**EMD**) by a Demand Draft issued by a Schedule Bank drawn in favor of Biju Patnaik National Steel Institute shall be accepted by the Institute. A tender which is not accompanied by EMD, will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be adjusted against the security deposit for execution and fulfillment of the contract. No interest shall be paid on this deposit.

3. The **Envelope-1 & 2** with subject “**EMD & Technical Bid for SITC of 20 kVA DG Set at BPNSI**” shall be opened by DIRECTOR or his authorized representative in his office on the last date of submission of Tender at **3:30 PM**. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

4. **Financial bid** of only qualified bidders will be opened. The date of opening of financial bid shall be informed by the institute to the qualified bidders.

5. Tenders shall remain valid for acceptance by the Institute for a period of two months from the date of opening of the tender which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the bid during this period.

6. The bidder must use only the formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the Tender form made by the bidder shall not be valid and shall be treated as null and void.

7. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.

8. Rates should be quoted both in figures and in words in columns specified. In case of any discrepancy in figures and words, the words will be taken into consideration. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institutes option.

No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained. The rates should be written clearly. Percentage quoted rates shall not be accepted.

9. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.

10. The successful bidder will have to deposit a Performance Security Deposit of 5% of order value, within 05 days of the receipt of the order. The performance security will be furnished in the form of an account payee Demand Draft from a commercial bank drawn in favour of “**Biju Patanaik National Steel Institute**” payable at Bhubaneswar. The performance security should remain valid for warranty period specified in tender. This deposit shall be forfeited in case the Agency, who fails to discharge its duties/commitments or whose contract is terminated prematurely. No interest will be paid on Security Deposit withheld by the Institute.

11. The Institute does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the Tenders, either in whole or in part, without assigning any reasons for doing so.

12. The rates quoted must be inclusive of all taxes. No extra payment shall be released in this regard.

13. Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any, conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the BPNSI in any circumstances,
I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder

Date:

With the seal of their company

SECTION 'C'
TERMS AND CONDITIONS

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. In case of breach of these conditions, the BPNSI may serve a notice in writing on the Contractor rescinding the contract.
2. The successful bidder shall carry out all the work strictly in accordance with scope of work, technical specifications and as per detailed instructions of the Institute.
3. The successful bidder must cooperate with the other contractor appointed by the Institute so that the work shall proceed smoothly to the satisfaction of the Institute.
4. In all matters of dispute arising on the work, the matter shall be referred to **The Director, Biju Patnaik National Steel Institute** for a mutual decision.
5. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the The Director, Biju Patnaik National Steel Institute, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Bhubaneswar and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
6. **Payment Terms:** 100% Payment will be released after successful supply, installation, testing and commissioning of Diesel Generator set at BPNSI as per scope of work mentioned in the tender against submission of certified invoice and satisfactory completion of job.
7. **Completion Period:** The work should be completed within 4 weeks from the date of award of work order.

8. **Penalty:** If the successful bidder fails to complete the work in stipulated time period, penalty to such effect would be charged. BPNSI reserves rights to forfeit the security deposit if any.

9. **Warranty Period:** The Defect Liability Period (DLP) is one year from the date of completion of entire work. However, if, any extended warranty of the equipment is there, as per the manufacturer norm, that also shall be given. In that case, an agreement to be made between BPNSI and Manufacturer or Authorized Service Centre after completion of Defect Liability Period (DLP). This process shall be facilitated by the executing vender/Agency only. After that, Security deposit shall be released to the vender/executing agency by BPNSI.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature of Bidder

Date:

With the seal of their company

SECTION-‘D’

PRE-QUALIFICATION CRITERIA

Pre-Qualification Documents to be submitted by Bidder along with Pre-Qualification Bid:

The Agencies that fulfill the following requirements shall be eligible to apply:

- a) Copy of Registration of company Certificate of Incorporation of company or Partnership deed.
- b) Copy of Registration of Goods & Service Tax and PAN
- c) Copy of OEM authorization letter / certificate clearly mentioning its validity.
- d) The bidder should have an average annual turnover of INR 10 lakh in the last 3 financial years. Submit copies of audited Balance Sheet and Profit & Loss account /CA Certificate for the last three years.
- e) **The bidder should have experience in successful completion of similar work of SITC of generator in the last 3 years with at least 01) similar work of value not less than Rs. 7.3 Lakhs OR ii) at least 02 similar works of value not less than Rs. 4.39 Lakhs OR iii) at least 03 similar works of value not less than 3.51 Lakhs. Any Central Govt./State Govt./CPSU/PSU/Govt.Autonomous Bodies. References order copy along with proof of completion certificate for the project must be provided.**
- f) The bidder should not be black listed by any Govt. organization /PSU during the last 3 years. A declaration certificate to this effect is to be submitted as per the format given in Annexure-A.
- g) Either the Registered Office or one of the Branch Offices of the bidder should be located in Jajpur Road/Bhubaneswar/Cuttack.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter head of the company, to be submitted along with the qualification bid duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
2	Telephone Number: Office: Mobile Number of contact person/account manager Fax No. E-Mail address-	
3	Details of Registration (number & date)	
4	Month and Year in which the firm / company was formed/ incorporated.	
5	Type of organization (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)	
6	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
7	Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account)	FY 2022-23 FY 2023-24 FY 2024-25

SECTION-‘E’
TECHNICAL BID

I. Scope of Work:

“Supply, Installation, Testing and Commissioning of 20 kVA DG Set at BPNSI, Sukinnda”

The scope of above work shall include the following:

1. Supply &, Installation of 20kva3ph Silent Diesel Generator Compliance with CPCB IV+
2. Civil foundation work as suitable to Generator Dimension
3. Earthing installation & Connection to Diesel Generator (04 nos)
4. Supply & installation of AMF Change over panel suitable to Generator Rating.
5. Supply and fixing of Cable connection work from Generator to Main existing electrical Panel up to 40mtr

● **Earth Terminals:**

Construction of 4 Nos. of earth pits (terminals) on opposite sides with vibration proof connections, non-ferrous hardware etc. with galvanized plate and passivated washer of minimum size 12 mm dia. Hole shall be provided along with necessary termination and testing as per the DG set installation Standard.

● **Testing:**

Copies of all documents of routine and type test certificates of the equipment, carried out at the manufacturer’s premises shall be furnished to BPNSI.

After completion of the installation work in all respects, the contractor shall offer the DG sets for testing. Testing shall be carried out as DG set Manufacturer’s standard, and a certificate from the Manufacturer/Authorized Supplier need to be submitted in this regard.

● **Trial Run/ Running-in-Period:**

After successful testing of the DG set, trial run at available load/full load will be carried out .. The DG set will be operated and a log of the relevant parameters will be maintained during this period. The arrangement of staff for the trial run shall be made by the successful tenderer. However, the diesel and lube oil required will be supplied by BPNSI. The contractor will be free to carry out necessary adjustments. The DG set will be said to have successfully completed the trial run, if no break down or abnormal/ unsatisfactory operation of any component of the entire installation included in the scope of work of the contract, occurs during this period. After that the DG set will be taken over by BPNSI subject to warranty clause of the contract. This date of taking over the DG set, after trouble free operation during the trail run/running-in-period, shall be the date of acceptance /taking over.

- **Drawings/Documents to be furnished on completion of installation:**

Two sets of the following laminated drawings shall be submitted by the contractor while handing over the installation to BPNSI.

- a. DG set installation drawings giving complete details of all the equipment, including the foundation.
- b. Line diagram (SLD) and layout of electrical control/AMF panel giving switchgear ratings, cable feeder sizes and their layout.

II. Technical Specifications:

- Note 1. These specifications are not meant to be exhaustive and prescribe the minimum acceptable standards. Where these do not cover certain items and aspects, the best engineering practice/BPNSI engineer's instructions shall be followed.
- Note 2. All codes and standards means the latest. Necessary I.S. Codes are mentioned along with these specifications and all relevant codes with divisions published on date shall be applicable.

A. TECHNICAL SPECIFICATION FOR DG SET COMPLIANCE TO QUALITY STANDARD

IS/IEC 60034-1
ISO 3046
ISO 9001
ISO 13018
ISO 1460
ISO 8528

B. Diesel Engine:

The engine shall be the standard design of the original manufacturers. It should be 4-stroke, water cooled, turbo charged as per manufacturer standard, diesel engine developing about 25 BHP for giving a power rating in kVA at the load terminals of alternator at 1500RPM at actual site conditions as above. The engine shall be capable of delivering specified prime power rating at variable loads for PF of 0.8 lag with 10% overload available in excess of specified output for one hour in every 12 hours. The average load factor of the engine over a period of 24 Hours shall be 0.85 (85%) for prime power output.

The engine shall be fitted with the following accessories subject to the design of the manufacturer.

1. Dynamically balanced flywheel.
2. Necessary flexible coupling and guard for alternator and engine.
3. Air cleaner (dry/oil bath type) as per manufacturer standard.
4. Governor of class G2/A1 and shall be self-contained unit capable of monitoring speed.
5. Daily fuel service tank with minimum capacity of 90 Litres, fabricated from MS sheet with inlet, outlet connections, air vent tap, drain plug and level indicator (gauge), Stainless steel fuel piping from tank to engine with valves, unions, reducers, flexible hose connection and floor mounting pedestal, twin fuel filters and fuel injectors. The fuel tank shall be located inside the acoustic enclosure itself.

6. Dry exhaust manifold with suitable exhaust critical grade silencer to reduce noise level.
7. Suitable self-starter for 12 V/24 V DC.
8. Battery charging alternator unit and voltage regulator, suitable for starting batteries, battery racks, interconnecting leads and terminals.
9. Battery charger.
10. Necessary gear driven oil pump for lubricating oil, priming of engine bearing as well as fuel systems as per manufacturer's recommendations.
11. Naturally aspirated/ turbo charger (as per manufacturer standard).
12. Lubrication oil filters with replaceable elements.
13. Crank case heater as per standards.
14. Fuel injection system to minimize the fuel consumption.
15. Fuel control solenoid.
16. Electronic engine management control panel: fitted and having digital display for following:

Engine Metering:

Oil pressure, Engine temperature, Starting battery voltage, Engine running hours,

AC Alternator Metering: L-L Voltage and L-N Voltage, Current (phase and total), kVA (phase and total)

and Frequency. kwh, Total & per phase (kw & kVA), PF, Utility Voltage and Freq

Engine Protection:

Low lube oil pressure, High/Low coolant temperature, Battery High/Low/Weak Volts, Fail to Crank/Start,

Sensor failure, Cranking lockout, Low fuel level

Alternator Protection:

Over/Under Voltage, Over/Under Frequency, Loss of AC sensing. Overspeed, Over Current, kW Overload

17. All moving parts of the engine shall be mechanically guarded with M.S. mesh guard in such a manner that a human finger cannot touch any moving part.
18. Radiator
19. Any other item not mentioned/ specified but is a standard design of the manufacturer.
20. Engine Cooling system must be designed and tested for 45°C ambient conditions.
21. Maintenance Schedule 500 Hours/18 months
22. Critical Grade Silencer

C. Alternator:

Self-excited, screen protected self-regulated, brush less alternator, horizontal foot mounted in single bearing construction with following specifications.

Rated PF : 0.8

Rated Voltage : 415

Rated Frequency : 50

No. of phases : 3

Enclosure : SPDP Degree of Protection : IP-23

Ventilation : Self ventilated, air cooled

Insulation class : H Voltage Regulation : +/- 1% Voltage Variation : +/- 5%

Type of AVR : Electronic (soft)

maximum Unbalanced : Less than or equal to 25%

Telephonic Harmonic factor: Less than 2%

DG set should be type tested for noise and emission norms/ standards as per latest CPCB IV+ norms.

D. Protection:

In the event of any fault due to over voltage/ high bearing temperature/ high winding temperature, or an external fault, the AVR shall remove the excitation voltage to the alternator. An emergency trip PB shall also be provided which is located outside the acoustic enclosure.

E. Performance:

Voltage dip shall not exceed 20% of the rated voltage for any step load or transient load. The winding shall not develop hot spots exceeding safe limits due to imbalance of 20% between any two phases from no load to full load. The generator shall preferably be capable of withstanding a current equal to 1.5 times the rated current for a period of not more than 15 seconds.

F. Fuel tank:

Fuel tank of minimum capacity of 90 Ltrs shall be located at the bottom of the unit with provision for filling and fitted with gauge. The same shall be fabricated out of 3mm thick HR sheet.

G. Starting battery:

80-100 Amh battery shall be as required at 24/12V DC. Batteries supplied with DG set shall be dry and uncharged. The same shall be charged by authorized people before same is connected to DG set. Initial charging shall be done for 72-80 hrs. The batteries shall be placed on stands and relatively cool place inside the acoustic enclosure.

H. Platform for mounting of DG set:

A PCC foundation platform (1:2:4, M-20 grade) of weight 2.5 times of the operating weight of DG set and of approximate depth of 200 mm below ground surface and height of 150mm above ground surface is required so as to provide leveled surface for placement of the acoustic enclosure.

I. Acoustic enclosure (Sound Proof Canopy):

1. The acoustic enclosure shall be designed and manufactured conforming to relevant BIS suitable for outdoor installation exposed to weather conditions, and to limit overall noise level to 75dB (A) at a distance of 1 Mt from the enclosure as per CPCB norms under free field conditions, at 75% load.

2. The construction should be such that it prevents entry of rain water splashing into the enclosure and allows free and quick flow of rain water to the ground in the event of heavy rain. The detailed construction shall conform to details as under.

3. The enclosure shall be fabricated out of CRCA sheet of thickness not less than 1.6mm on the outside cover with inside cover having not less than 0.6mm thick perforated powder coated CRCA sheet.

4. The hinged doors shall be made from not less than 16 SWG (1.6mm) thick CRCA sheet and will be made airtight with neoprene gasket and heavy duty locks.

5. All sheet metal parts should be processed through 11-tank process. The enclosure should be powder coated Green color. The enclosure should accommodate the daily service fuel tank. There should be a fuel gauge which should show the level of fuel even when DG set is not running. The gauge should be calibrated. The fuel tank should be filled from outside provided with a lockable cap. The batteries should be accommodated in the enclosure in the rack.

6. The canopy should be provided with high enclosure temperature safety device. The acoustic lining shall be made of high quality insulation material like glass wool/ mineral wool/ rock wool with minimum of 50mm thick and 75 Kg/cubic mtr for sound absorption as per standard design of manufacturers to reduce the sound level as per CPCB norms. The insulation material shall be covered with fine glass fiber cloth and would be supported by perforated MS sheet duly powder coated.

The enclosure shall be provided with suitable size and no of hinged type doors along the length of the enclosure on each side for easy access inside the acoustic enclosure for inspection, operation and maintenance purpose. Sufficient space will be provided inside the enclosure on all sides of the DG set for inspection, easy maintenance and repairs.

The MS base frame shall be provided having lifting facility & predrilled foundation holes for installation on anti-vibration mounting (AVM pads).

J. Technical specifications for Electrical and Control panels:

The fabricated panels used for this project shall be generally wall mounted, fabricated out of 16 SWG CRCA and powder coated after undergoing 7-tank treatment process. The panel shall be cubicle type with Neoprene gasketed and hinged outer door with locking facility. All the components like contactors, MCBs etc shall be mounted on an MS mounting plate fixed inside the panel which can be removed in case of any defects which needs rectification or replacements of components. The components shall be fully wired and tested for correct sequence of operation. The MCB shall be mounted in such a way that their operating knobs shall be accessible after opening the outer door. The panel shall be designated with a label at the top of the panel in a permanent manner. The outer door shall be earthed to the main body through a flexible copper wire. Removable gland plates shall be provided at the top and bottom of the panel for external cable terminations.

K. Salient Features of 20 kVA DG set.

All the major parts of the DG set like AC Generator, turbocharger, battery, DG set controller, lube oil and filtration unit should be of same brand. Bidder to share the catalogue of all the above items while participating the tender. And the weblink of the items for verifying the items online during technical evaluation.

L. Escalation Matrix and Service Centre.

Both the principal manufacturer (engine and alternator), OEM (Original Equipment Manufacturer) and service dealership must have registered office in the state of Odisha. Bidder to submit GST registration certificate / details while participating the bid. Bidder to submit principal manufacturer and service dealership escalation matrix.

M. Service Support Guarantee.

Attendance of service complaint must be within 4 hours of complaint registration. Bidder to submit service response guarantee letter from the principal manufacturer.

MAKE OF MATERIAL Make- Jakson

S.N .	Description	Make	Confirmation by the Bidder
1	Engine	Cummins	
2	Alternator	Stamford	
2	MCB	Legrand or OEM standard supply	
3	MCB DB	Legrand or OEM standard supply	
4	MCCB	L&T or OEM standard supply	
	Cables/wires	Finolex	

SECTION-‘G’

FINANCIAL BID

(To be submitted on company/Firms Letterhead)

NIT No: BPNSI/Admn/DG/2026-27/05

Name of work: SITC of 20 kVA DG Set at BPNSI, SUKINDA

S.N.	Description	Quantity	Unit	Unit Rate (Rs.)	Total Amount (Rs.)
1	Supply, installation, testing and commissioning of 20KVA 230Volts(3-phase) DG set comprising of Cummins make engine model X2.5- G6 developing 25.2BHP and 20KVA/16KW Stamford make alternator mounted on a common base, complete with: <ul style="list-style-type: none">Fuel tankBattery and leadsAMF Control PanelFirst fill of lube oilAVM PadAcoustic EnclosurePS0 600	1	No.		
01	FOUNDATION	As Per Manufacturer's Standard			
02	EARTHING	04	Nos.		
03	CHANGE OVER (125A,3-phase,4 pole, with enclosure (L&T /Siemens/ ABB)	01	No.		
04	Connection of DG Set to Existing panel. (Havell's/Finolex/Policab} 1. wire (10 sq.mm) 2. wire (06 sq.mm)	30 30	Meter Meter		
05	Cable ,04 core, XLPE,16 sq.mm. (Havell's/Finolex/Policab}	40	Meter		

06	installation charges for item no 003 & 04 above	LS	LS		
Grand Total Amount (Rs.)					

In words:

Note:

- Above rates shall be inclusive of GST, all applicable taxes, fees, duties, levies, transportation charges, insurance charges, installation charges, material charges, labour charges and all other charges required for the successful completion of work.
- The Quantity (Sl.No. 04 & 05) is tentative. However, the payment shall be made as per actual measurement at site

Date:

Sign & Stamp of bidder

TENDER FOR BUS

Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda , Jajpur, Odisha

NOTICE INVITING TENDER

Tender Notice No. BPNSI/Admn/ BUS/2026-27/102

Tender for Supply of Bus (30+ seater)

Sealed tenders are invited from reputed/eligible agencies for the following work:

Name of work	EMD	Period of Completion
(1)	(2)	(3)
Supply of 30+ seater bus (Force/Tata/Mahindra/Eicher/ Ashok Leyland make)	Rs. 60,000.00	2 weeks

BPNSI reserves its right to award the work to the successful bidder.

5. Detailed notice inviting tender, bid form and necessary information are available on the official website of the Institute i.e. www.bpnsi.org for download. Bidder has to submit Earnest Money Deposit **Rs. 60,000.00** only along with the bid.
6. Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as **“Envelope-1: EMD”, “Envelope-2: Technical Bid”, “Envelope-3: Financial bid”** respectively. All three envelopes shall be submitted together in another sealed envelope endorsed **“Tender for Supply of BUS(30+ seater) (Force/Tata/Mahindra/Eicher/Ashok Leyland) make at BPNSI, Sukinda”**. The tender complete in all respects should reach **“Director, BPNSI, Near Sukinda Bhawan, Sukinda-755018 , Jajpur, Odisha.”** before the date and time mentioned in the schedule below:

7. **SCHEDULE**

d) Last Date & Time for submission of Bids along with EMD: 19.05.05.2026 at 3.00 PM

e) Opening of Technical Bids : 19.05.2026 at 3.30 PM

f) Opening of Financial Bids : To be informed to the qualified Bidders.

No tender will be accepted after 3:00 PM on 19.05.2026 under any circumstances whatsoever.

8. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

Sd/- ()

Director, BPNSI

**Biju Patnaik National Steel Institute, Near Sukinda Bhawan,,Sukinda ,
Jajpur, Odisha**

NOTICE INVITING TENDER

BPNSI/Admn/Bus/2026-27/102

SECTION-A

Procedure for offline Submission of Tender Document

The Tender for the above items are invited offline. The following procedure will be adopted for the offline opening of the price bids.

Submission of the Bids:

The bids will be submitted at our office with the following documents:

Technical Bid

1. Covering letter accepting terms and conditions of tender of the participating firm on letterhead.
2. Original Equipment Manufacturer (OEM) certificate or authorized dealership/distributorship certificate as applicable.
3. Detailed technical specifications highlighting the features of the vehicle.
4. Firms' Business Registration documents.

5. GST Registration No. of the firm.
6. Tender fee and Earnest Money Deposit (EMD) by Demand Draft, of any nationalized/ scheduled bank, in favour of the “**Biju Patanaik National Steel Institute**” payable at Bhubaneswar.

Mode of sending the tender:

Two covers bid tender. Two separate envelopes consisting of technical bid (eligibility criteria) in one envelope and financial/commercial bid in another envelope. Both envelopes to be kept in main single envelope along with Demand Draft for EMD (₹ 60,000/-) shall be submitted in sealed cover by registered speed post/Courier/by hand only.

Refund of EMD:

For Unsuccessful Bidders, EMD will be refunded/ returned on issuance of Purchase Order to the Successful Bidder, upon receipt of a written request, deducting necessary bank charges, if any, and without any interest.

For the Successful Bidder, EMD will be refunded/ returned after satisfactory completion of work as mentioned in the Purchase Order upon receipt of a written request by the Successful Bidder after deducting necessary bank charges, if any, and without any interest.

Description essential to be made on sealed cover:

The main single envelope must be superscribed as “Tender for Supply of BUS (30+ seater) (Force/Tata/Mahindra/Eicher/Ashok Leyland)”. Two separate covers superscribed as (1) Technical bid cover and (2) Commercial bid to be kept in main single envelope along with tender fee and EMD.

Address of submission of Tender Bid:

The Director, Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda-755018, Jajpur, Odisha.

Date of opening tender:

- (1) **Part-1, Technical bid:** - This bid will be opened on 19th May, 2026 at 03:30 PM at Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda-755018, Jajpur, Odisha by the Committee formed by the Director, BPNSI.
- (2) **Part-2, Financial/commercial bid:** - This bid will be open after the examination of pre-qualification and shall be opened for only those bidders who will succeed in

technical Bid. The date and time of opening will be intimated accordingly through email.

General Terms and Conditions:

1. Only the manufacturer and their authorized distributors or dealers or channel partners having their dealership in Bhubaneswar/Cuttack/Jajpur need to submit their tender. The authorized distributors or dealers or channel partners should furnish a certificate from the manufacturer for their dealership.
2. No person or firm shall be allowed to submit more than one Bid.
3. It is mandatory to provide all the relevant documents as per the Tender document.
4. with the detailed printed technical literature with specifications, make and model number of each item. Specifications given in the offer must be similar to the information available on the website and/or printed technical literature, otherwise, the offers shall be rejected.
5. The Tender Bid must provide a guarantee/warranty of satisfactory functioning of the vehicle for a period of at least two years from the date of purchase, along with the price of extended warranty for a period of further 05 years.
6. **Payment Terms:** The standard terms and conditions with regard to the payment would be treated as full and final at the time of delivery of the monobus.
7. Please quote the maximum discounted price, as no further negotiations will be made.
8. Biju Patnaik National Steel Institute reserves the right to accept or reject any or all offers in full or in part without assigning any reason (s) therefore.
9. The process of purchase can be cancelled at any time without assigning any reason thereof.

A. Terms and Conditions of Tender

1. The Bidders are required to quote their lowest rates including Insurance Charges, Road Tax, Extended Warranty Charges and Maintenance Charges etc. for the above-mentioned **ONE BUS(30+ seater) (Force/Tata/Mahindra/Eicher/Ashok Leyland)** .
2. The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The bidder shall not be entitled during the said period of 90 days to revoke or cancel its bid or to vary the bid or any terms thereof.
3. Hypothetical or conditional Bidders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered otherwise, and if so, the

appropriate action will be taken against that Bidder, as may be deemed fit by the Registry. The Bidder shall be bound by the terms and conditions of the tender.

4. Biju Patnaik National Steel Institute will deal with the bidder directly and any middlemen/agents/ commission agents etc. will not be entertained by the BPNSI. The Tender Form is non-transferable and agency shall not be permitted to transfer its rights and obligations to any other person/organization or otherwise.
5. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the bid invalid.
6. The bidder shall give an undertaking (**as per ANNEXURE-A**) that the Firm/Partner/Director/Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector Units/autonomous bodies have not been banned/terminated on the account of poor Performance.
7. Biju Patnaik National Steel Institute , in its discretion, reserves the right to make any change, any time, in the terms and conditions of the Tender and accept or reject any or all the Bids, wholly or completely, without assigning any reason thereof at any stage of tendering process.
8. The bidder shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
9. The bidder should specifically mention whether rates are inclusive of GST and if it is not mentioned, it will be presumed that rates are inclusive of GST.
10. All the pages of quotations including the documents submitted therein must be duly signed and stamped failing which the Bid shall be liable for rejection.
11. Biju Patnaik National Steel Institute is not bound to accept the rates submitted by the lowest bidder or any other bidder nor does it undertake to assign any reasons for its decision in this matter.
12. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates or violates any terms and conditions of tender, the EMD shall be forfeited and Bid shall be rejected.
13. The supply of **ONE BUS (30+ seater)** (**Force/Tata/Mahindra/Eicher/Ashok Leyland make**) will be inspected by an Inspection Committee of Senior Officers of BPNSI and in case the supply is not found in conformity with the approved specifications, the same is to be replaced exactly commensurate with approved specification at the cost of the bidder. The decision of the Committee in this regard shall be final.
14. The payment will be made only after the delivery of the bus, if the same is acceptable as per approved specification.

15. In case less than two tenders are received, due to inadequate competition, the same may not be opened and more tenders may be called and will be opened later on at the place, date and time to be notified in due course.

B. Terms and Conditions for successful Bidder

1. The successful bidder shall be responsible for getting the Jajpur Number Plate), accessories, etc. affixed on the vehicles, after the delivery of the vehicle and at the premises of the Biju Patnaik National Steel Institute at its own cost.
2. The successful bidder will have to abide by the terms and conditions as may be fixed from time to time by the Registry.
3. The tender should accompany an undertaking of Authenticity as per the Proforma placed at **ANNEXURE-B**.

C. Penalties

1. The delivery of the vehicles shall be required to be made within 30 days on receipt of the Purchase Order and in case supply is not received within the stipulated time and the BPNSI is forced to make a purchase/ hire to meet the urgent demand, the loss, if any, would be recovered from the bidder.
2. Irrespective of the fact as to whether or not the BPNSI may impose penalty of 1% per month subject to a maximum of 10% of the total cost, for delayed delivery, if the delay is caused due to willful laches or negligence of the bidder and it resulting into financial loss or inconvenience to BPNSI.

**BIJUPATNAIK NATIONAL STEEL
INSTITUTE**
(Constituted by Ministry of Steel, Govt. of India)

Last date for Submission of Tender: 12.05.2026 up to 3.00 PM at the Biju Patnaik National Steel Institute, Near Sukinda Bhawan, Sukinda-755018, Jajpur, Odisha)

PROFORMA
[TO BE FILLED IN BY THE TENDERER WITH REFERENCE TO NOTICE INVITING TENDER DATED 06.05.2026 FOR SUPPLY OF 01 (ONE) NO. OF BUS (30+ seater)]

1. Name of the Tenderer with address :
2. Name of the authorised person with Mobile/ Telephone No. (s) :
3. Fax No./ E-mail ID :
4. GST No. :
5. Price schedule as per the table below:

Sr. No.	Item	Amount (In Rs.)
1.	Ex-Showroom Price	
2.	Mandatory Charges [GST, CESS, HSRP, Insurance Charges (for 03 years), RTO Tax, Municipal Corporate Tax, TCS etc., if any] Bifurcation of each mandatory charges: 1. 2.	

	3.	
	4.	
	Total -	
3.	Any other applicable tax or charges	
4.	Extended Warranty Charges	
5.	Maintenance after free services	
6.	(-) Amount of Discount	
7.	(-) Exchange Value of Old Car Honda City – Model 2011 (Silver Colour)	
Total Price of Vehicle		
Total Rs. In Words:		

6. Free additional accessories (specify the items along with the prices) :

7. No. of free services :
8. Guarantee/ Warranty of Vehicle : In Years _____
In KMs _____
9. Copy of Authorization/
Certified issued by OEM Company attached: Yes/ No
10. Have you ever supplied similar vehicles
to any Govt. Departments/ PSUs etc. at
lower rates : Yes/ No

Signature with date and rubber stamp of the tenderer

ANNEXURE - A

(On the Letter Head of the Tenderer/Bidder)

UNDERTAKING

I/We undertake that (Name of the Firm/Partners/Director/Proprietor) has not been blacklisted/ banned by any Government Department/Public Sector Undertakings/ Autonomous Body.

**Signature of the Authorized Signatory
of the Firm/Company/Organization/
Official Stamp/Seal**

Date:

Place:

ANNEXURE - B

(On the Letter Head of the Tenderer/Bidder)

To,
The Director
Biju Patnaik National Steel
Institute Sukinda-755018

**Sub: Undertaking of Authenticity for SUPPLY OF 01 (ONE) NO. OF BUS(30+ seater)
(Force/Tata/Mahindra/Eicher/Ashok Leyland)**

REF.: 1. Your Purchase Order No. _____ Dated _____
2. Our Invoice No./Quotation No. _____ Dated _____

With reference to the _____ being supplied/ quoted to you:
vide our Invoice No./Quotation No./Order No. cited above
_____. We hereby undertake that all the components/ parts/ assembly
used in the product shall be original new components/ parts/ assembly only and manufactured
at the same period from the manufacturing company and that no refurbished/ duplicate/
second-hand components/ parts/ assembly/ software are being used or shall be used.

We also undertake that in respect of the licensed operating system, if asked for by you in the
purchase order, the same shall be supplied along with the authorized license certificate and also
that it shall be sourced from the authorized source.

We hereby undertake to produce the certificate from our OEM supplier in support of the above
undertaking at the time of delivery/installation. It will be our responsibility to produce such
letters from our OEM suppliers at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with the above at the time of delivery or during
installation, for the _____ already billed, we agree to take back the
_____ without demur, if already supplied and return the
money if any paid or us by you in this regard, and/or performance security, if any produced,
forfeited.

We, _____ also take full responsibility of both components/parts & Mother
body as per the content even if there is any direct by our authorized Service Centre/Reseller etc.

Authorised

Signatory Name

Designation ,Seal & Stamp

TENDER FOR VEHICLE HIRE

SHORT TERM TENDER NOTIFICATION

Sub: Short Term Tender Notification for the Selection of Agency for providing Vehicles on out-source basis

On behalf of the undersigned is inviting short term tenders through e-procurement platform in two cover system (Technical & Financial) from the eligible agencies for providing Vehicles on out-source basis **for the period of 1 (One) Year extendable for further 12 months on performance.**

Tender document containing details of eligibility criteria, EMD, scope of work and other terms and conditions may be obtained from the website.

The last date for submission of Tender dated 14.05.2026 before 3.00_pm.

The Director BPNSI reserves the right to reject any or all Proposals without assigning any reason, whatsoever.

Calender of events :-

Sl.No.	Details	Schedule of time
1	Last Date & time for tender	19.05.2026 before 12.00_NOON
2	Date & time of opening of tender (Technical Bid)	19.05.2026 at 12.30_PM
3	Date and time of opening of financial bids (of only Technically Qualified Bidders) if possible	Will be informed

For further details and information may contact landline Number 06726-221903 during office hours on working days (Monday to Friday).

- Short Term TENDER Dated 06-05-2026

INSTRUCTIONS TO BIDDERS & GENERAL TERMS₁ CONDITIONS

1. *General :-*

Tenderers while submitting Applications shall indicate the details of their eligibility in Schedule-A (Technical Bid) and quoted rate in Schedule-B (Financial Bid). Tenderers are requested to go through the check list, Schedule-A (Technical Bid), Schedule-B (Financial Bid) & these instructions, terms & conditions.

2. **Pre-Bid Meeting:-**

Interested Bidders if in case any doubt may attend the Pre-Bid Meeting & obtain clarifications. These tender documents may get modified based on the outcome of Pre Bid Meeting.

3. **Tender Process:**

The bidders shall submit the tenders with all details as prescribed to the Director, BPNSI. As per the calendar of events tenders shall be opened on the dates if possible.

4. **Parties to the Contract:-** The parties to the Contract are the successful bidder (the tenderer to whom this work has been awarded) and the Director, BPNSI.

5. **Addresses: -**For all purpose of the contract including arbitration there under, the address of the successful bidder mention in the tender shall be final unless the successful bidder notifies a change of address and contact number(s) by a separate letter sent by registered post with acknowledgment due to the Director, BPNSI. The successful bidder shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.

a) **Earnest Money Deposit:** Earnest Money Deposit of Rs. **25000/- (Rupees Twenty five thousand only) (ie. 2.50% of tender value)** to be paid through draft. NEFT or by any other form/mode will lead to rejection of tender. Also any tender without EMD is liable for rejection.

b) No interest will be allowed in this Deposit.

6. **Preparation and submission of Tenders:** The tender should be submitted in two parts viz. Technical Bid (Schedule A) & Financial Bid (Schedule B).

7. Joint Venture not allowed.

8. **Technical Bid:-** The Technical Bid should be submitted in the form given in Schedule A along with attested copies of registration of vehicles, copy of PAN Number issued in favour of the Bidder, full details of the number of Car/Taxis registered in the name of the Bidder or his/her firm and other information sought. Please read the check list before submitting the tenders.

9. **Financial Bid:** The Financial Bid should be submitted in the form given in Schedule B, separately in e-procurement Mode. The Financial Bids of those tenderers who are found technically qualified shall be opened on a specified date and time if possible.

10. Terms of payment as stated in the Tender Document shall be final.

11. At the time of payment of bills, the applicable taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

12. Validity of the Bids: -

The bids shall be valid for a period of 180 days from the date of opening of the tenders.

13. Opening of Tender:

The tenderer is at liberty either himself or through authorize, not more than one representative to be present at the time of opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

13.1 **Criterion for Evaluation of Tender:** The Technical Bids will be opened by a committee authorized by the competent authority at Biju Patnaik National Steel Institute (BPNSI) Skill Development Centre, AT/PO: - Sukinda, Dist: -Jajpur, PIN: -755018, Odisha Tel.No-06726-221903

The Financial Bids of only those tenderers whose Technical Bids are accepted will be opened.

13.2 The contract shall commence from the date of consent of the firm to the terms and Conditions. To begin with, the contract will be for one year initially may be extended on yearly basis if performance/service is found satisfactory on review after every six months. The contract so awarded can be terminated at any time by giving one month notice from either side.

13.3 Log book shall be maintained by and kept with the driver of vehicle provided to BPNSI and the log book may be got approved signed by the user and proper entry with respect to place visited, time, kilometers etc. be made indicating name and designation of the officer who have utilized the vehicle.

14. **Right of Acceptance:** The Director, BPNSI reserves all rights to reject any tender including of those renderers who fail to comply with the instruction without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Director, BPNSI in this regard shall be final and binding.

14.1 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotations and liable for rejection and further legal course of action.

15. **Communication of Acceptance:** Successful Tenderer will be informed of the

acceptance of their tender by the Director, BPNSI.

16. **Performance-Guarantee:** 5% of-the total value of tender (Approximately Rs: 10 lakh) of the contracted work as performance Guarantee shall be paid by the successful bidder by way of Bank Guarantee/ Bankers Cheque /Demand Draft drawn in favour of **Biju Patnaik National Steel Institute** within 7 days from the acceptance of contract. The earnest money Deposit of the successful firm shall be refunded after receipt of Performance Guarantee.

16.1 The performance Guarantee can be forfeited by order of the competent authority of BPNSI in the event of any breach or negligence or non-observance of any terms/ condition of contract or for unsatisfactory performance or for non- acceptance of the work order, on expiry of the contract, such portion of the said Bank Guarantee/Banker Cheque/ Demand Draft or Bank Guarantee as may be considered by BPNSI sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained

17. **Penalty:**

(a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of Taxi/Car from the market in the event of Contractor failing to provide requisitioned number of taxis /cars or not providing Taxis, the office shall make deductions at double the rate of hiring rate on prorata basis from the bills prepared by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the BPNSI.

(b) The powers of the office under condition shall in no way affect or prejudice the powers in certain events to terminate the contract as herein provided nor forfeiture of deposit mentioned under clause 13.1 above.

18. **Disclaimer:** - BPNSI employees and their near relative are prohibited from participation in this tender. The near relatives for this purpose are defined as:

(a) Members of Hindu Undivided family.

(b) His/her husband or wife.

(c) The one is related to the other in the manner as father, mother, son(s) son's wife(daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

19. **Breach of Terms and Conditions:** - In case of breach of any of terms and conditions mentioned above, the Competent Authority of shall _have the Right to cancel work order without assigning any reason thereof, and nothing will be payable by the BPNSI in that event and the Performance Guarantee shall be forfeited.

20. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of it to any other person or party.

21. The tender is not transferable.

22. **Terms of payment:** -

22.1 No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

22.2 The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

22.3 All payment shall be made by cheque/NEFT/Electronic Mode only after appropriate taxes as declared by Government from time to time.

22.4 BPNSI shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties of penalties imposed by the Department, if any.

22.5 The term payment mentioned in this para includes all types of payment due to the contractor arising on' account of this contract excluding Earnest Money and Performance Guarantee governed by the separate clauses of the contract.

22.6 Wherever applicable all payments will be made as per schedule of payments.

23. **Arbitration:-** If any difference arises concerning this Agreement, its interpretation on the payment to be made there- under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing BPNSI. The provisions of arbitration and consiliation Act, 1996 and the Rules framed there under and in force shall be applicable to such proceedings.

**TECHNICAL BID - PARAMETERS AND TECHNICAL SPECIFICATION FOR
EXECUTING THE WORK**

(Short Term Tender No. BPNSI/Admn/CH/2026-27/103 Dated 05-05-2026)

Sub:- Short Term Tender for "Hiring of Car/Private Taxis/Bus" on Daily Contract Basis.

- 1) The list of Car /Taxis/Bus along with photocopies of registration book should be attached with the tender.
- 2) The firm should be registered with the concerned Authority and should furnish a copy of registration certificate, valid Emission Test Certificate, Vehicle Insurance Policy (Shall be in Currency) and valid Tax Paid Certificate in support thereof.
- 3) The firm should have minimum three years of experience of working. Satisfactory Service Certificates from existing/past employers should be enclosed, in this regard. Also audited financial statement for the last 3 years FY 2022-23,2023-24 & 2024-25 shall be enclosed.
- 4) Income Tax payment certificates for the last 3 years (FY 2022-23,2023-24 & 2024-25) should also be provided by the firm.
- 5) Cars /Taxis to be provided by the Contractor should be in perfectly sound working condition and suitable for the use of Officers/Officials of BPNSI.
- 6) **Cars /Taxis/Bus supplied should be registered after year 2022 will be allowed.** The firm should specify the numbers of such vehicles enclosing copies of their RC.
- 7) The firms should have adequate number of cars to be provided as taxi. A backup of minimum of 5 (five) cars should also be ensured by the firm.
- 8) B-Register extract obtained from the RTO shall be furnished.
- 9) Firms should have adequate number of drivers having experience of driving in Bhubaneswar and within the State of Odisha and ensure that the drivers employed hold valid driving license, are well behaved, reasonably educated, having communication skill in local & Hindi/English, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
- 10) Only such Taxi Operators may apply whose Cars /Taxis have been

duly authorized by the concerned RTO for use as public transport and who have telephone connections available at their Premises/Garage/Stands from where such taxis are to be operated and can be requisitioned by BPNSI.

- (i) Each driver employed by the firm must have a cell-phone duly activated.
- (ii) Each driver should wear uniform while on duty in this office.
- (iii) No payment will be made to driver for lunch and tea. Driver should carry his own lunch.

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(iv) Only drivers having sufficient experience of driving in Bhubaneswar and surrounding Districts / States should be deployed to the BPNSI. The firm should inform in advance the bio-data of all drivers that could be deployed for office of the BPNSI, on duty.

(v) The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.

(vi) The time and distance in respect of hired cars / taxies will commence and terminate at the BPNSI.

(vii) While the BPNSI has a regular requirement for hiring Cars / taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. This office will also reserve the right to hire cars/ taxis from any other Service provider of such services even during the period of contract

(viii) Revision of rates will not be entertained during the period of contract.

(viii) The firm should have a provision to take the bookings 24 hours x 7 days.

11. Rates once finalized will be valid for a period of Two year & extendable for further 12 months on performance. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes during the operative period of contract.

12. Tenderer is liable to pay all the taxes & fees payable to Govt.

13. The tenderer should submit self attested declaration that his firm has not been black listed.

14. The bidder should quote the rates for all the items which is mandatory, failing which the bid will be disqualified. LI will be selected as per the rate quoted for all the items.

15. All and any claims arising out of any accidents should be borne by the tenderer.

CHECK-LIST**SUMMARY OF COMPLIANCE OF THE REQUIREMENT OF THE TENDER (Short Tenn
TENDER No **BPNSI/Admn/CH/2026-27/103 Dated 05-05-2026**)**

(To be filled Signed, along with Schedule A-Technical Bid)

Sl.No.	Description of requirement	Yes/No.	Page /Annexure No. of Enclosed with this tender
1.	Whether the firm is registered with Regional Transport Authority ?	Yes/No	
2.	Copies of Balance Sheet and Income Tax Return for last 3 years duly certified by CA- whether enclosed?	Yes/No	
3.	Copies of R.C. Books for the list of vehicles shall be enclosed	Yes/No	
4.	Road Tax Clearance Certificate	Yes/No	
5.	Copy of PAN issued by Income Tax Dept.	Yes/No	
6.	Copy of Registration Certificate/ Allotment Letter of Service Tax (Document relating Service Tax Number)	Yes/No	
7.	Certificate of the Valid Vehicle Insurance Policies	Yes/No	
8.	Copy of the Valid driving license for the category of the vehicle quoted	Yes/No	
9.	Copy of the Valid Pollution Certificate (NPV) & Valid Emission Test Certificate along with Insurance Policy.	Yes/No	
10.	Details of other organizations where such contracts are being undertaken (Attach supportive documents)	Yes/No	
11.	Technical Bid documents in Schedule A	Yes/No	
12.	Commercial Bid Documents in Schedule B	Yes/No	
13.	List of Arbitration cases (if applicable)	Yes/No	
14.	Acceptance of Terms and Conditions. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of the tender document.	Yes/No	

Declaration of the Tenderer: -

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Further, we agree to get renew all driving licenses, Non Polluting Certificates, Insurances, Payment of vehicle Taxes as and when required in the entire period of Contract. We are responsible for any lapses and legal consequences.

(Signature of Tenderer with seal)

Place:

Name:

Date:

Seal :

Office Address :

Schedule "A" TECHNICAL BID
(Short Term TENOER No. BPNSI/Admn/CH/2026-27/103 Dated 05-05-2026)

Sub :- TENDER DOCUMENT FOR HIRING OF VEHICLE

1	Name of the Tenderer /Agency/Firm	
2	Office Address (with Tel. & Mob No.) proof there of	Enclose Document for Address proof
3	Address and Tel. No. of Garage	Enclose Document for proof
4	Service Tax Registration No. along with PAN No. of the firm	Enclose Document for proof
5	Working experience of the firm (in years)	Enclose Document for proof
6	Nature of the Firm/Agency: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or aPublic Sector Organization)	Copy of Registration Certificate be furnished
7	Furnish copy of last three years Income Tax return	Enclose Document for proof
8	Annual Turnovers for the last three years	Enclose Document for proof
9	Vehicles owned by the firm:- (Details to be given for each vehicle) 1) Vehicle Numbers - 2) Age in Years - 3) Models - 4) Make of the Vehicles -	
10	Drivers Details: - 1) Nos. of Drivers - 2) Qualification - 3) Communication capability in local & Hindi/ English languages by the driver(s) along with their working (driving) experience (in years) 4) Availability of Cell phone &Address of the Drivers	
11	Enclose all Vehicle photos (front and back number plates should be visible)	
12	Any other information if any	

Declaration by Tenderer

- 1) The document of vehicles enclosed are true and the xerox copies of original. In case of wrong or incorrect information I/We are liable for deemed legal action.

The instructions of the tender conditions have been read properly and bound by it

Signature.....

Full Name (Authorized
Representative)

Designation Full Address
of the Bidder Telephone
No.;Fax No.....Email
.....

Schedule "B" FINANCIAL BID

(Short Term TENDER No. BPNSI/Admn/CH/2026-27/103 Dated 05-05-2026)

Tender for "Hiring Private Cars/faxis/Bus)

1. Rate (All inclusive-including Driver's Bata, Driver's Night Detention Charges, and Parking Charges & taxes and levies except service tax, Toll charges which will be paid as per actual as indicated below:-,

Rate (Only AC Vehicle) :-

Sl No	Particulars of Vehicle	Rate Quoted for per day	Quoted Rated (Rs.)	Rate Quoted for per month (Fixed cost for hiring +average fuel mileage)	Quoted Rated (Rs.)
1	Swift Dezire /Ciaz /Honda Amaze or Equivalent (High End) Diesel/Petrol) AC	Rate For 10 hours OR 80 Kms (Local & Out-Station)			
2	Swift Dezire /Ciaz /Honda Amaze or Equivalent (High End) Diesel/Petrol) AC	Rate For Additional Kms (Rate per KM) (Local & Out- Station)			
3	Swift Dezire /Ciaz /Honda Amaze or Equivalent (High End) Diesel/Petrol) AC	Rate For one day (300 Kms) (Local & Out-Station)			
7	Innova (Crysta) or Equivalent (High End) (Diesel/Petrol) AC	Daily basis- Rate For 10 hours O.R.80 Kms (Local & Out-Station)			
8	Innova (Crysta) or Equivalent (High End) (Diesel/Petrol) AC	Daily basis- Rate for Additional Kms (Rate per KM) (Local & Out-Station)			
09	Bus (33+ seater)	Daily basis- Rate For 10 hours O.R.80 Kms (Local & Out-Station)			

AGREEMENT

This Agreement is made at Bhubaneshwar on this _ _ day of _____ between
..... hereinafter called the party of the 1st part and M/s _____
_____ having its address at _____ hereinafter called the party of the
2nd part;

Where the party of the 2nd part has agreed to render the services of hiring of taxis/cars to the party of the 1st part for a period of two year w.e.£. ' on the terms and conditions mutually agreed upon as under:

- 1) Director, BPNSI intend to hire vehicles on regular basis and others on requirement basis which will be intimated to the agency in advance for day to day office work and the Contractor shall render services to the BPNSI for its smooth running as may be required from time to time.
2. The vehicles supplied by the firm on hiring basis to this office, shall not be in any Case more than 3 years old, failing which a penalty of 1% per day of the monthly bill shall, be deducted.
3. (i) Cars/Taxis to be provided by the firm shall be in perfectly sound working condition and suitable for use by Senior Govt. Officers.
(ii) The firms should have at least 3 Nos. of cars to be provided as taxi. A back up of minimum of 5 cars shall also be ensured by the firm.
(iii) Firms shall have sufficient number of drivers having experience of driving in Bengaluru and surrounding Districts.
4. All the legal formalities such as registration with RTO, insurance formalities etc. shall be completed in all respect of all the vehicles provided to this office by the firm.
5. In case of any accident, all the claims arising out of it shall be met by the Contractor.
6. (i) The firm should ensure that the drivers employed hold valid driving license, are well behaved, reasonably educated, conversant with traffic rules/ regulations and city roads/routes as well as security instruction.

- (ii) Each driver employed by the firm must have a cell-phone duly activated.
- (iii) The drivers shall not misbehave with any of officers/staff of BPNSI and shall not enter into any unlawful activities in the premises.
- (iv) Each driver shall wear uniform while on duty in this office, failing which a penalty shall be imposed at the discretion of the Competent Authority of this office.
- (v) No mileage will be allowed for lunch/tea of driver. Driver should carry his lunch.
- (vi) Only drivers having sufficient experience of driving in Bhubaneswar & surrounding Districts shall be deployed to the office of the Director, BPNSI. The firm should inform in advance the bio-data of all drivers they could be deployed for office duty.
- (vii) The firm shall have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- (viii) The time and distance in respect of hired cars/taxis will commence and terminate from office of BPNSI.
- (ix) While the office of the Director, BPNSI has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The office will also reserve the right to hire cars/ taxis from any other provider of such services even during the Period of contract.

Revision of rates will not be entertained during the period of contract.

- (x) The firm shall be experienced in providing fleets for events, delegation's meetings and Conferences etc.
- (xi) The firm should have a provision to take bookings around 24 X 7.
- (xii) The firm shall ensure that each of the driver carries a Driver's Log Book. The Log Book is filled by the driver daily, on a regular basis, giving details of time, kilometers and each of the place visited starting from the office. The name and designation of the officer to be indicated specifically who have utilized the vehicle. Each entry of the Log Book may be filled-up also indicating the vehicle number in order to check with the duty slips/verify with the bill submitted by the contractor for each day/month. The firm or the driver should ensure that the Log Book is countersigned by the user or Competent authority of this office on a daily basis failing which the firm shall have no rights, whatsoever to claim the charges/rent for the respective day (s). The Log Book shall be kept updated and sent with the bills.

7. (i) "Full Day" would imply a run of the Cars/Taxis upto 80 Kilometers and /or 10 hours duration.

(ii) "Half Day" would imply a run of the Cars/Taxis upto 40 Kilometers and/or 05 hours duration.

8. The firm shall provide cars /taxis which are so duly authorized to run/operate as cars/taxis by the transport department or police dept. or regulating agencies. Requirement of all licensing in this regard, whatsoever, would be the responsibilities of the firm'. Cars/ Taxis to be provided by the firm shall use only legally authorized fuel in running the taxis.

9. Rates once finalized will be fixed for a whole contract period. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes. However, parking fee/ toll tax, whenever applicable shall be borne by BPNSI.

10. **Performance Guarantee** : 10% of the total annual cost (approximately Rs. 10 lakh per Annum) of the contract shall be paid by the successful bidder by way of Bankers Cheque / Demand Draft drawn in favour of Director BPNSI within 7 days from the acceptance of contract. The Earnest Money Deposit of the successful firm shall be refunded after receipt of Performance Guarantee.

10.1 The Bankers Cheque / Demand Draft can be forfeited by order of the Director, BPNSI in the event of any breach or negligence or non-observance of any terms/ conditions of contract or unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bankers Cheque/Demand Draft as may be considered by the BPNSI to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the account of firm's bill has been received and examined.

11. **Penalty:**

(a) In case of breach of any conditions of the contract and for all types of losses caused to the department including excess cost due to hiring of cars /taxis from the market in the event of Contractor failing to provide requisitioned number of taxis or not providing cars/ taxis, the office shall make deductions at double the rate for hiring rate on pro-rata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the Security Deposit or may be demanded from him to be paid within seven days to the credit of the Department.

(b) The powers of the BPNSI under this condition shall in no way affect or prejudice the powers to terminate the contract as herein provided, nor affect forfeiture of deposit mentioned under tender.

12. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Bankers Cheque/ Demand Draft shall be forfeited.

13. **Sub-letting of Work:** The firm shall not assign or sublet the work or any part of work to any other person or party.

14. **Terms of Payment:**

14. 1 No payment shall be made in advance nor any loan from any Bank or Financial Institution recommended on the basis of the order of award of work.

14.2 The firm shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment.

14.3 All payment shall be made by cheque only. Taxes, as applicable, shall be deducted from the payment of bills unless exempted by concerned authorities.

14.4 BPNSI shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

14.5 The term 'payment' mentioned in the para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

In witness whereof we the parties to this deed have put our hands and signatures to these present on the day and year first mentioned in token of execution of this deed

For BPNSI (1 st party)	For 2 nd Party
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Date:

Witnesses:

1.

2.