

**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME  
(OPELIP)**

**ST & SC DEVELOPMENT DEPARTMENT  
2<sup>nd</sup> floor, TDCCOL Building, Rupali Square,  
Bhubaneswar - 751022**

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLES**

The Programme Management Unit (PMU), OPELIP invites sealed quotations from prospective service provider (Travel Agencies) for hiring of vehicles for use in the office of Programme Management Unit (PMU), OPELIP for Local/Long tour as and when required with terms and conditions. The interested eligible service provider (Travel Agencies) may download bidding documents and other details from websites i.e. [www.opelip.org](http://www.opelip.org). Last date of receipt of applications by hand/ speed post/courier only is 02 PM on 03.03.2018 and the bid shall be opened in the presence of bidders/bidders representative at 3 PM on 03.03.2018 at the office of PMU, OPELIP.

Programme Director, OPELIP reserves the right of accepting or rejecting any or all bids without assigning any reason thereof.

**Date.17.02.2018  
Bhubaneswar**

**-Sd-  
Programme Director**

## **QUOTATION CALL NOTICE FOR HIRING OF VEHICLES**

Sealed Quotations are invited from prospective service providers (Travel Agencies) for :

Hiring of Innova/ Traverra / Mahindra XUV / Scropio /XYLO / (AC) etc. for Local/Long Tour for use by the office of Programme Management Unit (PMU), Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP), 2<sup>nd</sup> Floor, TDCCOL Building, Rupali Square, Bhoi Nagar, Bhubaneswar-751022 as and when required with following terms and conditions:

### **TERMS & CONDITIONS**

1. The vehicle should not be more than 3 years old from its purchase and should be registered as Taxi.
2. The travel agency should have engaged vehicles with Govt. Departments/PSU/Govt. Projects and a copy of the work order/agreement for engagement of vehicles at different organizations must be enclosed.
3. The Engine and body of the vehicles should be in good condition.
4. The Driver of the vehicle must have a valid Driving License and should have sufficient experience in driving transport passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. The last date for receipt of the quotation will be up to 02.00 P.M. of 03.03.2018.
7. The quotations will be received in the office of the undersigned through hand/speed post & courier services only.
8. The undersigned will not be held responsible for any late / non- receipt of the quotations sent by speed post / courier.
9. The envelope should be super scribed as **“QUOTATION FOR HIRING OF VEHICLES- NOT TO BE OPENED”**.
10. The quotation should contain the attested Xerox copy of R.C. Book of the vehicle and papers showing up-to-date insurance coverage and the photocopy of the professional Driving License of the driver who is to drive the vehicle.
11. The vehicles will be hired for one year for the present.
12. For the vehicles to be engaged on daily basis, as and when required shall be paid only the hire charges as per the rate quoted and finalized by the committee, no other charges like maintenance and repair, Road tax, Insurance premium, Salary to drivers etc. shall be paid to the travel agency.
13. The quotationer shall pay to the driver his / their monthly remuneration, allowances etc and no dues shall be borne by the hirer.
14. The travel agency of the vehicles has to execute an agreement in a stamped paper before the vehicle is engaged on hire.
15. The travel agency cannot demand any advance during the period of engagement of the vehicle
16. A sum of Rs.5,000/- shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the Programme Director, OPELIP

and submitted along with tender as a security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidder.

17. The travel agency should have submitted IT return for last two years having minimum annual turnover of Rs.75 lakhs (For the financial year 2015-16 & 2016-17),

The quotationers shall indicate the following matters mentioned at **(A)** in their offer in a sealed envelope separately super scribing on the top of the envelope as **“FINANCIAL BID-NOT TO BE OPENED”** . Financial Bid will be opened only of those travel agencies who are fulfilling the above terms & conditions.

**(A) Vehicles to be engaged on daily basis (on local duty & long journey)**

The following information vehicle wise i.e. Innova/ Traverra / Mahindra XUV / Scropio /XYLO (AC) etc. are to be indicated:

**(Price in Rupees)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Innova</b>	<b>Travera</b>	<b>Mahindra XUV</b>	<b>Scorpio</b>	<b>XYLO</b>	<b>Others if any (please specify the vehicle name)</b>
1	The rate per K.M. for local journey						
2	The rate per K.M. for long journey						
3	Rate per hour for local use.						
4	Detention charge per hour for long journey						
5	Total K.M. free per hour for local use						
6	Charge per night halt for long journey.						

The quotations will be opened in presence of quotationers or their representative on 03.03.2018 at 03.P.M.Similarily, the financial bid of the shortlisted travel agencies will be opened in presence of quotationers or their representative on 08.03.2018 at 11.30A.M.The selected agency has to submit following documents before execution of agreement.

- a. Name and detailed address of the Drivers for each vehicle.
- b. Photo copy of Professional Driving License of the Drivers.
- c. Photo copy of R.C. Book of the vehicles.
- d. Photo copy of Insurance of the vehicle.
- e. Photo copy of Fitness Certificate
- f. Photo copy of Valid contract carriage permit

The authority reserves the right to accept or reject any / all quotations without assigning any reason thereof.

**Programme Director**