



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

ST & SC Development Department, Govt. of Odisha, TDCCOL Building, 2nd Floor, Bhoi Nagar,  
Bhubaneswar, Tel: (91) 674 – 2542709 , Email: support@opelip.org



### QUOTATION CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotations are invited from prospective service provider (Travel Agencies) for hiring Pool vehicles (TIAGO/ BOLT & CELARIO) for use in the office of the Programme Management Unit (PMU), Odisha PVTG Empowerment & Livelihoods Improvement Programme, Rupali square, Bhoi Nagar, Bhubaneswar on monthly hire basis for local use (Travelling within 200 Km) and Long Tour (Travelling 200 KM & above) as and when required with same terms and conditions. For details, please visit to our website [www.opelip.org](http://www.opelip.org). The quotation completed in all respect should reach to the undersigned on or before 20-01-2020 by 4:00 pm and opened by the committee at 5:00 PM.

*[Signature]*  
Programme Director

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A.

### **B. TERMS AND 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. Deptt./PSU/Govt. Projects and a copy of the work order/agreement for engagement of vehicles at different organization 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 be sufficiently experienced in driving transport passenger vehicle.
- 5- A sum of ₹.5000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Bank Draft in favour of "Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)" along with the Quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6- The driver should be well behaved, gentle and obedient in nature.
- 7- *The last date for receipt of the quotation will be on 20-01-2020 up to 4:00 pm and opened by the committee at 5:00 pm.*
- 8- The quotations will be received in the office of the undersigned through postal and courier services only. No quotation will be accepted if delivered by person.
- 9- The undersigned will not be held responsible for any late/ non-receipt of the quotations sent by post/courier.
- 10- The envelope should be super scribed as "**QUOTATION FOR HIRING OF VEHICLE – NOT TO BE OPENED**"
- 11- The quotation should contain the attested Xerox copy of R.C. Book of the vehicle and paper showing up-to-date insurance coverage and the photocopy of the professional Driving License of the driver who is to drive the vehicle. Besides, the quotationer should have valid GST no.



- 12- The vehicle will be hired for one year for the present.
- 13- For the vehicles to be engaged on monthly basis, except monthly hire charges, no other charges like maintenance and repair, road tax, insurance premium, salary to drivers etc. shall be paid to the travel agency. Office will provide HSD and lubricants only.
- 14- The quotationer shall pay to the driver / his monthly remuneration, allowance etc and no dues shall be borne by the hirer.
- 15- The vehicle will remain at the disposal of the undersigned for twenty-four hours round the year, except for routine maintenance.
- 16- The travel agency/private individual has to execute an agreement in a non-judicial stamped paper before the vehicle is engaged on hire.
- 17- The travel agency cannot demand any advance during the period of engagement of the vehicle.
- 18- The vehicle should not be misused for any illegal activities by the vehicle owner / vehicle driver or third party, if the vehicle is found or caught for any illegal activities, the OPELIP officials shall not be held responsible and the vehicle shall be disengaged immediately.
- 19- The quotationer should submit the attested copy of FASTag documents of the vehicle as per GoI notification.

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

Sl. No.	Particulars	Offer price for Tiago	Offer price for Bolt	Offer price for Celerio
1.	The monthly hiring charges			
2.	Per Liter HSD running in KMs.			
3.	The rate of lubricant replacement like how many liters of Engine oil will have to be replaced after how many KMs of running.			
4.	Maximum running charges per vehicle per month in KM. In case the total KM exceeds the quoted maximum KM. what will be the extra charges per KM along with POL to be paid			
5.	Night halt charge for each night on outside Bhubaneswar Journey.			

The quotations will be opened in presence of quotationers of their representatives on dated - **20-01-2020** at **5:00 pm**. 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 Driveling License of the Drivers
- c. Photo copy of Registration Certificate of the Vehicle
- d. Photo copy of Insurance of the Vehicle
- e. Photo copy of Fitness Certificate
- f. Photo copy of valid contract carriage permit
- g. Attested Photo copy of FASTag

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

Seal & Signature of  
Quotation Calling Authority  
Designation

*Sd/-*

Programme Director  
OPELIP & OPELP Plus  
ST & SC Dev. Deptt., Govt. of Odisha

**GENERAL INFORMATION FOR HIRING VEHICLES**

- a. Registration No. of the Vehicle
- b. Type of Vehicle (AC/Non AC)
- c. Year of Manufacturer
- d. Model
- e. Date of Registration
- f. Name and complete address of the owner of vehicle
- g. Fitness Certificate validity
- h. Permit Validity
- i. Insurance Validity
- j. Name / Address of the Driver
- k. DL No. & Validity of D.L. of the Driver
- l. Proposed hire charge of the vehicle per month excluding fuel cost
- m. Rate of fuel consumption / Mileage per litre
- n. Contact No. of the Service Provider
- o. (Tenderer / Quotationer)
- p. Mobile No. \_\_\_\_\_ / Tel: \_\_\_\_\_ /

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

Seal & Signature of  
Quotation Calling Authority  
Designation  
*Sd/-*  
Programme Director  
OPELIP & OTELP Plus  
ST & SC Dev.Deptt.,Govt. of Odisha