



**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 interested travel agencies/tour operators /private individuals for providing 1 (one) no. of Swift Dzire (A.C) diesel driven vehicle for use in the office of the Programme Management Unit (PMU), Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP), TDCCOL Building, Rupali Square, Bhoi Nagar, Bhubaneswar on monthly basis for local use (travelling within 200 KM) and Long Tour (travelling 200 K.M & above) as and when required with terms and conditions. For details please visit our website i.e [www.opelip.org](http://www.opelip.org) and [www.otelp.org](http://www.otelp.org). The quotation completed in all respect should reach to the undersigned on or before 01-Jan-2021 by 5.00 PM and the quotation will be Opened on date 04-Jan-2021 at 11.30 AM at conference hall of PMU, OPELIP. If the opening date falls govt. holiday, the date of opening will be on next day.

*[Signature]*  
Programme Director

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



**OPELIP**

ODISHA PVTG EMPOWERMENT & LIVELIHOODS  
IMPROVEMENT PROGRAMME  
ST & SC Development Department  
Govt. of Odisha



**Programme Management Unit**

TDCCOL Building, 2<sup>nd</sup> Floor, Bhoi Nagar,  
Bhubaneswar, Tel: (91) 674 – 2542709  
Tele-fax: 2541772, Email: [support@opelip.org](mailto:support@opelip.org)

*NO 2348, Date 18-12-2020*

## **Quotation /Tender Call Notice**

Sealed quotations are invited from interested travel agencies/tour operators /private individuals for providing 1 (one) no. of Swift Dzire diesel driven vehicle for use in the office of the Programme Management Unit (PMU), Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP), TDCCOL Building, Rupali Square, Bhoi Nagar, Bhubaneswar on monthly basis for local use (travelling within 200 KM) and Long Tour (travelling 200 K.M & above) as and when required with terms and conditions. For details please visit our website i.e [www.opelip.org](http://www.opelip.org). The quotation completed in all respect should reach to the undersigned on or before **01-Jan-2021 by 5.00 PM** and the quotation will be **Opened** on date **04-Jan-2021 at 11.30 AM** at conference hall of PMU, OPELIP. If the opening date falls in govt. holiday, the next date will be declared as opening date.

### **TERMS & CONDITIONS**

1. The vehicle must be road worthy condition, shall not be more than **3 years** old from the date of initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. which are mandatory for playing of vehicle.
2. The Engine and body of the vehicles should be in good conditions.
3. The Driver of the vehicle must have a valid driving license and should be sufficiently experienced in driving transport passenger vehicle.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of **₹.5,000/- (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)"** and submitted along with the Quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The last date of receipt of the quotation on or before **01-01-2021 by 5.00 PM** and will be **Opened** on date i.e on **04-01-2021 at 11.30 AM**.
7. The undersigned will not be held responsible for any late/ non-receipt of the quotations sent by post/courier.
8. The envelope should be superscribed as **"QUOTATION FOR HIRING OF VEHICLE –NOT TO BE OPENED"**
9. 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 has to submit the valid GST no. and self attested PAN copy.
10. The vehicle will be hired up to 31<sup>st</sup> March, 2021. Further, the renewal will be made on smooth running condition of the vehicle.



11. The vehicle will be hired for monthly/Local and Long Journey 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 lubricants only.
12. The quotationer shall pay to the driver's monthly remuneration, allowance etc and no dues shall be borne by the hirer.
13. The vehicle will remain at the disposal of the undersigned for twenty-four hours round the year, except for routine maintenance.
14. The travel agency/private individual has to execute an agreement in a non-judicial stamped paper before the vehicle is engaged on hire.
15. The agency cannot demand any advance during the period of engagement of the vehicle.
16. Latest / New Vehicle will be given preference.
17. The Quotation will be opened only of those travel agencies/private individual who are fulfilling the above terms and conditions.
18. The Financial Bid will be opened only of those Agencies who are fulfilling the above terms and conditions.

**A. Vehicles to be engaged on monthly basis**

Sl. No.	Particulars	Offer price for Maruti Swift Dzire (For Monthly basis)
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.		

**B. Vehicle to be engaged on daily basis (On local and long journey)**

Sl. No.	Particulars	Offer price for Maruti Swift Dzire (For local and Long journey)
1.	The Rate per KM for local journey	
2.	The Rate per KM for Long journey	
3.	Rate per hour for local use	
4.	Detention charge per hour for long journey	
5.	Total KM free per hour for local use	
6.	Charge for night halt for long journey	

The quotations will be opened in presence of quotationers or their representatives. Similarly, the financial bid of the shortlisted travel agencies will be opened in presence of quotationers or their representatives. The selected agencies has to submit following documents before execution of agreement.

- a. Name and detailed address of the driver
- b. Photo copy of Professional Driving License of the Driver
- c. Photo copy of Registration Certificate of vehicle
- d. Photo copy of Valid 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.

  
Seal & Signature of  
Quotation Calling Authority  
Designation

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

## CHECK LIST

### QUOTATION CALL NOTICE FOR HIRING OF VEHICLE FOR PMU OPELIP

Sl. No.	Particulars	
1.	Name of Vehicle / Model	
2.	Year of Manufacturer and valid up to	
3.	Owner's name and address	
4.	Regn. No. of the Vehicle	
5.	Insurance valid up to	
6.	Driver's Name and Contact No.	
7.	Driving License no. / Valid up to	
8.	Fitness valid up to	
9.	Tax paid upto	
10.	Whether Security Deposit Deposited, if yes pl. mention details.	

**Signature of Quotationer**