



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT  
PROGRAMME (OPELIP)

ST & SC Development, M&BCW Department, Govt. of Odisha, TDCCOL Building,  
2nd Floor, Bhoi Nagar, Rupali Square, Bhubaneswar-751022. Tel: (91) 674 -  
2542709, Email: support@opelip.org



Adv. No. 244

Date: 19/02/2024

**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Sealed tenders are invited from registered Travel Agencies / Tour Operators for providing **02 (Two) nos of white colored Maruti Swift Dzire (Petrol) vehicles (ZXI / ZXI Plus model, preferably latest version)** having sitting capacity of 05 (five) including driver **on monthly hiring basis** for use in office and **Toyota Innova(White) / Maruti Swift Dzire (White) for local and long run on-call basis** on official assignments as and when required.

Details, regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Financial bids) are mentioned in the tender document which may be downloaded from the website: [www.opelip.org](http://www.opelip.org). Interested Travel Agencies / Tour Operators may submit their tenders in a sealed envelope Super-Scribing on the top of the sealed envelope as "**Tender for Hiring of Vehicles on Monthly and Long-run on-call basis** with reference to Advertisement No. 244 2024 dtd. 19/02/2024."

The tender completed in all respect should reach to the undersigned in shape of **Speed Post / Regd. Post and Courier only** on or before **29.02.2024 by 4:00 PM** and will be opened on 29.02.2024 at 4.30 PM. Similarly, the Financial bid will be opened on **01.03.2024 at 3.30 PM** in the Conference Hall of PMU, OPELIP. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof. The undersigned will not be held responsible for any late/ non-receipt of the quotations sent by post/courier. The bids received beyond deadline should be summarily rejected.

**Name and Address of the Office inviting the Bid:** The Programme Director, Programme Management Unit (PMU), OPELIP (ST & SC Development, M & BCW Department, Govt. of Odisha), TDCCOL Building, 2nd Floor, Bhoi Nagar, Rupali Square, Bhubaneswar-751022, Tel: (91) 674 - 2542709. Email: support@opelip.org.

Further, for detail terms and conditions, you may be referred to office website [www.opelip.org](http://www.opelip.org).

N.B: -Subsequent corrigendum/ addendum, if required, shall be available in the Office Website [www.opelip.org](http://www.opelip.org).

The Programme Director, OPELIP  
ST & SC Development, M & BCW Department, Govt. of Odisha.

**TENDER FOR HIRING OF VEHICLE FOR PMU, ODISHA PVTG EMPOWERMENT &  
LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)  
ST & SC Development, M&BCW Department, GOVT. OF ODISHA.**

**Instructions to Service Provides:**

(1) Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators for hiring of 02 (Two) nos of white colored Maruti Swift Dzire (Petrol) vehicles (ZXI / ZXI Plus model, preferably latest version) having sitting capacity of 05 (five) including driver on monthly hiring basis and Toyota Innova (White)/ Maruti Swift Dzire (White) for local and long run on-call basis vehicle which must confirm to terms and condition mentioned in **Annexure-I** for use at PMU, OPELIP and on monthly hire and on-call basis as per Finance Department norms.

(2) The tender is to be submitted in two parts i.e. **Technical Bid (Cover-A) and Financial Bid (Cover-B)**. The format and documents to be submitted in technical and financial bid are mentioned in the tender document as annexure – II & III. The service providers should submit their technical and financial bid separately in two separate envelops and these two envelops should be put in to another cover envelop super-scribed as **“Tender for Hiring of Vehicle on monthly basis and long-run on-call basis”** to The Programme Director, OPELIP, 2<sup>nd</sup> Floor, TDCCOL Building, Bhoi Nagar, Rupali Square, Bhubaneswar-751022.

The technical and financial bid envelops should be clearly marked as **“Technical bid and Financial Bid”** on the top of the relevant envelops.

(3) The tender completed in all respect should reach to the undersigned in shape of Speed Post / Regd. Post and Courier only on or before 29.02.2024 by 4:00 PM and will be opened on 29.02.2024 at 4.30 PM. Similarly, the Financial bid will be opened on 01.03.2024 at 3.30 PM in the Conference Hall of PMU, OPELIP in presence of the Service providers or their authorized representatives with authorization letter for finalization.

(4) The Financial Bid of those service providers shall be opened on 01.03.2024 at 3.00 P.M whose technical bid are found to be qualified.

  
**Programme Director, OPELIP  
(Tender Calling Authority)**

**TERMS AND CONDITION**

1. The vehicles must be in road worthy conditions and shall not be more than **Three (3) Years** old from the initial registration and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to-date tax payment etc. the user agencies hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life / injury made to any person or damage to any properties on account of use of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license holder to drive Light Motor Passenger vehicle and should be experienced in driving light motor vehicle.
3. Rs. 5000/- (Rupees five thousand) only to be deposited by successful bidder as Security Deposit in shape of Account Payee Bank Draft drawn in favour of Programme Director, OPELIP. The Security Deposit amount will be returned to the unsuccessful tenderers on the rejection of their tenders or earlier as may be decided by the competent authority and will be retained from the successful tenderer as part of security deposit and the amount will be refunded after the vehicle disengaged subject to deduction, if any.
4. The driver of the vehicle is required to maintain polite and courteous behaviour towards public as well as the Departmental Staff and should be well behaved, gentle and polite in nature.
5. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
6. Efficiency of the vehicle per liter shall be indicated.
7. All the mentioned colour of required vehicles are fixed i.e. **White in Colour.**
8. Details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) and name of the Driver with Driving License No and period of validity should be provided in the Bid to be furnished.
9. The contract will remain valid for a period of **6 Months** and can be extended by the discretion of the user.
10. In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report.



13. It shall be the responsibility of the service provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
17. The service provider will maintain record on daily basis kilometre run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the kilometres recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per **Annexure-II** regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
22. The tender calling authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal hand signature of the filled in tenders, provided those are submitted on or before the due date.
23. **Termination:** - Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
24. The tenders / bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
25. That, the user hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The service provider shall be responsible for all such litigations.
26. The travel agency / tour operators must have engaged in any Govt. /PSU/PMU/EAP continuously for three (3) years (Supporting documents should be submitted)
27. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**
28. **Vehicles should be used by officers and for pool duty up to maximum of 2000 Kms. in a month.**
29. **In case of variation exceeding 20% of distance run, the concurrence of Administrative Department shall be taken.**
30. **The hiring may be discontinued immediately, when the vehicles are no longer required for offices.**



31. The service provider shall provide the vehicle as per the requirement of the user including Sunday and other Holidays.
32. The Service Provider shall supply white colored towels, tissue papers and car perfumes with his own costs.
33. Authority reserves the right to cancel any or all the quotations without assigning any reason thereof.

Handwritten signature in blue ink, followed by a horizontal line and the date 19/10/24.

**Programme Director, OPELIP**

**TENDER FORM****Part – 1 Technical Bid Cover A****(The documents have to be arranged serially as per the order mentioned below)**

1.	Name of the Organization / Bidder	
2.	Address of the organization / Bidder with telephone No & Fax	
3.	E-mail id of the Organization	
4.	Name of authorized signatory	
5.	Specimen signature of the authorized signatory	
6.	Telephone number of authorized signatory	
7.	Name and Model of the vehicle	
8.	Type of Vehicle ( A.C and Non-A.C )	
9.	Registration Certificate of vehicle	
10.	Pollution Certificate	
11.	Year of manufacture	
12.	Date of Regd.	
13.	Fitness Certificate validity	
14.	Permit validity	
15.	Insurance validity	
16.	Rate of fuel consumption / Mileage per Ltr.	
17.	Name and address of the driver	
18.	Driving License No. and validity of the driver	
19.	Contact details of the service provider	
20.	GST Registration	(Attach self – attested copy of GST Registration Certificate)
21.	PAN	Attach self- attested copy of PAN card
22.	Undertaking to provide good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the organization.
23.	Undertaking that the vehicle to be provided will not belong to any employee of the OPELIP Programme or his/her relatives.	Attach the undertaking with signature & seal of the organization
24.	Undertaking that the firm has not been debarred / blacklisted by any Govt. organization / Semi Government organization / PSUs	Attach the undertaking with signature & seal of the organization

**DECLARATION :-**

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place :-

Date:-  
Signatory)


(Signature & Seal of the Authorized

## TENDER FORM

## Part –II – Financial Bid – Cover B

The 2<sup>nd</sup> Party agrees to provide vehicle on **Monthly basis** as per following price:

1.	Particulars	Quoted Ltr./ Price
2.	The monthly hiring charges	Rs. _____.
3.	Per Liter fuel running in KMs.	Rs. _____/ ltr.
4.	The rate of lubricant replacement like how many liters of Engine oil will have to be replaced after how many KMs of running.	Rs. _____.
5.	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 <b>Maximum Limit 2000 Km, above, 2000 KM</b>	Rs. _____

The 2<sup>nd</sup> Party agrees to provide vehicle on **Local and Long Journey hire basis (On call basis)**.

Sl. No.	Particulars	For Maruti Swift Dzire	For Toyota INNOVA
1.	The Rate per KM for local journey	Rs. _____.	Rs. _____.
2.	The Rate per KM for Long journey	Rs. _____.	Rs. _____.
3.	Rate per <b>hour</b> for local use	Rs. _____.	Rs. _____.
4.	Detention charge per hour for long journey	Rs. _____.	Rs. _____.
5.	Total KM free per hour for local use	Rs. _____/ _____ KMs.	Rs. _____/ _____ KMs
6.	Charge for night halt for long journey	Rs. _____.	Rs. _____.

B. GST :- Please mention the percentage (%) of GST as applicable :- \_\_\_\_\_

Note :- GST will be paid extra as applicable and will not be taken into account for evaluation.

I/We hereby declare that all the above particulars are correct. I/We have read the terms and conditions of the Technical bid enclosed with this form separately duly signed on each page and I/We shall abide the same.

(Signature & Seal of the Authorized Signatory)