

**ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME  
(otelp)**

**PROGRAMME SUPPORT UNIT**

**(ST & SC DEVELOPMENT DEPARTMENT)**

**2<sup>nd</sup> floor, TDCC Building, Rupali Square, Bhubaneswar – 751022**

**Quotation Call Notice for hiring of Vehicles**

Sealed Quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators for hiring of two vehicles Tata Indigo (AC) for use in the office of Programme Support Unit (PSU), Odisha Tribal Empowerment & Livelihoods Programme (OTELP), 2<sup>nd</sup> Floor, TDCC Building, Rupali Square, Bhoi Nagar, Bhubaneswar-751022 on monthly basis and vehicles like Tata Sumo/ Travera/Bolero/Scropio/Innova/Indigo etc on daily basis both for local use and long tour as and when required. The details Terms and conditions for supply of vehicles can be downloaded from the website of OTELP i.e. [www.otelp.org](http://www.otelp.org). The last date for submission of quotation is **02.09.2014 at 5.00PM.**

**Programme Director, OTELP**

## **TERMS & CONDITIONS FOR SUPPLY OF VEHICLE**

1. The vehicle must be in Road Worthy condition, shall not be more than 2 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proff of up to date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a vaild Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5000.00 shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Programme Director, OTELP and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separarately in the general bid information (excluding fuel and lubricants).
6. The Vehicle must achieve a fuel efficiency of 14 kms per litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (Annexure I).
8. The Quotation completed in all respect should reach the undersigned on or before **02.09.2014 by 5.00 p.m.** and shall be opened **on 03.09.2014 at 11.00 AM** in presence of the bidders or their authorized representativles **in the Conference hall of PSU, OTELP.**
9. The undersigned will not be responsible for late / non-receipt of the quotations sent by post/ courier.
10. The envelop should be superscibed on the top **OUOTATION FOR HIRING OF VEHICLES- NOT TO BE OPENED.**"
11. The quotation should contain the attested Xerox copy of R.C. Book of the vehicle and papers showing up-to-date insurance coverage and photocopy of the professional Driving License of the driver who is to drive the vehicle.
12. The vehicles will be hired for one year for the present.
13. For the vehicles to be engaged on monthly basis, except monthly hire charges and fuel charges no other chages like maintenance and repair, Road Tax, Insurance Premium,

Salary to drivers etc. shall be paid to the travel Agency. Office will reimburse HSD and Lubricants only.

14. The quotationer shall pay to the driver / drivers / their monthly remuneration, allowances etc and no dues shall be borne by the hirer.
15. The vehilces will remain at the disposal of the undersigned for twenty – four hours round the year, except for routine maintenance for two days in each month.
16. The travel agency of the vehicles has to execute an agreement in a stamped paper before the vehicle is engaged on hire. Also the travel agency is to produce required supporting docoments to prove the ownership of the vehicle.
17. The travel agency can not demand any advance during the period of engagement of the vehicle.
18. The experienced firms shall be given preference.
19. On qualification of bid, the travel agency / tour operators shall have to produce relevant doucments like Service Tax cleariance certificate, Form 16 etc. at the time of submission of tender papers.
20. The authotiry reserves the right to accept or reject any / all quotations without assigning any reason therof.
21. The quotationers shall indicate in the offer.

**(A). Vehicles to be engaged on monthly basis:**

- i. The monthly hiring charges ( Consolidated) for Tata Indigo (AC)
- ii. Per Liter HSD running in K.Ms for Tata Indigo.
- iii. The rate of Lubricants, replacement , like how many liters of Enginee Oil will have to replaced after how many KMs running.
- iv. Maximum running charge for vehicle per month in KM. In case the total KM exceeds the qoutated maximum KM. what will be the extra charge per KM along with POL to be paid separetely.
- v. Night halt charge each night on outside Bhubaneswar Journey.
- vi. Name and detailed address of the Driver for each vehicle.
- vii. Photo copy of the Professional Driving License of the drivers
- viii. Photo copy of R.C. Book of the vehicles.
- ix. Photo copies of the Insurance of the Vehilces.

**(B). Vehicles to be engaged on daily basis ( on local and long journey):  
Vehicle wise i.e Tata Sumo/ Travera/Bolero/Scropio/Innova (AC) etc. to be  
indicated-**

- i. The rate per KM both for local and long journey separately.
- ii. Rate per hour for local
- iii. Detention charge per hour for long journey.
- iv. Total KM. free per hour for local use.
- v. Charge per night halt for long journey.

**Programme Director, OTELP**

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

1. Registration No. of Vehicle -
2. Type of Vehicle (AC/Non-AC) -
3. Year of Manufacture -
4. Model -
5. Date of Registration -
6. Name & complete address  
Of the owner of vehicle -
7. Fitness Certificate validity -
8. Permit validity -
9. Insurance validity -
10. Name / Address of the Driver -
11. D.L. No. & Validity of the D.L. of the Driver
12. Proposed hire Charge of the vehicle per month  
Excluding fuel cost :
13. Rate of fuel consumption / Mileage per litre :
14. Contact Number of the Service Provider (Tenderer / Quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

“Certified that the information submitted above is true to the best of my knowledge and belief”.

**Seal & Signature of the  
Quotationer / Tenderer**