

**ODISHA PVTG EMPOWERMENT  
& LIVELIHOODS IMPROVEMENT PROGRAMME**  
(ST & SC Development Department)

***Programme Management Unit***

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**No.:..... / Date:.....**

**File No...../20**

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLES**

Sealed Quotations are invited from prospective service provider (Travel Agencies ) for hiring Indigo (A.C) / Swift Dzire (A.C) for use in the office of 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 K.M) & Long tour (Travelling 200 K.M. & above ) as and when required with terms and conditions. For details , please visit the website [www.otelp.org](http://www.otelp.org). The quotation completed in all respect should reach to the undersigned on or before 04.10.2016 at 05.00P.M.

Programme Director

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

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

**A.)** hiring of Tata Indigo (A.C) / Maruti Swift Dzire (A.C) on monthly basis for local use ( travelling within 200 K.M) and **B.)** hiring of Innova/ Traverra / Mahindra XUV / Scropio /XYLO / (AC) etc. for 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 05.00 P.M. of 04.10.2016.
7. The quotations will be received in the office of the undersigned through postal & courier services only. No quotation will be accepted if delivered by person.
8. The undersigned will not be held responsible for any late / non- receipt of the quotations sent by 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 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.
13. The quotationer shall pay to the driver / drivers his / their monthly remuneration. allowances etc and no dues shall be borne by the hirer.
14. The vehicles will remain at the disposal of the undersigned for twenty four hours round the year, except for routine maintenance.
15. The travel agency of the vehicles has to execute an agreement in a stamped paper before the vehicle is engaged on hire.
16. The travel agency cannot demand any advance during the period of engagement of the vehicle.

The quotationers shall indicate the following matters mentioned at **(A) & (B)** in their offer in a sealed envelope separately superscribing 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 monthly basis**

<b>(Price in Rupees)</b>			
<b>Sl. No.</b>	<b>Particular</b>	<b>Offer price for TATA Indigo</b>	<b>Offer Price for MARUTI Swift Dzire</b>
1	The monthly hiring charges		
2	Per liter HSD running in K.Ms		
3	The rate of lubricant replacement like how many liters of Engine Oil will have to be replaced after how many K.Ms of running.		
4	Maximum running charge per vehicle per month in K.M. In case the total K.M. exceeds the quoted maximum K.M. What will be the extra charge per K.M. along with POL to be paid.		
5	Night halt charge for each night on outside Bhubaneswar journey.		

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

The following information vehicle wise i.e. Innova/ Traverra / Mahindra XUV / Scorpio /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 05.10.2016 at 11.30A.M. Similarly, the financial bid of the shortlisted travel agencies will be opened in presence of quotationers or their representative on 06.10.2016 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**