



नाबार्ड

NABARD

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय/ Odisha Regional Office

2/1, नयापल्ली सिविक सेंटर/ 2/1, Nayapalli Civic Centre

भुवनेश्वर/ Bhubaneswar - 751 015

☎ - (0674) 2374301 / 2558120 फैक्स/FAX : 2552019

e-mail : bhubaneswar@nabard.org/dpsp.bhubaneswar@nabard.org

NB. ODI / 179 /GAD-18/2018-19

Date: 11.04.2018

Dear Sir,

Empanelment of Travel Agencies for providing Taxi Hire Services to NABARD, Odisha RO, Bhubaneswar

We intend to empanel reputed travel agencies who will be able to provide vehicles on hire, as and when required by us for which sealed quotations are invited as per terms and conditions stipulated in Annexure-I enclosed to this letter.

You may please submit the particulars of your agency and quote your rates in Annexure-II after going through the methods of calculation mentioned therein, latest by 3.00PM on 18.04.2018. Your quotation should be in a sealed cover, superscribed "Quotation for Empanelment of Travel Agencies" and addressed to the Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

NABARD reserves the right for accepting or rejecting any or all the quotations without assigning any reason.

Yours faithfully,

Sd/-
(P.K.Dash)
Assistant General Manager
Enclosure: As above

Annexure-I

Terms and Conditions

1. The agency becoming eligible for contract has to supply air-conditioned vehicles of various brands as per our requirement. The indicative varieties are mentioned in the quotation format. Such list is indicative only. NABARD may ask for any other type vehicle as and when required.
2. It is desirable that the agency intending to bid should have ownership of a sizable number of good quality of vehicles of required brand and model.
3. NABARD may consider to empanel more than one agency at a time. In such case each of the agencies shortlisted for empanelment should agree to provide the service at the respective lowest rate quoted by any of them for each type of vehicle.
4. Vehicles to be supplied should be of high standard and the driver deputed should be knowledgeable and courteous in his behavior. He must possess a valid driving license and must keep it along with him during the duty period.
5. Vehicles deputed shall have the required fuel and the lubricants for the whole duration of hire. The driver shall not ask the guests for any monetary help or advance of any type.
6. During the period of hire, all the parking, toll tax and other payments to the state government/local authorities, if any, shall be made by the agency which could be submitted along with the bills for reimbursements.
7. No increase in the charges/ rates would be entertained for a period of at least one year from the date of acceptance of final terms and conditions/ after the award of work. However, after one year, one tenth of increase in fuel charges could be considered, if the increase is more than two rupees per liter in the fuel prices. It is purely subject to approval by NABARD.
8. The vehicles are expected to report at least 15 minutes before the time given and the driver shall know the route of place/s to be visited. The driver is expected to wait at the vehicle while the guest is away. In case the driver is not found near the vehicle, Bank may hire another vehicle without giving any rent for the said journey.
9. If the vehicle is found to be sub-standard then it can be sent back for which no damages would be paid.
10. All the vehicles provided must have comprehensive insurance cover as per the Motor Vehicles act.
11. The bank reserves its right to terminate the empanelment without notice, if the services provided are not to the satisfaction of the bank.