EXPRESSION OF INTEREST AND REQUEST FOR QUOTATION

Hiring of an Eeco Van on a Rental Basis for Travel and Awareness Activities, Bhopal, Madhya Pradesh

Reference No.	-	**Date of issue**	13/11/2026
Place of deployment	Bhopal, Madhya Pradesh	**Contract period**	6 Months
Engagement model	Dedicated vehicle on rental	**Last date of submission**	25/11/2026

1. Background

BharatCares invites Expressions of Interest from vehicle owners, transport operators and other competent entities to supply one dedicated Eeco Van on a rental basis in Bhopal, Madhya Pradesh. The vehicle will be used for staff travel within Bhopal and nearby areas and for carrying awareness materials to community events, meetings and field visits under the programme.

The selected provider shall make available a clean, well-maintained and legally compliant vehicle that can run reliably on city and rural roads as per a planned schedule. The vehicle will be inspected and accepted by BharatCares before deployment.

2. Minimum Vehicle Specifications

Parameter	Requirement
Vehicle type	Eeco Van (Maruti Suzuki Eeco or equivalent), 5 or 7 seater, petrol or CNG, in good running condition
Age of vehicle	Not older than 10 years from the date of first registration
Condition	Roadworthy and mechanically sound with tyres, brakes, lights and body, suitable for daily city and highway travel
Interior layout	Clean, comfortable seating for the team and adequate space for banners, standees, pamphlets and other awareness materials
Comfort	Working air conditioning, clean upholstery and a first-aid kit
Luggage space	Adequate carrying space or a roof carrier for materials, with a mobile charging point
Safety	Seat belts, fire extinguisher and all statutory safety fittings, with a working horn, wipers and spare wheel
GPS	Mandatory GPS tracking with real-time location sharing
Branding	Light branding or stickers only where approved by BharatCares
Statutory compliance	Valid registration, comprehensive insurance, fitness certificate, commercial permit, road tax and PUC
Driver	Experienced driver with a valid licence for commercial light motor vehicles and a clean driving record

3. Intended Use

The vehicle will be used for **staff transportation and movement of IEC and awareness materials** for planned school, community and field-level activities across project locations in **Bhopal, Madhya Pradesh**. The vehicle will **not be used as a mobile clinic or for providing any medical services**. Any internal modification

4. Eligibility

- The applicant is a legally registered individual, firm, company, or agency able to enter into a vehicle hiring agreement.
- The vehicle is registered in the applicant's name or held under a valid lease, is free of any legal or registration issue, and is available for dedicated deployment in Bhopal.
- Applicant can supply a competent licensed driver and arrange a replacement driver during leave.
- Applicant complies with applicable Central and Madhya Pradesh motor vehicle, labour, tax and safety requirements.

- Prior experience in supplying vehicles to NGOs, corporates, institutions or government departments will be preferred.

5. Documents to be Submitted

- Covering letter expressing interest
- Registration documents, PAN and GST details
- Vehicle RC, insurance, fitness, permit, PUC and road tax proof
- Driver's valid driving licence and identity proof
- Vehicle photographs (exterior, interior, odometer)
- Make, model, fuel type, year of registration and seating
- GPS details, if already installed
- Experience records or work orders, if available
- Quoted rental with inclusions and exclusions
- Authorised representative's contact details

6. Commercial Proposal

Item	Quoted amount or status	Remarks
Monthly vehicle rental	₹ _____ per month	Including Driver, Repair and maintenance & fuel up to 1200 km per month.
Extra kilometre	₹ _____ per km	Will be based on verified logbook records and approved usage.
Insurance and statutory compliance	Included	Applicant's responsibility
Remarks, if any	_____	

Quotations should remain valid for 90 days from the last date of submission.

7. Operational Requirements

- The vehicle shall remain available as per the approved outreach schedule and must report at the designated location and time as communicated by the project team.
- The vehicle provider shall support schedule and route changes communicated by the project team, as required for programme and outreach activities.
- The applicant must clearly specify the vehicle's daily duty hours, weekly availability, and any charges applicable for additional duty hours, holidays or usage beyond the agreed schedule.
- The vehicle shall be maintained in a clean, hygienic, roadworthy and safe condition throughout the deployment period.
- A daily logbook shall be maintained recording the date, route, kilometres travelled, duty hours and other relevant usage details, and shall be countersigned as required.
- The vehicle must have a functional GPS system throughout the deployment period for route and movement tracking.
- In case of a breakdown or vehicle unavailability, the provider shall arrange a replacement vehicle of equivalent standard within 12 to 24 hours to avoid disruption of programme activities.
- The vehicle should permit temporary branding and display of programme awareness materials, subject to prior approval. Branding costs will be arranged separately by BharatCares, and the provider shall cooperate with installation and removal without compromising vehicle safety or visibility.
- The vehicle shall remain dedicated to approved programme use during scheduled duty hours and shall not be deployed for any other purpose during that period.
- BharatCares or its authorised representative may inspect the vehicle, logbook and related operational records at any time during the engagement.
- The vehicle should be available **5 to 6 days per week**, as per the approved programme schedule and field requirements.

8. Evaluation and Selection

Submission of an EOI is not an offer of contract or a guarantee of selection. Shortlisted applicants may be called for physical inspection of the vehicle. Selection will be based on vehicle condition and suitability, statutory compliance, driver experience, operational availability, replacement arrangements, relevant experience and overall commercial competitiveness. The procuring authority may seek clarifications, accept or reject any or all EOIs, or cancel the process without assigning any reason.

9. Submission

Last date and time	20/10/2026, 11:59 PM
Mode	Via Email only
Email	to; anjali.khetwal@bharatcares.org , cc; shivani.bhatia@bharatcares.org
Subject line	“EOI – Hiring of Eeco Van – Bhopal, Madhya Pradesh
Contact	Anjali Khetwal, Associate Manager | 8866016289 | A -901, Swati trinity Applewood township, SP ring road, Shela, Ahmedabad

Final hiring conditions will be governed by the definitive agreement and applicable Madhya Pradesh motor vehicle requirements.

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