



**ODISHA POWER GENERATION CORPORATION LIMITED**  
7<sup>th</sup> Floor, Fortune towers, Chandrasekharpur, Bhubaneswar-751023,  
Odisha, India, Tel- 0674-2303764, Fax- 0674-2303755/66

---

**“APPOINTMENT OF AGENCY TO PROVIDE LOGISTICS AND TRAVEL SUPPORT SERVICES.”**

**Brief Tentative Scope of Work:**

1. Booking and cancellation of flight (Domestic / International) and train tickets.
2. Hotel booking.
3. Conveyance (Providing Taxi) in different cities of India.
4. Arrangement of visa.
5. Providing services throughout India.

**The Brief scope is tentative and will be finalized during issuance of RFQ. The RFQ will be issued only to the qualified bidders.**

**QUALIFICATION REQUIRED.**

1.	The firm should have IT PAN, Service Tax Registration No., VAT Registration No. and all other statutory compliances.
2.	The firm must be providing services to State /Central PSUs / Govt. offices / private companies of national importance (Copy of Work Order / letter from respective institution) for last 3 years.
3.	The firm must have turnover of Rs. 2 crore per annum (copy of last 3 years audited account to be submitted)
4.	The firm Must have full-fledged office / branch office inside Odisha.

The interested firms may submit their credentials in regard to the following latest by **30.04.2015**:

1. Company Profile / Brochure
2. Audited Balance sheet, Profit & Loss Account for last 3 years
3. IT PAN, Service Tax Registration, VAT Registration and all other statutory registration certificates.
4. List of clients - State /Central PSUs / Govt. offices / private companies of national importance for last 3 years.
5. Copy of Work Order / letter from respective institution.
6. Organisation chart showing the man power position.

For further clarifications please contact Mob No. 09338715455.

**Chief Manager (HR & Admin.)**