



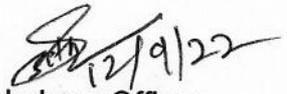
OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER, BALANGIR

Order No. 1629 / Date 12.09.2022

Quotation Call Notice

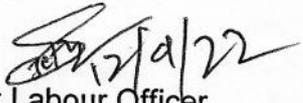
The quotations are invited from local travel Agencies / Tour Operator / Private Individuals for Providing 01 No. of A.C. Petrol (Tiago /Bolt / Cilerio / BS-VI variant) for building activities and other official use in the office of the Divisional Labour Commissioner, Balangir, At- Tulasi Nagar, Balangir, on monthly basis.

Encl : As above

  
12/9/22  
District Labour Officer  
Balangir

Memo No. 1630 DLO/ Date 12.09.2022.

Copy to the District Information Officer, NIC, Balangir // Office Notice Board // Notice Board to Govt. Offices for wide Circulation of the Same.

  
12/9/22  
District Labour Officer  
Balangir



OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER, BALANGIR

**EXPRESSION OF INTEREST FOR HIRING OF PRIVATE VEHICLE FOR  
PERFORMING GOVT. DUTIES.**

Letter No. \_\_\_\_\_ DLO/ Date \_\_\_\_\_

Sealed expression of Interest are invited from reputed Travel Agencies / Tour Operators or Private Individuals for hiring of 1 (One) vehicle to be engaged on monthly rent basis under District Labour officer, Balangir for Building & Other Construction activities as per maximum hiring charges quoted below.

**Specifications**

Type of Vehicles permissible to be hired	Maximum hire charges per month excluding taxes	Minimum average mileage in Kms. per litre.	Remarks
Tiago / Bolt / Celerio (Petrol)	Rs. 20,000/-	17 Km. Per/ Litre	The vehicle should be new model having fuel economy, eco friendliness having ease of maintenance and quick service facility in the vicinity.

The completed EOI along with following documents should reach the undersigned on or before by 04:00 P.M. of 20<sup>th</sup> September, 2022, through Regd. Post / Speed Post.

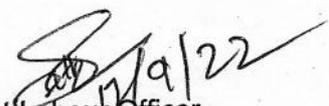
**Documents to be enclosed.**

1. Registration Certificate of the Vehicle.
2. Fitness Certificate of the Vehicle.
3. Valid Insurance Papers of the Vehicle.
4. Pollution control Certificate of the Vehicle.
5. Valid Driving License of the driver of the Vehicle.
6. Aadhaar Card and other Address proof of the owner and the Driver of the Vehicle.
7. GST Registration and EGM Registration of the owner and the Driver of the Vehicle.
8. A sum of Rs. 5000/- shall be deposited by the quotationer in shape of Account Payee Bank draft drawn in favour of the District Labour Officer, Balangir, if Selected.

**Address to which EOI may be sent.**

Office of The District Labour Officer, Balangir.  
At/Po- Mannoharpur. Dist- Balangir, Pin- 764059  
E@mail :- alcbolangir@gmail.com

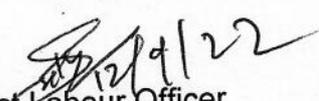
The EOIs shall be opened in presence of the interested parties on 20<sup>th</sup> September, 2022 at 05:00 P.M. in the above address. On selected, the successful candidate shall be required to sign an agreement for supplying vehicle w.e.f such date and under such terms and conditions as specified in the said agreement.

  
District Labour Officer  
Balangir

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle for hire in monthly basis.

1. The hired vehicle, during period of contract, shall have necessary valid MV documents such as : Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date tax payment etc. and Driving License of the Driver, available all the times. The department / office hiring the vehicle shall not be responsible for any damage / loss caused to hire vehicles to loss of life / injury made to any person or damage to any property on account to use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel / petrol, which is to be paid separately basing on actual consumption and lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of engine, gear box, and different coolant, tyres and tubes, battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of vehicle of the same of batter model shall be provided by the owner of the vehicle / bidder.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer, no extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel / petrol (as per actual) and lubricants ( as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payments will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the service and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Govt. shall forfeit the entire amount of security deposit.

  
District Labour Officer  
Balangir

**APPLICATION – TECHNICAL BID**

**For Providing Vehicle to the Divisional Labour Commissioner, Bolangir**

1. Name of the Tendering vender: .....
2. Name of Proprietor / Partner/Director : .....
3. Full Address of Registered Office : .....
- a) Telephone No. : .....
- b) Fax No. : .....
- c) E-Mail Address: .....
4. Full address of Operating/ Branch Office: .....
- a) Telephone No. : .....
- b) Fax No. : .....
- c) E-Mail Address : .....
5. Name & telephone no. of Authorized officer/ person to liaise with Field Office.....
6. Bank of the Vehicle provider: .....
- (Attach certified copy of statement of A/c for the last Three years)
- Telephone Number of Banker.....
8. TAN / PAN / GIR No.: .....
- (Attach attested Copy)
9. GST / Service Tax Registration No.: .....
- (Attach attested Copy)
10. Additional information, if any:  
(Attach separate sheet if space provided is insufficient)
11. Give details of the major similar contracts handled by the tendering Manpower Service  
Provider during the last two years in the following format  
(if the space provided is insufficient, a separate sheet may be attached) :

Sl. No	Name of client, address, Telephone & Fax No. E mail id-	Vehicle services provided		Amount of contract (Rs. Lacks)	Duration of contract	
		Type of vehicle Provided	No.		From	to

12. Additional information, if any :  
(Attach separate sheet, if required)

Date:  
Place:

Signature of Authorized Person  
Name:  
Seal:

**DECLARATION**

- a. I, \_\_\_\_\_ Son / Daughter /Wife of Shri. / Smt. \_\_\_\_\_  
Proprietor / Director/ Authorized signatory of the Vehicle Provider, mentioned above, am competent to sign this declaration and execute this tender document.
- b. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- c. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricate document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:  
Place :

Signature of Authorized Person  
Name:  
Seal:

**APPLICATION – FINANCIAL BID**  
**For Providing Vehicle to Divisional Labour Commissioner, Bolangir**

1. Name of tending Vehicle Service Provider:

Sl. No	Name & Address of the vender	Type of vehicle	Commercial/Non Commercial	Quoted Hire Charges per month excluding Fuel cost in Rs.	Per Liter Mileage	Details of EMD	Remarks
1	2	3	4	5	6	7	8

Date:

Place:

Signature of Authorized Person

Name:

Seal:

**Notes:**

1. The total rates quoted by the tendering agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by the manpower.