

OFFICE OF THE DISTRICT LABOUR OFFICE, GAJAPATI, PARALAKHEMUNDI.

Letter No 1857 DLO(Gpt) Dated 13-08-18

**Quotation / Tender Call Notice.**

Sealed quotations/Tenders are invited from the interested reputed Travel Agencies/To operator or private individuals providing one number of Non AC/AC diesel driven vehicles having sitting capacity not more than seven including driver who shall conform to the terms and conditions (Annexure -II) for official use in the District Labour Office, Gajapati on monthly rent basis.

1. The Vehicle must be in road worthy conditions, shall not be more than 3 years old from the date of initial registration and must have valid registration certificate, insurance certificate, valid contract carriage permit, proof of up to date tax payment etc which are mandatory for plying of vehicle.
2. The driver of the vehicle must have a valid driving license for driving light Transport Passenger Vehicle and should be sufficient experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentel and obedient in nature.
4. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Pay Bank draft drawn in favour of the District Labour Officer, Gajapati, Paralakhemundi and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly hire charge be quoted separately in the general bid information (Excluding full and lubricant)
6. The vehicle must achieve fuel efficiency of 10 kms per liter.
7. The details of the make and year of manufacturing of the vehicle, registration no, mileage (Kms covered per liter) and name of the driver with driving license no and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-III)
8. The Quotation completed in all respect should react the under signed on or before 30.08.2018 by 2 P.M under Registered post and shall be opened on the same day at 4 PM in presence of the bidders or their authorized representative.
9. The application form of quotation/ tender containing general bid information and terms and conditions for hiring of vehicles etc will be available with the District Labour Officer, Gajapati, Paralakhemundi on payment of Rs. 100/- from 13.08.2018 to 30.08.2018 or can be down loaded from Odisha Government website [www.Odisha.gov.in/www..gajapati.nic.in](http://www.Odisha.gov.in/www..gajapati.nic.in) from dtd 13.08.2018 to dtd 30.08.2018. In case the application form is down loaded from Govt. website, the applicant shall furnish a demand draft for an amount of Rs. 100/- (Rupees on hundred) only towards the cost of the application along with the application.

  
District Labour Officer,  
Gajapati, Paralakhemundi.

**Annexure - II****TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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

1. The hired vehicles, during period of contract, shall have all 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 D.L. of the driver available all the times. The Department/ Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of 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, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & 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 a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 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 reimbursements towards cost of diesel (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 payment 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 services of his vehicle 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, Government shall forfeit the entire amount of security deposit.

**Signature of  
Quotation/Tender Calling Authority**

Annexure - IIIGENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle :-
  - 2) Type of Vehicle (AC/Non-AC): -
  - 3) Year of Manufacture :-
  - 4) Model :-
  - 5) Date of registration:-
  - 6) Name & complete address of the owner of vehicle :-
  - 7) Fitness Certificate validity :-
  - 8) Permit validity :-
  - 9) Insurance validity :-
  - 10) Name / Address of the Driver :-
  - 11) D.L. No. & Validity of the D.L. of the Driver-
  - 12) Proposed hire Charge of the vehicle per month excluding fuel cost:
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- 13) Rate of fuel consumption / Mileage per litre:-
  - 14) Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile ..... Telephone.....

“ Certified that the information submitted above is true to the best of my knowledge and belief .”

**Seal & Signature of the  
Quotationer/Tenderer**