


OFFICE OF THE JOINT LABOUR COMMISSIONER,SAMBALPUR

LETTER NO.1573

Date. 27.06.2019

Tender Call Notice for Hiring Of Vehicle

Sealed quotations are invited from travel Agencies/ Transporters/ Tour Operator/ Individuals/ Private Organization/ NGOs for supply of vehicle on monthly hiring basis to be used in the Office of the Joint Labour Commissioner, Sambalpur district. Last date for submitting for documents is 15.07.2019 up to 3.00 PM through Registered Post / Speed Post only. For details information and documents, please visit [www. sambalpur.nic.in](http://www.sambalpur.nic.in). The authority has reserve the right to cancel the whole process without any notice.


Divisional Labour Commissioner,
Sambalpur

Request for Proposal (RFP) document for Hiring of vehicles at
Joint Labour Commissioner, Sambalpur

PART- I

O/O – THE JOINT LABOUR COMMISSIONER, SAMBALPUR

At/- Sambalpur, PO/Dist- Sambalpur

Terms & Conditions for the Office of the Joint Labour Commissioner Vehicles

1. A contract of engagement must be entered into with the Travel agencies/Individuals/ Private Organization/ NGOs etc. and the Divisional Labour Commissioner, Sambalpur
2. The vehicle must be a multi utility vehicle like Swift Desire, Indigo ecs, Tata Zest & mid segment model vehicle of less than 3 years old.
3. The initial contract period will be for 12 month or till the closure of the mission whichever is earlier.
4. The vehicle to be engaged should not belong to any employee of Labour Department Employee or the close relative of the employee of Labour Department.
5. All the major & minor repair should be made by the vehicle owner himself.
6. The vehicle must be available with JLC office on all working days & holidays as desired by Divisional Labour Commissioner for office purpose only.
7. The vehicle should not be spared for private use of any officials of Joint Labour Commissioner, Sambalpur.
8. The record of vehicle usage & log book will be maintained by the second party, and should be countersigned by the concerned member of Joint Labour Commissioner/ Divisional Labour Commissioner on a daily basis. The extract of such document should be produced to the first party along with the bill.
9. The second party will be responsible for payment of road tax, comprehensive insurance of the vehicle.
10. DOL will be provided by the office as per norm of 17 kilometres per litre. No cost of engine oil or other consumable will be provided from the first party.
11. The bidder have to submit an EMD of Rs 5000/- only (Five Thousand Only) in shape of demand draft separately in favour of Divisional Labour Commissioner payable at Sambalpur. The EMD will be refunded to unsuccessful bidder within 10 days of finalization of the tender without any interest. The EMD will be converted to security deposit in case of successful bidder and will be refunded without any interest within 2 month from the date of the completion of contract period or disengagement of the vehicle.
12. The separate sealed envelope must be super scribed as “Tender for financial BID” for financial BID and “Tender for technical BID” for technical BID to be kept in a separate envelope super scribed as “Tender for the DLC vehicle” with details addresses and phone number.
13. Last date for submitting document is dt. 15.07.2019. up to 3.00 P.M; the bid will be open in the same day at 3.30 P.M at the office chamber of Joint Labour Commissioner, Sambalpur.

Request for Proposal (RFP) document for Hiring of vehicles at
Joint Labour Commissioner, Sambalpur

PART- II

O/O – THE JOINT LABOUR COMMISSIONER, SAMBALPUR

At/- Sambalpur, PO/Dist- Sambalpur

Technical Bid for Hiring of Vehicle to be used as Joint Labour Commissioner Vehicle

1.	Name of the Institution	Joint Labour Commissioner, Sambalpur
2.	Name of the Company/NGO/Individual/Agency etc.	
3.	Address of the Company/NGO/Individual/Agency etc	
4.	Year of Registration/Incorporation (Proof to be attended)	
5.	Name, Designation and Address of the person to whom all reference shall be made regarding this tender	
6.	Telephone with STD Code/ Mobile/ Telephone No	
7.	Email of the contract person	
8.	Whether vehicle have commercial registration or not (Documents to be attached)	
9.	Vehicle details	Year of Manufacturing:
		Make:
		Registration No:

Date:

(Signature of the Authorize person)

Place:

Name: _____

FINANCIAL BID

Rates quoted for hiring of vehicle to be used as JLC/DLC

Registration No	
Monthly hiring charges with a Driver without any km. Coverage restriction	
K.M per Litre	

DECLARATION

1. I am/ we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. I am/ we are not black-listed by any Central/ State Government/ Public Sector undertaking in India.

Date:

(Signature of the Authorize person)

Place:

Name: _____