

**OFFICE OF THE  
DIVISIONAL LABOUR COMMISSIONER; MALKANGIRI**

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Letter no. 1033/DLC.

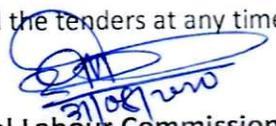
Dated. 31/8/2020.

**TENDER CALL NOTICE**

Sealed tender in prescribed form are invited by the undersigned from the reputed travel agencies/Tour Operators or Private Individuals for providing 01 nos of Diesel/Petrol driven vehicle having sitting capacity not more than 05 including driver, which shall conform to the terms and conditions for office use in Office of the Divisional Labour Commissioner on monthly rent basis.

The details of Tender Paper/Tender schedule can be obtained on payment of Rs.500/- (Rupees Five Hundred ) only in shape of D.D./Bankers cheque in favour of the Divisional Labour Commissioner, Malkangiri during the office hour from dt. 01.09.2020 to dt. 15.09.2020 on any working days 10.00.AM to 5.00 PM. The cost of tender paper is not refundable and the sealed tender paper duly filled up along with all required documents must be sent through Speed Post / Regd. Post only to The Divisional Labour Commissioner, Old Collectorate, Malkangiri, Pin-764045 during the Office hour of any working day from 01.09.2020 to 15.09.2020. The Last Day of receiving the Tender is 15.09.2020. The sealed Tender will be opened on Dt. 16.09.2020 at 4.00 P.M by the tender Committee & in Presence of the Tenderers or their authorized agents. No. Telegraphic/Courier tender will be accepted. The Tender paper and more information regarding tender can also be down load from the District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in).

However the undersigned reserves the right to reject/cancel any or all the tenders at any time with out assigning any reason there of.

  
Divisional Labour Commissioner,  
Malkangiri.

Memo No. 1034/DLC

Dated. 31/8/2020.

Copy forwarded to the Additional District Magistrate, Malkangiri/Project Director, D.R.D.A, Malkngiri/Sub:Collector, Malkangiri/D.P.C, Malkangiri/District Welfare Officer, Malkangiri/ General Manager, D.I.C, Malkangiri/Project administrator ,I.T.D.A, Malkangiri / Block Development Officers / All CDPO's /All Tahasildar's / D.I.P.R.O, Malkangiri/R.T.O, Malkangiri/ Executive Officers of N.A.C, Malkangiri & Balimela for information and necessary action with a request to display the tender call notice in their notice Board for the information of the public/Copy forwarded to the D.I.O, NIC, Malkangiri to transmit the message in the website.

Copy submitted to the Labour Commissioner, Odisha, Bhubaneswar for information and necessary action.

  
Divisional Labour Commissioner,

**TERMS & CONDITIONS FOR HIRING OF VEHICLE.**

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, Valid Pollution 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 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 vehicle owner/bidder shall be responsible for all such litigations.
2. The vehicles should be TATA Tiago/Bolt/Celario model or better model of vehicle sitting capacity not more than 5 including Driver.
3. 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 Government Norms. All the expenditure vehicle towards repair, replacement of spare parts, Gear box, Tyres & Tubes, Battery etc will be borne by the bidder.
4. 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. The Driver of the vehicle has a valid Driving License for driving light transport passenger vehicle. The vehicle must have achieved a fuel efficiency of 17 Kms. Per litter.
5. In case of break down or reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. 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.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. 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 15 days of the submission of bills by the service provider and no advance payment will be made.
10. 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.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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 services and termination.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. An EMD of Rs. 5000/- ( Rupees Five Thousand ) only in shape in DD in favor of Registering Officer-cum-District Labour Officer, Malkangiri payable at Malkangiri is to be submitted with the tender paper. The EMD of the unsuccessful bidder will be returned without interest on finalization of the bid. EMD of successful bidder will turn in to Security deposit.
16. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
16. The bidder should submit a separate envelop for financial bid.



Divisional Labour Commissioner,  
Malkangiri.

GENERAL INFORMATION FOR HIRING VEHICLES.

- 1.Registration No. of the vehicle:-
- 2.Type of vehicle (AC/Non- AC):-
- 3.Year of Manufacturer:-
- 4.Model:-
- 5.Date of registration:-
- 6.Name and complete address  
of the owner of vehicle:-
- 7.Fitness Certificate Validity:-
- 8.Permit Validity:-
- 9.Valid Pollution Certificate:-
- 10.Insurance Validity:-
- 11.Name /Address of the Driver:-
- 12.D.L No & Validity of the D.L of the Driver:-
13. Proposed hire ( charge of the vehicle per month)  
Excluding fuel cost:-
- 14.Rate of fuel consumption/Milege per litre:-
- 15.Contact number of the service provider (Tender /Quotationer)  
Mobile..... Telephone.....

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

Signature of the Tenderer.

## TENDER FORM FOR HIRING OF VEHICLE FOR, OFFICE OF THE DLC, MALKANGIRI

Part-I  
(Technical Bid)

1	Name of the Owner of the Vehicle.	
2	Address & Contract number the Owner of the Vehicle.	
3	Model/Year of manufacture.	
4	Registration No. ( Copy of registration Certificate to be enclosed)	
5	Valid Insurance Certificate ( Copy of Certificate to be enclosed)	
6	Proof of upto date Tax Payment. ( Copy to be enclosed)	
7	Fitness Certificate of the Vehicle. ( Copy of Certificate to be enclosed)	
8	Valid Pollution Certificate. (Copy to be attached).	
8	Valid contract carriage Permit. ( Copy to be enclosed)	
9	Demand Draft of Rs. 500/- (Rupees. Five hundred ) only in favour of Registering Officer-cum-District Labour Officer, Malkangiri of payable at SBI, Malkangiri towards cost of tender paper submitted or not.	
10	Demand Draft of Rs. 5,000/- (Rupees Five Thousand) Only in favour of Registering Officer-cum-District Labour Officer, Malkangiri towards Earnest Money Deposit submitted or not.	
11	Copy of valid Driving License of the driver. ( Copy to be submitted)	
12	Whether all documents submitted signed by the authorized signatory of the organization ( Yes/No)	
13	Whether Term and Condition submitted signed by the bidder as agreed to abide by all terms and conditions of the Tender ( Yes/No)	

DECLARATION

I/we hereby certify that the terms and conditions etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is complete and correct to the best of my / our knowledge I /We understand that in case of my deviation in the above statement at any state, the tenderer shall be blacklisted and will not have any dealing with in future.

(Signature and seal of the authorized signatory)

Place:

Date:

TENDER FORM FOR HIRING OF VEHICLE FOR OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER,  
MALKANGIRI

Part-II  
(Financial Bid)

Sl.No	Name of the Tenderer with address, contact number & Model of Vehicle	Mileage per Litter	Rate of hiring charges of the vehicle quoted per month

(Signature and seal of the authorized signatory)

Place:

Date: