

ଯୁଗ୍ମ ଶ୍ରମ ସଂସ୍ଥାପକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ରାଉରକେଲା

OFFICE OF THE  
JOINT LABOUR COMMISSIONER : ROURKELA.  
[ E-mail: dlourourkela2@gmail.com,]

Order No. 2751 /JLC, Rourkela, dated 31-05-2025

**Quotation Call Notice**

The Quotations are invited from local Travel Agency/Tour Operator for Providing 01 no. of A.C. Petrol/Diesel preferable Petrol, for official use in Office of the Joint Labour Commissioner, Rourkela, At:- Uditnagar, Rourkela-12 on monthly rent basis.

Yours faithfully,

Encl:- As above

Joint Labour Commissioner  
Rourkela

Memo No. 2752 /J.L.C., Rourkela, dated 31-05-2025

Copy to the District Information Officer, NIC, Sundaragrh// office Notice Board// Notice Board to Government offices for wide Circulation of the same.

Joint Labour Commissioner  
Rourkela

**OFFICE OF THE  
JOINT LABOUR COMMISSIONER: ROURKELA.**

[ E-mail: dlorourkela2@gmail.com,]

Order No. 2750 /JLC, Rourkela, dated 31-05-2025

**Quotation Call Notice**

Sealed Tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing **01(One)** no. of AC Petrol/ Diesel driven vehicle having sitting capacity not more than **04+01** including driver, which shall Confirm to the terms & Conditions (**Annexure-A**) for official use in Joint Labour Commissioner, Uditnagar, Rourkela Office on monthly rent basis.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 (three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid contract carriage permit, proof of up-to-date Tax payment etc mandatory of playing of vehicles.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of **Rs. 5,000/-** (Rupees Five thousand) only shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the **District Labour Officer, Rourkela** and submitted along with the Tender as EMD. After completion of Tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rent of hiring charges excluding GST be cotted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of **17 Kms per Litter**.
9. The details of the make and year of manufacture of the vehicle, Registration No., mileage (Kms covered per Litter) 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-B**).
10. The Quotation completed in all respect should reach the undersigned on or before **17-06-2025** by 2.00 P.M. in a sealed envelope clearly mentioning on the top of it "**Quotation for selection of hiring vehicle**" through **Regd. Post / Speed Post** only and shall be opened on **18-06-2025** at 11.00 A.M. in presence of the Bidders or their Authorized Representatives.
11. The application form of Quotation / Tender containing General Bid information and Terms & Conditions for hiring of vehicles, etc. will be available with the Joint Labour Commissioner, Rourkela.
12. The Authority reserves the right to accept or reject all or any of the proposals and terminated the selection process without assigning any reason thereof.

Encl : As above

1. Annexure-A
2. Annexure-B

  
Joint Labour Commissioner  
Rourkela

**TERMS & CONDITIONS OF HIRING OF VEHICLES**

The following Terms & Conditions must be fulfilled by the Bidder.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents, such as, valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid contact carriage permit, proof of up-to-date Tax payment, etc. and Driving License of the Driver available all the times.
2. 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 litigations.
3. The hire charges to be paid for monthly basis is final, but does not include cost of fuel, which is to be paid separately as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricant oil of engine, gear box and differential coolant, 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 remuneration of the Driver shall be borne by the service provider.
5. In case of break down for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the Service provider.
6. In case of the vehicle does not report regularly, the authority will be at liberty to terminate the Agreement without prior notice.
7. The vehicles shall report for duty for minimum 25 days in a month.
8. In case of emergency, the Driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hiring charges and reimbursement towards cost of fuel (as per norm) will be paid in every succeeding month as per as possible within one month of the submission of Bills by the service provider subject to availability of required funds and other contingency situations and no advance payment will be made.
10. The vehicle shall not be more than 03 (three) years old from the date of 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 service and termination of Agreement.
13. If the Bidder violates any of the terms of contract, Government shall forfeit the entire amount of Security Deposit.

  
Joint Labour Commissioner  
Rourkela

**General Information**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer