



**OFFICE OF THE  
JOINT LABOUR COMMISSIONER, SAMBALPUR**

Letter No. 3301.....JLC/SBP

(Email ID: [dlosbp@rediffmail.com](mailto:dlosbp@rediffmail.com))

Dt. 14.08.2025

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators /Individuals for providing 1 (One) no. of vehicle of BS-IV compliant petrol/ diesel vehicle (Model-Tiago/ Dezire/ Indigo Ecs) having sitting capacity not more than 5 including driver, which shall confirm to the Terms and conditions (Appendix-A) for official use of Joint Labour Commissioner, Sambalpur on monthly rent basis. The quotation completed in all respect should reach the undersigned on or before 01.09.2025 by 12:00 P.M. positively through registered post/ speedpost only, which will be opened by the Selection Committee on the same day at 04:00 P.M. in the presence of the bidders or their authorized representatives. The quotation should be super scribed on the top of the envelope "APPLICATION FOR SUPPLY OF VEHICLE alongwith mobile no. on the envelope for correspondence/ contact."

  
Joint Labour Commissioner,  
Sambalpur.

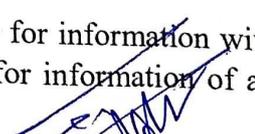
Memo No. 3302(2) JLC/SBP Dated 14.08.2025

Copy submitted to the Collector & DM, Sambalpur/ Labour Commissioner, Odisha, Bhubaneswar for favour of kind information.

  
Joint Labour Commissioner,  
Sambalpur.

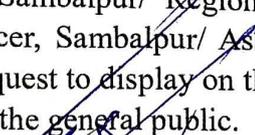
Memo No. 3303 JLC/SBP Dated 14.08.2025

Copy to the District Informatics Officer, NIC, Sambalpur for information with request to upload the tender documents in the district website for information of all concerns.

  
Joint Labour Commissioner,  
Sambalpur.

Memo No. 3304(6) JLC/SBP Dated 14.08.2025

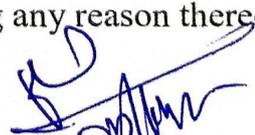
Copy submitted to the District Public Relation Officer, Sambalpur/ CDO-cum-EO, Zilla Parishad, Sambalpur/ Joint Director & GM, DIC, Sambalpur/ Regional Director of Employment, Sambalpur/ Regional Transport Officer, Sambalpur/ Asst. Director, Factory and Boiler, Sambalpur for information with request to display on the notice board for wide circulation of the same and information of the general public.

  
Joint Labour Commissioner,  
Sambalpur.

**Terms & Conditions**

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 Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 3 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 for plying of vehicle.
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 Joint Labour Commissioner, Sambalpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17 km per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation of Tender (Appendix-B).
10. 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 Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
11. 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.
12. 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 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, Road tax, Pollution Control Certificate, Court Case, Police Case etc. will be borne by the bidder during the agreement period.
13. 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.
14. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
15. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

16. The vehicles shall report for duty for minimum of 25 days in a month.
17. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
18. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.
19. 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.
20. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
21. 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.
22. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
23. The lowest quoted price of fuel, hiring charge within the prescribed limit of Govt. Fixed price in accordance with the level of office having genuine documents of the applicant quotationer will be considered as L-1.
24. The vehicle will be used on agreement basis with the service provider selected by the selection committee concerned for the period from date of agreement till completion of 01 year which may be extended subject to satisfactory performance and instructions issued from the higher authority on the same terms and conditions. The owner will deposit Rs.5,000/- as security money.
25. The payment will be made either in shape of A/c Payee Cheque or through online and on receipt of allotment upon from the Govt.
26. The service provider will be required to submit the demand bill at the end of each month only on the actual Kms covered and recorded in the log book with the hiring charge agreed upon with the party selected by the committee.
27. The agreement may be cancelled at any time during the agreement period without assigning any reason thereof by the Joint Labour Commissioner, Sambalpur.
28. At the time of requirement, if the particular vehicle is engaged on some other purpose, the service provider has to arrange an alternative vehicle for the said period.
29. The disputes, if any, arise out of the contract, will be subjected to the jurisdiction of the Court in the district only.
30. The journey to the destination and back shall be undertaken by the shortest route possible. In case of the breakdown of the vehicle, during the journey, it shall be responsibilities of the service provider to provide a replacement immediately. If no replacement provided in time, then for alternative arrangement thereof the cost will be deducted from the payment to be made by the service provider.
31. The undersigned reserved the rights to reject/ cancel any or all quotation application received against this notification without assigning any reason thereof.

  
**Joint Labour Commissioner,  
Sambalpur.**

**General Information**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number (copy to be enclosed)	
4	GeM Registration Number (copy to be enclosed)	
5	Bank Account No. and IFSC Code (copy to be enclosed)	
6	Registration No. of Vehicle (copy to be enclosed)	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & Complete address of the owner of vehicle	
11	Fitness Certificate validity (copy to be enclosed)	
12	Pollution Certificate validity (copy to be enclosed)	
13	Permit validity (copy to be enclosed)	
14	Insurance validity (copy to be enclosed)	
15	Name/ Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver (copy to be enclosed)	
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	

**DECLARATION**

“I/We have certified that the information submitted above is true to the best of my knowledge and belief. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. We understand that in case any deviation is found in the above information at any stage, I/We will be blacklisted, forfeit the security deposit and will not have any dealing with the Department in future.”

Place:

Date:

Seal &amp; Signature of the Tenderer