

**Govt. of Odisha**  
**DIVISIONAL LABOUR COMMISSIONER, RAYAGADA**

**Quotation /Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing **one** no. of A/c petrol Driven Tiago / Bolt / Celerio vehicles having sitting capacity not more than five persons including driver which shall conform to the terms & conditions (Annexure – II) for official use in District Labour Officer, Rayagada on monthly rent basis.

The vehicle must be Road Worthy condition, shall not be more than 3 years old from that date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc., which are mandatory for playing of vehicle.

01. 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.
02. The Driver should be well behaved, gentle and obedient in nature.
03. A sum of Rs. **5000/-** (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, Rayagada** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
04. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
05. The vehicle must achieve a fuel efficiency of 17 K. Ms per liter.
06. Aadhar Card and other address proof of the owner and the Driver of the vehicle.
07. GST Registration and GEM Registration of the owner and the Driver of the vehicle
08. The details of the make and year of manufacture 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).
09. The Quotation completed in all respect should reach the undersigned on or before **25.04.2025 by 03.30 P.M.** and shall be opened on the same day at **04.30 P.M.** in presence of the bidders or their authorized representatives.
10. The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring Vehicle etc. will be available in the District Labour Office, Rayagada on payment of Rs. 100/- from **21.04.2025 to 25.04.2025** or can be downloaded from Odisha Government Website [www.odisha.gov.in](http://www.odisha.gov.in). In case the application form is downloaded from Government website the applicant shall furnish a Demand Draft for an amount of Rs. 100/- only towards cost of application along with the application.

*[Signature]*  
District Labour Officer, Rayagada

**OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER, RAYAGADA**

Memo No. \_\_\_\_\_/DLC, Dated, the \_\_\_\_\_

Copy to the Office Notice Board of Divisional Labour Commissioner, Rayagada // Collector & District Magistrate, Rayagada // CDO-cum-EO, Zilla Parishad, Rayagada // Sub-Collector, Rayagada//C.D.V.O., Rayagada for favour of kind information of all concerned.

*[Signature]*  
District Labour Officer, Rayagada

Memo No. 888 /DLC,

Dated, the 21.4.2025

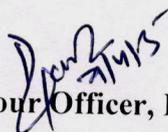
Copy forwarded to the District Informatics Officer, National Informatics Centre, Rayagada, for information and he is requested to publish the same in the District Website for publicity.

*[Signature]*  
District Labour Officer, Rayagada

**TERMS AND 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.

01. 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/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.
02. 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, Tires & Tubes, Battery etc., will be borne by the bidder.
03. 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.
04. 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.
05. 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.
06. The vehicle shall report for duty for minimum of 25 days in a month.
07. In case of the emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
08. Monthly hire charges and reimbursements towards cost of petrol/diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
09. 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.

  
District Labour Officer, Rayagada

APPLICATION FORM OF TENDER FOR HIRING OF VEHICLES

1. Type of Vehicle :-
2. Year of Manufacture:-
3. Model:-
4. Date of Registration:-
5. Name & Address of the Travel Agency/Tour Operator :-
  
6. Fitness Certificate Validity:-
7. Permit Validity:-
8. Insurance Validity:-
9. GST registration No.
10. GeM registration No.
11. TAN No.
12. Quoted hire charges for Swift Dzire vehicle per month excluding fuel cost & GST:-
  
13. Annual Turnover of the Travel Agency/ Tour Operator
14. Name of the other Government Departments/Offices where similar service are provided by the Travel Agency:-
  - i)
  - ii)
  - iii)
  - iv)
  - v)

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

Seal & signature of the Tenderer