



OFFICE OF THE DIVISIONAL LABOUR COMMISSIONER, BARGARH

Email ID: dlo.bargarh@gmail.com

Office Order No. 513 /DLC, Dtd. 23/03/2026

Quotation call notice for hiring of private vehicle

Sealed quotations are invited from the interested Local Travel Agencies/Tour operators /private individuals for providing 01(One) no vehicle of BS- VI emission compliant petrol/diesel driven vehicle on a monthly rented basis.

1. One vehicle for coordination and supervision of activities under the State Action Plan for the safety and welfare of migrant workers and for other official purposes in the office of the Divisional Labour Commissioner, Bargarh.

The hired vehicle shall be stationed at the office of the Divisional Labour Commissioner, At:- Gandhi Chowk, Bargarh.

For terms and conditions, eligibility and other details, please refer to the enclosed documents.

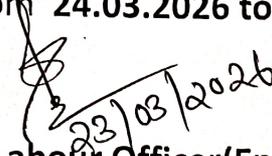
Encl: As above


23/03/2026
District Labour Officer(Enforcement)
Bargarh

Quotation /Tender Call notice

Sealed quotation/tenders are invited from interested, reputed Travel Agencies/Tour operators/individuals for providing 01(one) no of vehicle having seating capacity not more than 5 ,including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in office of the Divisional Labour Commissioner, Bargarh on a monthly hiring basis.

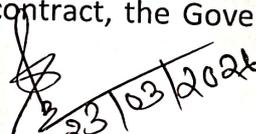
1. The service provider must have a valid GST registration to participate in the tendering process.
2. The service provider, if anticipating under the jurisdiction of Municipal Corporation, must be registered on the Gem platform.
3. The vehicle must be in roadworthy condition, shall not be more than 03 years old from the date of in initial registration and must have valid documents such as registration certificate, insurance certificate, fitness certificate, pollution under control certificate, valid contract carriage permit, proof of up to date tax payment.
4. The driver of the vehicle must possess a valid driving license for light transport passenger vehicles and must be sufficiently experienced.
5. The driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs 5000/- (Rupees Five Thousand) shall be deposited by the intending bidders in the form of Account Payee Bank draft drawn in favour of District Labour Officer (Enforcement), Bargarh and submitted alongwith the tender as EMD (Earnest Money Deposit).After the completion of the tender process, EMD will be refunded to the unsuccessful bidders.
7. The monthly hire charge rate excluding GST and fuel should be quoted separately.
8. The vehicle must achieve a fuel efficiency of 17 km per Litre.
9. The following details must be provided in the General bid information (Appendix-B) make and year of manufacture of the vehicle , Registration number, mileage (Km covered per litre), name of the driver, driving license number and validity period.
10. The completed quotation/tender must reach the undersigned through post (Registered post/Speed Post) only on or before **08.04.2026** and will be opened on **10.04.2026** at **11.00 A.M.** in presence of the bidders or their authorized representatives.
11. The application form of the quotation/tender containing general bid Information and terms and conditions for hiring of vehicles can be downloaded from Bargarh District website <https://bargarh.odisha.gov.in> from **24.03.2026 to 08.04.2026**.


District Labour Officer(Enforcement)
Bargarh

Terms & Conditions

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicle, during the period of contract, shall process all necessary valid MV documents such as valid registration certificate, insurance certificate, pollution under control certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment, valid driving license of the driver. All these documents must be available in the vehicle all the time.
2. The department/office hiring the vehicle shall not be responsible for any damage /loss caused to the hired vehicle, loss of life, injury to any person or damage to any property arising out of the use of the hired vehicle in any manner whatsoever. The service provider shall be solely responsible for all such legal issues or litigations.
3. The hire charges to be paid on a monthly basis shall be final and will not include the cost of fuel, which shall be paid separately as per the existing government norms. All expensed towards vehicle repairs, replacement of spare parts, lubricating oil (Engine, Gear box & different coolant, tyres & tubes, battery etc shall be borne by the bidder.
4. It shall be responsibility of the bidder to provide a qualified and experienced driver. The remuneration of the driver shall be borne by the service provider.
5. In the event of a breakdown for any reason, the service provider must provide a replacement vehicle of the same or better model without delay.
6. If the vehicle fails to report regularly for duty, the hiring authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for a minimum 25 days in a month.
8. In case of emergencies , the driver must report for duty as per the requirement of the office. No extra payment shall be made for such duties.
9. Monthly hire charges and reimbursements towards fuel cost (as per government norms) will be paid in the succeeding month , preferably within fifteen days of submission of bill by the service provider. No advance payment will be made.
10. The vehicle must not be more than 03(three) year old from the date of initial registration and shall be in good running condition throughout the contract period.
11. If the service provided are found to be unsatisfactory, the client reserves the right to terminate the agreement by giving one month's notice.
12. If the service provider intends to withdraw the services and terminate the agreement, it is mandatory to give one month's prior notice in writing to the office .
13. In case the bidder violates any terms of the contract, the Government shall forfeit the entire amount of security deposit.


23/03/2024
District Labour Officer(Enf)
Bargarh

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 the 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 no of the 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