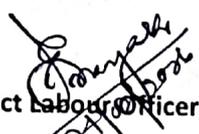


QUOTATION/TENDER CALL NOTICE

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 confirm to the Terms and Conditions (Appendix-A) for official use in Office of the Joint Labour Commissioner, Jeypore, Dist.Koraput on a monthly rental basis:

1. The service provider must have a valid **GST registration** to participate in the tendering process.
2. The service provider, if participating under the Jurisdiction of Municipal Corporations, must be registered on the **GeM Platform**.
3. The vehicle must be in roadworthy condition, shall not be more than 3 years old from the date of 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 Licence** 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/-** shall be deposited by the intending bidders in the form of Account Payee Bank Draft, drawn in favour of District Labour Officer, (Enforcement), and submitted along with 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 Licence number and validity period.
10. The completed quotation/tender must reach the undersigned on or before **13.03.2026** by **12.00 P.M.** and will be opened on the same day at **03.00P.M.**, in the 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** will be available with **Joint Labour Commissioner Office, Jeypore** on payment of **Rs.100/- (Rupees One Hundred)** only from **25.02.2026 to 13.03.2026**.


District Labour Officer,
Jeypore

Terms & Conditions

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

1. The hired vehicles, during the period of contract, shall possess 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 Licence of the driver. All these documents must be available in the vehicle at all times.
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 expenses towards vehicle repairs, replacement of spare parts, lubricating oil (Engine, Gear Box & Differential), coolant, tyres & tubes, battery, etc., shall be borne by the bidder.
4. It shall be the 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 of 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 the bill by the service provider. **No advance payment** will be made.
10. The vehicle must **not be more than 3 years old** from the date of initial registration and shall be in good running condition throughout the contract period.
11. If the services 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 the security deposit.**


District Labour Officer,
Jeypore

**OFFICE OF THE
JOINT LABOUR COMMISSIONER, JEYPORE RANGE, JEYPORE,
(Bye Pass lane, Bapuji Nagar Chowk, Email ID dlcjeypore@gmail.com)**

Office Order No 529 /JLC, Dated, the 24.02.2026

Quotation Call Notice

Sealed quotations are invited from Local Travel Agencies / Tour Operators/ Private Individuals for providing 01 No of A.C. Petrol/Diesel BS-VI variant vehicles on a monthly hiring 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 Joint Labour Commissioner, Jeypore.

The hired vehicles shall be stationed at the office of the Joint Labour Commissioner, Jeypore, At-Bye Pass Lane, near Bapuji Nagar Chowk, Jeypore, Dist. Koraput.

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

Encl: As above.


**District Labour Officer,
Jeypore**

Memo No. 530 / JLC, Dated the 24.02.2026

Copy forwarded to all District Level officers, Koraput/District e-Governance Manager, Collectorate, Koraput with a request to display the Quotation/Tender Call Notice in their respective Notice Board for wide publicity. The District e-Governance Manager, Collectorate, Koraput is requested to web host the Quotation/Tender Call Notice in the district website for wide publicity.


**District Labour Officer,
Jeypore**

