

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**LABOUR DEPARTMENT, 5-SHAM NATH MARG, DELHI-110054.**

No. F. 6(83)/CTO/Lab/09 /1451

Dt. 22/12/09

**TENDER NOTICE**

Sub: - Sealed tenders for deployment of private drivers in the Labour Department.

The Labour Department GNCT of Delhi is in need of private drivers on contract basis for deployment in this department. Accordingly, the sealed tender are invited for the deployment of private drivers in Labour Department, GNCTD of Delhi as per particular mentioned in the enclosed Annexure-A. The tender only in this proforma will be considered. The terms and conditions for this local tender enquiry is enclosed at annexure-A.

The sealed tender envelope should reach the office of the Assistant Labour Commissioner (CTB), Labour Department, GNCT of Delhi, 5, Sham Nath Marg, Delhi-54. up to 5.1.10 at 2.00 P.M. Positively. The contract shall be effective from the date of issuance of work order and will be valid for the period of one year initially.

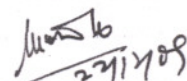
The department reserves all the right to reject any tenders without assigning any reason.

Encl: - Annexure - A & B

EDP cell is request to  
upload this tender notice on  
the website of this Deptt.

22/12/09

AD(Pg.)

  
(SUKHBIR SINGH)  
Caretaking Officer.

## ANNEXURE-A

**PROFORMA FOR TENDER**

1. Name of the firms with complete address : \_\_\_\_\_  
\_\_\_\_\_
2. Service tax registration no. : \_\_\_\_\_  
\_\_\_\_\_
3. Rates quoted for deployment for Pvt. Driver:-

Description of Driver: - The driver having Light Motor Vehicle License (Commercial)  
Issued by License Authority, Delhi.

Minimum Qualification Matriculate

Experience

Minimum Two years.

S.No.	Description of Wages	Rate ( in Rs.) per month per driver.
1.	Wage Rate	
2.	ESI	
3.	EPF	
4.	Other Administrative charges of the agency;if any.	
	Total	

**Note: - The Drivers deployed by our firm will have no claim for permanent recruitment in your department and no legal wrangles are involved later-on.**

Signature

Proprietor/Partner.



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Signature

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Terms and Condition

1. Holidays – similar to the ones being availed by the Government servant.
2. Hours of week: the Government offices generally follow work for 8 hours a day and for 5 days a week the same principle would also apply to those workers who are employed through contractor. If they are required to work beyond these hours then they would be eligible to overtime payment.
3. Contractor to provide LMV drivers having valid Commercial Driving Licence and driving badges issued by the Transport Department, GNCT of Delhi.
4. To keep the vehicles neat and clean.
5. To check and report the faults/defects observed in the vehicles of the Labour Department well in time.
6. To ensure the security of the vehicles as all time during the contract period
7. The vehicle should be parked in the office premises after duty hours.
8. The payment to the drivers shall be made in cash in the presence of the CTO/DDO of Labour Department only.
9. The contract is valid for the period w.e.f. \_\_\_\_\_ to \_\_\_\_\_  
As per rates offered and terms and conditions specified in the tender.
10. The contractor shall provide Five drivers having valid commercial LMV Driving Licences at the approved rate.
11. The contractor shall be responsible for the vehicle allotted to the driver and will bear the cost of the vehicle or any part in case of theft or damage etc.
12. In case of any accident the contractor shall have to bear all Liabilities as the Govt. Vehicle are not insured.
13. The contractor shall be responsible for any challan/penalty imposed by any authority, which occurred due to the mistake/negligence of the driver.
14. The contractor shall have to submit the proof of payment deposited towards EPF & ESI. In case of default on the part of the contractor, he will be fully responsible for imposition of Govt. penalties on the account.
15. The Labour Commissioner, GNCT of Delhi has the right to cancel the contract in case of non-satisfactory services.
16. In case of any dispute. Court at Delhi/New Delhi shall have the jurisdiction, however arbitration proceedings through the nominee of the LG Delhi shall be held prior to moving the court of law in order to resolve the issue amicable.