



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION
UDITNAGAR, ROURKELA, ODISHA-769012
E-mail ID: rourkelamunicipality@gmail.com

Letter No. 9300

Date: 28.07.25

QUOTATION CALL NOTICE

Sealed tenders are invited from intending reputed OEMs for **Hiring of 01 no. of Suction-cum-Jetting Machine for a period of 01 Year**. OEM has to deploy above mentioned vehicle along with a driver & 02 nos. of Helpers. The vehicle will be used as per the requirement of this office. The details of Tender document are available in the Rourkela Municipal Corporation site i.e. www.rmc.nic.in.

The sealed Tender (Technical part financial part in separate as per the format) should reach to the undersigned through Speed Post/ Registered Post/ Courier/ or by Hand by 1.00 PM on or before 13/08/2025. The Bids will be opened on the same date at 4.30 PM in the presence of the OEMs or their authorized representative who wish to attend.

Authority reserves the right to accept any or all quotations without assigning any reason thereof.


Memo. No. 9301


Copy to Office Notice Board, RMC /Issue and Despatch section and MIS, RMC for uploading the Tender document in the RMC website.


Commissioner
Rourkela Municipal Corporation
Date. 28.07.25

Memo. No. 9302

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above-mentioned notice in two highly circulated Odia daily newspaper on 29/07/25. The font size should be 8 Points and rate should be as per I&PR.


Commissioner
Rourkela Municipal Corporation
Date. 28.07.25


Commissioner
Rourkela Municipal Corporation

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful OEM.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as: - valid registration certificate, insurance certificate, valid pollution certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. and DL of the driver available all the times. The Department / Office shall not be responsible for loss of life / injury made to any person or damage to any property on account of use of hired vehicle by travel agency any manner whatsoever. The travel agency shall be responsible for all such litigations.
2. Only qualifiers of technical bid will be selected for opening of financial bid. Technical Bid and Financial bid will have to be submitted in separate envelopes.
3. The hiring charges to be paid on monthly basis are final but do not include cost of fuel. All the expenditure of vehicles towards repair, replacement of spare parts, Gear box, Tyres & Tubes, Battery, lubricants etc and any fines which will be imposed by transport department / Traffic police will be borne by the OEM.
4. It shall be the responsibility of the OEM to provide a good Driver and 02 Nos. of Helpers and the salary of the Driver and Helpers shall be borne by the owner. The driver of the vehicle should have a valid Driving License for driving heavy transport and should be sufficiently experienced in driving/operating the required machinery equipment.
5. In case of break down or reasons whatsoever the replacement of the vehicle shall be provided by the OEM.
6. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicles from other sources.
7. The Vehicles shall report for duty every day whenever required.
8. In case of emergency the driver will have to report for Duty as per the requirement of agency. No extra payment shall be demanded.
9. The vehicle shall not be more than 3 years old from the manufacturing date 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 services and termination.
12. If the OEM violates any of the terms of contract, Rourkela Municipal Corporation shall forfeit the entire amount of security deposit.
13. The Paper Cost of Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only) in shape of DD from any nationalized/ scheduled bank in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela is to be submitted along with the Technical Bid.
14. An EMD of Rs. 1,00,000/- (Rupees One Lakh only) to be submitted along with the Technical Bid in shape of DD from any nationalized/ scheduled bank in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela. The EMD of the unsuccessful OEM will be returned without interest after finalization of the bid. EMD of successful OEM will be returned after signing of contract and deposition Security deposit i.e. 3% of the total quoted price.
15. Bids without Paper Cost and EMD will not be considered and are rightly rejected.
16. The OEM should submit the tender document in sealed cover super scribing **"Hiring of 01 no. of Suction-cum-Jetting Machine for a period of 01 Year"**.

17. The successful OEM must engage the vehicles within 07 days after signing of the contract.
18. The bidding Firm/ Contractor/Agency/OEM shall have minimum average Annual Turnover of **Rs. 40 Lakhs** during the last three financial years (2024-25, 2023-24, 2022-23) & CA certified Copy or Balance Sheet should be submitted as proof.
19. The OEM shall have the following certificates/ registration:
 - i. EPF Registration Certificate
 - ii. ESI Registration Certificate
 - iii. GST Registration
 - iv. PAN
 - v. Registration Certificate of the Firm/Company
 - vi. Income Tax return for the previous three years (2024-25, 2023-24, 2022-23)
20. The OEM should have GST No and should have submitted the last GST return.
21. For the vehicles to be provided on as when required basis, Bills shall be submitted every month on or before 7th of succeeding month along with detailed GPS report of the daily route chart of the vehicle. Under normal circumstances, payment will be made within 15 days from the date of submission of Bill and no advance payment will be made. The payment shall be made through electronic fund transfer only, if the bills are complete in all respects and are found in order. Statutory deduction as per the Govt. rules/ Tax law shall be deducted from the bills of the Agency and overwriting on the duty slip as well as the bill shall not be accepted. Bill payment will not be done without detailed GPS report of the daily route chart of the vehicle.
22. The EMD of all bidders shall be released on finalization of the Tender/ Acceptance of the rate. The EMD of successful/ accepted bidder shall be retained by the Authority till completion of the work from the date of execution of the work.
23. EMD will be forfeited for non-supply of accepted items in time and breach of contract by the supplier.
24. OEM should not have been terminated / blacklisted by any government sector, PSU, Municipal Corporation in the past Declaration to be given.
25. Vehicle should have GPS fittings and the GPS report & Log Book of the vehicle to be submitted along with the monthly bill.



Commissioner
Rourkela Municipal Corporation

Technical Details Required.

SI No.	Name of Document attached	Remarks
1	Supporting Document of being OEM (Original Equipment Manufacturer)	
2	D.D No. of paper cost	
3	E.M.D	
4	PAN No.	
5	GST Registration No.	
6	Registration Certificate of the Firm/Company	
7	Details of the vehicle to be used (Regd. No.)	
8	Update IT return filling certificate of last 3 years	
9	Any other certificate	
10	Average Annual Turnover of Rs. 40 Lakhs	
11	Vehicle Details (valid registration certificate, insurance certificate, valid pollution certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc.) to be attached	
12	Manpower Details (DL & other documents if any) to be attached.	
13	EPF Registration Certificate	
14	ESI Registration Certificate	

Signature of the bidder

Financial Quote format for "Hiring of 01 no. of Suction-cum-Jetting Machine for a period of 01 Year"

Sl. No.	Item	Hiring Charges per Day excluding GST	GST	Total Cost including GST
1	Hiring of 01 no. of Suction-cum-Jetting Machine for a period of 01 Year			

Note:

1. The rate will be valid for one Year from the date of Work Order.