



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

Letter No.

9297

Date: 25.07.25

**QUOTATION CALL NOTICE**

Sealed tenders are invited from intending reputed Travel Agencies for "**Hiring of Mini Truck on Monthly Basis**" to office of the Commissioner, Rourkela Municipal Corporation (RMC), Uditnagar, Rourkela, Sundargarh. The interested agencies may submit their sealed quotations in a prescribed format mentioning "**Quotation for Hiring of Mini Truck on Monthly Basis**" on the cover of the envelope to the office of the Commissioner, Rourkela Municipal Corporation (RMC), Uditnagar, Rourkela, Sundargarh, Pin-769012 by postal/ courier/ Speed Post/ By hand. The quotations will be received by the undersigned up to 1:00 P.M. on dtd. 12.08.2025 and will be opened on the same day at 4:30 P.M. in the presence of quotationers/ authorized representatives.

For Terms and Conditions for Hiring of Mini Truck, the bidder should follow this office Quotation Call Notice No. 9297 dated 25.07.2025 which is published in the notice board of the RMC, and this office website [www.rmc.nic.in](http://www.rmc.nic.in). In addition to the Terms and Conditions, the authority is at liberty to terminate the agreement at any time without assigning any reason. However, the transporter has to serve a notice of one month to terminate the contract.

Authority reserves the right to accept or reject any tender, and to cancel the tender process at any time prior the award of contract, without assigning any reason thereof.

Commissioner

**Rourkela Municipal Corporation**

Date: 25.07.25

Memo. No.

9298

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: 25.07.25

Memo. No.

9299

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 29.07.2025. The font size should be 8 Points and rate should be as per I&PR.

Commissioner

**Rourkela Municipal Corporation**

### Terms and Conditions

1. Quotation should be submitted in a sealed cover super scribing **"Quotation for Hiring of Mini Truck on Monthly Basis"**.
2. Quotation should be accompanied by **tender paper cost of Rs. 2,360/- (Rupees Two Thousand Three Hundred Sixty only)** and **EMD of Rs. 11,000/- (Rupees Eleven Thousand only)** as Demand Draft from any of the commercial banks drawn in favour of the **"Commissioner, Rourkela Municipal Corporation, Payable at Rourkela"**.
3. 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.
4. EMD will be forfeited for non-supply of accepted items in time and breach of contract by the supplier.
5. Correction/ overwriting/ fluiding in the Quotation should be avoided.
6. Firms should be able to supply the Mini Truck like Tata Ace/ Maruti Suzuki Carry/ Mahindra / Ashok Leyland or equivalent along with a Driver within 07 (Seven) days of placing order along with GPS fittings.
7. The vehicle should meet an average of **15 KMPL**. The fuel cost will be borne by RMC. The agency has to produce the Log Book & GPS report during Submission of the monthly bill.
8. They shall keep all documents of registration, Pollution Certificates, Certificate of Fitness under control, Insurance Papers, etc for the said vehicle or any replaced vehicle in order and perform all acts to ensure that, the vehicle or the other replaced vehicle is not seized or attached for any reason whatsoever by any authority during the terms of agreement. Only the authorized person of the Department shall sign the duly slip/ Log Book of vehicle every day. The Authority shall not have any liability and responsibility for any rash driving or hazardous of nay life and expenses on account of traffic challans by the Police/ Traffic Police for commercial use of vehicle, rush and negligent driving of the vehicle and other traffic violation will be borne by the transporter.
9. It will be the sole responsibility of the transporter to make the timely payment of wages to the driver of the vehicle. In case any dispute arises the transporter will settle the same and **RMC will not held responsible for this in any case.**
10. The bidder shall be solely responsible and liable for the proper maintenance and up keep of the vehicle and for all running cost, thereof and for all expenses for maintenance and repair thereof and replacement of parts therein. RMC shall not have any liability and responsibility on this account.
11. The bidder shall ensure that, the vehicle is not incapacitated or unfit to be operated at any time.
12. In the event that, the vehicle is not available for any period of time for any reason: whatsoever, the bidder will be responsible to press into service a vehicle of like description in such manner that services to RMC are not disrupted and/ or delayed in any manner whatsoever. However, RMC shall not be liable to pay any additional charges or expenses for such replacement.
13. The bidder shall properly upkeep the vehicle and the vehicle should be comprehensively insured during the tenure of the agreement.
14. For the vehicles to be provided on as when required basis, Bills shall be submitted every month on or before 7<sup>th</sup> 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.

15. The firms should have a registered office at Rourkela.

16. The undersigned reserves the right to accept / reject any or all the tenders without assigning any reason thereof.



**Commissioner**  
**Rourkela Municipal Corporation**

**Technical Details Required.**

SI No.	Name of Document attached	Remarks
1	Supporting Document of being Travel Agency	
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 <b>Rs. 5 Lakhs</b>	
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.	

**Signature of the bidder**

**Financial Quote format for "Hiring of Mini Truck on Monthly Basis"**

<b>Sl. No.</b>	<b>Item</b>	<b>Hiring Charges per month excluding GST</b>	<b>GST</b>	<b>Total Cost including GST</b>
1	Quotation for Hiring of Mini Truck on Monthly Basis			

**Note:**

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