



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

Letter No. 14114

Date: 06/12/25

TENDER CALL NOTICE

Rourkela Municipal Corporation intends for empanelment of agency for 01 Year for engagement of Chain Mounted Excavator, Backhoe Loader & Tractors. Bidder has to deploy above mentioned vehicles along with driver & required nos. of Helper (01 no. for Chain Mounted Excavator, 01 no. for Backhoe Loader & 02 nos. for Tractors). The vehicle will be engaged as per the requirement of this office. The detail of Tender document is available in the Rourkela Municipal Corporation Web site i.e., www.rmc.nic.in.

The sealed Tender (Technical part and 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 16.12.2025. The Bids will be opened on the same date at 4.30 PM in the presence of the Bidders or their authorized representative who wish to attend.

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

Commissioner

Rourkela Municipal Corporation

Date. 06/12/25

Memo. No. 14115

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. 06/12/25

Memo. No. 14116

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 newspapers on 09.12.2025. The font size should be 8 Points and rate should be as per I&PR.

Commissioner

Rourkela Municipal Corporation

TERMS & CONDITIONS FOR THE ASSIGNMENT

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

1. The vehicles to be engaged, 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 agency any manner whatsoever. The Bidder 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 for daily & 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 Bidder. Fuel will be provided by RMC.
4. It shall be the responsibility of the bidder to provide good drivers & required no. of Helpers (01 no. for Chain Mounted Excavator, 01 no. for Backhoe Loader & 02 nos. for Tractors) and the salary of the drivers and helpers shall be borne by the owner. The driver/operator of the machinery equipment must 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 with the same or better model shall be provided by the owner of the vehicle/bidder.
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 drivers 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 5 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 or not required the service, 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 bidder 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.2,00,000/- (Rupees Two 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 bidder will be returned without interest after finalization of the bid. EMD of successful bidder will be returned after signing of contract and deposition Security deposit i.e. 5% of the total quoted price.

15. Bids without Paper Cost and EMD will not be considered and out rightly rejected.
16. The bidder should submit the Bid in sealed cover super scribing "**Emppanelment of agency for 01 Year for engagement of Chain Mounted Excavator, Backhoe Loader & Tractors**".
17. The successful bidder must start the assignment within 07 days after signing of the contract.
18. The bidding Firm/Contractor/Agency/Bidder shall have minimum average Annual Turnover of **Rs. 40 Lakhs** during the last three financial years (2022-23, 2023-24, and 2024-25) & CA certified Copy or Balance Sheet should be submitted as proof.
19. The bidding firm/Agency/Bidder shall have the following certificates/registration:
 - (i) Trade License
 - (ii) GST Registration
 - (iii) PAN
 - (iv) Registration Certificate of the Firm/Company
 - (v) Income Tax return for the previous three years (2022-23, 2023-24, and 2024-25)
20. The bidder should have GST No and should have submitted the last GST return.
21. Bidder should not have been terminated / blacklisted by any government sector, PSU, Municipal Corporation in the past. Declaration to be given.


Commissioner
Rourkela Municipal Corporation



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Date: 06.12.2025

DETAILED TENDER CALL NOTICE (DTCN) FOR

1. Empanelment of agency for 01 Year for engagement of Chain Mounted Excavator, Backhoe Loader & Tractors.

Paper cost: Rs. 11,800.00 (Rupees Eleven Thousand Eight Hundred only)

EMD: Rs. 2,00,000.00 (Rupees Two Lakh only)

Milestone Dates

Availability of Tender Document in RMC Website (www.rmc.nic.in)	From <u>08.12.2025</u> to _____
Submission of Quotation by Speed post/Registered post/ Courier/ By hand	On or before 01:00 PM on <u>16.12.2025</u>
Opening of the Technical document	<u>16.12.2025</u> at 04:30 PM

Commissioner
Rourkela Municipal Corporation

Technical Part

Schedule of Work:- Empanelment of agency for 01 Year for engagement of Chain Mounted Excavator, Backhoe Loader & Tractors.

Details of the document attached		
Sl. No.	Name of Document attached	Submitted or Not
1	Paper Cost	
2	E.M.D	
3	Trade License	
4	PAN No.	
5	GST Registration No.	
6	Registration Certificate of the Firm/Company	
7	Update IT return filling certificate of last 3 years	
8	Any other certificate	
9	Average Annual Turnover of Rs. 40 Lakhs	
10	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 at the time of engagement of the vehicle	
11	Manpower Details (DL & other documents if required) to be attached at the time of engagement of the vehicle.	

**Signature of the Bidder
Name:**

Address:

Contact No.:

Financial Part

Schedule of Work:- Empanelment of agency for 01 Year for engagement of Chain Mounted Excavator, Backhoe Loader & Tractors.

SL NO	Item of Work	Unit	Quoted rate	
			Rate in figure in Rs.	Rate in words in Rs.
1	Chain Mounted Excavator	Per Hour		
2	Backhoe Loader	Per Hour		
3	Tractor	Per Day		

Rate should be excluding GST & Fuel and inclusive all applicable taxes and duties, Manpower, etc.

Schedule of Work:- Empanelment of agency for 01 Year for engagement of Chain Mounted Excavator, Backhoe Loader & Tractors.

SL NO	Item of Work	Unit	Quoted rate	
			Rate in figure in Rs.	Rate in words in Rs.
1	Chain Mounted Excavator	Per Month		
2	Backhoe Loader	Per Month		
3	Tractor	Per Month		

Rate should be excluding GST & Fuel and inclusive all applicable taxes and duties, Manpower, etc.

**Signature of Bidder
Name:**

Address:

Contact No.: