



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

Letter No. 13259

Date: 10/10/2022

**TENDER CALL NOTICE**

Sealed tender in prescribed format is invited from the reputed Travel agencies/ Tour Operators or Private Individuals having valid GST and PAN number for providing 05 Nos of AC Diesel or Petrol driven car as mentioned in the format annexed, which shall conform to the terms and conditions of the Tender for office use under Rourkela Municipal Corporation on monthly rent basis.

The detail tender paper can also be download from the RMC website www.rmc.nic.in and while submitting such tender paper a Banker's Demand Draft from any Nationalized/ Scheduled Bank of Rs.1120/- (Rupees One Thousand One Hundred Twenty only) in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela is to be submitted failing which the tender paper will be rejected.

The cost of tender paper is not refundable and the sealed tender paper duly filled up along with all required documents must be sent through Speed Post/ Regd. Post/ Courier or must be submitted in the tender box kept in chamber of DC Room no. 29 1st floor, Rourkela Municipal Corporation, Uditnagar, Rourkela-769012 during the office hour of any working day from 14/10/2022 to 27/10/2022 superscribing "**Tender for Hiring of Vehicles**". The last day of receiving of Tender is 27/10/2022 by 1.00 PM and will be opened on the same day at 4.30 PM in presence of the Tenderers or their authorized person who wish to attend.

The tenderer must submit the GST certificate and PAN Card Photocopies with Annexure-II.

However, the undersigned reserves the right to reject / cancel any or all the tenders at any time without assigning reason thereof.

Commissioner

Rourkela Municipal Corporation

Date. 10/10/2022

Memo. No. 13260

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. 10/10/2022

Memo. No. 13261

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 14/10/2022. The font size should be 8 Points and rate should be as per I&PR.

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

The following terms and conditions must be fulfilled by the successful bidder for providing 05 nos. of cars on hire on monthly rent basis for 2 years.

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. Vehicle should be Swift Dzire (Tour) / Honda Amaze model. The vehicle must have achieved a fuel efficiency of 17 Kms. Per litre (AC).
3. 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.
4. The hire charges to be paid for monthly basis is final but does not include cost of diesel or Petrol which is to be given separately through fuel coupons as per existing Government Norms. 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 owner.
5. Whoever wants to bid he has to bid for all the 05 vehicles mentioned in the tender documents. Part bidding of vehicles is not allowed.
6. The vehicles should be enabled with GPS tagging system by the agency.
7. It shall be the responsibility of the bidder to provide good drivers and the salary of the drivers shall be borne by the owner. The driver of the vehicle should have a valid Driving License.
8. 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 at the same cost as the previous vehicle.
9. 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.
10. The Vehicles shall report for duty every day whenever required.
11. In case of emergency the drivers will have to report for Duty as per the requirement of hirer. No extra payment shall be demanded.
12. Monthly hire charges of selected bidder will be paid in every succeeding month, as far as possible within 15 days of the submission of taxable Bill/ Invoice by the service provider and no advance payment will be made.
13. 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.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.
16. If the bidder violates any of the terms of contract, Rourkela Municipal Corporation shall forfeit the entire amount of security deposit.
17. An EMD of Rs. 20, 000/- (Rupees Twenty Thousand only) only in shape in DD in favour of Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela is to be submitted with the tender paper. The EMD of the unsuccessful bidder will be returned without interest after finalization of the bid. EMD of successful bidder will turn into Security deposit till termination of the contract.
18. The bidder should submit the tender document in sealed cover super scribing Tender for Hiring of Vehicles.
19. The successful bidder must engage the vehicles within 07 days after signing of the contract.

**TENDER FORM FOR HIRING OF VEHICLE FOR OFFICE OF  
ROURKELA MUNICIPAL CORPORATION**

**Part- I-A**

**(Technical Bid)**

1	Name of the Agency	
2	Address & Contract number the Agency	
3	GST No.	
4	PAN Card	
5	Model/Date of manufacture	
6	Registration No. (Copy of registration Certificate to be enclosed)	
7	Valid Insurance Certificate (Copy of Certificate to be enclosed)	
8	Proof of up-to-date Tax Payment. (Copy to be enclosed)	
9	Fitness Certificate of the vehicle. (Copy of Certificate to be enclosed)	
10	Valid Pollution Certificate. (Copy to be attached).	
11	Valid contract carriage Permit. (Copy to be enclosed)	
13	Copy of valid Driving License of the driver. (Copy to be submitted)	
14	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	
15	Whether Term and Condition submitted signed by the bidder as agreed to abide by all terms and conditions of the Tender (Yes/No)	

**Note: The format to be filled for all the 5 Nos. of vehicles and the documents to be submitted accordingly.**

**DECLARATION**

I/we hereby certify that the terms and conditions etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is complete and correct to the best of my/our knowledge I /We understand that in case of any deviation in the above statement at any state, the Agency shall be blacklisted and will not have any dealing with in future.

**Place:**

**(Full Signature and seal of the authorized signatory)**

**TENDER FORM FOR HIRING OF VEHICLE FOR OFFICE OF  
ROURKELA MUNICIPAL CORPORATION**

**Part- II-A**

**(Financial Bid)**

<b>Sl. No</b>	<b>Model of the Vehicle.</b>	<b>Rate of Hiring charges of the vehicle quoted per month excluding GST (In INR) per vehicle</b>	<b>Rate of GST (%)</b>	<b>Rate of Hiring charges of the vehicle quoted per month including GST per vehicle</b>
1	Swift Dzire (Tour) / Honda Amaze model			

**Note: Please mention the Model of Vehicle.**

**Place:**

**(Signature and seal of the authorized signatory)**

**Date:**

**Full Name:**

**Address:**