



# ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Pin-769012

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TCN No.: 14117

Date: 06/12/25

## TENDER FOR INSURANCE OF MUNICIPAL VEHICLES

Rourkela Municipal Corporation (RMC) invites tender from intending reputed Contractors for Insurance of Municipal Vehicles. The detail of the Bid document is available in the RMC website i.e. [www.rmc.nic.in](http://www.rmc.nic.in). The interested Bidders may download the Bid document from RMC website from 08.12.2025 onwards.

The sealed Bid shall be submitted to the Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela, Dist.-Sundargarh (Odisha), PIN-769012 on or before 16.12.2025 by 1.00 P.M. (in any working day) through registered post/Speed post/ Courier or in person super scribing as "**Tender for Insurance of Municipal Vehicles**". The Tenders will be opened in presence of Bidders or their authorized representatives who wish to attend on the same day at 4.00 P.M. If the last date of submission, opening of tender and other schedule happens to be a holiday, the next working day will be treated as the schedule for the same.

Authority reserves the right to accept/ reject any or all the Tender without assigning any reason thereof.

Memo No. 14118

Copy to Office Notice Board/ MIS, RMC for general public information and uploading of the Tender in the RMC website.

  
Commissioner  
Rourkela Municipal Corporation  
Date: 06/12/25

Memo No. 14119

Copy to the 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 newspapers and One highly circulated English daily on 09.12.2025. The font size should be 8 Points and rate should be as per I&PR.

  
Commissioner  
Rourkela Municipal Corporation  
Date: 06/12/25

  
Commissioner  
Rourkela Municipal Corporation

## **Scope of the Works**

- Separate rates for 3rd party and comprehensive insurance shall be given including basic rates, premium per seat and rate of premium for vehicles along with rate of discount offered in OD (Own Damage) premium.
- The rates shall be quoted through Broker or representative and such rates shall be accompanied by the approval granted by the Headquarter of the concerned insurance companies otherwise the same shall not be considered.
- Conditional/ incomplete tender will not be considered and may be out rightly rejected.
- In case, the rates quoted by two or more companies found equal/similar, the decision of the committee will be considered final.
- Average annual turnover of INR 50 Lakhs (Rupees Fifty Lakhs only) or above for the preceding 3 financial years (2022-23, 2023-24 & 2024-25) as per the statement duly certified by the Statutory Auditor / Chartered Accountant (FORM-II).
- Any Applicant which has been barred by any Central/ State Govt. agencies/ PUS in India, or any entity controlled by them, from participating in any project would not be eligible for participation.
- The Proposal must be submitted along with Form-I to IV and signed copy of the Tender document.
- No Consortium/ JV shall be allowed to participate in this Tender.
- Agency/Bidder should submit a list of the two major clients (Government or private) to whom he is providing/has provided insurance Services in the last 5 year.
- The non-refundable Document fees of Rs. 4,720/- (Rupees Four Thousand Seven Hundred Twenty only) including GST must be submitted in the form of Demand-Draft/ Cheque drawn on a scheduled commercial bank in favour of "Commissioner, Rourkela Municipal Corporation, Rourkela" payable at Rourkela may be placed in an envelope.
- The sealed Bid shall be submitted to the Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela, Dist.-Sundargarh (Odisha), PIN-769012 on or before 16.12.2025 by 1.00 P.M. (in any working day) as described above. The Tender will be opened in presence of suppliers or their authorized representatives who wish to attend on the same day at 4.00 P.M. If the last date of submission, opening of Tender and other schedule happens to be a holiday, the next working day will be treated as the schedule for the same.
- E.M.D. (refundable) of Rs. 2,00,000/- (Rupees Two Lakh only) should be enclosed along with the EOI duly pledged in favour of Commissioner, Rourkela Municipal Corporation, Rourkela in shape Demand Draft/ Cheque from a scheduled commercial bank payable at Rourkela only. EMD of unsuccessful bidder will be returned without interest immediately after tender process is over. EMD of successful bidder will be retained as Security deposit and returned without interest after successful installation and fulfilling all the term & conditions mentioned in the bidding.
- The bidder must have at least 3 year experience for providing insurance services. (Proof in this regard has to be submitted).
- Failing the service as per the terms and conditions of the tender, lead to termination of the work order and forfeiting the entire amount of Security deposit.
- Bidder found lowest quoted price will be awarded.
- The undersigned may engage one or more agencies with price negotiation.

- Corrigendum, addendums and subsequent clarification of the Tender terms, if any, can be downloaded from the official website of RMC i.e. [www.rmc.nic.in](http://www.rmc.nic.in) only.
- The undersigned reserves the right to accept or reject any or all Tenders without assigning any reason thereof.
- Rate will be valid for 01 Year from date of issue of Work order.
- Quantity may vary during issuance of Work Order.

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



### **Additional Terms and Conditions**

- The successful bidders shall be required to sign an agreement with the designated authority of RMC in accordance with the provisions of the law applicable, and in accordance with the terms and conditions of this tender document.
- Prices/Rates quoted in the Financial Bid (Annexure-II) for Municipal vehicles be exclusive of GST. The rates quoted should be exclusive of GST / Service Tax. The GST will be paid additionally at then applicable rates only after receiving the photocopy of GST Registration certificate. No GST will be paid if the firm/contractor fails to provide proof of valid GST Registration. Copy of PAN is also required to be submitted by the bidder firm/contractor.
- Tenders should be filed only in the prescribed format(s) given for Technical Bid and Financial Bid. Offers not received in the prescribed format(s) and/or incomplete offers shall not be entertained and rejected summarily.
- RMC reserves the right to accept or reject any tender/all tenders in full or part thereof without any reasons.
- Offers should not be quoted with any vague or indefinite expressions or bidder should not qualify their bids in any manner not specified in the tender and all such offers would be treated as vague offers and rejected accordingly.
- In the event of any dispute arising out of execution of the contract, the matter would be referred to RMC Authority for adjudication. Judicial adjudication of the disputes, if any, arising out of contract/work order etc., will be subject to jurisdiction of Courts in Rourkela only.
- If any successful bidder fails to fulfill his obligations under this tender, either by way of signing the agreement or after signing the agreement towards execution of the agreement and providing the requisite services in accordance with the terms and conditions of the agreement, RMC may, after due notice to the successful bidder/insurance company, and after giving him a chance of personal hearing, may "black-list" him. RMC would also be free to circulate such black-listing orders to other Ministries/Departments of Government of Odisha.
- The tenders received without tender fees and EMD would be rejected.
- Payments would be made on the monthly basis, normally within 7 days of receiving the insurance policy of that month.
- If the insurance company, during the agreement period, on any day fails to provide the insurance policies in accordance with the terms and conditions of the agreement, RMC would be free to engage other service provided in the market at the risk and responsibility of the insurance company. In such cases, the insurance company would be liable to pay the difference in the amount paid/payable by RMC for engagement of renewals of such insurance policy from other source and the amount which RMC could have paid to the company, if such policies were provided.

**Penalties/Deductions in case of nonperformance/violation of services Agreement:-**

The competent authority in RMC with whom the concerned vehicle is attached can levy the below mentioned penalties/deduction in case of nonperformance/ violation of Services Agreement as per details given below:

Parameter	Penalty imposed
Delay in renewal of Insurance	5% of the total premium cost of vehicle.  Note: If the vehicle meets with an accident during this period it will be the responsibility of the insurance company to get the vehicle repaired at their own cost within 3 weeks.
Delay in settlement of claim	10% of the total repair cost will be borne by the insurance company. If the claim settlement is delayed more than 15 days. (Subject to all claim related documents have been provided to the Insurance Company).

**For breach of any of conditions of the contract:-** Minimum penalty of Rs. 5000/- per default of termination of contract & forfeiture of performance securities as the case may be depending upon the grounds of violation.

**For persistence breach or unsatisfactory services:-** Termination of contract along with forfeiture of performance securities & blacklisting.

**FORM-I****Applicant's Profile**

1	Name of the Firm/manufacturer/supplier	
2	Name of the Authorized person	
3	Address	
4	Contact Number	
5	E-mail ID	
6	PAN No. (Photocopy to be attached)	
7	GST No. (Photocopy to be attached)	
8	Annual Average Turnover Certificate of Rs. 50,00,000/- (Rupees Fifty Lakhs only) for the year 2022-23, 2023-24 & 2024-25	
9	Document Fee of Rs.4,720/-	DD No. _____ Date. _____ Name of the Bank _____
10	EMD of Rs. 2,00,000/-	DD No. _____ Date. _____ Name of the Bank _____

Date:

Signature of Authorized person with Seal

Place:

Name:

Designation:

**FORM-II**

**Average Annual Turnover in Last Three Financial Years**

The Annual Turnover for the last three financial years of M/s \_\_\_\_\_ are given below and certified that the statement is true and correct.

Year	Annual Turnover in Rs.
2022-23	
2023-24	
2024-25	

Average annual turnover for the above three years in Rs. \_\_\_\_\_  
( \_\_\_\_\_ )

**Date:**

**Signature of Auditor /  
Chartered Accountant**

**Place:**

**Name:**

**Seal:**

**Membership No:**

**Regd. No. of Firm:**

***Note: To be issued in the letter head of the Auditor / Chartered Accountant mentioning the membership number.***

**FORM-III**

**Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted**

**(On a Stamp Paper of relevant value)**

**Affidavit**

I M/s. .... Sole Applicant, (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually or as member of a Consortium as on .....

We further confirm that we are aware that as per the EOI, our application would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the EOI at any stage of the Evaluation Process or thereafter.

Dated this .....Day of ....., 2022

Name of the participant:

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person



**FORM-IV****Financial Proposal of Applicant**

Vehicle Type	Rate of Insurance (In Rs.)	GST as applicable (in Rs.)	Net payable amount.
<b>Part -I (3<sup>rd</sup> Party)</b>			
Compactor			
Tipper			
Tractor			
Dumper			
Mini Jetting/ Mini Cesspool			
Suction-cum-Jetting			
Mechanical Sweeper			
Cesspool			
LCV (3 Wheeler)			
LCV (4 Wheeler)			
Bolero Pick Up			
Electric Ladder			
Tata Ace (Passenger)			
Backhoe Loader			
Water Sprinkler			
Defogging Vehicle			

Vehicle Type	Rate of Insurance (In Rs.)	GST as applicable (in Rs.)	Net payable amount.
<b>Part – II (Comprehensive)</b>			
Compactor			
Tipper			
Tractor			
Dumper			
Mini Jetting/ Mini Cesspool			
Suction-cum-Jetting			
Mechanical Sweeper			
Cesspool			
LCV (3 Wheeler)			
LCV (4 Wheeler)			
Bolero Pick Up			
Electric Ladder			
Tata Ace (Passenger)			
Backhoe Loader			
Water Sprinkler			
Defogging Vehicle			

We agree all the terms & condition of the EOI and certified that the rate quoted above is excluding of GST and including of other applicable taxes, transportation, loading & unloading, manpower and commissioning cost etc. No extra amount, whatsoever it may be, shall be charged at any point of time. .

Date:  
Place:

**Signature of Authorized person with Seal**  
Name:  
Designation:  
Company Name: