



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR  
Odisha - 768001  
Phone No. 0263-2411316 / E Mail : [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)




Notice No: 8019 /SMC

Dated. 25.08.2022

### Tender Call Notice


Sealed quotations/tenders are invited in prescribed format (Annexure-III) from interested reputed Travel Agencies/Tour Operators or private individuals for providing 02 (Two) nos. of AC vehicles preferably BS-IV or above compliant vehicle which shall confirm to the terms and conditions (mentioned in Annexure-II) for official use of Sambalpur Municipal Corporation on monthly rent basis. The vehicles will be engaged from the date of signing of agreement. The type of vehicles required as mentioned below.

Sl no	Type of vehicle	No Of vehicle required	Maximum Hire Chargers per month (excluding fuel cost, lubricant cost and GST)	Minimum average mileage in KMs per litre
1	Zest/tigor/Swift Dezir/Xcent/Etios (petrol)	02(two)	Rs. 26,000/- (Rupees twenty six thousand only)	17 (seventeen)

  
Commissioner  
Sambalpur Municipal Corporation

Memo No. 8019(a)/SMC dt. 25.08.22

Copy to the Office Notice Board/ MIS, SMC for information and directed to publish in SMC website.


  
Commissioner  
Sambalpur Municipal Corporation

## **Annexure-I**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 02 nos. of AC driven vehicles having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure- II) for official use in department/Office on monthly rent basis:

- 1) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs. 5000/- shall be deposited by the intending bidders in shape and of Account Payee Bank Draft drawn in favour of the Municipal Commissioner, payable at Sambalpur submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 10 Kms per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver with Driving License No. and period or validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III)
- 8) Any bidder can apply for providing one or more than one vehicle and details should be mentioned in the Annexure-III. Preference will be given to the bidder applies for providing all the required three nos. of vehicle provided that the bidder quotes the lowest hire charges and highest mileage per litre.
- 9) **The Quotation completed in all respect should reach the undersigned on or before 08.09.22 by 4.00 PM and shall be opened on the same day at 4.30 PM in presence of the bidders or their authorized representatives.**
- 10) The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from SMC official website i.e., [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in).

  
Commissioner

 Sambalpur Municipal Corporation





**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis

1. The hired vehicles, during period of contract, shall have all necessary Valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc, and D.L. of the driver available all the times, Sambalpur Municipal Corporation shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes. Battery etc. will be borne by the bidder.
3. The vehicle should be under optimum running condition and avoid accidents attributable to lack of maintenance / up keep. The hired vehicle cannot be used for any private / any commercial purpose beyond office hours or during holidays.
4. GST registration for service providers is mandatory. Preference will be given to the service providers registered under GeM portal.
5. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
6. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
7. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
8. The vehicles shall report for duty for minimum of 26 days in a month and four days can be utilized by the owner for maintenance, Servicing etc.
9. From the date of engagement, a plate showing "On Govt. Duty, SMC, H&UD Deptt." to be fitted in the front side and back side of the vehicle.
10. The vehicle will be stationed inside the SMC office campus all the day (both day and Night), so that the same can be utilized as and when required by the Authority.



11. The mobile ph. Number of the driver so engaged by the successful bidder should be available and open all times, so that he can be informed during emergency time as and when required by the Authority including Govt. Holidays. The driver should respond immediately to any call from any officer/ staff of SMC.
12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
14. The vehicle shall **not be more than 3 years old** from the initial registration and also in good running condition during the period of contract. The vehicles older than five years should be replaced by a new vehicle by the service provider.
15. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
16. 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 service and termination of agreement.
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
18. The date of engagement of the vehicles, two passport size photograph of driver, copy of driving license / mobile ph. no. /copy of RC book to be submitted to the Authority.

  
Commissioner  
  
Sambalpur Municipal Corporation

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle : -
- 2) Type of Vehicle (AC/Non-AC): -
- 3) Year of Manufacture : -
- 4) Model : -
- 5) Date of registration:-
- 6) Name & complete address  
of the owner of vehicle : -
- 7) Fitness Certificate validity : -
- 8) Permit validity : -
- 9) Insurance validity : -
- 10) Name / Address of the Driver : -
- 11) D.L. No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month  
excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile ..... Telephone.....

“ Certified that the information submitted above is true to the best of  
my knowledge and belief .”

**Seal & Signature of the  
Quotationer/Tenderer**