



# Sambalpur Municipal Corporation Sambalpur (Odisha)

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NOTICE NO. 2538 /SMC

DATE. 13-03-2025

## Tender Call Notice

Sealed quotations/tenders are invited in prescribed format (Annexure-B) from interested reputed Travel Agencies/Tour Operators or private individuals for providing diesel/ petrol driven 02 (Two) nos. of Bolero Neo/ Ertiga or higher version vehicle preferably BS-IV or above compliant vehicle which shall confirm to the terms and conditions (mentioned in Annexure-A) for official use in Sambalpur Municipal Corporation on monthly rent basis. The type of vehicles required as mentioned below.

Sl no	Type of vehicle	Require Nos. of vehicle	Maximum Hire Chargers per month (excluding fuel cost, lubricant cost and GST )	Minimum average mileage in KMs per litre
1	Bolero Neo/ Ertiga or higher version vehicle	02 (Two)	Rs. 31,000/- (thirty one thousand only ) per month <i>each vehicle</i>	10 (Ten)

  
Commissioner

Sambalpur Municipal Corporation

Memo No 2539 /SMC dt 13-03-2025

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

  
Commissioner

Sambalpur Municipal Corporation

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of **Rs.10,000/- (Ten thousand rupees)** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "Commissioner, Sambalpur municipal corporation payable at Sambalpur" and submitted along with the tender as security deposit for each vehicle. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid Information (excluding fuel) .
8. The Vehicle must achieve a fuel efficiency of **10 KM per liter**.
9. The details of the make and year of manufacture of the vehicle, registration no , mileage covered per litre and name of the Driver, Driving License no. and period of validity should be specifically provided in the general bid Information to be furnished with the Quotation/Tender (Annexure-B).
10. The Quotation completed in all respect should reach the undersigned on or before dt.**27.03.2025** by **03.00 P.M** and shall be opened on the same day at **04.00** P.M in presence of the bidders or authorized representatives.
11. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc can be obtained from the cashier at the SMC new office at Durga pali on payment of Rs.1000/- or can be downloaded from the SMC website , [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) for which the applicant has to submit demand draft for an amount Rs 1000/- only towards the cost of application of each vehicle along with the filled in application drawn infavour of "Commissioner, Sambalpur Municipal Corporation, payable at Sambalpur.

  
**Commissioner**  
Sambalpur Municipal Corporation

Terms & Conditions

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, Pollution 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.
2. The SMC 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, lubricant, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of **26** days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and 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.
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 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.
13. If the services are found to be unsatisfactory, office shall be given for one month notice to client and terminate the agreement.

14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

15. The service provider will ensure that the vehicle is kept under optimum running condition and avoid accident attributable to lack of maintenance/ upkeep. The hired vehicle cannot be used for any private / Commercial purpose beyond office hours or during holidays.

16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

17. On 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.

18. The vehicle should have Commercial license and should not be more than three years old on the date of opening of tender from initial registration. On the date of agreement if the vehicle is found more than three years old then the bidder will be declared disqualified and the security deposited will be forfeited.

19. The hiring may be discontinued immediately, when the vehicle is no longer required for offices.

  
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**Annexure-B**

**GENERAL INFORMATION FOR HIRING VEHICLE**

<b>SI No</b>	<b>Particulars</b>	
<b>1</b>	<b>Name of the service provider</b>	
<b>2</b>	<b>Complete address</b>	
<b>3</b>	<b>OGST Number</b>	
<b>4</b>	<b>Bank account No. and IFSC code</b>	
<b>5</b>	<b>Registration no. of Vehicle</b>	
<b>6</b>	<b>Year of Manufacture</b>	
<b>7</b>	<b>Make &amp; Model</b>	
<b>8</b>	<b>Date of registration</b>	
<b>9</b>	<b>Name &amp; Complete Address of the owner of the vehicle</b>	
<b>10</b>	<b>Fitness certificate validity</b>	
<b>11</b>	<b>Pollution certificate validity</b>	
<b>12</b>	<b>Permit validity</b>	
<b>13</b>	<b>Insurance validity</b>	
<b>14</b>	<b>Name/ Address of the Driver</b>	
<b>15</b>	<b>D.L no. &amp; Validity of the D.L of the Driver</b>	
<b>16</b>	<b>Proposed hires charge of the vehicle per month excluding fuel cost</b>	
<b>17</b>	<b>Rate of fuel consumption/ Mileage per litre</b>	
<b>18</b>	<b>Contact no. of Service provider</b>	
<b>19</b>	<b>Contact no. of Driver</b>	

**Certified that the information submitted above is true to the best of my Knowledge and belief.**

**Seal & Signatur of  
Quotationer / Tenderer**