



Sambalpur Municipal Corporation Sambalpur (Odisha)

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NOTICE NO. 3947 /SMC

DATE, 23.03.2026

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 08 nos. diesel/ petrol driven Tuv 300/ Bolero/ Ertiga vehicles 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.

SI no	Type of vehicle	Required nos. vehicles	Maximum Hire Chargers per month (excluding GST)	Minimum average mileage in KM per litre
1	TUV300/ Bolero/ Ertiga	08(Eight)	Rs. 37,000/- (Thirty seven thousand only) for each Vehicle	10 (Ten)

Commissioner

Sambalpur Municipal Corporation

Memo No 3948 /SMC dt 23.03.2026

Copy to the Office Notice Board, SMC for information and directed to publish in public notice board.

Commissioner

Sambalpur Municipal Corporation

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be in road worthy condition, shall not be more than 3 years old from 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.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. 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. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid Information (excluding fuel and lubricants).
7. The Vehicle must achieve a fuel efficiency of **10 KM** per liter per vehicles.
8. The details of the make and year of manufacture of the vehicle, registration number, 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).
9. The Quotation completed in all respect should reach the undersigned on or before dt. 08.04.2026 by 02.00 P.M and shall be opened on the same day at 04.00 P.M in presence of the bidders or authorized representatives.
10. 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 Durgapali on payment of **Rs.1000/-** or can be downloaded from the SMC or applicant has to submit demand draft for an amount **Rs. 1000/-** only towards the cost of application along with the filled in application drawn infavour of "Commissioner, Sambalpur Municipal Corporation, payable at Sambalpur".


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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, 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 of the hired vehicle 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. If there is a delay in the submission of the hire bill along with the updated logbook after one month, a penalty will be imposed by the office."
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, Sambalpur.
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, the client shall give one month notice 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. 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

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 for fitted.

19. 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.

20. Without assigning any reason, if the driver remains negligent in duty or the vehicle is found absent from service, the office shall impose a penalty and deduct the same from the hiring charges bill.


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GENERAL INFORMATION FOR HIRING VEHICLES

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

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

**Seal & Signatur of
Quotationer / Tenderer**