



# CUTTACK MUNICIPAL CORPORATION

Ref:.....3080...SPK  
XV-P/S (Vehicles) 13/2019

Date : 9.8.2019.....

## QUOTATION / TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLES

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Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **2 (Two) Nos Scorpio/Swift Dezire AC or equivalent four wheeler vehicle, 13 (Thirteen) Nos Non AC Indigo/ Swift Dezire or equivalent four wheeler vehicle 7 (Seven) Nos Bolero or equivalent four wheeler vehicle & 1(one) Auto or equivalent Three or four wheeler vehicle having company approved sitting capacity including driver** which shall conform to the Terms and conditions (**Annexure-I**) for Official use in **Cuttack Municipal Corporation** 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. There shall be a panel of vehicle owners who have participated in tender process in an ascending order.
5. A sum of **Rs.5000/- (Rupees Five thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Municipal Commissioner, Cuttack Municipal Corporation 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 Service Tax and fuel & lubricants**). The Service Tax, fuel and lubricants would be reimbursed separately over & above the hire charges.

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9/8/19



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- 6) The Vehicles must achieve fuel efficiency as follows
- Scorpio /Bolero/Marshal/Tata Sumo/Mahindra Max - 10 (Ten) Kms per litre.
  - Indigo/Swift - 15 (Fifteen) Kms per litre
  - Swift Dzire (Petrol) - 14 (Fourteen) Kms per litre
  - Swift Dzire (Diesel) - 17 (Seventeen) 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 driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender **(Annexure-II)**.

8) The Quotation completed in all respect should be **deposited in the Office of Executive Engineer, City Division II, Cuttack Municipal Corporation located at Bikash Bhawan, Jaganath Lane, Badambadi, Cuttack** on or before **dated 27<sup>th</sup> August' 2019 by 03.30 P.M.** and shall be opened on the same day i.e. **'dated 27th August' 2019. At 4.30 PM** in the office of the **Executive Engineer, City Division II, Cuttack Municipal Corporation located at Bikash Bhawan, Jaganath Lane, Badambadi, Cuttack** in the presence of the bidders or their authorised representatives.

9) The application form of quotation / tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. can be downloaded from Cuttack Municipal Corporation Website **www.cmccuttack.gov.in.**

  
Executive Engineer,  
City Division II,  
Cuttack Municipal Corporation



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## ANNEXURE-I

### 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 the 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. The Department/Office hiring the vehicle 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 in any manner whatsoever. The hirer shall not 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 & lubricants, 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. 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. Repair and maintenance charges and other operating cost including taxes (except Service Tax on hire charges) would be borne by the Service Provider/Owner.
4. 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.
5. 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.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charge and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government norms) of selected bidder, will be paid in every succeeding month, as far as possible within 15 (fifteen) days of

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*Handwritten signature and date*  
9/11/19



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the submission of bills by the service provider and no advance payment will be made.

9. The vehicle shall not be more than 3 (three) years old from the initial registration and also in good running condition during the period of contract.

10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

11. 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.

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

13. The number of vehicles to be hired is likely to be increase/decrease as and when required with the same terms & conditions.

Executive Engineer,  
City Division II,  
Cuttack Municipal Corporation





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## ANNEXURE-II

### 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 the vehicle:-
- 7) Fitness Certificate Validity:-
- 8) Permit Validity:-
- 9) Insurance Validity:-
- 10) Name / Address of the Driver:-
- 11) D.L. No. & Validity of the Driver:-
- 12) Proposed hire Charge of the vehicle per month excluding fuel cost and service Tax:-
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contract Number of the Service Provider (Tenderer / Quotationer): Mobile No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

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

