

DRAFT



TENDER CALL NOTICE No. 12753 dtd. 25/11/2022
FOR HIRING OF VEHICLE FOR CUTTACK MUNICIPAL
CORPORATION, CUTTACK

Sealed tenders are invited from registered travel agencies / private individuals for hiring of following vehicles on monthly basis. Details regarding eligibility criteria, terms and conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from website of www.cmccuttack.gov.in. Interested agencies and individuals may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelopes as "Tender for Hiring of Vehicles for Cuttack Municipal Corporation, Cuttack".

The tender should reach at the office of the undersigned by 13/12/2022 (till 5.00 P.M). The tenders will be opened on 14/12/2022 at 02.00 P.M in Biju Bhawan, Choudhury Bazar, Cuttack for finalization of Technical Bid & Financial Bid. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.


Commissioner
Cuttack Municipal Corporation



CUTTACK MUNICIPAL CORPORATION

TENDER FOR HIRING OF VEHICLES FOR OFFICIAL USE AT CUTTACK **MUNICIPAL CORPORATION, CUTTACK** **Instructions to Service Providers**

(1) Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for hiring of following vehicles(Table-1) which must conform to terms and condition mentioned in Annexure-I for use of Cuttack Municipal Corporation, Cuttack on monthly hire as per CMC norms.

Table-1

SL No.	Type of Vehicle	Maximum Hire Charges per Month as per Age of Vehicle Excluding Tax			Minimum KMPL
		1 to 3 Yrs.	3 to 5 yrs	Above 5 Yrs	
1	Maruti Ertiga ZDI+ /Scorpio/Creta/Mahindra Marazzo	36,000/-	35,000/-	NA	10
2	Maruti Suzuki Tour	25,000/-	23,000/-	20,000/-	17
3	Honda Amaze	25,000/-	23,000/-	20,000/-	17
4	Indigo ECS	-	-	18,000/-	17
5	TATA Zest	25,000/-	23,000/-	20,000/-	17
6	Maruti 2S New	25,000/-	23,000/-	20,000/-	17
7	Tiago (AC)/Bolt (AC)/Celerio(AC)-Petrol /Diesel	19,000/-	18,000/-	16,500/-	17
8	Suzuki Dzire/Swift Dzire/ Xcent-AC Petrol /Diesel	25,000/-	23,000/-	20,000/-	17
9	Ciaz/Honda City-AC-Petrol /Diesel	28,000/-	25,000/-	20,000/-	12
10	Innova Cryst AC Petrol / Diesel	42,000/-	40,000/-	35,000/-	9
11	Bolero (AC)/ Tata Sumo Gold (AC)/ Ertiga (AC) Diesel	28,000/-	26,000/-	20,000/-	10

➤ The service provider may submit bid for Light Motor Vehicle of any other make not mentioned in the Table-1 of similar category.

SL No.	Type of Vehicle	Maximum Hire Charges per day as per Age of Vehicle Excluding Tax			Fuel (Liter per Hour)
		1 to 3 Yrs.	3 to 5 yrs	Above 5 Yrs	
1	Tractor	700/-	600/-	550	3

(2) The tender is to be submitted in the prescribed tender format at **Annexure-II**. The service providers should submit their technical and financial bid in one envelope and the envelope should be super-scribed as "Tender for Hiring of Light Motor Vehicle on monthly basis" to O/o Cuttack Municipal Corporation, Choudhury Bazar, Cuttack. The service provider may submit bid for Light Motor Vehicle of any other make not mentioned in the Table-1 of similar category.

(3) The tender completed in all respect should reach the undersigned by 13/12/2022 at 5.00 P.M and shall be opened on 14/12/2022 at 03.00 P.M in presence of the service providers or their authorized representative for finalization of Technical & financial bid.


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ANNEXURE - I

TERMS AND CONDITION

1. The vehicles must be in road worthy conditions and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to- date tax payment etc. the CMC shall not be responsible for any damage/ loss caused to hired vehicle or loss of life / injury made to any person or damage to any properties on account of use of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor Passenger vehicle and should be sufficiency experienced in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior to words public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.1000/- (Rupees one thousand) only in shape of A/c payee Bank Draft drawn in favour of Commissioner, Cuttack Municipal Corporation shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the tender process.
5. Rs. 5000/- (Rupees five thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favour of Commissioner, Cuttack Municipal Corporation. The amount will be refunded after the vehicle disengaged subject to deduction, if any.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per liter shall be indicated.
8. Details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) and name of the Driver with Driving License No and period of validity should be provided in the Bid to be furnished.
9. The contract will remain valid for a period of 2 years and can be extended from time to time at the discretion of the user (CMC).

10. In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. The hire charges to be paid for monthly basis is final but does not include cost of diesel/petrol, which is to be paid separately basing on actual consumption and existing CMC norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report subject to minimum KMPL stated in the tender notice.
13. It shall be the responsibility of the service provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signatories of the user as per the kilometers recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-II regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. may be rejected by the Tender Committee at the risk and responsibility of the bidder.

22. Termination: - Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.

23. The tenders / bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.

24. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.

Sd/-
Commissioner,
Cuttack Municipal Corporation
Cuttack

ANNEXURE - II

TENDER FORM

Technical Bid and Financial Bid

(The documents have to be arranged serially as per the order mentioned below)

1.	Name of the Service Provider / Agency/ Quotationer	
2.	Address of the service provider / Agency/ Quotationer with Telephone No	
3.	Pan of Service Provider / Agency/ Quotationer	
4.	Contact No. of the Service Provider / Agency/ Quotationer	
5.	Name and Model of the vehicle	
6.	Type of Vehicle (A.C and Non-A.C)	
7.	Regd. No. of Vehicle	
8.	Year of manufacture	
9.	Model	
10.	Date of Registration.	
11.	Fitness Certificate validity	
12.	Permit validity	
13.	Insurance validity	
14.	Rate of fuel consumption / Mileage per Ltr	
15.	Name of the Driver	
16.	Address of the driver	
17.	Contact No. of the Driver	
19.	Driving License No. and validity of the driver	
20.	PAN/ Aadhar Card Number of the Driver	
21.	GST Registration(if any)	(Attach self - attested copy of GST Registration Certificate)
22.	Undertaking that the vehicle to be provided will not belong to any employee of Cuttack Municipal Corporation or his / her relative.	Attach the undertaking with signature & seal of the bidder
23.	Undertaking that the firm has not been debarred / blacklisted by any Govt. organization / Semi Government organization / PSUs/CMC	Attach the undertaking with signature & seal of the bidder

24. Part - 2 Price Bid

SL No.	Vehicle Regd. Number & Model	Price Bid (i.e. Monthly Hire Charge) Excluding taxes)

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place :-

Date:-

(Signature & Seal of Service Provider / Agency/ Quotationer)