

# OFFICE OF THE MUNICIPAL COUNCIL: SONEPUR

Letter No. 2015 Date. 14.8.25

## Quotation Call Notice for Hiring of Vehicle

Sealed quotations are invited in the prescribed format from the local registered travel agencies/tour operators/private individuals for providing one **SWIFT Dzire, Petrol vehicle** for Sonepur Municipality on monthly hiring basis. The details of the Terms and Conditions of the above service as per Finance Department Memorandum No.15836/F dt.27.05.2025 along with the tender document can be downloaded from [www.subarnapur.nic.in](http://www.subarnapur.nic.in) or [www.Odisha.Gov.in](http://www.Odisha.Gov.in). Interested bidders may submit their sealed tender in the prescribed format super scribing "**Application for Hiring of Vehicle on monthly hiring basis for Sonepur Municipality**" on the cover of the envelope to the Executive Officer, Sonepur Municipality, through Speed Post/Registered Post or person drop in tender box latest by **25.08.2025 up to 05.00P.M.** The bids will be opened on **26.08.2025 at 11.00A.M** in presence of tender committee members and participated bidder or their authorized representative. The authority reserves all rights to cancel the tender without assigning any reason thereof.

**For Details please visit: [www.subarnapur.nic.in](http://www.subarnapur.nic.in) or [www.Odisha.Gov.in](http://www.Odisha.Gov.in)**

14/8/25  
Executive Officer

Sonepur Municipality  
Executive Officer  
Sonepur Municipality

Memo No. 2016 /Dt. 14.8.25/

Copy to the District Informatics Officer, NIC, Subarnapur for favour of information with request to display the above Quotation in District Web Site.

14/8/25  
Executive Officer

Sonepur Municipality  
Executive Officer  
Sonepur Municipality

Memo No. 2017 /Dt. 14.8.25/

Copy submitted to the District Magistrate & Collector, Subarnapur/Project Director, DUDA, Subarnapur/ Sub-Collector, Subarnapur/RTO, Sonepur/CDMO, Sonepur/DI & PRO, Sonepur/BDO, Sonepur/Tahasildar, Sonepur, for favour of information and necessary action. They are requested to display the notice on their notice board for wide publication.

Copy to this office Notice Board for information.

14/8/25  
Executive Officer

Sonepur Municipality  
Executive Officer  
Sonepur Municipality

# OFFICE OF THE MUNICIPAL COUNCIL: SONEPUR

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

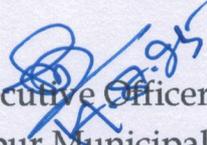
The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hiring basis.

1. The vehicle must be in road worthy condition, shall not be more than three year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution certificate, proof of up to date tax payment etc. which are mandatory for plying the 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. Paper cost **Rs.200/-** (Rupees Two Hundred) only in shape of BD/DD in favour of Executive Officer, Sonepur Municipality payable at Sonepur shall be attached with quotation paper. The details term & conditions along with application form may be downloaded from Subarnapur District Website [www.subarnapur.nic.in](http://www.subarnapur.nic.in) or [www.Odisha.Gov.in](http://www.Odisha.Gov.in) from **14.08.2025 to 25.08.2025 up to 05.00 P.M.**
5. A sum of **Rs. 5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour **EXECUTIVE OFFICER SONEPUR MUNICIPALITY** payable at Sonepur town 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 )
7. The Vehicle must achieve a fuel efficiency of minimum **17Kms.** per litre.
8. 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 of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender.
9. The Quotation completed in all respect should reach the office of the undersigned on or before **25.08.2025 by 05.00P.M Through Speed Post/ Registered Post or person drop in tender box and shall be opened on 26.08.2025 at 11.00 A.M** in presence of the bidders or their authorized representatives.
10. The eligible bidder shall commence the services from the date of place of the order and shall continue to provide the services up to one year of Agreement and it may further be extended after fulfilment of certain conditions.

11. The undersigned reserves the right to cancel by modify fully or partially the invitation for bid or to reject one or more of the bids or cancel the entire tender process without assigning any reason thereof.
12. GST registration & GeM registration are compulsory for any service provider to provide hired vehicle.
13. 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, Pollution certificate 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 damages to any property on account of use of hired vehicle any manner what so ever. The hired shall be responsible for all such litigation.
14. The hire charges to be paid after deduction of income tax or any other tax as applicable by law for monthly basis is final but does not include cost of fuel, 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.
15. 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.
16. 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.
17. In case of the vehicle do not report, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
18. The vehicles shall report for duty for minimum **25 days in a month**.
19. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
20. Monthly hire charges 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.
21. The vehicle shall not be more than three year old from the initial registration and also in good running condition during the period of contract.



22. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
23. 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.
24. If the bidder violates any of the terms of contract, Municipal Authority shall forfeit the entire amount of security deposit.
25. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached all relevant documents including drafts as per the terms & conditions.
26. As per Finance Department Memorandum No.15836/F dt.27.05.2025 maximum hire charges per month without taxes shall be Rs. 24,000/-

  
Executive Officer,  
Sonepur Municipality  
Executive Officer  
Sonepur Municipality

## General Information for Hiring Vehicle

Sl. No.	Particulars	
1	Name & Address of the service provider	
2	GST Number	
3	GeM Registration 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 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	Contact Number of the Service Provider	
17	Contact number of Driver	

  
Executive Officer  
Sonapur Municipality

18	Bank Draft No & date for Rs. 5000/- Towards SD money	
19	Bank Draft No & Date for Rs.200/- towards paper cost	
20	<b>Proposed hire charge of the vehicle per month excluding fuel cost</b>	
21	<b>Rate of fuel consumption / Mileage per litre</b>	

Signature of the  
Quotationer/Tenderer

  
Executive Officer  
Sonepur Municipality  
Executive Officer  
Sonepur Municipality