

# GOVERNMENT OF ODISHA



## H & UD DEPARTMENT PARADEEP MUNICIPALITY PARADEEP

### "SUPPLY OF VEHICLE TO PARADEEP MUNICIPALITY"

PERIOD OF SALE OF BID DOCUMENTS :- From Dt. 02.05.2025 to Dt. 13.05.2025

LAST DATE OF RECEIVED BID DOCUMENTS:- Dt. 14.05.2025 upto 11.00 AM

DATE & TIME OF OPENING THE BID DOCUMENTS :- Dt. 14.05.2025 upto 1.00PM

COST OF TENDER PAPER :- ₹ 2,000.00

(Rupees:- Two Thousand) Only.

COST OF EMD :- ₹ 10,000.00

(Rupees:- Ten Thousand) Only.

Name of the Bidder

MR No

/Dt

EXECUTIVE OFFICER  
PARADEEP MUNICIPALITY  
PARADEEP, ODISHA.

**OFFICE OF THE PARADEEP MUNICIPALITY, PARADEEP**

No 1661 /Date 29-04-2025

**QUOTATION CALL NOTICE**

The Executive Officer, Paradeep Municipality on behalf of Paradeep Municipality, Paradeep, Dist-Jagatsinghpur invites sealed quotations from the intending registered suppliers/ agencies having valid eligible license/ registration certificate, PAN, GSTIN from competent authority in order to supply of vehicle (details in BoQ-A) to Paradeep Municipality for different works. The rate for each categories of vehicle should be mentioned clearly in the BoQ/ prescribed format (Annexure-A). The quotation schedule (DTCN) along with terms and conditions can be downloaded from Paradeep Municipality website [www.paradeepmunicipality.in](http://www.paradeepmunicipality.in) from **10.00 AM date. 02.05.2025 to date. 13.05.2025 upto 5.00 PM** on payment of **₹2000.00** (Rupees:- Two Thousand ) only (non-refundable) in shape of Cash/ bank draft/ bankers cheque drawn in favour of Executive Officer, Paradeep Municipality payable at Paradeep from any nationalized bank. The quotation alongwith all documents should reach the office of the Paradeep Municipality, Paradeep on or before **date. 14.05.2025 upto 11.00 AM**. Quotation reached after due date and time will not be taken into consideration. The quotation will be opened on the same day at **1.00 PM** in presence of the quotationer or their authorized representatives. The undersigned has the rights to accept, cancel or reject any or all the quotations with assigning any reason thereof.

*[Handwritten Signature]*  
Executive Officer  
Paradeep Municipality

Memo No 1662 /dt 29-04-2025

Copy to the Collector & District Magistrate, Jagatsinghpur/ PD DRDA, Jagatsinghpur / Sub-Collector, Jagatsinghpur/ ADM, Paradeep for favour of kind information. They are requested to display the same notice in your notice board for wide publication.

*[Handwritten Signature]*  
Executive Officer  
Paradeep Municipality

Memo No 1663 /dt 29-04-2025

Copy to the Office Notice Board, Paradeep Municipality for wide publication.

*[Handwritten Signature]*  
Executive Officer  
Paradeep Municipality



**TERMS AND CONDITIONS**

- 1 The details of bid documents specification, schedule & quantities and set of terms & conditions is available in the Paradeep Municipality website [www.paradeepmunicipality.in](http://www.paradeepmunicipality.in) on payment of cost of quotation/EOI documents **₹2,000.00** (Rupees Two Thousand) only in shape of Cash/ DD/ Banker cheque drawn on any nationalized bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep. The cost of quotation/EOI paper is not refundable.
- 2 The bidder must be accompanied by EMD/ tender security amount of **₹10,000.00** (Rupees Ten thousand) only in shape of Cash/DD/ TDR drawn on any nationalized Bank in favour of Executive Officer, Paradeep Municipality payable at Paradeep.
- 3 The quotation schedule (DTCN) alongwith terms and conditions can be downloaded from Paradeep Municipality website [www.paradeepmunicipality.in](http://www.paradeepmunicipality.in) from **10.00 AM date. 02.05.2025 to date. 13.05.2025 upto 5.00 PM**. Request for quotation/ EOI documents through post will not be entertained.
- 4 The sealed quotation/ EOI documents should reach the office of the Paradeep Municipality, Paradeep on or before **dt. 14.05.2025 by 11.00 AM** positively. The authority will not be responsible for any delay for non receipt of quotation/EOI documents in time.
- 5 The quotation/ EOI/ bid documents will be opened on **dt. 14.05.2025 at 1.00 PM** in the office chamber of Executive Officer, Paradeep Municipality, Paradeep in the presence of the bidder of their authorised representatives who wish to attend. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received/opened in the next working day at the same time & venue.
- 6 The quotationer should submit the quotation/ bid document alongwith self attested copies of (i) PAN, (ii) GSTIN, (iii) Firm/ Dealer certificate, valid registration certificate, insurance certificate, fitness certificate, valid contact carriage permit, proof of update tax payment etc. and DL of the driver. Quotation without one or more of these documents are bound to be rejected.
- 7 The quotationer shall submit the Quotation Call Notice & Quotation Schedule duly signed by him with seal.
- 8 The checklist in Annexure-B will be properly filled up according to submitted documents.
- 9 The vehicle shall not be more than 10 (Ten) years old from the initial registration and also in good running condition during the period of contract.
- 10 The quotationer shall quote their rate according to description inclusive hire charge of vehicle, salary of driver and helper excluding cost of diesel in BoQ/ prescribed format (Annexure-A). The required diesel will be supplied by department as per existing Government norms. GSTIN shall be mentioned separately if required.
- 11 Rate will be filled up in prescribed format i.e. BoQ/ prescribed format (Annexure-A), beyond the tender will be rejected.
- 12 The rate should be mentioned in both figures and words. Any correction or overwriting in the offer should be attested by the quotationer.

- 13 The Quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected. The schedule appended to the quotation call notice should be filled up and signed.
- 14 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 The hire charges to be paid for day basis subject to submission of bill in duplicate.
- 16 Quantity indicated against each item tentative. The Paradeep Municipality may decide to abandon or reduced the scope of supply for any reason what so ever and hence may not required the whole or part of the work to be carried out the bidder shall have no claim to any payment of compensation.
- 17 The hired vehicles, during period of contract, shall have all necessary valid MVI documents such as valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of update tax payment etc. and DL 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 any manner whatsoever. The hirer shall be responsible for all such litigation.
- 18 It shall be the responsibility of the bidder to provide a good driver/ helper and the salary of the driver/ helper shall be borne by the owner.
- 19 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.
- 20 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.
- 21 In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 22 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.
- 23 Any vehicle is found defect is to be replaced immediately.
- 24 Any incident as regard to health hygienic of labour/ helper/ labourer during the execution of cleaning work is the responsibility of bidders and the bidders is responsible for health assistance of labourers if any required.
- 25 The Quotationer shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the Executive Officer, Paradeep Municipality.
- 26 The agreement will be valid for one calendar year, which may be extended as per requirement. EMD/ SD will be released after successfully completion of the quotation period.
- 27 Any legal dispute arising out of this is subject to Jagatsinghpur jurisdiction only.
- 28 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.



**Check of documents for Supply of Vehicle to Paradeep Municipality**

(Annexture B)

SI No.	Description	Furnished	Valid date	No of pages	At Page
1	2	3	4	5	6
1	Processing Fee ₹2,000.00				
2	EMD ₹10,000.00				
3	Valid License/ Registration Certificate				
4	PAN				
5	GSTIN				
6	Valid registration book				
7	Insurance Certificate				
8	Fitness Certificate				
9	Proof of update Tax payment				
10	Driving License				

Annexure- A

**Bill of Quantities:- Supply of Vehicle to Paradeep Municipality**

SI No	Description	Qty	Unit	Rate	Amount
1	2	3	4	5	9
1	Supplying of chain mounted hydraulic excavator of PC200 (pochain machine) <b>18.00 mtr length boom</b> including hire charge of machine, salary of operator, helper, cost of lubricant but excluding cost of disel etc all complete.	As per Requirement	Per Hour		
2	Supplying of chain mounted hydraulic excavator of PC200 (pochain machine) <b>normal boom</b> including hire charge of machine, salary of operator, helper, cost of lubricant but excluding cost of disel etc all complete.	As per Requirement	Per Hour		
3	Supplying of chain/ wheel mounted Hydraulic excavator of 1 cum bocket (JCB machine) including hire charge of machine, salary of operator, helper, cost of lubricant but excluding cost of disel cost all complete.	As per Requirement	Per Hour		
4	Supplying of Hyva tripper of 14 cum capacity dalla including hire charge of tripper, salary of driver, helper, cost of lubricant but excluding cost of disel etc all complete.	As per Requirement	Per Day		
5	Supplying of 5HP diesel engine pump set including hire charge of pump sete, salary of operator, helper, cost of lubricant delivery pipe but excluding cost of disel etc all complete.	As per Requirement	Per Hour		
6	Supplying of 10HP diesel engine pump set including hire charge of pump sete, salary of operator, helper, cost of lubricant delivery pipe but excluding cost of disel etc all complete.	As per Requirement	Per Hour		
7	Supplying of tractor with trally including hire charge of tractor with trally, salary of operator, helper, cost of lubricant but excluding cost of disel etc all complete.	As per Requirement	Per Hour		
8	Supplying of trailer including hire charge of trailer, salary of operator, helper, cost of lubricant, disel etc all complete. Use trailer for transporting the pochain within Municipality jurisdiction.	As per Requirement	Per Day		

Signature of Bidder

*Handwritten Signature*  
 Executive Officer  
 Paradeep Municipality