



ଝାରସୁଗୁଡ଼ା ପୌରପାଳିକା କାର୍ଯ୍ୟାଳୟ

JHARSUGUDA MUNICIPALITY

ମଙ୍ଗଳବାଜାର, ଝାରସୁଗୁଡ଼ା - ୭୬୮୨୦୧

Mangal bazaar, Jharsuguda - 768201

Mail: jsgmunicipality@yahoo.com, Ph- 06645-272236



Letter No. 6168

Dt. 30.09.2026

TENDER CALL NOTICE

Scaled quotations/tenders are invited from interested reputed Transport Agencies/Service Providers or private individuals for providing 01 no. of LCV Two wheeler Towing Vehicle, diesel/petrol driven, of suitable make/model and adequate towing capacity for at least 2 Nos (Two-wheeler) for towing illegally parked/disabled motor vehicles and for traffic enforcement activities within the municipal area, for official use in Jharsuguda Municipality, Jharsuguda on monthly hire basis. The quotation/tender completed in all respects should reach the undersigned on or before Dt. 14.10.2026 by 01:00 PM and shall be opened on the same day at 03:00 PM in presence of the bidders or their authorized representatives. The details specification, term and condition and tender document is available at Jharsuguda Municipality website i.e. www.jharsugudamunicipality.in. The under sign reserved the right to cancel any or all the quotation without assigned any reason thereof.

Executive Officer
Jharsuguda Municipality

Memo No. 6169 / JM, Dt. 30.09.2026

Copy to Office Notice Board for General Information to the Public.

Executive Officer
Jharsuguda Municipality

Memo No. 6170 / JM, Dt. 30.09.2026

Copy to the Collector, Jharsuguda /Addl. District Magistrate, Jharsuguda, P.D. DUDA, Jharsuguda for kind information and necessary action.

Executive Officer
Jharsuguda Municipality

Memo No. 6171 / JM, Dt. 30.09.2026

Copy to the Deputy Director, I. & P.R. Department, Odisha, Bhubaneswar for publication of the tender in 02 nos. of Odia News Paper for once publication of the tender within a cost of Rs. 3000.00 (per News Paper).

Executive Officer
Jharsuguda Municipality

JHARSUGUDA MUNICIPALITY

TENDER SCHEDULE

(To be enveloped in sealed cover)



Detailed Notice Inviting Tender

Name of the work	: Hire of Tow vehicle (Light Commercial Vehicle), Tata Yodha 2.0 or equivalent LCV suitably modified / fitted as towing / recovery vehicle, 2.2 L BS6 Diesel, 100hp, 250 Nm, 3890 Kg GVW and 2050 kg payload.
Period of sale of Tender paper	: From up to 14.10.2026, at 12 PM (During office hour).
Last date of submission of tender Document.	: On 14.10.2026 at 01.00 PM.
Cost of tender	: Rs. 1000/- (Rupees One Thousand) only
Place of Submission of tender Document.	: Jharsuguda Municipality Jharsuguda
Date of tender opening	: On 14.10.2026 at 03.00 PM

SPECIFICATION OF HIRE TOWING VEHICLE

1. Vehicle of suitable type and segment, having adequate towing capacity and required towing equipment, shall be engaged.
2. The Service Provider participating in the bidding process under the jurisdiction of Jharsuguda Municipality shall comply with all applicable terms and conditions.
3. The vehicle must be in Road Worthy condition, shall not be more than 03 (three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Permit and proof of up-to-date tax payment etc., as applicable.
4. The Driver of the vehicle must have a valid Driving License for driving the concerned vehicle and should be sufficiently experienced in driving/towing and transport operations.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Executive Officer, Jharsuguda Municipality, Jharsuguda and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to the unsuccessful bidders.
7. The monthly rate of hire charges shall be quoted separately in the General Bid Format. The quoted monthly hire charges shall be inclusive of lubricants, driver charges and all other routine operating expenses of the towing vehicle.
8. The towing vehicle shall be suitable for towing illegally parked motor cycles, scooters and other vehicles as directed by the competent authority and shall have safe and functional towing equipment/winch/appropriate towing arrangement of adequate capacity.
9. The vehicle shall be capable of reporting and operating within the municipal area as and when required for traffic enforcement and towing activities, including shifting of illegally parked vehicles to the designated location.
10. The details of the make and year of manufacture of the vehicle, registration number, fuel efficiency (kms. covered per litre), towing capacity/equipment details and name of the Driver with Driving License No. and period of validity shall be specifically provided in the General Bid Information to be furnished with the Quotation/Tender (Annexure-B).
11. Priority shall be given to a new vehicle.
12. As per the communication received from the Regional Transport Office (RTO), the prevailing hiring charge for an LCV Tow Vehicle is approximately 2200/- Per day including fuel. The vehicle is expected to run approximately 1,200 km per month, with an average fuel efficiency of 15 km per litre. The Jharsuguda Municipality shall provide 100 litres of petrol per month for operation of the towing vehicle. The fuel shall be supplied by the Municipality subject to the approved monthly limit. Alternatively, the hiring charge may be considered at ₹55,000/- per



month, excluding fuel, subject to the applicable terms and conditions. The daily rate shall include the cost of fuel required for operation of the vehicle.

13. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Towing Vehicle will be available at the Cash Section of Jharsuguda Municipality, Jharsuguda on payment of Rs. 1000/- (Rupees One Thousand) only. The undersigned reserves the right to cancel any or all the quotations without assigning any reason thereon.



**Executive Officer
Jharsuguda Municipality**

Terms & Conditions

The following terms and conditions must be fulfilled by the successful bidder for providing a towing vehicle on hire on monthly rent basis.

1. The hired towing vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage/appropriate permit, proof of up-to-date tax payment etc. and D.L. of the driver available at all times.
2. The Department / Office hiring the towing vehicle shall not be responsible for any damage / loss caused to the hired vehicle or loss of life / injury caused to any person or damage to any property on account of use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid on monthly basis are final and also all expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, gear box & differential, coolant, tyres & tubes, battery, towing equipment, winch/rope/chains and other accessories etc. shall be borne by the bidder.
4. Jharsuguda Municipality shall provide 100 litres of fuel per month for the vehicle. The vehicle operator/agency shall maintain a proper and accurate log book recording fuel consumption and vehicle usage. The log book shall be submitted to Jharsuguda Municipality every month for verification and record.
5. It shall be the responsibility of the bidder to provide a good and experienced driver/operator for the towing vehicle and the remuneration of the driver/operator shall be borne by the owner.
6. In case of breakdown for reasons whatsoever, replacement of a vehicle of the same or better model/capacity, duly equipped for towing operations, shall be provided by the owner of the vehicle/bidder immediately, without affecting the required service.
7. In case the towing vehicle does not report regularly or fails to perform the assigned towing duties, the authority will be at liberty to terminate the agreement without prior notice.
8. The towing vehicle shall report for duty for a minimum of 25 days in a month, or as directed by the competent authority as per operational requirements.
9. Towing Capacity: The towing vehicle shall be capable of towing at least two (02) vehicles simultaneously at a time, subject to the permissible towing capacity, safety requirements and applicable RTO/Motor Vehicle regulations. The vehicle shall be suitably equipped with all necessary towing/recovery arrangements for safe and efficient towing.



10. In case of emergency, the driver/operator will have to report for duty as per the requirement of the authority. No extra payment shall be demanded for such emergency duty, unless specifically approved by the competent authority.
11. The towing vehicle shall be suitable for the intended towing work and shall be equipped with all necessary towing accessories, including suitable towing hook/winch, chains/ropes, warning lights/reflective markings and other safety equipment as required by the competent authority.
12. The towing vehicle shall be operated only by a duly licensed and competent driver/operator. The bidder shall ensure compliance with all applicable Motor Vehicle laws, safety requirements and Government instructions during the contract period.
13. The bidder shall ensure that the towing vehicle is maintained in good working condition and is available for towing/vehicle recovery duty whenever requisitioned by the authority. Any unauthorized use of the vehicle shall not be permitted.
14. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
15. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
16. 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.
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of
Quotation/Tender Calling Authority

Designation



General Information

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

“Certificate that the information submitted above is true to the best of my knowledge and belief”

**Seal & Signature of
Quotationer / Tenderer**



FORMAT FOR PRICE BID

JHARSUGUDA MUNICIPALITY,
JHARSUGUDA.

Type of Vehicle & Reg. No.	Hire Charges per month (both in number & words)	Fuel (Kms per Ltr.) (both in number & words)
	Rs. _____	_____ Kms per Ltr.

“Certified that the information furnished above is true to the best of my knowledge and belief”.

Jharsuguda
Date-

Dated Signature of
the Quotationer/Tenderer

Full Name-



Service Provider Agreement – Hiring of Towing Vehicle (LCV)

1. This Agreement is made on this _____ day of _____ (Month) _____ (Year) on the orders of Governor of Odisha / competent authority by and between the “Principal” – Executive Officer, Jharsuguda Municipality, Jharsuguda, Odisha (which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors and assigns) and “Service Provider” _____ having its registered office at _____, herein after called “Agency”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors and assigns; herein after described as the 2nd Party.

2. Whereas the Principal is desirous of engaging a towing vehicle (LCV) on hiring basis and the Agency has agreed to provide the towing vehicle with driver and required towing equipment as its service provider on the terms and conditions mentioned hereinafter.

2.1 Whereas the Agency is the owner / authorized operator of the motor vehicle of the following description: Registration No. _____; Make & Model _____; Chassis No. _____; Engine No. _____; Colour _____; Year of Manufacture _____; Towing Capacity _____.

2.2 Whereas the Service Provider is having PAN No. _____ and GST No. _____, which are valid on this date.

3.0 Rental / Hiring:

The towing vehicle is hereby hired for _____ year(s) at the rate of Rs. _____ per month / per day / per trip (excluding GST, as applicable), payable as per the terms of the tender. The contract may be renewed / extended subject to satisfactory performance and approval of the Principal.

4.0 The Service Provider Obligations

4.1 Service provider agrees to all terms and conditions of the contract and shall ensure full compliance with them.

4.2 Agency agrees to provide quality towing services as per the Service Level Requirements mentioned in the tender.

4.3 Agency shall ensure that the towing vehicle reaches the designated location within the prescribed response time. In case of delay or non-availability, the Municipality may make alternate arrangements and recover the expenditure / impose penalty as per tender conditions.

4.4 All maintenance and repair work related to the assigned towing vehicle shall be carried out by the Agency without disturbing the required duty service.

4.5 In the event of breakdown, servicing or repair of the assigned towing vehicle, the Service Provider shall, at its own cost, immediately provide an alternate towing vehicle of similar or higher capacity. Failure to do so may attract penalty and / or termination of the contract.



4.6 The Agency shall not be permitted to sub-let or transfer the contract without prior written approval of the Principal.

4.7 The Agency shall provide a towing vehicle having valid comprehensive insurance with third-party liability and all other statutory documents.

4.8 Police / antecedent verification and all required documents of the deployed driver shall be ensured by the Agency.

4.9 The Agency shall maintain the towing / trip log book and record the date, time, location, vehicle number towed, destination, driver name and signature of the authorized municipal official.

Vehicle:

4.10 The vehicle shall have valid commercial registration / permit and fitness certificate. The vehicle shall be within the age limit specified in the tender. Any vehicle not meeting the prescribed age / fitness requirements shall be replaced by the Service Provider.

4.11 The Agency shall deploy a well-maintained and clean towing vehicle equipped with suitable towing apparatus, winch / wheel-lift / tow bar as applicable, warning lights, reflective markings, first-aid kit, fire extinguisher and other safety equipment.

4.12 The Agency shall ensure that all mechanical, electrical and safety systems including brakes, tyres, lights, horn, indicators, winch and towing attachments are periodically checked and maintained.

4.13 The towing vehicle shall be parked / stationed at the place advised by the Principal and shall remain available during duty hours. Any movement away from the assigned location shall be with the knowledge / permission of the authorized municipal officer.

Driver:

The Agency shall be responsible for the acts and deeds of the driver deployed with the towing vehicle, including the following:

4.14 Only a driver possessing a valid driving licence appropriate to the towing vehicle and all other legally required qualifications shall be deployed.

4.15 The driver shall be properly dressed in neat and clean attire and shall wear reflective jacket / uniform and identity card as required by the Principal.

4.16 The driver shall maintain polite and courteous behaviour towards municipal officials, vehicle owners / users and the public. Misbehaviour, refusal of duty or abusive language may attract penalty and repeated instances may lead to termination.

4.17 The driver shall not report for duty in an intoxicated condition and shall not consume alcohol or any intoxicating substance while on duty. Such conduct may lead to immediate termination.

4.18 The driver shall be provided with a working mobile phone and contact number, which shall be available to the Municipality during duty hours.

4.19 Any change in the driver's mobile number or driver replacement shall immediately be informed to the Municipality.



4.20 The driver shall remain reachable throughout the duty period.

4.21 The driver shall not use a mobile phone while driving / towing except where legally permitted and necessary for duty communication. Safe driving shall be ensured at all times.

4.22 The driver shall follow the directions of the authorized municipal officer regarding the location, destination and safe method of towing.

4.23 The towing vehicle and driver shall not be changed frequently. Any proposed change shall be informed to the Municipality in advance and shall require approval where prescribed.

Statutory Rules Compliance & Taxes:

4.24 All expenditure towards repair, maintenance, and replacement of spare parts, lubricants, tyres, tubes, battery, insurance, road tax, permit, fitness, pollution certificate, driver's salary and other statutory obligations shall be borne by the Agency unless specifically provided otherwise in the tender.

4.25 The Agency shall take comprehensive insurance cover with third-party liability for the towing vehicle. The Municipality shall not be liable for damages to any third person or property arising from the operation of the service provider's vehicle.

4.26 The Agency shall be solely responsible for claims by any third party, vehicle owner / user or any employee of the Municipality for injuries or damages caused by the driver / vehicle during towing operations, subject to applicable law.

4.27 The Agency and driver shall comply with the Motor Vehicles Act, Rules, traffic regulations and all other applicable laws. Any violation or infringement shall be the responsibility of the Agency / driver.

4.28 The Agency shall comply with applicable labour laws, minimum wages, payment of wages, EPF, ESI, bonus, contract labour and other statutory requirements applicable to its employees.

4.29 The Agency shall be responsible for theft, misconduct, negligence or disobedience on the part of the driver or its personnel.

4.30 If the towing vehicle is seized, detained or requisitioned by Police / Motor Vehicle Authority or any other authority for reasons attributable to the Agency / vehicle, the risk shall be borne by the Agency. An alternate vehicle of similar or higher capacity shall be provided without additional charge.

4.31 The vehicle deployed for municipal duty shall not carry any unauthorized person or material and shall not be used for any private / commercial purpose beyond the assigned duty.

4.32 The Agency shall ensure safe towing operations. Over-speeding, rash driving, unsafe towing, towing beyond rated capacity, defective brakes / tyres / towing equipment or any negligent act shall be strictly prohibited.

4.33 The towing / trip mileage and duty shall be recorded in the log book from the prescribed reporting / pickup point to the destination as per the tender conditions. No unauthorized mileage shall be payable.

5. The Obligations of Principal:

5.1 Principal shall make payment towards the approved hiring / towing charges after receipt and verification of complete bills, log books and supporting documents, subject to applicable deductions.

5.2 The payment shall be subject to deduction of penalties, statutory deductions, taxes or other recoveries as applicable under the contract.

5.3 The Principal shall accept the log book entries duly verified by the authorized officer. Any discrepancy shall be dealt with as per the contract.

5.4 Fuel, toll, parking or other journey-related charges, if payable by the Principal, shall be paid only as specifically provided in the tender and against actual supporting records.

5.5 No payment shall be made for unauthorized journeys, private use or movement not supported by the prescribed log book / duty authorization.

6. Termination:

6.1 The Principal shall have the right to terminate this Agreement by giving one month's written notice, or immediately in cases of serious breach, fraud, unsafe operation, repeated non-performance, unauthorized use or other grounds provided in the tender.

6.2 The Agency may terminate the Agreement by giving one month's written notice, subject to completion of all pending duties and refund / adjustment of any advance amount, if applicable.

6.3 Final payment after termination shall be released after submission and verification of all log books, municipal documents, passes / identity cards and other items issued for the contract.

7. Force Majeure:

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure, subject to the terms of the tender and applicable law.

8. Entire Agreement:

This Agreement together with the tender notice, bid documents, schedules, annexures and work order constitutes the entire agreement between the Parties and supersedes previous understandings relating to the subject matter.

9. Waiver of Remedies:

No forbearance, delay or indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party. No waiver shall operate as a waiver of any subsequent breach.

10. Assignment & Change in Ownership / Management:

10.1 The Agency shall not assign or transfer its obligations or rights under this Agreement to any third party without prior written consent of the Principal.

10.2 The Agency shall immediately notify the Principal of any change in ownership or management of the Agency's business.



11. Headings:

The headings to the clauses of this Agreement are for ease of reference only and shall not affect the interpretation or construction of the Agreement.

12. Resolution of Disputes:

Any dispute or difference relating to the interpretation and / or application of the provisions of this Agreement shall be resolved through mutual consultation by the competent authority of Jharsuguda Municipality / concerned Administrative Department and the authorized signatory of the Service Provider, subject to applicable Government rules.

13. Applicability of Laws:

The Agreement shall be governed by the laws of India and the rules and regulations applicable in the State of Odisha for the time being in force.

SIGNATURES

WITNESS WHEREOF the parties hereto have subscribed their respective signatures on this _____ day of _____ first above written.

FOR AND ON BEHALF OF JHARSUGUDA MUNICIPALITY
(AUTHORISED SIGNATORY)

**Executive Officer
Jharsuguda Municipality**

WITNESS:

1. _____
2. _____

FOR AND ON BEHALF OF SERVICE PROVIDER / AGENCY
(AUTHORISED SIGNATORY)

Name: _____

Designation: _____

Agency: _____

WITNESS:

1. _____
2. _____

In the presence of

Name: _____

Address: _____

Signature: _____



Annexure-III

Log- Book

Date	Place of departure and time	Place of arrival and time	Kilometre age/ Hours done	Purpose of journey	Name and designation of officer using
1	2	3	4	5	6

Petrol/ Diesel					Signature of the Driver	Signature of the officer	remarks
Petrol/ Diesel in tank	Petrol/ Diesel Supplied	Total	Petrol/ Diesel consumed	Balance in tank			
7	8	9	10	11	12	13	14