



## OFFICE OF THE MUNICIPAL COUNCIL: BALANGIR

Address: - Office of the Balangir Municipal Council Balangir, Opp. Of Rajendra Park Balangir,  
Pin: -767001, Ph No.: - 06652 232720, Email ID:- [bgrmc1972@gmail.com](mailto:bgrmc1972@gmail.com)

Letter No 4779 //

Date. 4.12.24//

### Tender Call Notice

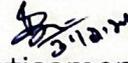
Bolangir Municipality invites bids from experienced Service Provider/ Agencies under Two Bid System (Technical Bid & Commercial Bid) for "**Operation and Maintenance of 01 (One) Truck Mounted Road Sweeping Machine under Balangir Municipality**". The details of Tender document may be seen/ download from the portal i.e <https://balangir.odisha.gov.in/> changes, corrigendum etc. if any will be updated at the mentioned portal only. For further queries/ comments, please contact to e-mail ID of Balangir Municipality i.e [bgrmc1972@gmail.com](mailto:bgrmc1972@gmail.com).

Bids are to be submitted through sealed cover envelope containing two separate sealed envelopes for Technical and Financial Bids. The interested bidders should submit the complete tender in the sealed cover addressed to The Executive Officer, Balangir Municipality-767001 (Odisha) super scribing as **Tender "Operation and Maintenance of 01 (One) Truck Mounted Road Sweeping Machine"** through Speed Post/ Registered Post on or before **18.12.2024** up to **1.00 PM**. The Tender will be opened on the same day at **4.30 PM** in presence of the Bidders who wish to attend. If the last date of submission & opening of bid happens to be a holiday, the next working day will be treated as the submission and opening of bid respectively. Authority reserves the right to accept/ reject any or all tenders without assigning any reason thereof.

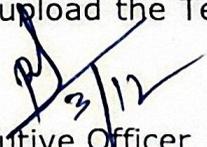
  
Executive Officer  
Balangir Municipality

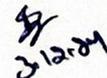
Memo No. 4780

Date: 4.12.24

  
3/12/24

Copy submitted to the Deputy Director Advertisement Section, I & PR Department , Odisha Bhubaneswar for favour of kind information and requested to publish the Tender Call notice for one day in daily odiya news paper in minimum size (with in Rs. 2000 /-) and DIO, NIC Balangir is requested to upload the Tender Call Notice in District Web Portal.

  
Executive Officer  
Balangir Municipality

  
3/12/24

## **A. BID SCHEDULE**

Sl. No	Particulars	Description
1	Available of Tender Document in Web portal <a href="https://balangir.odisha.gov.in/">https://balangir.odisha.gov.in/</a>	From 04.12.2024 onwards
2	Address of the Tender inviting Authority	The Executive Officer Balangir Municipality Balnagir -767001
3	Tender Reference No.	<u>4479 / Dt. 04.12.24</u>
4	Last Date for submission of Bids	Up to 1.00 PM of Dt.18.12.2024 through Speed Post/ Registered Post at the Address: Executive Officer, Office of The Municipal Council, Balangir Municipality, Balangir, Odisha,767001
5	Technical Bid Opening Date and Time	18.12.2024 at 4.30 PM
6	Financial Bid Opening Date and Time	Shall be notified later

Note: Corrigendum, addendums and subsequent clarification of bid terms, if any, can be downloaded from the above mentioned website.

  
Executive Officer  
Balangir Municipality

## **B. ELIGIBILITY CRITERIA OF BIDDER**

SL. No	Eligibility Criteria	Supporting Documents to be submitted along with Technical Bid
1	Bidder must have 2 years of Experience in Similar services	Document proof to be submitted
2	The Bidder must have an office Odisha preferable near Balangir	Proof of Address or Consent Letter in the letterhead with stamp.
3	Bidder must have service centre in Odisha to perform the O & M job	Photo copy for document of proof
4	The bidder should have never been blacklisted/ barred/ disqualified by any Government Department or any PSU.	Self-Certification/ declaration
5	The vendor must have a valid GST registration Certificate and Pan Number.	Copies of the GST Registration Certification, PAN to be enclosed
6	Non-refundable Tender Document Processing Fee of Rs. 5000/- (Rupees Five Thousand)	In shape of Demand Draft from any Nationalize/ Scheduled bank in favour of The Executive Officer, Balangir Municipality 767001, payable at Balangir
7	Refundable Earnest Money Deposit (EMD) of Rs. 75,000/- (Rupees Seventy Five Thousand Only)	In shape of Demand Draft from any Nationalize/ Scheduled bank in favour of The Executive Officer, Balangir Municipality, Balangir-767001,

  
Executive Officer  
Balangir Municipality

### C. SCOPE OF WORK

1. Successful bidder shall execute the Operation and maintenance work of the machine (Truck Mounted Mechanical Road Sweeper) as per the instruction of Balangir Municipality. The bidder has to quote O & M charges initially 12 months for machine. **Initially work order will issued for 3 months quarterly and Extendable on performance basis).**
2. Scope of work includes deployment of required manpower such as One Drivers cum Operator, at least one Helper and a Technical Person (Mechanic) with Safety Equipment.
3. Maintenance & repair of major/ minor shall be taken up by the successful bidder on priority basis. All type of spares parts, Lubes & other material expenditure will be borne by the Balangir Municipality but supplied at the earliest by the bidder on prorated basis reimbursed by Balangir Municipality.
4. Bidder has to keep the machines clean & fit as per RTO norms throughout the contract period.
5. Within normal working hours limit, Successful bidder may be asked to carry out different works of different locations within Municipal limits.
6. The weekly operation plan (Route charts, time schedule) shall be fixed by Balangir Municipality. The successful Bidder has to operate the machines as per approved route chart & time schedule.
7. In general working hour shall be 8 hours in a day, but the Successful bidder shall be bound for extra time working, if required.
8. Time of arrival and departure shall be mention by the concern assigned person of the office in the logbook.
9. Diesel for the operation of the machine is given by Balangir Municipality as per rule.
10. Diesel for maintenance and service of the machine is given by the Balangir Municipality.
11. Successful bidder shall ensure that machine is deployed on work at stipulated time.
12. Monthly bill of O & M shall be submitted by the Successful bidder. For receiving the payment, the Successful bidder shall submit a Logbook duly verified by the Authorized person of Balangir Municipality and certified by the Executive Officer.
13. The Monthly bill is to be submitted by 7th day of next month.
14. The Successful bidder shall operate the machine for 26 days of the month. In case, fails to operate on any day or delay for a particular time for either reason; the proportionate amount will be deducted as penalty as per the penalty clause.
15. The Successful bidder has to begin the operation and immediately after receipt of order and agreement in 14 days time.
16. Successful bidder shall be responsible for all type of taxes, PF, ESI of staff etc. No extra payment for this will be given by Balangir Municipality.
17. Successful bidder will have to present PF, ESI, Payment receipt of bidder's staff along with the monthly bills of Operation of road sweeping machine.

18. Operation plan, route chart, time schedule shall be provided weekly to successful bidder.
19. Weekly off is to be given by the successful bidder to their workers/ labour according to the labour law.
20. All consumables including brushes, rubber parts & other required parts in Balangir Municipality scope.
21. Time of arrival and departure shall be mention by the Successful Bidder on the logbook.
20. If machine is not operated for any day for any reason like rainy season, natural disaster payment will be with discretion of the concerned authority.
21. Bidder should obtain all necessary clearances from concerning departments.



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Balangir Municipality

#### **D. TERMS & CONDITIONS OF BID**

1. Bidder should follow all instructions/orders which are issued time to time by Balangir Municipality through official website.
2. The bids shall be submitted in two bid system i.e. Technical bid and Financial bid.
3. Separate Demand Draft (DD) for non-refundable Tender document processing fee of Rs.5000/- (Rupees Five Thousand Two Hundred only) and refundable Earnest Money Deposit (EMD) of Rs.75,000/- should be submitted by the Bidder along with the Technical Bid in favour of The Executive Officer, Balangir Municipality, Balangir Bids without Tender Document processing fee and EMD will be out rightly rejected at the same time.
4. The EMD of unsuccessful bidder will be returned within 15 days after signing of contract agreement with Successful Bidder without interest.
5. The EMD of Successful Bidder will be returned without interest after signing of contract agreement with Balangir Municipality on submission of Performance Bank Guarantee or Performance Security Deposit @ 5% of total order value within 15 days from the date of issue of Work order for the entire project duration. The PBG may be issued by any Nationalized Bank including the Public Sector Bank or Private Sector Bank authorized by RBI or Commercial Bank (operating in India having branch at Balangir).
6. The rate to be quoted without GST. The GST shall be reimbursed by Balangir, if applicable, and on producing proof of GST deposition.
7. Bidder shall be responsible for all duties/levies etc. or revisions imposed by the government time to time.
8. Bidder shall provide operating staff with legal driving license. Bidder shall be responsible for any accident, mishap, any damage etc., if caused by any operating staff with inappropriate license or with inefficient skill or any other reason. Balangir Municipality shall not be held responsible for such any incidence.
9. Contractor shall be responsible for all type of challan due to violation of traffic rules.
10. ESI and PF should be deposited as per rules of all deployed manpower by the bidder. Bidder shall be liable for all kinds of PF and ESI related responsibilities (according to govt. rules), Balangir Municipality shall not be responsible in any manner in this regard.
11. Bidder should provide all safety equipments to working staff. If any accident, mishap, any damage etc happens due to inefficient/improper safety equipments etc. Balangir Municipality shall not be held responsible for such any incidence.
12. Failure by the service provider to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in Balangir Municipality. The security deposit will also be forfeited.

13. Bidder should hand over the machine to Balangir Municipality after completion contract period. Machine will be handed over in the same condition which was taken over by the bidder during engagement. If machine will not found in same condition (as above) then Balangir Municipality may ask to the bidder for repairing of machines at Bidder's cost or penalty may be imposed on bidder. (penalty will be decided by Balangir Municipality as per condition of machine) Decision taken by Balangir Municipality will be final and the Bidder is bounded to follow.
14. After completion of contract agreement if any recovery found in future, bidder have to pay all dues/recovery amount/penalty etc. within prescribed time to Balangir Municipality.
15. If any dispute/Discrimination arises between the Bidder and Balangir Municipality, decision of Balangir Municipality shall be final and bound to both.
16. The bidder should sign in each page of the bid document.
17. The bidder should follow all the labour act Rules.
18. Language of communication should be in English.
19. All legal disputes shall be settled in Balangir only.
20. Joint Venture will not be accepted.
21. If the Quoted Rate of Qualified bidders found same than Lottery System will be adopted.
22. Bidder must submit all the documents mentioned in Technical Bid Performa otherwise Bid will be rejected.

  
**Executive Officer**  
**Bolangir Municipality**

## TECHNICAL BID FORM

Name of the Work: Comprehensive Operation and Maintenance of 01 (One) Truck mounted road sweeping for 01 (One) years.

Firm's Name : .....

Authorized Person's Name & Designation: .....

Address : .....

Contact No. : .....

Email ID : .....

Sl. No	Documents to be attached with technical bid	Details	If attached Yes/No	Attached Page No.
1	Tender Document Processing Fees @Rs.5000/-	DD No. _____ Date: _____		
2	EMD @Rs.75000/-	DD No. _____ Date: _____		
3	Pan card Number			
4	GST Number			
5	Experience of Operation & Maintenance as per the Eligibility Criteria			
6	Bidder's existence in Odisha preferable at Balangir			
7	Service centre in Odisha to perform the O&M job			
8	E.P.F. Registration Certificate No.			
9	ESI Registration Certificate No.			

Date:

Authorized Signature of the Bidder

Place:

Full Name:

## **FINANCIAL BID FORM**

Name of the Work: Comprehensive Operation & Maintenance of 01 (One) Truck mounted road sweeping machine for 01 (One) years.

Firm's Name : .....

Sl. No	Item Description	Quantity	Quoted Rate in INR (8 hours per day)	Monthly Charges
1	Comprehensive Operation cum Maintenance of 01 Single Truck mounted road sweeping machine for One years	01		

**Note:**

1. The validity period of the bid shall be 60 days from date of submission of bids.
2. If applicable, GST will be reimbursed on submission of Deposit Receipt.

Date:

Authorized Signature of the Bidder

Place:

Full Name: