

OFFICE OF THE MUNICIPAL COUNCIL: BALANGIR

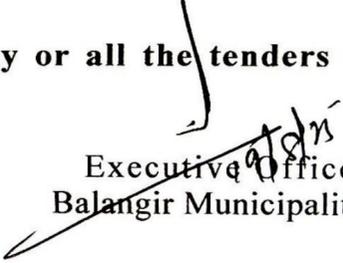
Address: - Office of the Municipal Council, Balangir, Opp. Of Rajendra Park Balangir, Pin: -767001, Ph No.: - 06652 232720, Email ID:- bgrmc1972@gmail.com

Letter No. 4002.../Date.. 19.08.2025

Tender Call Notice for "Supply of 25 nos of Door to Door Waste Collection Compartmentalized Light Commercial Vehicle (LCV) & 2nos of Sweeping Machine including Drivers on Hiring Basis for Balangir Municipality"

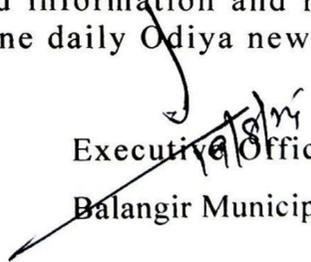
Balangir Municipality invites Request for Proposal (RFP) for "Supply of 25 nos. of Door to Door Waste Collection Compartmentalized Light Commercial Vehicle (LCV) including Drivers & 2nos of sweeping Machine with Driver on Hiring Basis for Balangir Municipality". The details terms & conditions can be downloaded from the website <http://www.balangirmunicipality.in/> & <https://balangir.odisha.gov.in/> The detail Technical & Financial proposal in conformity with the terms and conditions of the RFP documents shall be submitted to the office of the Executive Officer, Balangir Municipality, Balangir on or before **30.08.2025 at 11.00 AM** through speed post/Regd. Post/Courier only. The Technical bids will be opened on **30.08.2025 at 11.15 AM** in the office chamber of the Executive Officer, Balangir Municipality, Balangir.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.


Executive Officer,
Balangir Municipality,

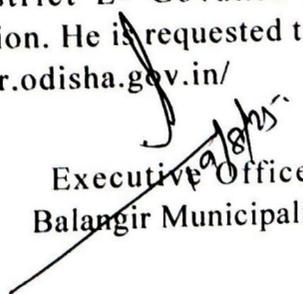
Memo No. 4003.../Date.. 19.08.25

Copy submitted to the Deputy Director Advertisement Section, I & PR Department, Odisha, Bhubaneswar for favour of kind information and requested to publish the Quotation Call Notice for one day in one daily Odiya newspaper & one daily English news Paper in minimum size.


Executive Officer,
Balangir Municipality

Memo No. 4004.../Date.. 19.08.25

Copy along with copy of DTCN to the District E- Govance Manger Collectorate, Balangir for information and necessary action. He is requested to upload the advertisement in the District website <https://balangir.odisha.gov.in/>


Executive Officer,
Balangir Municipality

Memo No. 4005 /Date. 19.08.25

Copy forwarded to Executive Engineer (R&B) Division Balangir/ Executive Engineer, Irrigation Division, Balangir /Executive Engineer P.H.E, Division, Balangir/ Secretary P.K.D.A, Balangir for information and with a request to display the notice in their notice board.

~~Executive Officer,
Balangir Municipality~~

Memo No. 4005 /Date. 19.08.25

Copy submitted to Collector, Balangir/Superintendent of Police, Balangir for favour of kind information and necessary action.

~~Executive Officer,
Balangir Municipality~~



Balangir Municipality, Balangir

**REQUEST FOR PROPOSAL (RFP) FOR
"Supplying of 25 no's of Door To Door Waste Collection
Compartmentalized Light Commercial Vehicle (LCV)
including Drivers & 2nos of sweeping Machine with Driver on
Hiring Basis For Balangir Municipality"
through QCBS Method.**

Dated: 19.08.2025

Last Date for Submission: 30.08.2025at 11.00 AM

Executive Officer,
Balangir Municipality

1. INTRODUCTION

The district of Balangir is named after the headquarters towns of Balangir. This town was also the headquarters of the feudatory state of Patna, since the eighties of the nineteenth century. Balaram Deo, the brother of Narasimha Deo, the 12th Raja of Patna, established Balangir. As Balaram Deo is known to have flourished about the middle of 16th century, the origin of the town of Balangir has also been attributed to that period. It is said that the town being founded by Balaram Deo was named after him as Balaramgarh, from which the present name Balangir has been derived. There is however no recorded evidence to support this theory. The district of Balangir is flanked in the North-west by the Gandhamardan hill, and in the north-east by the rock-infested Mahanadi. Many hill streams traverse it. It is the land of Tantrik culture. It is also notable for having experimented in the republican form of Government that was overthrown by Ramai Deo. Ramai founded the kingdom of Patna in the 14th century, which within a short span of its militant career become the head of the cluster of eighteen Garhs. The Chauhan rule ended with the merger of the state of Patna and Sonepur with Odisha on the 1st January, 1948. They together form the district of Balangir. Sonepur was carved out as a separate district on 1.4.1993.

Balangir Municipality is the nodal body of the tourist city of Odisha to carry out activities for efficient and sustainable Health and Sanitation within the city. For maintaining cleanliness throughout the city Balangir Municipality collecting waste from door steps in a segregated manner and processing the same at wealth centers (MCC/MRF). It is with this intent Balangir Municipality intends to hire compartmentalized Light Commercial Vehicle (LCV) & 2nos of sweeping Machine with Driver having dual partition for wet and dry waste with drivers.

2. GENERAL TERMS OF BIDDING

Minimum Eligibility Criteria

- a. Should be registered under the Indian Societies Act / Indian Proprietorship Act / Indian Company act / Indian Trust Act / Indian Religious and Charitable Trusts Act / or as a not-for-profit Company under the Companies Act or the relevant state Acts for at least five years. The detailed should be submitted with the Technical bid of tender document with self-attestation.
- b. The bidder must have engaged in at least 1 nos of work of providing, any compartmentalized Vehicles for door to door waste collection in any Govt. / PSU, which Proof of experience should be accompanied with the Technical bid of tender document.
- c. The bidder must have completed at least 1 assignment of supplying of vehicle under sanitation work cleaning & sanitation or solid waste management work any Govt. / PSU of project cost of minimum INR 25 Lakhs within the 3 years preceding the proposal due date.

- d. If any criminal cases are pending against the bidder at the time of submitting the bid, then the bid shall be summarily rejected. The bidder shall submit an affidavit in negation of the above.

Financial eligibility:

The bidder should have an annual turnover of INR 2Cr duly certified by chartered accountant during last 3 (three) financial years ending 31.03.2024(i.e.:- 2022-23, 2023-24, 2024-25) in Annexed in Annexure

3. Evaluation Criteria

Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.

(i) Bids will be checked for responsiveness and eligibility, against eligibility criteria mentioned in Clause 8.

(ii) Bids which are found responsive and satisfy the eligibility criteria will be evaluated against the evaluation criteria as table no 1 clause no-3. Only of a bid scores more than 70% marks in the technical evaluation (70), its financial bid will be considered to be opened.

i. Table 1: Evaluation Criteria

SL.NO.	Evaluation Parameters	Total Mark	Criteria for award of mark
1	Years of Experience in Providing LCV for Door to Door collection of Waste	15	01 to 03 Years :- 05 Marks 3.1 to 5 Years :- 10 Marks 5.1 & above :- 15 Marks
2	No. of Project Completed	10	Less than 3 Projects :- 5 Marks More than 3 projects :- 10 Marks
3	Annual Average Turnover for Last 3 FY (,2022-23, 2023-24 & 2024-25)	20	02 -15 Crores :- 10 Marks 15.1 – 25 Crores :- 15 Marks 25.1 Crores & above :- 20 Marks
4	Valid ISO Certification	10	ISO 9001 :- 2 Marks ISO 14001 :- 4 Marks ISO 45001 :- 4Marks All the Three :- 10 Marks
5	Registration Of ESIC & EPFO	5	Only ESIC :- 2 Marks Only EPFO :- 3 Marks Both ESIC & EPFO :- 5 Marks
6	Approach & Methodology & presentation (PPT)	40	The PPT have to contained :- Deployment Plan, Collection & Transportation Plan, Project Financial Plan, Management & Tracking Plan & Grievance Management Plan
Total Marks		100	

Evaluation Methodology: - Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based selection mode. Those who will secure minimum qualifying mark of 70, their financial proposal will be opened and lowest bidder shall be considered as the perfect bidder.

N.B. - The Evaluation process will be held on 30.08.2025. If the bidder does not attend the process, then his bid will be considered as rejected.

a. Technical Score: The total score obtained by the Bidder as per sub-point (2) above shall be the technical score (Ts) of the Bidder. The Technical score shall be calculated for Bidders after the presentation and shall be out of 100.

b. Financial Score: The financial bid of the bidder would be opened after the Technical evaluation.

c. Combined and Final Evaluation: Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score(S) calculated based on technical (Ts) and financial (Fs) scores as follows:

$$FS = (Fm/FB) \times 100$$

$$S = Ts \times 0.7 + Fs \times 0.3$$

Where Fs = Financial Score of the bidder

Ts = Technical Score of the bidder

Fm = Minimum financial quote among the bidders

Fb = Financial quote of the bidder

S = Combined score of the bidder

ii. Selection of Bidder:

II. The Bidder securing the highest combined score would be the Selected Bidder. The Second and third Ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the RFP document. Further, the rate quoted by the selected bidder would be negotiable on mutual consent of both the parties as per the decision made by the tender committee.

4. Fees to be paid by Bidder

Bid Security/EMD:

A. The agency shall submit EMD amounting Rs. 5,000/- (Rupees Five Thousand) per vehicle in shape of Demand Draft from any scheduled commercial bank in favor of "the Executive Officer, Balangir Municipality, Balangir" payable in Balangir.

B. No interest would be payable for any period on EMD or any other amount lying with the purchaser.

C. The EMD of the Successful Bidder will be refunded/released only after the receipt of the prescribed performance Security deposit/Bank Guarantee.

D. The EMD submitted by bidders other than selected bidder will be refunded to them on issuance of Work Order to the bidder.

E. The Security shall be forfeited by Balangir Municipality in the following cases:

- i. If the bidder withdraws its Bid/Proposal after due date & during the Proposal Validity Period.
- ii. Bidder engages in corrupt, fraudulent, coercive or undesirable practice or restrictive practice as specified in the tender document.
- iii. In case the bidder refuses to commence the work after receiving the LOA.

- iv. In case of a successful bidder, unable to commencement the work within the due date and time as mentioned in the tender document from the issuance of LOA.

5. Performance Security:

The Selected bidder, for due and faithful performance of its obligations under the Management Contract, shall require to provide a "Performance Security" of the value equivalent to 5% of the annual contract value in shape of a 'Bank Guarantee' from a scheduled bank, to Balangir Municipality within 07 days of receiving of LOA. In case of MSME/NSIC firms (specific for waste collection and management) exemption of EMD will be allowed, but no exemption will be allowed on Tender Paper Fee. Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between the Authority and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be adjusted in the performance security deposit. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned

6. Cost of the tender document

- a. The bidders are required to submit INR 10,000/- (Rupees Ten Thousand only) (non-refundable) to be payable in shape of Demand Draft from any scheduled commercial bank in favor of "Executive Officer, Balangir Municipality, Balangir".
- b. The acknowledgement receipt of Bid Document Fees and EMD shall be submitted as Part of Technical Bid.

7, Disputes

All legal disputes are subject to the jurisdiction of Courts in Balangir only.

8. SCOPE OF WORK

a. Terms and Conditions for Supply of Light Commercial Vehicles

- i. The bid is meant for carrying out the work for a **period of Three years**. The working period may be extended to further such period (maximum 1 + 1 years) subject to satisfactory performance of the Bidder.
- ii. The vehicles must be in Road Worthy condition, shall be new and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. which are Mandatory for applying of vehicle. Self-attested copy shall be attached with the bid.
- iii. The bidder shall provide 25 nos. of compartmentalized Light Commercial Vehicle (LCV) with drivers 2nos of sweeping Machine with Driver on daily basis.
- iv. The driver of the vehicle must have a valid driving license for driving of Light Commercial Vehicle (LCV) & Sweeping Machine and should be sufficiently experienced in driving of Light Commercial Vehicle (LCV) & Sweeping Machine. Self-attested copy shall be attached with the bid. Further the bidder shall give special preference of SEIG women group for driving purpose. If case of unavailability of women SHG drivers others may be attached the work.

- v. The bidder shall ensure supply of Light Commercial Vehicle (LCV) with adequate capacity of at least 600 kg of waste transporting. Further, the bidder shall make field visit before submission of bids to check the narrow roads of Balangir and as per field assessment body measurement of the LCV to be finalized.
- vi. The bidder shall ensure that vehicle deployed shall arrive at designated location on time before the authority assigned by the Balangir Municipality.
- vii. The bidder shall ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours. In any circumstances the vehicle has to duty in official time prescribed by Balangir Municipality.
- viii. In the event of break down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicles for which agreement is entered into. Failure to do so will evoke penalty or terminate of the contract as per the penalty clause.
- ix. Police verifications for deployed driver shall be ensured by the Agency any deviation the service provider will be personally liable.
- x. The bidder shall maintain log book on daily basis duly signed by the Authority. Failure to do so shall be penalized. As per the Annexure I. At the time of termination of contract, the service provider shall hand over the log book(s) to Balangir Municipality.
- xi. The bidder to install sound system in all Light Commercial Vehicle (LCV) and take proper care of the same. Any damage to it shall invoke penalty clause as per penalty clause.
- xii. The bidder shall ensure cleaning of all vehicles on daily basis to avoid any damage to the vehicles and minimize the incidence of generation of foul smell from the vehicle.
- xiii. The bidder shall ensure that the vehicle should be parked at the place as advised by the Balangir Municipality and should be available, when not in duty. If the vehicle needs to be away for some reasons like petty repairing etc. It should be with the knowledge of the Controlling Officer of the Balangir Municipality. Moving away without the knowledge of the Controlling Officer of the Balangir Municipality will be considered as non-available and will be liable for penalty.
- xiv. The bidder shall keep back up vehicles and drivers at the time of urgency against break down vehicles (i.e., one vehicles reserve on every 10 vehicles) and

also keep extra man power against absence drivers (i.e., one Driver reserve on every 5 Driver).

- xv. The bidder shall provide at his own cost proper uniform and badges to drivers duly approved from Balangir Municipality.
- xvi. The bidder shall borne all maintenance expenses of vehicles and provide personal protective equipment to the drivers for their safety and health measures.
- xvii. The bidder shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, as applicable from time to time. The employees of bidder shall not be deemed to be employees of the user department and hence the compliance of the applicable acts Laws will be sole responsibility of the bidder.
- xviii. The bidder shall be solely responsible for any claim by any third party and or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle weather by accident or otherwise.
- xix. During the contract period, if the vehicle is seized or detained or requisitioned by Police /Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
- xx. The vehicle cannot be put to any private /commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver /service provider will lead to unilateral termination of the contract with immediate effect.
- xxi. The vehicles to be engaged in door to door household waste collection from morning 6.00 AM to 10.00 AM as per the route defined by Balangir Municipality and deposit the waste in assigned MCC/MRF. Further, the vehicles to be engaged for commercial waste collection from different hotels, lodges etc. from 11 AM onwards and same to be deposited at MCC/MRF. Besides, required nos. of vehicles to be engaged for night waste collection from commercial establishments other location from 8.30 PM to 11.00 PM every day as desired by Balangir Municipality.

9. Penalty Clauses and Amount:-

SI No	Clause of Penalty	Amount of Penalty
1.	Not wearing uniform/PPE during duty hour	Rs 400 Per day/Per Driver/loaders
2.	Delay in reporting in duty on the field	Rs 1000 Per day/Per Vehicle
3.	Disobeying or Misbehaving of the driver/loaders during the duty hours	Rs 400 Per day/Per driver/loaders
4.	Maintenance of the vehicle	Rs 1000 Per day/Per Vehicle
5.	Using mobile phone during driving	Rs 1000 Per day/Per driver/loaders
6.	Consuming alcohol during duty hours	Rs 2500 Per day/Per driver/loaders
7.	Maintain sound system	Rs 1000 Per Vehicle

10.TENDERING PROCEDURE & SCHEDULE**Schedule of Events:**

SL No	Description	Critical Dates
1.	Period of availability of tender document for bidding	From 19.08.2025 (Time 11:00AM) to Dt. 30.08.2025 (Till 11.00 AM)
2.	Last date and time for submission of proposal through Speed post/Regd. Post	Dt. 30.08.2025 (Till 11.00 AM)
3.	Date & Time of opening of proposal	Dt.30.08.2025 (Till 11.15 AM)

a. Amendment of tender document

At any time prior to the Proposal/Bid Due Date, Balangir Municipality may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, modify the RFP document through the issuance of an Addendum/corrigendum. This will be uploaded on the Website of <https://Balangirmunicipality.nic.in&www.Balangir.odisha.gov.in> shall be binding upon all the prospective bidders.

11. Preparation and Submission of Proposal

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

Part-A-Technical Proposal as per the Format attached in the Annexure-1, II, III, IV, V, VII of this RFP.

- Part-B- Properly sealed Financial Proposal in the specified format as per Annexure VI of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must, inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows:

Part-A:

Technical proposal for

"Supplying of 25 nos of Door To Door Waste Collection Compartmentalized Light Commercial Vehicle & 2nos of sweeping Machine including Drivers on Hiring Basis For Balangir Municipality"

Part-B:

Financial Proposal for

"Supplying of 25 nos. of Door To Door Waste Collection Compartmentalized Light Commercial Vehicle & 2nos of sweeping Machine including Drivers on Hiring Basis For Balangir Municipality"

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

"Supplying of 25 nos. of Door To Door Waste Collection Compartmentalized Light Commercial Vehicle & 2nos of sweeping Machine including Drivers on Hiring Basis for Balangir Municipality"

The **Bidder's** Name address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Authority at the following address:

To

**The Executive Officer
Balangir Municipality, Balangir
Balangir-767001**

Note:

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then the Authority will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimate by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

12. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach the Authority at the address, time and date specified in the RFP through **Speed / Regd. Post./Courier**. If the specified date for the submission of proposal is declared as a holiday for the Authority, the proposal will be received up to the appointed time on the next working day.

13. Documents to accompany the proposal:

PART - A (Technical Proposal)

The bidder must submit the following particulars/documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- (a) Covering Letter and Details of Applicant as per Annexures I and II, respectively.
- (b) Non-refundable Document Fee of INR. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft payable in favor of the "Executive Officer, Balangir Municipality, Balangir" payable in Balangir drawn on any scheduled commercial bank.
- (c) Bid Security declaration of INR. 5,000/- (Rupees Five Thousand) per vehicle in the form of Demand Draft payable in favor of the "Executive Officer, Balangir Municipality, Balangir" payable in Balangir drawn on any scheduled commercial bank.
- (d) The Agency shall submit their Agency Registration Certificate, Photocopy of PAN Card, and GST Registration.
- (e) Annual Financial Statements for the last three Financial Years or a Certificate duly certified by Chartered Accountant indicating the Operating Annual Turnover for the mentioned years.
- (f) All the page of the tender document shall be initialed and sealed by the Agency at the lower left hand corner.
- (g) The Agency should not be blacklisted by any Government Institution/Private Agency. A self-declaration of non-blacklisting shall be submitted in the format mentioned in Annexure V.

Roof of work experience of similar nature (as mentioned in 2 clause) in the form of Work-Orders and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in Annexure W.

PART B (Financial Proposal)

The bidder must submit the financial proposal in the format provided in Annexure-VI

14. Award of Assignment

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate by receipt Authority to the selected bidder an bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it the consents to extension of time for submission thereof, the right to signing of agreement would be forfeited by Authority and the next eligible Agency may be consider project.

15. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

16. Commencement of Assignment

The selected Agency shall commence the assignment within 15 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

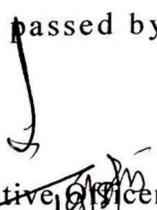
Checklist

<u>Sl No</u>	<u>Particulars</u>	<u>Submission by Bidder</u> <u>Yes/No/NA</u>
1)	Tender Document fee of Rs. 10,000/-	
2)	EMD (Rs. 5000 per each vehicle)	
3)	Annexure -I Covering Letter (letter pad)	
4)	Annexure-II Details of Applicant(Letter Pad)	
5)	Annexure -III Format for Project Data Sheet(letter Pad)	
6)	Annexure -IV Self declaration of non-blacklisting	
7)	Annexure -V Financial Capability Bidder(letter pad)	
8)	Annexure -VI Financial Proposal(letter pad)	

17. Termination

a. Termination by Balangir Municipality, Balangir Municipality may terminate this Contract due to any of the following events of default by the Agency (here in after called the "AGENCY Event of Default"):

- (i) The AGENCY has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.
- (ii) Any representation made or warranties given by the AGENCY under this Contract is found to be false or misleading.
- (iii) The AGENCY has been adjudged as bankrupt or become insolvent.
- (iv) The AGENCY has created any encumbrance, charges or lien in favour of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.
- (v) A resolution for voluntary winding up has been passed by the shareholders/partners of the AGENCY.


 Executive Officer,
 Balangir, Municipality.

Annexure -VI Financial Proposal (letter pad)

"Providing Light Commercial Vehicle (LCV) & 2nos of sweeping Machine including Driver for collection of dry waste & wet waste separately in special Bin along with street sweeping from door to door of 21 Nos. Ward of Balangir Municipality"

1. RATE PER MONTH

(Hire Charges per vehicle including Remuneration of the Driver & other Terms & Condition furnished) (IN Rs.):

IN WORDS

Seal & Signature of the Quotationer