



**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 – 3606

Date- 02/08/25

**Quotation Call Notice**

Balangir Municipality invites Sealed Quotation are invited in Double Covers from interested and eligible vehicle owners/agencies/contractor/Firm for the **engagement of 5 (Five) Nos. of Backhoe loader and 20 (Twenty) Nos. of Tractors with Hydraulic Trolley and 20 (Twenty) no's of unskilled manpower** for sanitation and other municipal activities under **Balangir Municipality** for a period of **one (1) month**, which may be **extended** based on performance and requirement.

The sealed quotation document supported by relevant details and proof of their eligibility is to be submitted in closed covers addressed to the Executive Officer, Balangir Municipality, Dist.-Balangir (Odisha), PIN-767001 on or **before 1.00 PM 11.08.2025** through Speed Post/Registered Post only. Interested Bidder are required to deposit a **non-refundable cost of ₹6,000/- (Rupees Six Thousand only)** towards the quotation paper. The amount shall be deposited in the form of a **Demand Draft (D.D.)** drawn on any **nationalized bank**, in favour of **Executive Officer, Balangir Municipality**, payable at **Balangir**. The complete Quotation document can be downloaded from the Balangir District website (<https://balangir.odisha.gov.in/>) from 03.08.2025 onwards. All bidders are requested to go through the quotation before submission of proposal. Balangir Municipality reserves the right to reject any or all the Quotation Call without assigning any reason thereof.

  
Executive Officer  
Balangir Municipality

Memo No. 3607 / Date. 02/08/25

Copy forwarded to the Collector & District Magistrate, Balangir, Project Director DUDA, Balangir, Sub-Collector, Balangir, Tahasildar Balangir, District Labour Officer, Balangir, for information & necessary action with a request to exhibit the above notice on the Notice Board.

  
Executive Officer  
Balangir Municipality

Memo No. 3608 / Date. 02/08/25

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 and copy to D.I.O.NIC Collectorate, Balangir for information and necessary action. He is requested that the above QUOTATION CALL may be uploaded/Published in the District Web Portal.

  
Executive Officer  
Balangir Municipality

Memo No. 3609 / Date. 02/08/25

Copy forwarded to the Chair Person, Balangir Municipality, Balangir, for kind information.

  
Executive Officer  
Balangir Municipality



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Pin: -767001, Ph No.: - 06652 232720, Email ID:- [bgrmc1972@gmail.com](mailto:bgrmc1972@gmail.com)

Letter No:-...3606

Date:-...2/08/25

### Quotation Call Notice

Sealed quotations are invited from interested and eligible vehicle owners/agencies/contractor/Firm for the **engagement of 5 (Five) Nos. of Backhoe loader and 20 (Twenty) Nos. of Tractors with Hydraulic Trolley and 20 (Twenty) no's of unskilled manpower** for sanitation and other municipal activities under **Balangir Municipality** for a period of **one (1) month**, which may be **extended** based on performance and requirement.

The quotation papers will be available on the official website of Balangir Municipality (<https://balangir.odisha.gov.in/>) from **Dt. 02.08.2025 to Dt. 11.08.2025 up to 01:00 PM**. Interested Bidder are required to deposit a **non-refundable cost of ₹5,000/- (Rupees Five Thousand only)** towards the quotation paper. The amount shall be deposited in the form of a **Demand Draft (D.D.)** drawn on any **nationalized bank**, in favour of **Executive Officer, Balangir Municipality**, payable at **Balangir**. The Bidder must submit the duly filled-in quotation documents along with **self-attested photocopies of all qualifying documents** as specified in the terms and conditions. The undersigned reserves the right to **accept or reject any or all quotations without assigning any reason thereof**.

### **Scope of Work:**

The hired vehicles will be utilized for collection, transportation, and disposal of solid waste, debris clearance, drain cleaning, and other allied works as directed by the Municipal Authorities within the Balangir Municipality.

#### **1. Objective:**

The objective of this scope is to hire suitable heavy-duty vehicles including **Backhoe Loader (Excavator), Tractor with Hydraulic Trolley & 20nos unskilled manpower** to support sanitation and solid waste management activities across different wards and public spaces under the jurisdiction of Balangir Municipality.

#### **2. Type of Equipment Required & Manpower:**

- Backhoe Loader (Excavator) – 05 Nos**
- Tractor with Hydraulic Trolley – 20 Nos**
- Unskilled Manpower – 20 Nos**

#### **3. Scope of Services:**

The bidder shall provide the above-mentioned equipment with qualified and experienced operators to undertake the following tasks:

- a. Loading, lifting, and removal of solid waste, sludge, construction debris, garbage heaps, and drain silt from roads, drains, and open spaces.
  - b. Transportation of collected waste to designated disposal points.
  - c. Clearing of road obstructions caused by waste accumulation, debris, or waterlogging.
  - d. Any other sanitation-related task as directed by the Municipal Authorities.
4. **Deployment Schedule:**
- a. The equipment should be available for **daily deployment**, including Sundays and public holidays, as per requirements raised by the Municipal Authority.
  - b. Minimum working hours per day shall be **08 hours**. Any extra hours will be counted as per actual usage.
  - c. The quoted rate must not exceed the Government approved schedule of rates.
5. **Operator & Fuel:**
- a. Equipment shall be deployed with **trained and licensed operators**.
  - b. **Fuel and maintenance** of the vehicles shall be in the scope of the bidder.
6. **Breakdown Replacement:**
- a. In case of vehicle breakdown, the contractor must provide an alternative arrangement within **6 hours** to ensure continuity of sanitation operations. Failure to do so may attract penalty or deduction from bills.
7. **Monitoring & Supervision:**
- a. Vehicle usage and performance will be monitored by the sanitation team of Balangir Municipality.
  - b. Daily logbooks and photos may be maintained to verify equipment movement and work completed.
8. **Billing & Payment:**
- a. Monthly bills to be submitted with deployment records duly verified by the Sanitation In charge/Sanitation Expert.
  - b. Payment shall be released within **15 days** of submission of certified invoice.
9. **Duration of Engagement:**
- a. The initial contract shall be for a period of **01 month**, extendable based on performance and requirement.
10. **Jurisdiction:**
- a. All disputes arising out of this engagement shall be under the jurisdiction of **Balangir District Court**.

## Terms & Conditions

For Hiring of Backhoe Loader & Tractor with Hydraulic Trolley Balangir Municipality

### 1. Deployment ,Work Timing & others:

- a) The equipment must be deployed as per the direction of the Municipal Authority.
- b) Minimum 08 hours of operation per day, including Sundays and holidays, if required.
- c) In case of emergency (e.g., waterlogging, waste blockage), the vehicle must be deployed within 2 hours of intimation.
- d) The Municipality reserves the right to increase or decrease the number of vehicles as per requirement
- e) The Municipality reserves the right to increase or decrease the number of vehicles as per requirement.
- f) **Preference will be given to vehicles equipped with functional GPS tracking systems** to facilitate real-time monitoring by the Municipality
- g) 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.
- h) The Service providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.
- i) Provision of Odisha General Financial Rules, 2023 and Delegation of Financial Power Rules, IgZB shall be applicable for hiring of vehicles. EMD i Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.
- j) The Driver should be well behaved, gentle and obedient in nature.
- k) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
- l) It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
- m) It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
- n) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
- o) In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

- p) If the services are found to be unsatisfactory, the client shall give 15 days' notice and terminate the agreement.
- q) 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 15 days' notice before such withdrawal of service and termination of agreement
- r) 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

2. **Fuel, Maintenance & Operator:**

- a) Fuel, regular maintenance, and servicing of the vehicle shall be the responsibility of the Bidders.
- b) Vehicles must be operated by trained, experienced, and licensed operators provided by the Bidders.

3. **Breakdown & Replacement:**

- a) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same **within 6 hr** or better model shall be provided by the service provider
- b) Failure to provide a replacement will attract a **pro-rata deduction** from the bill.

4. **Supervision & Monitoring:**

- a) The performance of the vehicles shall be monitored and certified by the Sanitary In charge or Sanitation Expert or Municipal Authority.
- b) A daily logbook must be maintained and signed by the Municipal official.

5. **Documents Required:**

The following valid documents of the vehicles must be submitted before deployment:

- a) Bidder Registration Certificate.
- b) The service provider shall have a valid GST registration to participate in the tendering
- c) Registration Certificate (RC)
- d) Fitness Certificate
- e) Pollution Under Control (PUC) Certificate
- f) Insurance Certificate
- g) Driving License of the Operator
- h) PAN Card , GST Registration and others document
- i) Experience Certificate (if any)
- j) Undertaking of compliance with all terms & conditions

6. **Quotation Schedule:**

- a) The sealed quotation should be super-scribed as "**Quotation for Engagement of Backhoe loaders, Tractors with Hydraulic Trolley & Manpower – Balangir Municipality**" and must be submitted to the undersigned on or before **11/08/2025 up to 01:00 PM**
- b) Technical bid will be opened on **12/08/2025 at 11:00 AM** in the presence of the bidders or their authorized representatives.
- c) Financial bid will be opened on **14/08/2025 at 11:00 AM** in the presence of the bidders or their authorized representatives.
- d) The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

**7. Payment Terms:**

- a) Payment shall be made within **15 days** from the date of submission of the certified monthly bill.
- b) Rate should be quoted **per vehicle per hour** (for both Backhoe loader and Tractor with Hydraulic Trolley) separately
- c) No advance payment shall be made.

**8. Penalty Clause:**

- a) For non-deployment on any scheduled day without prior notice, a penalty of ₹1,000 per day per vehicle shall be levied.
- b) Frequent failure to deploy may lead to termination of contract without prior notice.

**9. Tax Deduction:**

- a) Statutory deductions such as TDS/GST shall be applicable as per government norms.

**10. Extension & Termination:**

- a) The initial work order is valid for 1 month and may be extended based on performance and requirement.
- b) The Municipality reserves the right to terminate the contract at any time due to unsatisfactory performance, negligence, or administrative reasons.

**11. Liability:**

- a) The Bidder shall be fully responsible for any accident, damage, or injury caused by the deployed vehicle or personnel.
- b) Balangir Municipality shall not be held liable for any civil or criminal liability arising during the period of engagement.

**12. Jurisdiction:**

- a) Any dispute arising out of this contract shall be subject to the jurisdiction of the **Balangir Civil Court** only.

**13. Order Acceptance Clause:**

In the event that the Work Order is not formally acknowledged by you, or if the Order is received but no written acceptance has been submitted, yet you proceed to supply services and/or materials and/or submit invoices or bills, it shall be deemed that you have unconditionally accepted all the terms and conditions mentioned in the Work Order.

  
Executive Officer  
Balangir Municipality  


## Financial Specification

### SUPPLY/ENGAGEMENT OF TRACTOR WITH HYDRAULIC TROLLEY, BACKHOE LOADER AND UN SKILLED MANPOWER

#### Financial schedule to be filled (Annexure-1)

Sl No	Description of Items	Unit	Quoted price Rates per Cum (Excluding GST)	
			Quoted Price in Rs.	Quoted price in Figure
1	Tractor with Hydraulic Trolley	Per Hr. (not above Odisha Govt. approved Rate)		
2	Backhoe loader	Per Hr. (not above Odisha Govt. approved Rate)		
3	Manpower (Unskilled)	Per day (not above Odisha Govt. approved rate)		

Yours Faithfully

  
Executive Officer  
Balangir Municipality

## Technical Specification

### SUPPLY/ENGAGEMENT OF TRACTOR WITH HYDRAULIC TROLLEY, BACKHOE LOADER AND UN SKILLED MANPOWER

#### **Documents to be submitted:**

The Bidders are required to submit the following **self-attested documents** along with the duly filled-in quotation paper:

1. Self-attested copy of **PAN Card**.
2. Self-attested copy of **GST Registration Certificate**.
3. Copy of valid **Company/Agency/Firm Registration Certificate**.
4. Copies of **Vehicle Documents**, including:
  - a) Registration Certificate (RC)
  - b) Fitness Certificate
  - c) Pollution Under Control (PUC) Certificate
  - d) Insurance Certificate
  - e) Driving License of the Operator
  - f) PAN Card , GST Registration and others document
  - g) Experience Certificate (if any)
  - h) Undertaking of compliance with all terms & conditions
  - i) Any other relevant documents
5. Copy of **Driver's License** along with supporting documents for each vehicle operator proposed to be deployed.

Yours Faithfully

  
Executive Officer  
Balangir Municipality