



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE

Tel No. 06782-251265 & Fax No. 06782-251222

E-mail:- balasoremunicipality@rediffmail.com

No. 14788

Dt. 28.10.25

To,

The district e-Governance Manager,

Balasore.

Sub: - Uploading Notification No- 14783 /Dt 28.10.2025 in official website of Balasore District, <http://balasore.odisha.gov.in> for wide publication.

Sir,

With reference to the subject cited above, it is to say that the Notification 14783 /Dt 28.10.25 containing 03 pages may kindly be uploaded in the official website of Balasore District, <http://balasore.odisha.gov.in> for wide publication of **“Comprehensive o & M of 03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore Municipality”** from Dt 28-10-2025 to 12-11-2025.

This is for your kind information and necessary action.

Encl:

1- Hard copy of Quotation with Soft Copy.

Yours Faithfully,

EXECUTIVE OFFICER,
BALASORE MUNICIPALITY.



OFFICE OF THE MUNICIPAL COUNCIL, BALASORE

Tel No. 06782-251265 & Fax No. 06782-251222

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No. 14783

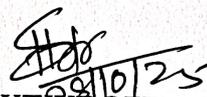
Dt. 28.10.25

TENDER CALL NOTICE FOR COMPREHENSIVE O & M OF CESSPOOL VEHICLES UNDER BALASORE MUNICIPALITY

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council, Balasore invites bid from experienced service provider/agencies under for "**comprehensive O & M of 03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore municipality**". The details of Tender document may be seen/ downloaded from "<http://balasore.odisha.gov.in>". Any changes, corrigendum, etc. will be updated in the mentioned portal only. For further queries/comments, please contact to e-mail I'd of balasoremunicipality@rediffmail.com.

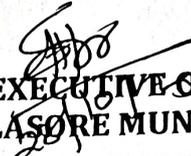
Sl. No	Name of the Machine	Items	Rate/Trip fixed by the ULB	EMD	Amount to be claimed from ULB per trip per vehicle
1	Cesspool Vehicle	Comprehensive Operation & Maintenance of 3000L cesspool vehicle under Balasore Municipality including fuel cost, supervisor, helper & driver charges, other consumables & all material cost and taxes etc.	Rs.1,200 (within ulb) Rs.1,500 (outside ulb)	5,00,000/ -	Within ULB- Outside ULB-
2	Cesspool Vehicle	Comprehensive Operation & Maintenance of 1000L cesspool vehicle under Balasore Municipality including fuel cost, supervisor, helper & driver charges, other consumables & all material cost and taxes etc.	Rs.650 (within ulb) Rs.750 (outside ulb)		Within ULB- Outside ULB-
3	Cesspool Vehicle	Comprehensive Operation & Maintenance of 500L cesspool vehicle under Balasore Municipality including fuel cost, supervisor, helper & driver charges, other consumables & all material cost and taxes etc.	Rs.400 (within ulb) Rs.500 (outside ulb)		Within ULB- Outside ULB-

Bids are to be submitted through sealed cover envelopes. The interested bidders should submit the complete tender in the sealed cover addressed to the Executive Officer, Balasore Municipality, Balasore, 756001 (Odisha) super scribing as "**Tender for comprehensive o & M of 03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore municipality**" through Speed Post/Registered Post/Courier or by hand on or before **12/11/2025** up to **01:00 P.M.** The tender will be opened on the same day at **04:00 P.M** 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 the tenders without assigning any reason thereof.


28/10/25
EXECUTIVE OFFICER
BALASORE MUNICIPALITY

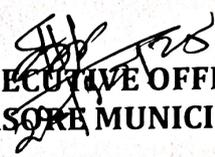
Memo No. 14784 / **Dt.** 28.10.25

Copy submitted to the Chairperson, Balasore Municipality/ Health officer, Municipal Engineer, Head Assistant, Accounts Section, MIS, SBM Nodal officer, Balasore Municipality, Balasore for information.


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

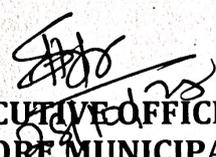
Memo No. 14785 / **Dt.** 28.10.25

Copy to the Office Notice Board, District Office Notice Board and Balasore Municipality website for wide publication.


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

Memo No. 14786 / **Dt.** 28.10.25

Copy to the Accounts Officer, Balasore Sadar, Balasore & Addl. Treasury Officer, District Treasury Office, Balasore for kind information and necessary action.


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

BID DOCUMENTS FOR THE WORK

"FOR THE WORK: Comprehensive o & M of 03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore Municipality".

Bid Document will be available in the "www.balasore.odisha.gov.in"

Cost of Bid Document : Rs.10,000/- Only

Date of pre-bid meeting : 04.12.2025 up to 11.00 A.M

Last Date & Time for Receipt of Bid Document

Offline along with EMD

(Speed post/ courier/Hand drop) : 12.11.2025 up to 01.00 P.M

Date & Time of Opening of

Technical Bid Document : 12.11.2025 at 04.00 P.M

Date & Time of Opening of

Financial Bid :12.11.2025 at 05.00 P.M

Officer Invited the Bid

: The Executive Officer On behalf of Balasore Municipality.

Period of Contract

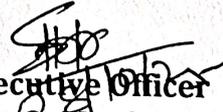
: 02 (Two) Years with 01 (One) Year Extension Subject to Satisfactory Performance

Earnest Money Deposit

: Rs. 5,00,000/- to be paid through online mode.

: Successful Bidder has to deposit Rs. 10 Lakhs in shape of Fixed Deposit/Bank Guarantee in favour of "The Executive Officer, Balasore Municipality" after award of work.

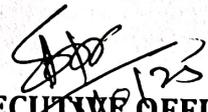
Signature of the Bidder


Executive Officer
Balasore Municipality

B. ELIGIBILITY CRITERIA OF BIDDER

SL. No	Eligibility Criteria	Supporting Documents to be submitted along with Technical Bid	
1	The Bidder must have	Proof of Address or Consent Letter in the letterhead with stamp.	
2	The bidder should have never been blacklisted/ barred/ disqualified by Government	Self-Certification/ declaration	
3	The vendor must have a valid GST registration Certificate and Pan Number.	Copies of the GST Registration Certification, PAN to be enclosed	
4	Bidder must submit a Refundable Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakhs Only)	In shape of Demand Draft from any Nationalize/ Scheduled bank in favour of The Executive Officer, Balasore Municipality, Balasore payable at Balasore	

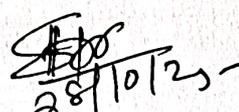
Signature & seal of the bidder


**EXECUTIVE OFFICER
BALASORE MUNICIPALITY**

C. SCOPE OF WORK

1. Successful bidder shall execute the comprehensive operation and maintenance work of all the cesspool vehicles (03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore municipality) as per the instruction of Executive Officer, Balasore Municipality.
2. Scope of work includes deployment of required manpower such as One Experienced Driver/ Operator and at least one Helper, Safety Equipment, consumable items, oil filter, greasing, minor/major repairs like tyre puncture removal and any other maintenance (All the Parts expect labor component).
3. All type of spare parts, lubes and other material for all major/ minor maintenance/repairing shall be borne by successful bidder.
4. During the operation if Balasore Municipality observes any deficiency in the machine, successful bidder has to rectify the same within a reasonable time allowed by the Nodal Officer In-charge. 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. In general working hour shall be 8 hours in a day, but the Successful bidder shall be bound for extra time working, if required.
7. Time of arrival and departure shall be mention by the concern assigned person of the Municipality in the logbook.
8. Diesel for the operation of the machine shall be borne by the successful bidder as per rule.
9. Diesel for maintenance and service of the machine is to be given by the Successful Bidder.
10. Successful bidder shall ensure that machine is deployed on work at stipulated time.
11. Bidder has to ensure continuous working of the tracking system.
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 Balasore Municipality and certified by the Nodal Officer In charge, which would be cross checked by tracking system.
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. This contract shall be valid for 02 years from the date of Contract agreement and extendable another 01 (One) year period upon the satisfactory performance. Looking to the necessity, the contract may be reduced or suspended prior giving one month notice period.
16. The Successful bidder has to begin the operation and maintenance immediately after receipt of order and agreement.
17. Balasore Municipality shall not be responsible for any accident, mishap or damage caused by or in the machine or to the any human being at time of working. For this, Successful bidder is advised to make available all necessary means like Uniform, safety equipment's. Bidder is responsible to check all required documents like Insurance Registration etc. to claim the damages from insurance.

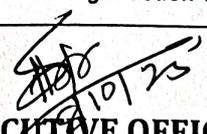
Signature & seal of the bidder


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

18. The bidder shall return the vehicle to this municipality in the well and good condition in which they have taken charge while receiving the machine from the municipality.
20. Successful bidder shall be responsible for all types of payment to the staff etc.
21. Balasore Municipality shall provide the machine in running condition with proper handing over / taking over record.
22. Machine shall report specified Place as it completes assigned work whether it is before its normal working schedule. The space for parking shall be provided by Balasore Municipality.
23. Operation plan, route chart, time schedule shall be provided weekly to successful bidder. Real time monitoring shall be ensured through GPS.
24. Weekly off is to be given by the successful bidder to their workers/ labour according to the labour law.
25. Tyre and battery will be in scope of successful bidder along with daily maintenances of Tyre and battery like tyre puncture, tyre cut repair, battery water check & refilling. These regular maintenances works will be done by successful bidder at his own cost.
26. All consumables including parts & other required materials in the bidder's scope.
27. After completion of contract period, the bidder will hand over all the vehicles to Balasore Municipality in running & good conditions. Bidder's performance security will be released after proper inspections of technical Committee of Balasore Municipality.
28. Machine shall be parked at Balasore Municipality garage or any specified place identified by Balasore Municipality.
29. Time of arrival and departure shall be mention by the Successful Bidder on the logbook.
30. Firm shall ensure that machine is deployed on work at stipulated time.
31. Monthly bill of the operation shall be submitted by the firm. For receiving the payment. the contractor shall submit a logbook duly verified by the authorized official of Balasore Municipality and it would be counter signed by Nodal Officer in charge, which would be cross checked VTS (Vehicle Tracking System) data.
32. Balasore Municipality may however consider the waiver of the penalty for non-operation of machine on a particular day/time for the incidents beyond control of the bidder. The other Penalties are as under: -

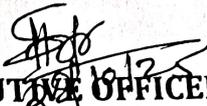
SI. No	Reason for which penalty is proposed	Penalty in Rs.
1	If the vehicles not found aesthetically clean/ fitness certificate	Rs. 2,000/- on notice + Rs. 500/- per day till measure
2	If Staff found not wearing uniform and safety gear or if found the labours are forced enter into the chamber.	Rs. 100/- per driver/ helper per shift for not wearing PPEs & legal action as per law for human entry into the chambers.
3	Non-compliance of operation plan, time schedule, route chart (if variation is beyond 10% for that day)	Rs. 500/- per day
4	If VTS/GPS not working due to bidder fault	Rs. 200/- per day
5	If cesspool remain idle even after having pre booked calls.	Rs. 1000/- per day
6	If labour absent.	Rs. 500/- per day
7	If found open dumping or discharging fecal materials anywhere other than designated FSTP.	Cancellation/Termination of the contract with legal action as per law

Signature & seal of the bidder


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

35. If machine is not operated for any day for any reason like rainy season, natural digester payment will not be done for this day.
36. Successful bidders have to submit 02-year experience certificate of the Driver/ Operator.

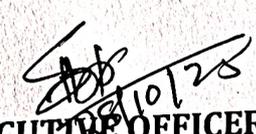
Signature & seal of the bidder


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

D. TERMS & CONDITIONS OF BID

1. Bidder should follow all instructions/orders which is issued time to time by Balasore Municipality through official website "<http://balasore.odisha.gov.in>".
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.10,000/- (Rupees Eleven Thousand Two Hundred only) and refundable Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakhs only) should be submitted by the Bidder along with the Technical Bid in favour of The Executive Officer, Balasore Municipality, Balasore payable at Balasore. Bids without Tender Document processing fee and EMD will be out rightly rejected.
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 Balasore Municipality on submission of Performance Bank Guarantee or Performance Security Deposit of Rs.10,00,000/- 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 Balasore).
6. The rate to be quoted as per the Financial Bid Format.
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. Balasore 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. Bidder should provide all safety equipment to working staff. If any accident, mishap, any damage etc happens due to inefficient/improper safety equipment etc. Balasore Municipality shall not be held responsible for such any incidence.
11. 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 Balasore Municipality. The security deposit will also be forfeited.
12. Bidder should handed over the machine to Balasore 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 Balasore 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 Balasore Municipality as per condition of machine) Decision taken by Balasore Municipality will be final and the Bidder is bounded to follow.
13. 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 Balasore Municipality.
14. If any dispute/Discrimination arises between the Bidder and Balasore Municipality, decision of Balasore Municipality shall be final and bound to both.
15. The bidder should sign in each page of the bid document.
16. The bidder should follow all the labour act Rules.
17. Language of communication should be in English.
18. All legal disputes shall be settled in Balasore only.
19. Joint Venture will not be accepted.
20. If the Quoted Rate of Qualified bidders found same than Lottery System will be adopted.
21. Bidder must submit all the documents mentioned in Technical Bid Performa otherwise Bid will be rejected.

Signature & seal of the bidder


EXECUTIVE OFFICER
BALASORE MUNICIPALITY

TECHNICAL BID FORM

Name of the Work: "Comprehensive Operation & Maintenance of 03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore municipality".

Firm's Name:

Authorized Person's Name & Designation:

Address:

Contact No:

E-mail I'd:

Sl.No	Documents to be attached with technical bid	Details	If attached Yes/No	Attached Page NO.
1	Tender document processing fee @Rs. 10,000	D.D. No. _____ Date. _____		
2	EMD @Rs.5,00,000	D.D. No. _____ Date. _____		
3	Pan card Number			
4	GST Number			
5	The bidder must be manufacturer machines of such categories as mentioned above or their authorized agency			
6	Experience in operation or Maintenance/handling cesspool vehicles as per the Eligibility Criteria			
7	Bidder's existence in Odisha			
8	Average annual turnover of the last three financial years i.e. 2022-23, 2023-24 & 2024-25			

Authorized Signature of the bidder

Full Name:

Date:

Place:

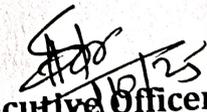
Evaluation of Technical Proposals

Evaluation of proposals shall be made by the Municipal authority.

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1	Years of Experience in similar nature of work (to be determined from Work Order or Agreement Only) in Operation or Maintenance/handling cesspool vehicles	20	<ul style="list-style-type: none">• 1-5 Years :05 marks• 5-10 Years :10 marks• More than 10 Years :20 marks
2	Annual Average Turnover for Last 3FY (2022-23, 2023-24 & 2024-25)	20	<ul style="list-style-type: none">• Upto 50 Lakhs : 5 marks• > 50 Lakhs to <1 Cr: 10 marks• <1 Crore : 20 marks
3	ISO Certifications	10	<ul style="list-style-type: none">• ISO 9001 : 4 marks• ISO 14001 : 3 marks• ISO 45001 : 3 marks• All of three : 10 marks

Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least 20 marks out of 50 marks in technical evaluation shall qualify for financial bid opening.

Signature of the Bidder


Executive Officer
Balasore Municipality

FINANCIAL BID FORM

Name of the Work: “Comprehensive o & M of 03 nos. of 3000 L (02 Truck mounted & 01 Tractor mounted), 01 no. 1000 L (LCV Mounted) & 02 (two) 500 L (Tempo Mounted), cesspool vehicles under Balasore Municipality”.

Firm's Name:

Sl.No	Item Description	Quantity	Amount to be claimed from ULB per trip per vehicle
1	“Comprehensive Operation & Maintenance of 3000L cesspool vehicle under Balasore Municipality including fuel cost, helper & driver charges, other consumables & all material cost and taxes etc.”	01	
Sl.No	Item Description	Quantity	Quoted Rate Per Hour in INR excluding GST (per machine per Hour)
1	“Comprehensive Operation & Maintenance of 1000L cesspool vehicle under Balasore Municipality including fuel cost, helper & driver charges, other consumables & all material cost and taxes etc.”	01	
Sl.No	Item Description	Quantity	Quoted Rate Per Hour in INR excluding GST (per machine per Hour)
1	“Comprehensive Operation & Maintenance of 500L cesspool vehicle under Balasore Municipality including fuel cost, helper & driver charges, other consumables & all material cost and taxes etc.”	01	
5	GST in _____ %		
6	Total including of GST		

- NB. In the financial bid, the bidder with the lowest price shall be awarded the contract. However, in case two bidders quote the same lowest price, then the L1 bidder will be decided with a lottery system.

Date:

Authorized Signature of the bidder

Place:

Full Name: