



# OFFICE OF THE MUNICIPAL COUNCIL, BALASORE

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

E-mail:- [balasoremunicipality@rediffmail.com](mailto:balasoremunicipality@rediffmail.com)

No. 4228

Dt. 04/06/2026

## TENDER CALL NOTICE FOR PLANTATION OF MATURED TREES UNDER NATIONAL CLEAN AIR PROGRAMME

The Executive Officer, Balasore Municipality, on behalf of the Balasore Municipal Council, invites sealed quotations from experienced and eligible service providers/agencies/firms for the work of "Plantation of Matured Trees under National Clean Air Programme (NCAP)".

The detailed tender document, including terms and conditions, scope of work, and eligibility criteria, can be viewed and downloaded from the official website: <http://balasore.odisha.gov.in>

Interested bidders are advised to regularly visit the above website for any updates, corrigendum, or addendum, which shall be published only on the said portal.

For any further clarification, queries, or correspondence, bidders may contact through email at: [balasoremunicipality@rediffmail.com](mailto:balasoremunicipality@rediffmail.com)

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Sl.No	Name of the Work	Type/Breed of trees	Height	EMD	Rate per Tress along with plantation cost	Cost of Maintenance per month	Total quoted rate/tree along with monthly maintenance
1	Plantation work at all the dividers including wealth centre of 15 ft tall trees with boring, transportation and planting work along with 1 year maintenance under National Clean Air Programme	Fox Tail Palm Trees	10'-12'				
2		Bakul Trees	5'-6'				
3		Mahogany Trees	4-5'				
4		Areca Palm Trees	4-5'				
5		Thuja Occidentalis Trees	4-5'				
6		Nerium Oliander Trees	2-3'				
7		Thevitia Nerifolia Trees	2-3'				
8		Satani (Alestonia Scholaris) Trees	4-5'				
9		Hybrid roses	1-1.5'				
10		Arjun	7'-8'				
11		Seasonal trees flowers	Up to 1'				
12		Hena Trees	Up to 2'				
13		Bougainvillea flower (Kagji Flower)	Up to 3'				

14	Pride of India Tree	6'-7'
15	Golden Shower Tree or Amaltas	3'-4'
16	Indian Cork or Tree Jasmine	6'-7'
17	Plumbago Auriculata	Up to 2'
18	Peltophorum Pterocarpum or Copperpod	7'-8'
19	Mangoes	Up to 5'
20	Panasa	Up to 5'
21	Pijuli	Up to 4'
22	Piesta Badam	Up to 5'
23	Goya Koli	Up to 3'
24	Dalchini	Up to 3'
25	Ganga Siuli	Up to 2'
26	Debdaru	Up to 4'
27	Lawn Grass (Mexican)	Sq.ft
28	Arcaria plant	Up to 5'
29	Bougainvilles Topiary	Up to 3'
30	Cypress	Up to 3'
31	Euphorbia	Up to 1'
32	Pandanos	Up to 1'
33	Ficus Panda	Up to 3'
34	Vinca Rosea	Up to 1'
35	Ficus Benjamina	Up to 3'
36	Ixura	1.5'-2'
37	Croton	Up to 2'
38	Devdaru Tress	3'-4'
39	Plumeria alba	Up to 3'
40	Mini Ixura	Up to 1'
41	Furcaria	1'-1.5'
42	Ficus Ilastica Rubber	Up to 2'
43	Ficus Ilastica	Up to 3'
44	Juniperas	Up to 2'
45	Koloroma	Up to 2'
46	Shampian palm	Up to 5'
47	Sita Ashok	Up to 5'
48	Ticoma Goudi Choudi	Up to 2'
49	Verigated Tagar	Up to 2'
50	Sangam of India	Up to 2'
51	Chlorodendron	Up to 2'
52	China Dol	3'-4'
53	The birds of paradise	Up to 1'
54	Canna Verigated	Up to 1'
55	Spider Lilly	Up to 1'
56	Madhu Kamini	Up to 1'
57	Golden Bottle Brush	Up to 1'
58	Base Modium	3'-4'
59	Stand Kamini	Up to 1'

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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 Call Notice for **Plantation of Matured Trees under National Clean Air Programme (NCAP)**" through Speed Post/Registered Post/Courier on or before **11/06/2026** up to **02:00 P.M.** The tender will be opened on **12/06/2026** at **11:00 A.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.

*W Patel*  
04/06/2026  
**EXECUTIVE OFFICER**  
**BALASORE MUNICIPALITY**

**Memo No.** 4229 / **Dt.** 04/06/2026

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

*W Patel*  
04/06/2026  
**EXECUTIVE OFFICER**  
**BALASORE MUNICIPALITY**

**Memo No.** 4230 / **Dt.** 04/06/2026

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

*W Patel*  
04/06/2026  
**EXECUTIVE OFFICER**  
**BALASORE MUNICIPALITY**

**Memo No.** 4231 / **Dt.** 04/06/2026

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

*W Patel*  
04/06/2026  
**EXECUTIVE OFFICER**  
**BALASORE MUNICIPALITY**

# BID DOCUMENTS FOR THE WORK

**"FOR THE WORK: Plantation of Matured Trees under National Clean Air Programme (NCAP)".**

Bid Document will be available in the "[www.balasore.odisha.gov.in](http://www.balasore.odisha.gov.in)"

Cost of Bid Document : Rs.5,000/- Only

Last Date & Time for Receipt of Bid Document

Offline along with EMD

(Speed post/ courier/Hand drop)

: 11.06.2026 up to 02.00 P.M

Date & Time of Opening of

Technical Bid Document

: 12.06.2026 at 11.00 A.M

Date & Time of Opening of

Financial Bid

:12.06.2026 at 12.00 P.M

Officer Invited the Bid

: The Executive Officer On behalf of Balasore Municipality.

Period of Contract

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

Earnest Money Deposit

: Rs. 10,000/- to be paid through online mode.

Security Deposit

: Successful Bidder has to deposit Rs. 1,00,000/- in shape of Fixed Deposit/Bank Guarantee in favour of "**The Executive Officer, Balasore Municipality**" after award of work.

Signature of the Bidder

*W.P. Patel*  
04/06/2024  
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.10,000/- (Rupees Ten Thousand 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

*V Patel*  
04/05/2024

EXECUTIVE OFFICER  
BALASORE MUNICIPALITY

### C. SCOPE OF WORK

1. The successful bidder shall execute plantation work under the National Clean Air Programme (NCAP) at different locations within the jurisdiction of Balasore Municipality as per the instructions of the Executive Officer, Balasore Municipality.
2. The scope of work shall include plantation of saplings/ matured plants, pit digging, earth work, application of manure and fertilizers, watering, staking, mulching, tree guarding, transportation, loading & unloading and all allied activities required for successful plantation and establishment of plants.
3. The successful bidder shall provide all required things such as Pit & Plantation including healthy saplings/plants of approved species, manure, fertilizers, pesticides, bamboo/tree guards, soil, water tankers, tools & plants along with area Cleaning, Organic Vermi compost, Anti termite, Fertilizer & Bamboo Stacking with Ringing and other consumables at their own cost unless otherwise specified by Balasore Municipality
4. Plantation work shall be carried out at road medians, roadsides, parks, open spaces, institutional areas, premises of the govt establishments/offices, water bodies, public places, wealth centres and other locations identified by Balasore Municipality.
5. The successful bidder shall deploy adequate skilled and unskilled manpower, supervisors and necessary machinery/equipment for timely execution of the work.
6. The successful bidder shall ensure proper spacing, alignment and scientific plantation methods as directed by the Municipal authority or designated technical personnel preferably the SBM Section.
7. One year maintenance of the planted saplings/trees shall be included in the scope of work from the date of plantation completion.
8. Maintenance activities shall include regular watering, weeding, soil loosening, application of manure/fertilizers, pruning, replacement of dead plants, pest control and protection of plants from damage.
9. The bidder shall maintain minimum 90% survival rate of planted saplings during the maintenance period. In case of mortality, replacement plantation shall be carried out immediately by the bidder at his own cost.
10. All plants shall be healthy, disease-free and of approved quality. Balasore Municipality reserves the right to reject any inferior quality saplings/plants.
11. The successful bidder shall ensure cleanliness of the work site during and after execution of the plantation work.
12. The work shall be carried out in phased manner and at locations as directed by the Executive Officer or Nodal Officer In-charge of Balasore Municipality.
13. The successful bidder shall complete the plantation work within the stipulated time schedule communicated by Balasore Municipality.
14. The successful bidder shall maintain a daily work register indicating location-wise plantation details, number of saplings planted, manpower engaged and maintenance activities carried out.
15. Geo-tagged photographs before, during and after plantation work shall be submitted by the bidder as documentary evidence.
16. The successful bidder shall ensure safety of workers and provide necessary safety gears and uniforms to all deployed personnel.
17. Balasore Municipality shall not be responsible for any accident, injury or loss caused during execution of the work. The successful bidder shall be solely responsible for compliance with labour laws, safety regulations and insurance requirements.
18. The bidder shall be responsible for payment of wages, EPF, ESI and other statutory dues of the workers engaged for the work.

19. The monthly bill shall be submitted by the successful bidder along with work progress report, photographs and certification from the authorized official/Nodal Officer of Balasore Municipality.

20. Balasore Municipality reserves the right to inspect the plantation and maintenance work at any time during the contract period.

21. In case of poor maintenance, low survival rate, delay in execution or non-compliance of instructions, penalty may be imposed by Balasore Municipality and the same shall be recovered from the bidder's dues.

22. The contract shall remain valid for the period specified in the agreement and may be extended based on satisfactory performance and requirement of Balasore Municipality.

23. The successful bidder shall commence the work immediately after issuance of work order and execution of agreement.

24. Any damage caused to public property during execution of work shall be repaired/restored by the successful bidder at their own cost.

25. The decision of the Executive Officer, Balasore Municipality regarding quality of work, maintenance and implementation shall be final and binding on the bidder.

26. The successful bidder shall always be in readiness to provide any kind of documents as and when required by the undersign.

27. The successful bidder shall put transparency board at the end of every stretch for public transparency and information.

Signature & seal of the bidder

*W. Patel*  
*01/03/2024*  
**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 Ten Thousand Two Hundred only) and refundable Earnest Money Deposit (EMD) of **Rs. 1,00,000/-** (Rupees One Lakh 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. 1,00,000/-** 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 be responsible for any accident, mishap, any damage etc. Balasore Municipality shall not be held responsible for such any incidence.
9. 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.
10. 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.
11. If any dispute/Discrimination arises between the Bidder and Balasore Municipality, decision of Balasore Municipality shall be final and bound to both.
12. The bidder should sign in each page of the bid document.
13. The bidder should follow all the labour act Rules.
14. Language of communication should be in English.
15. All legal disputes shall be settled in Balasore only.
16. Joint Venture will not be accepted.
17. If the Quoted Rate of Qualified bidders found same than Lottery System will be adopted.
18. Bidder must submit all the documents mentioned in Technical Bid Performa otherwise Bid will be rejected.

Signature & seal of the bidder

  
04/10/2014  
EXECUTIVE OFFICER  
BALASORE MUNICIPALITY

# TECHNICAL BID FORM

Name of the Work: "Plantation work under National Clean Air Programme at different places 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.1,00,000	D.D. No. _____ Date. _____		
3	Pan card Number			
4	GST Number			
5	10 years' Experience in operation or Maintenance of plantation work as per the Eligibility Criteria			
6	Bidder's existence in Odisha			
7	Average annual turnover of the last three financial years i.e. 2022-23, 2023-24 & 2024-25			
8	The Bidder must not have been blacklisted or debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization or by any PSUs or by any other department in <b>last 03 (three) years</b> .			

Date:

Authorized Signature of the bidder

Place:

Full Name:

## FINANCIAL BID FORM

**Name of the Work:** "Plantation work under National Clean Air Programme at different places under Balasore municipality".

Firm's Name: .....

Sl.No	Type/Breed of trees	Height	Rate/Tress along with Plantation Cost	Cost of Maintenance/ Per Month.	Total quoted rate/tree along with monthly maintenance
1	Fox Tail Palm Trees	10'-12'			
2	Bakul Trees	5'-6'			
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14	Pride of India Tree	6'-7'			
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24	Dalchini	Up to 3'			
25	Ganga Siuli	Up to 2'			
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	bougainvilles topiary	Up to 3'		
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52	China Dol	3'-4'		
53	The birds of paradise	Up to 1'		
54	Canna Verigated	Up to 1'		
55	Spider Lilly	Up to 1'		
56	Madhu Kamini	Up to 1'		
57	Golden Bottle Brush	Up to 1'		
58	Base Modium	3'-4'		
59	Stand Kamini	Up to 1'		

- 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: