BHUBANESWAR MUNICIPAL CORPORATION (BMC)

ICOMC Tower, Janpath, Unit-9, Bhubaneswar - 751022, Odisha

TENDER ID: 2026_ORULB_144584

NOTICE INVITING REQUEST FOR PROPOSAL

E-Procurement Notice No.: 64197 / Date: 28/10/2026

SELECTION OF SERVICE PROVIDER/ AGENCY FOR SUPPLY AND OPERATION OF HEAVY VEHICLES, MACHINERIES AND LCVs ON HIRE BASIS FOR VARIOUS MUNICIPAL OPERATIONS OF BHUBANESWAR MUNICIPAL CORPORATION

Bhubaneswar Municipal Corporation (BMC) invites online proposals through the Government of Odisha **e-Procurement portal** from eligible, experienced, and professional transport contractors, Original Equipment Manufacturers (OEMs), fleet owners, heavy machinery operators, aggregators, and logistics operators for **selection of a service provider or agency for supply, operation, and maintenance of the fleet with professionally trained operators on a monthly hiring basis**, for municipal sanitation, solid waste management, drain desilting, civil maintenance, tree cutting and plantation, earth moving, excavation, electrical maintenance, disaster response, and other municipal operations.

Table 1: Schedule of Events and Critical Bid Dates

Sl. No.	Parameter	Particulars and Critical Dates
1	Name of Work	SELECTION OF SERVICE PROVIDER/ AGENCY FOR SUPPLY AND OPERATION OF HEAVY VEHICLES, MACHINERIES AND LCVs ON HIRE BASIS FOR VARIOUS MUNICIPAL OPERATIONS OF BHUBANESWAR MUNICIPAL CORPORATION
2	Tender Identification No.	64197 dated 28.10.2026
3	Procurement Mode	Online Open National Competitive Bidding via e-procurement https://tendersodisha.gov.in
4	Tender Document Cost (Non-refundable)	**Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only),** inclusive of 18% GST, to be paid online through the e-procurement portal gateway
5	Earnest Money Deposit (EMD) / Bid Security (Refundable)	**Rs. 10,00,000/- (Rupees Ten Lakh only)** to be paid online through the e-procurement portal gateway
6	Contract Tenure	**02 (two)** years, extendable by **01 (one)** additional year upon satisfactory performance and mutual agreement

7	RFP Download and Application Period	**From 11:00 AM on 29.10.2026 to 03:00 PM on 20.11.2026**
8	Pre-Bid Meeting Date & Venue	**05.11.2026 at 12:00 Noon** in the Conference Hall, LG Floor, BMC-ICOMC Tower, Janpath, Unit-IX, Bhubaneswar-751022. Queries may be emailed by 10:00 AM on 05.10.2026, and may also be submitted during the pre-bid meeting. No query received after the pre-bid meeting shall be entertained.
9	Last Date and Time for Online Submission	**20.11.2026 up to 03:00 PM** on **https://tendersodisha.gov.in**
10	Date and Time of Opening of Technical Bids	**20.11.2026 at 04:00 PM** online on **https://tendersodisha.gov.in**
11	Date of opening of financial proposals	To be intimated online to technically qualified bidders
12	Nodal Officer & Contact Details	Deputy Commissioner (Vehicle), BMC Email: acvehicle@bmc.gov.in , Mobile No.: 9040227189

BMC reserves the right to accept or reject any or all proposals, annul the procurement process, or modify the fleet quantities without assigning any reason thereof.

By Order of Commissioner,

Sd/-
Deputy Commissioner (Vehicle)
Bhubaneswar Municipal Corporation

Memo No.: 64198/ Date: 28.10.2026

Copy forwarded to Director, I & PR Department, Government of Odisha with a request to publish this notice in **two English National daily newspapers** (Times of India, The New Indian Express) and **five Odia daily** newspapers, Bhubaneswar and all Odisha editions for publication on or before 29.10.2026 using minimum space and font size 10 at the approved Government rate.

Sd/-
Deputy Commissioner (Vehicle), BMC

Memo No.: 64199/ Date: 28.10.2026

Copy forwarded to Executive Engineer, Tender Cell, BMC with a request to upload the RFP document in **https://tendersodisha.gov.in** and conduct the tender process.

Sd/-
Deputy Commissioner (Vehicle), BMC

Memo No.: 64200 / Date: 28.10.2026

Copy to Notice Board of BMC / ITPMU, BMC for information and necessary action for online publication on BMC official website **www.bmc.gov.in.**

Sd/-
Deputy Commissioner (Vehicle), BMC

SELECTION OF SERVICE PROVIDER/ AGENCY FOR SUPPLY AND OPERATION OF HEAVY VEHICLES, MACHINERIES AND LCVs ON HIRE BASIS FOR VARIOUS MUNICIPAL OPERATIONS OF BHUBANESWAR MUNICIPAL CORPORATION

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SECTION 1: DISCLAIMER

The information contained in this Request for Proposal ("RFP") or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of Bhubaneswar Municipal Corporation (hereinafter referred to as BMC) or any of its employees or advisors, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is neither an offer nor invitation by BMC to prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their bids for qualification pursuant to this RFP (the "Bid"). This RFP document does not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for BMC and its employees or advisors to consider the objectives, technical expertise, financial situation, and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability, and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BMC accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein.

BMC and its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost, or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness, or reliability of this RFP and any assessment, assumption, statement, or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.

BMC may in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information, assessment, or assumption contained in this RFP document.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BMC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and BMC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

SECTION 2: INTRODUCTION, OBJECTIVE AND DEFINITIONS

2.1 Background and Operational Objective

Bhubaneswar Municipal Corporation (BMC) manages municipal sanitation, solid waste handling, road and drainage maintenance, construction and demolition (C&D) waste removal, and public health engineering across Bhubaneswar.

Accordingly, BMC intends to select competent, experienced, and well-resourced fleet management agencies, transport operators, OEMs, aggregators, and logistics operators to supply, operate, and maintain heavy vehicles and machinery on a monthly hire basis under a Biennial Rate Contract (BRC). The fleet is specified in Section 3.

The primary operational objectives of this engagement are to:

1. **Uninterrupted Municipal Services:** Ensure round-the-clock availability of roadworthy, legally compliant machinery for routine, seasonal, and emergency municipal sanitation and other operations.
2. **Drainage and Excavation:** Provide mechanized support for drain desilting, deep excavation of primary and secondary storm-water channels, clearing of blocked culverts, and structural earthwork.
3. **Solid Waste Collection and Transportation:** Provide heavy tippers and utility vehicles for primary and secondary collection, loading, lifting, and haulage of municipal solid waste, street sweeping silt, inert waste, and Refuse Derived Fuel (RDF) to designated processing facilities and micro-composting centers.
4. **Landfill Operations and Levelling:** Provide heavy-duty crawler dozers and earthmovers for waste leveling, pushing, spreading, grading, berm formation, and cell compaction at dumpsites and waste processing plants.
5. **Demolition and Debris Clearance:** Undertake demolition of unauthorized constructions and encroachments using heavy breakers and loaders, followed by mechanized clearance and transportation of construction and demolition (C&D) debris.
6. **Hygienic Carcass Management:** Collect and transport dead animals and carcasses from public places, streets, and veterinary facilities in fully covered, stainless-steel lined, leak-proof vehicles equipped with disinfection mechanisms for hygienic transit to carcass processing plants.
7. **Environmental Dust Suppression:** Carry out mechanized water sprinkling, road washing, central verge cleaning, and civic washing of public facilities and monuments using truck-mounted water tankers.
8. **Tree Cutting, Trimming, and Plantation:** Provide logistical and lifting support for trimming overgrown and hazardous tree branches, cutting fallen trees during squalls, hauling green horticulture waste, and supporting civic avenue plantation drives.
9. **Electrical Street Light Maintenance:** Support repair, inspection, maintenance, and replacement of streetlights, high-mast illumination towers, and overhead municipal installations using hydraulic aerial sky lifts.

10. **Road Works and Civic Engineering:** Provide mechanized logistics for road repair, patch metalling, transit of municipal tools, materials, and emergency civic supplies.

11. **Disaster and Emergency Response:** Maintain rapid mobilization readiness for cyclones, flash floods, low-lying waterlogging, building collapses, and public emergencies.

12. **Telematics and Digital Oversight:** Enforce strict operational accountability through GPS, vehicle location tracking systems (VLTS), tamper-proof hour-meters, forward-facing digital dashcams, and authenticated daily logbooks.

13. This RFP is guided by the notifications issued by the concerned departments of the Government of Odisha, including the Commerce and Transport Department, the Works Department (Schedule of Rates), Finance Department and Bhubaneswar Municipal Corporation.

2.2 Definitions and Interpretation

- **Agency / Operator / Service Provider:** The legal entity selected by BMC to supply, operate, and maintain commercial vehicles, machinery, equipment, operators, drivers, and maintenance services under formal Work Orders.

- **Applicant / Bidder:** Any single legal entity (Company, LLP, Registered Partnership Firm, OEM, Private Limited, Sole Proprietorship, Registered entity etc) submitting a responsive proposal in response to this RFP.

- **Authority / BMC / Corporation:** Bhubaneswar Municipal Corporation, represented by the Commissioner or any officer authorized by the Commissioner.

- **Competent Authority:** The authority competent to approve the procurement, empanelment, Work Order, payment, or contractual action under the applicable rules and the BMC delegation of powers.

- **Daily Hiring Rate: The hiring charge payable for one operational day shift.**

$$\text{Daily Hiring Rate} = \frac{\text{Accepted Monthly Hiring Rate including fuel and other applicable taxes}}{30}$$

- **Day / Day-Based Deployment:** The operational shift certified by the BMC officer utilising the vehicle or machinery and corroborated with GPS/SVMS. The duration of the shift is stated in clause 4.2.

- **L1 Bidder**: The technically qualified bidder who, after the category-wise comparison and the matching process in Section 10, is selected to supply the fleet at the lowest quoted Monthly Hiring Rate of each category.

- **Machine Hour:** One actual hour of mechanical work performed by machinery, measured strictly by a functional, calibrated, tamper-proof digital hour-meter and certified by the designated BMC field supervisor.

- **Minimum Uptime**: The Service Provider shall ensure a minimum deployment of 300 verified operational hours per unit per month, maintaining at least 290 hours of uptime (equivalent to 29 days) verified by hour-meter or odometer and corroborated with SVMS or GPS. Any shortfall below this threshold shall invite a show-cause notice and may lead to cancellation of the contract.

- **Month / Monthly-Hired Machinery:** A calendar month, whether of 28, 30, or 31 days, for a vehicle or machine ordered by BMC on a monthly-rate basis**.**
- **Rate Contract**: The arrangement under which the selected Service Provider supplies the vehicles and machines in Section 3 at the accepted Monthly Hiring Rate of each category, through Work Orders, without a guarantee of minimum quantity.
- **Standby / Replacement:** An equivalent or higher-specification machine arranged by the Service Provider when a deployed unit becomes defective, unsafe, or unavailable. If required, agency shall supply additional vehicle and machinery on urgent basis complying all the terms and conditions of the agreement for a shorter period on per day basis.
- **Vehicle / Machinery**: Any commercial vehicle, earth-moving machine, specialized municipal vehicle, or equipment listed in the RFP in Table 3 of clause 3.1 or subsequently included by written Work Order. In case BMC requires a vehicle/machinery which is not explicitly mentioned in this RFP for some urgent work, then the rate will be decided based on the Government of Odisha notified rates for the time for which the vehicle/machinery will be deployed. As per the operational requirement, in case BMC requires deployment of vehicle/machinery for a period less than one month, then the payment shall be made on pro rata basis.
- **Verified Deployment:** Fleet operations supported by valid Work Orders, daily attendance, opening and closing hour-meter/odometer readings, GPS/SVMS corroboration, and countersignatures of authorized BMC officials.
- **Office/Work Order:** A written operational instruction issued by BMC specifying category, machine quantity, reporting time, deployment site, duration, and applicable billing rate.

SECTION 3: VEHICLE AND MACHINERY SCHEDULE AND TECHNICAL SPECIFICATIONS

3.1 Indicative Fleet Schedule

The types and numbers below are indicative only. The actual number deployed shall depend on the requirement. The total indicative number is 114.

The certified mileage table in this clause shall be used only for calculation and reconciliation of fuel, and for the quarterly fuel adjustment in clause 4.6. It shall not be treated as a hiring rate.

If, owing to an operational exigency, a natural disaster, or disruption in the supply of fuel, BMC supplies fuel, the cost shall be worked out at the rate of fuel prevailing on that day and shall be deducted from the monthly bill of the Service Provider. This shall not entitle the Service Provider to a separate fuel payment in the ordinary course.

The rate of normal diesel and the rate of normal petrol prevailing on the date of the agreement shall be recorded in the agreement. The quarterly adjustment shall be made only as provided in clause 4.6.

Table 1: Government Notified Mileage and Fuel Efficiency

Sl. No.	Type of Vehicle	Average Mileage Consumption of Fuel
1	Hydraulic excavator (chain-mounted)	10 ltrs. / hour
2	Tyre mounted Excavator/ Back hoe loader	6 ltrs./ hour
3	Dump truck/10 wheeler Heavy-duty Hydraulic tipper/ Heavy Tipper	3 kilometres per litre
4	Dozer	7 litres per hour
5	Tipper(6-Wheeler)/Standard truck	4 kilometres per litre
6	Back hoe loader with hydraulic breaker	6 ltrs./ hour
7	Tractor with Trailer	5 kilometres / litre
8	Tata Ace and equivalent LGV	10 kilometres / litre
9	Truck mounted Water Tanker	6 ltrs/ hour
10.a	Mini truck with tipping body (Mahindra & Mahindra Pick up van/Bolero Camper/Tata Yodha pick up and equivalent)	10 kilometres per litre
10.b	Mini truck with tipping body (Tata 407, TATA 712 equivalent)	6 kilometres per litre
11	Cranes 35 Tonnes	7 ltrs/ hour
12	Jack Hammer	

Table 2: Indicative Vehicle Requirement

Sl. No.	Type of vehicle	Indicative quantity number
1	Hydraulic excavator (chain-mounted)	4
2	Tyre Mounted Excavator /Back hoe loader	26
3	Dump truck/10 wheeler Heavy-duty Hydraulic tipper/ Heavy Tipper	19
4	Dozer	1
5	Tipper(6-Wheeler)/Standard truck	6
6	Back hoe loader with hydraulic breaker	1
7	Tractor with Trailer	33
8	TATA Ace and equivalent LGV	10
9	Truck mounted Water Tanker	5
10.a	Mini truck with tipping body (Mahindra & Mahindra Pick up van/Bolero Camper/ Tata Yodha pick up and equivalent)	9
10.b	Mini truck with tipping body (Tata 407, TATA 712 equivalent)	13
11	Cranes 35 Tonnes	1
12	Jack Hammer	3
	Total	136

Table 3: Government Notified Hiring Rates

Sl. No.	Type	Notified rate	Source
1	Hydraulic excavator (chain-mounted)	Rs. 2,891.34 per hour including fuel	Works Department, Schedule of Rates, 2022
2	Tyre Mounted Excavator /Back hoe loader	Rs. 1,300.16 per hour including fuel	Schedule of Rates, 2022
3	Dump truck/10 wheeler Heavy-duty Hydraulic tipper/ Heavy Tipper	Rs. 3,000 per day excluding fuel	Commerce and Transport Department

4	Dozer	Rs. 2,834 per hour including fuel	Schedule of Rates, 2022
5	Tipper (6-wheeler), standard truck	Rs. 900.84 per hour including fuel	Schedule of Rates, 2022
6	Backhoe loader with hydraulic breaker	Rs. 1,300.16 per hour plus Rs. 47.61 per hour including fuel	Schedule of Rates, 2022
7	Tractor with trailer	Rs. 357.55 per hour including fuel	Schedule of Rates, 2022
8	Tata Ace and equivalent light goods vehicle	Rs. 33,500 per month excluding fuel	Finance Department
9	Truck-mounted water tanker	Rs. 900.84 per hour including fuel	Schedule of Rates, 2022
10.a	Mini truck with tipping body (Mahindra & Mahindra Pick up van/Bolero Camper/Tata Yodha pick up and equivalent)	Rs. 42,000 per month excluding fuel	Finance Department
10.b	Mini truck with tipping body (Tata 407, TATA 712 and equivalent)	Rs. 42,000 per month excluding fuel	Finance Department
11	Crane, 35 tonnes	Rs. 1,051.30 per hour including fuel	Schedule of Rates, 2022
12	Jack Hammer	Rs. 47.61 per hour	Works Department, Schedule of Rates, 2022

Table 3 states the categories of vehicles/ machineries for which a rate has been notified by the Works Department, Finance Department, Commerce & Transport Department, Bhubaneswar Municipal Corporation of Government of Odisha.

The quotation may be based on this referral table calculated for the month.

The rate quoted in the Bill of Quantities shall be a lumpsum Monthly Hiring Rate, inclusive of fuel and exclusive of GST. GST shall be paid extra (if applicable). Fuel will not be paid separately. The agency shall be responsible for supply of vehicles with sufficient fuel and driver.

The vehicle requirement stated in this schedule are indicative only. The actual deployment will depend on the actual requirement of the particular task. The Service Provider shall be in a position to provide the indicative or more number whenever requested by BMC.

3.2 Minimum Technical Specifications of the Vehicle and Machinery

(The technical specifications below represent the mandatory minimum baseline requirements of BMC).

1. JCB (Backhoe Loader)

Specification Parameter	Minimum Technical Requirement
Type	Backhoe Loader
Engine	BS-VI / CEV Stage IV compliant diesel engine
Engine Power	Minimum 70 HP
Operating Weight	Minimum 7,000 kg
Loader Bucket	Heavy-duty, suitable for loading and handling
Backhoe Bucket	Suitable for excavation and desilting
Digging Depth	Minimum 4.5 m or equivalent
Hydraulic System	Heavy-duty hydraulic system
Transmission	Suitable heavy-duty transmission

Safety	Reverse alarm, lights, horn, beacon light, and safety equipment
Age	Clause 4.5
Condition	Roadworthy, mechanically sound, and well maintained



2. 10-Wheeler HYVA / Heavy Tipper

Specification Parameter	**Minimum Technical Requirement**
Type	10-Wheeler Heavy Tipper / HYVA Type
Configuration	6x4, 10-Tyre
GVW	Minimum 28,000 kg
Engine	BS-VI Diesel
Engine Power	Minimum 200 HP
Payload	Suitable for statutory permissible loading
Tipper Body	Heavy-duty hydraulic tipping body
Body Capacity	Minimum 16 m3
Hydraulic System	Heavy-duty PTO operated hydraulic system
Safety	ABS, reverse alarm, dashcam, GPS, and required safety equipment
Age	Clause 4.5
Condition	Roadworthy and well maintained



3. 6-Wheeler Tipper

Specification Parameter	Minimum Technical Requirement
Type	6-Wheeler Heavy Tipper
Configuration	4x2 or equivalent
GVW	Minimum 10,000 kg
Engine	BS-VI Diesel
Engine Power	Minimum 120 HP
Payload	Suitable for statutory permissible loading
Tipper Body	Heavy-duty steel body
Body Capacity	Minimum 8 m3
Hydraulic System	Hydraulic tipping arrangement
Safety	Reverse alarm, lights, reflective markings, and fire extinguisher
Age	Clause 4.5
Condition	Roadworthy and well maintained



4. Chain-Mounted Excavator

Specification Parameter	Minimum Technical Requirement

Equipment	Crawler Mounted Hydraulic Excavator
Operating Weight	20,000 kg or above
Engine Power	130 HP or above
Bucket Capacity	0.9 to 1.2 Cu.M or above
Bucket Type	Heavy-duty / General Purpose
Track Type	Steel crawler track
Track Shoe Width	600 mm or above
Maximum Digging Depth	6.0 m or above
Maximum Dumping Height	6.0 m or above
Maximum Digging Reach	9.0 m or above
Hydraulic System	Heavy-duty hydraulic system
Cabin	Enclosed operator cabin with ROPS/FOPS safety
Application	Excavation, drain desilting, earthwork, loading, debris handling, and material handling
Emission Standard	Latest applicable emission norms (CEV Stage IV or BS-VI)



5. Crawler Dozer

Specification Parameter	**Minimum Technical Requirement**
Equipment	Crawler Mounted Dozer / Bulldozer
Engine Power	200 HP or above
Operating Weight	19,000 kg or above
Blade Capacity	4.0 Cu.M or above
Blade Type	Semi-U / Straight Tilt / equivalent
Track Type	Heavy-duty steel crawler track
Track Shoe Width	600 mm or above
Transmission	Power-shift / automatic or equivalent
Steering	Hydrostatic / differential steering
Cabin	Enclosed ROPS-compliant operator cabin
Ground Clearance	Suitable for heavy-duty earthwork

Application	Landfill operation, spreading, pushing, grading, earthwork, inert waste, and biomining material handling
Emission Standard	Latest applicable emission norms



6. Tractor with Trolley

Specification Parameter	**Minimum Technical Requirement**
Type	Agricultural/Utility Tractor with Trolley
Engine	BS-VI / Trem IV compliant diesel engine
Engine Power	Minimum 40 HP
Drive	2WD/4WD suitable for work conditions
Trolley	Heavy-duty steel trolley
Trolley Capacity	Minimum 3 m3
Payload	Suitable for legal permissible loading
Hydraulic System	Hydraulic tipping preferred
Braking	Effective service and parking brakes
Safety	Lights, reflectors, and reverse warning
Age	Clause 4.5
Condition	Roadworthy and well maintained



7. Water Tanker (Truck-Mounted)

Specification Parameter	**Minimum Technical Requirement**
Type	Truck-Mounted Water Tanker
Engine	BS-VI Diesel
Tank Capacity	Minimum 8,000 litres
Tank Material	Suitable corrosion-resistant steel/approved material
Pump	Heavy-duty water pump
Pump Capacity	Suitable for road sprinkling/washing
Spray System	Rear/side spray arrangement
Hose	Adequate-length delivery hose
Tank Fittings	Manhole, outlet, and drain arrangement
Safety	Reflective markings and warning lights
Age	Clause 4.5
Condition	Roadworthy and leak-free



8. Light Commercial Vehicle

Specification Parameter	**Minimum Technical Requirement**
Vehicle	Tata Ace / Mini LCV or equivalent
Purpose	Collection and transportation of animal carcasses/dead animals
Chassis	New BS-VI compliant Mini LCV
Seating	Driver + 1 helper
GVW	Suitable for minimum 750 kg payload
Body	Specially fabricated fully enclosed carcass transportation body
Body Capacity	Approx. 2.5 to 3.0 m3 or suitable for carcasses of cattle, buffalo, dogs, pigs, etc.
Body Material	SS-304 stainless steel inner lining with heavy-duty structural frame
Floor	Heavy-duty, non-slip, 100% leak-proof, and washable
Side Walls	Smooth stainless-steel/FRP lined walls, without sharp edges
Roof	Fully covered/enclosed
Rear Door	Full-width heavy-duty rear door with rubber sealing and locking arrangement
Loading	Low-height rear loading platform with suitable ramp/step
Carcass Handling	Provision for removable stretcher / sliding tray / carcass loading platform
Liquid Collection	Leak-proof floor with liquid collection sump/tank
Drain Valve	Lockable drain valve for controlled emptying and cleaning
Odour Control	Provision for deodorizing/disinfectant spray
Ventilation	Controlled ventilation without leakage/spillage
Washing	Internal body suitable for pressure washing and disinfection
PPE	Separate storage box for gloves, masks, apron, gumboots, etc.
GPS	GPS/VLTS tracking compatible with BMC monitoring system
Safety	Reverse alarm, beacon/warning light, reflective tape, and fire extinguisher
Identification	"BMC - ANIMAL CARCASS TRANSPORT VEHICLE" clearly displayed
Body Colour	As approved by BMC
Disinfection	Vehicle shall be cleaned and disinfected after each trip



9. LCV for Other Municipal Services

Specification Parameter	**Minimum Technical Requirement**
Type	Light Commercial Vehicle / Utility Pickup
Engine	BS-VI Diesel
Engine Power	Suitable for municipal operations
GVW	Suitable for prescribed payload
Payload	Minimum 1.0 MT or suitable
Body	Covered utility cargo body
Cargo Area	Suitable for tools/materials
Suspension	Heavy-duty suspension
Braking	Effective braking system
Safety	Seat belts, reverse alarm, and reflectors
Age	Clause 4.5
Condition	Roadworthy and well maintained



10. 4-Wheeler Mini Truck

Specification Parameter	Minimum Technical Requirement
Type	4-Wheeler Mini Truck
Engine	BS-VI
Fuel	Diesel / approved fuel type
Payload	Minimum 1.0 MT
Body	Suitable cargo/utility body
Cargo Capacity	Adequate for municipal materials
Transmission	Manual/AMT suitable for operation
Suspension	Suitable for loaded operation
Braking	Effective braking system
Safety	Seat belts, reverse alarm, and reflectors
Age	Clause 4.5
Condition	Roadworthy and well maintained



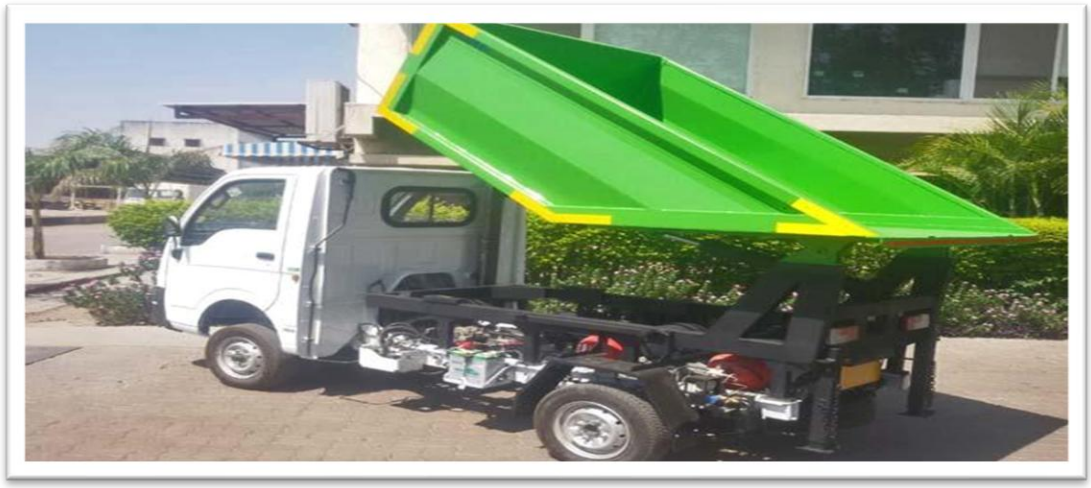
11. Mini Tipper

Specification Parameter	Minimum Technical Requirement
Type	Auto Tipper / Three-Wheeler Tipper
Engine	BS-VI / applicable emission standard
Fuel	Diesel only. Electric and CNG are not permitted.
Payload	Minimum 500 kg
Body	Tipping cargo body
Body Capacity	Minimum 1.5 m3
Tipping	Hydraulic/manual tipping arrangement
Loading	Suitable for municipal waste
Braking	Effective braking system
Safety	Reverse alarm, lights, and reflectors
Age	Clause 4.5
Condition	Roadworthy and well maintained



12. Mini Truck with Tipping Body

Specification Parameter	Minimum Technical Requirement
Type	Mini Truck with Tipping Body
Engine	BS-VI Diesel
Payload	Minimum 1.0 MT
GVW	Suitable for prescribed payload
Body Capacity	Minimum 3 m3
Tipper Body	Heavy-duty steel tipping body
Hydraulic System	Hydraulic tipping arrangement
Suspension	Heavy-duty suitable for loaded operation
Braking	Effective braking system
Safety	Reverse alarm, lights, and reflectors
Age	Clause 4.5
Condition	Roadworthy and maintained



13. Backhoe Loader with Hydraulic Breaker

Specification Parameter	Minimum Technical Requirement
Type	Backhoe Loader with Hydraulic Breaker
Engine	BS-VI Diesel / CEV Stage IV
Engine Power	Minimum 70 HP
Operating Weight	Minimum 7,000 kg
Loader Bucket	Heavy-duty
Backhoe Bucket	Suitable for excavation
Breaker	Hydraulic rock/concrete breaker
Breaker Capacity	Suitable for concrete/masonry breaking
Hydraulic System	Heavy-duty hydraulic system
Safety	Required safety and warning equipment
Age	Clause 4.5
Condition	Mechanically sound and maintained



14. Tyre-Mounted Crane

Specification Parameter	Minimum Technical Requirement
Type	Tyre-Mounted Mobile Crane
Engine	Heavy-duty diesel engine
Lifting Capacity	Minimum 10 MT
Boom	Hydraulic telescopic boom
Maximum Lift Height	Suitable for municipal requirements (minimum 10 m)
Hydraulic System	Heavy-duty hydraulic system
Outriggers	Hydraulic stabilizer/outrigger system
Operator Cabin	Enclosed operator cabin preferred
Safety	Load indicator, overload protection, and safety devices
Certification	Valid statutory inspection/certification (Form 9/10)
Age	Clause 4.5
Condition	Safe, roadworthy, and well maintained



15. 10-Wheel Heavy Transport Truck (Cargo / Material Haulage)

Specification Parameter	Minimum Technical Requirement
Vehicle Type	10-Wheeled Heavy Commercial Flatbed / Fixed Side Deck Cargo Truck
Axle Configuration	6x2 or 6x4 drive layout, 10 commercial radial tyres
Gross Vehicle Weight (GVW)	Minimum 28,000 kg
Engine Compliance	BS-VI compliant heavy commercial diesel engine
Engine Output	Minimum 200 HP
Payload Rating	Minimum 18 to 20 Metric Tonnes legal carrying capacity
Cargo Body Deck	Heavy-duty structural steel fixed side board cargo deck, minimum length 24 feet
Safety & Hardware	Heavy-duty cargo lashing winches, cabin protector, reverse alarm, ABS, and GPS tracker
Age & Legality	Yellow commercial plate, registered in Odisha. Age: clause 4.5

SECTION 4: SCOPE OF WORK AND OPERATING PROTOCOLS

4.1 General Scope of Work

1. The selected Service Provider shall mobilize, deploy, operate, and maintain the required heavy vehicles, earth-moving machinery, LCVs, and specialized municipal equipment across the jurisdiction of BMC.
2. The deployed fleet shall be used exclusively for authorized municipal activities: solid waste haulage, drain desilting, road clearance, construction debris removal, dust suppression, animal carcass transportation, transfer station operations, street lighting maintenance, tree pruning, and civic emergency relief.

4.2 Deployment and Operational Protocols

1. The Service Provider shall deploy the machineries within 24 hours of receiving a written communication from the Bhubaneswar Municipal Corporation. For flash floods, cyclones, and civic emergencies, deployment must be completed within 02 (two) hours.
2. Vehicles / Machinery deployed on a daily basis shall provide minimum of 10 (ten) to 12 hours of service which will be treated as work for the day.
3. The Service Provider shall provide a medically fit driver or operator for every unit. Operators must wear safety helmets, reflective jackets, and steel-toe shoes.
4. Vehicles shall be deployed within the jurisdiction of BMC according to the requirement. BMC shall intimate the parking locations before deployment. The vehicles shall be parked at the nearest BMC office premises. BMC shall provide only the parking space. The safety and security of the vehicles, operators and equipment shall be the sole responsibility of the Service Provider and shall be at the cost and risk of the Service Provider.
5. Each vehicle shall carry the branding design approved by BMC, displayed prominently on the front and on the rear. BMC shall provide the soft copy of the design and shall indicate the size and the exact location. The Service Provider shall carry out the branding at its own cost.
6. Movement from the authorised parking place to a fuel pump shall be kept to the minimum necessary. Such movement shall be corroborated with the SVMS or GPS record of that vehicle.

4.3 Establishment of the Fleet Operation and Management Centre and Human Resources

The selected Service Provider shall provide the following key personnel to manage operations, coordinate with BMC nodal officers, troubleshoot issues, reconcile logbooks, and monitor fleet movements:

- **One (1) Project Manager:** Degree or Diploma in Automobile /Mechanical/Any Engineering branch having experience in relevant field. He will be solely responsible for maintenance of logbooks, preparation and processing of requisitions, and taking necessary operational decisions and the authorised signatory (operational aspects) on behalf the agency. He shall be paid by the BMC at the rate of highly skilled category, and the fixed monthly compensation is Rs. 16,328.00 (Rs. 628*26)

- **One (1) Accountant cum MIS Person:** Graduate with DCA / PGDCA proficiency in accounting, database management, GPS tracking, and digital logbook management. He shall be paid by the BMC at the rate of skilled category, and the fixed monthly compensation is Rs. 15,028.00 (Rs. 578*26).
- **One (1) Field Supervisor:** Diploma in Engineering or ITI qualified with experience in on-field machinery handling, fleet inspection, and breakdown coordination. He shall be paid by the BMC at the rate of skilled category, and the fixed monthly compensation is Rs. 15,028.00 (Rs. 578*26).
- The bidder shall enter those rates in the Excel BOQ. The rates shall be the same for every bidder and shall not be included in the Monthly Hiring Rate of any vehicle.

1. **Mandatory Mechanics at Agency Cost:** The Service Provider must provide **two (2) qualified mechanical technicians / mechanics** equipped with mobile maintenance tool kits at its own cost to attend to on-road breakdowns, hydraulic leakages, tyre punctures, and running repairs. **BMC shall not pay any wages, fees, or allowances for these mechanics**. They shall be placed to the Project Monitoring Team.
2. The above resources shall operate from the BMC office under supervision of authorised officers of the vehicle section of BMC.
3. **IT Infrastructure and Consumables:** The selected Service Provider shall provide computers, laser printers, uninterrupted internet connectivity, stationery, and printing paper at its own cost for running the project MIS and billing office.
4. **Office Space:** BMC will provide suitable office seating space within BMC premises and will charge a nominal monthly rent to the selected Service Provider.

4.4 Telematics, SVMS Application, GPS, and Mandatory Digital Dashcams

1. All deployed vehicles and machinery will be integrated with the functional GPS tracking systems of BMC and shall be monitored under the Smart Vehicle Management System - SVMS from the very first day of deployment.
2. **Monthly Software Fee (SVMS and GPS):** A software subscription charge of **Rs. 300/- to Rs. 400/- per vehicle per month** shall be deducted at source from the monthly running bills towards BMC SVMS application maintenance and software integration.
3. Tamper-proof, forward-facing digital dashcams with SD-card memory are mandatory for all heavy vehicles, earth-moving machinery, tippers, HYVAs, and cargo trucks. Video records shall be preserved for at least 30 days and produced on demand for verification.

4.5 Fleet Age, Maintenance, and Replacement

1. No vehicle or machine provided to BMC shall be more than 5 (five) years old. For a registered vehicle, the age shall be verified from the Registration Certificate. For a machine which has no Registration Certificate, the age shall be verified from the purchase invoice or the year of manufacture. A unit which attains 5 years during the contract shall be removed from service and replaced within 15 days at the cost of the Service Provider.
2. The Service Provider is fully responsible for all routine servicing, mechanical repairs, tyre and battery replacements, hydraulic oils, engine oils, gear oils, coolants, and spare parts.

Maintenance must be performed during non-working hours or night shifts with prior intimation to BMC.

3. Driver and operator: Every driver and operator shall fall in the highly skilled category, shall have at sufficient years of relevant experience, shall hold a valid commercial licence of the class required for the vehicle or machine, and shall remain disciplined and free from intoxication while on duty.

4.6 Fuel Management and Policy

1. The Quoted Monthly Hiring Rate is in lumpsum, inclusive of fuel and exclusive of GST. It covers the vehicle or machine, operator wages, maintenance, repairs, lubricants, insurance and as well as fuel. BMC shall not provide separate fuel. Only normal petrol or normal diesel shall be used.

2. Every vehicle shall operate from the parking location intimated by BMC and shall not be moved out of the assigned area, except to the nearest suitable filling station for refuelling. The Service Provider shall submit the agreement with the Oil Marketing Companies / filling station located nearest to that parking location within 15 days of issuance of the Letter of Intent. In order to ensure steady uninterrupted operations. At no stage, the operations will be hampered due to unavailability of fuel.

3. Heavy machinery that consumes fuel, and that cannot be moved to a fuel station without causing traffic congestion, shall be refuelled at site through an approved on-site arrangement or an approved carrier / bowser. Service shall remain uninterrupted. BMC shall have no liability for shortage of fuel. If duty is interrupted for want of fuel, no hiring charge shall be paid for that day, and BMC shall impose a penalty not less than the prevailing commercial market hire rate for that category.

4. The authorised personnel of the Service Provider shall be solely responsible for fuel management, maintenance, and tie-up with authorised dealers and garages.

5. Within 15 days of the Letter of Intent, the Service Provider shall also enter into an arrangement with the authorised service centre of each make of vehicle or machine to be deployed, so that servicing is prompt. Copies of both arrangements shall be submitted to BMC within that period. In case the vehicle/ machinery is under active warranty period , such arrangement is not required.

6. The rate of normal diesel and the rate of normal petrol obtained from the BMC empanelled public sector fuel companies, including IOCL and HPCL, and prevailing on the date of the agreement, shall be recorded in the agreement.

7. At the end of every quarter, BMC shall compare the fuel rate recorded in the agreement with the rate of normal diesel and normal petrol obtained from the nearest public sector fuel companies, on the last day of that quarter. The difference shall be multiplied by the certified mileage in clause 3.1 and by the hours or kilometres certified in the logbook and corroborated with SVMS or GPS. An increase shall be added to the next bill. A decrease shall be deducted from the next bill.

8. If, owing to an operational exigency, a natural disaster, or disruption in the supply of fuel, BMC may supply fuel at the rate of fuel efficiency mentioned in section 3.1 prevailing on that day

and shall be deducted from the monthly bill of the Service Provider. This shall not entitle the Service Provider to a separate fuel payment in the ordinary course.

9. Fuel consumption shall be reconciled monthly against verified machine hours and distance benchmarks. Any excess fuel consumed due to poor machine maintenance, engine defects, or unauthorized idling shall be recovered directly from the Service Provider's gross monthly invoice.

4.7 Digital Logbook and Verification Records

1. The Service Provider must maintain a certified daily Logbook/Trip Sheet for each deployed asset recording date, shift, work location, opening and closing hour-meter/odometer readings, net operating hours, material trips, fuel drawn, and countersignatures of the BMC field officer.
2. Logbooks must be updated daily and reconciled with SVMS/GPS records before submission with monthly bills.

4.8 Emergency, Disaster, and Seasonal Operations

The Service Provider shall not refuse emergency deployment on the ground of a holiday or off-shift timing.

1. The Service Provider shall provide immediate priority mobilization during cyclones, heavy rainfall, waterlogging, building collapses, and festivals.

4.9 Safety, Environmental and Statutory Compliances

1. The Service Provider shall strictly comply with the Motor Vehicles Act, 1988, Traffic Regulations, Environment Protection Act, Solid Waste Management Rules, and Labour Laws.
2. Deployed transport vehicles must carry valid commercial yellow-plate registration certificates, fitness certificates, comprehensive commercial insurance, and Pollution Under Control (PUC) certificates.
3. The Service Provider shall be solely responsible for all road accidents, property damage, third-party injury, or fatalities arising from the operation of deployed assets. BMC shall have no legal or financial liability on this account.

4.10 Scope Limitation

This RFP is strictly restricted to heavy vehicles, earth-moving machinery, light commercial utility vehicles, and specialized municipal equipment.

SECTION 5: PENALTY GUIDELINES AND SERVICE LEVEL AGREEMENT (SLA)

To enforce contractual compliance, ensure high fleet availability, and protect public health operations, deductions will be made directly from the Service Provider's monthly running invoices for operational defaults:

Sl. No.	Nature of Default	Specific Default Details	Penalty Amount / Deductions	Escalation and Regulatory Action
1	**Non-Deployment of**	Vehicle or machine and driver/operator	Three days' Daily Hiring	1st Instance: Penalty applied.

	Scheduled Vehicle / Machinery	fail to report for assigned duty	Rate of that unit for each day of non-reporting, as provided in Section 5.	2nd Instance: Machine and operator removed. 3rd Instance: Cancellation of category empanelment and third-party hiring at agency's risk and cost.
2	**Delayed Reporting Beyond Prescribed Time**	Driver or operator reporting later than 15 minutes beyond the scheduled reporting time	**Rs. 1,000/- per hour of delay** (subject to a maximum of Rs. 5,000/- per shift)	Deducted directly from monthly running bill; concerned BMC Officer may hire private taxi/machinery charged to Service Provider.
3	**Breakdown During Municipal Duty**	Mechanical failure, puncture, or hydraulic leakage occurring during working shift	**Rs. 2,000/- per instance**, in addition to proportionate deduction for non-operational hours	Daily hiring charge withheld for the non-operational duration.
4	**Failure to Provide Replacement Vehicle**	Failure to provide an equivalent or higher specification replacement within 24 hours (within 60 minutes for municipal duty)	**Rs. 5,000/- per machine per day** plus actual cost of third-party machinery/taxi hired by BMC	Daily hire charge completely withheld; substitute hired from open market at Service Provider's risk and cost.
5	**Deployment of Non-Conforming Unit or Over-Aged Asset**	Deployment contrary to the age limit in clause 4.5, or of a unit that does not meet the emission standard in Section 3.2	**Rs. 5,000/- per instance per day** until replaced with a fully compliant unit	Asset ordered off BMC work sites immediately; unauthorized operational hours disallowed for billing.
6	**Deployment Without Valid Statutory Documents**	Operating without valid commercial RC, yellow plate, fitness certificate, tax token, permit, insurance, or PUC	**Rs. 5,000/- per vehicle / machine per instance**	Immediate suspension of asset until valid documents are submitted and verified by Vehicle Section.
7	**Absence of Licensed Driver**	Operating machinery with an unqualified person or without a	**Rs. 2,000/- per instance**	Machine deemed unutilized for the shift; operator removed from BMC work.

	or Qualified Operator	valid heavy commercial driving license		
8	**Failure or Disconnection of GPS / VLTS Tracking**	Operating with non-functional GPS hardware, power disconnection, or signal masking	**Rs. 1,000/- per vehicle / machine per day**	Trips without live telematics data will be excluded from monthly running invoice verification.
9	**Non-Availability or Failure of Mandatory Dashcam**	Operating heavy vehicle or earthmover without active forward-facing digital dashcam recording	**Rs. 1,000/- per vehicle / machine per operational day**	Unrecorded trips or unverified desilting operations rejected during technical billing audit.
10	**Improper Logbook Maintenance**	Failure to record opening/closing meter readings, fuel drawn, or obtain daily user signatures	**Rs. 2,000/- per instance and complete non-payment of hiring charges for that day**	Unverified logbook days shall not be admitted for payment under any circumstances.
11	**Unauthorized Withdrawal of Asset**	Withdrawing deployed vehicle or machinery without prior written permission of BMC	**Rs. 5,000/- per instance**	Formal default notice issued; repeated withdrawal leads to termination of contract.
12	**Unauthorized Use for Non-BMC Commercial Work**	Operating vehicles or machinery for private contracts or non-BMC duties during deployment tenure	**Rs. 10,000/- per instance**, plus recovery of fuel consumed at full commercial rates	Second default shall lead to immediate cancellation of empanelment and blacklisting.
13	**Refusal to Attend Emergency or Disaster Duties**	Failure or refusal to report within 2 hours during cyclones, flood waterlogging, or major civic crisis	Rs. 25,000 per instance, plus the cost of a substitute. This is a contractual deduction. The Disaster Management Act shall not	Immediate invocation of default clauses, forfeiture of PBG, and debarment under the Disaster Management Act.

			be invoked for this default.	
14	**Violation of Safety Requirements and Non-Wearing of PPE**	Operators working without safety helmets, high-visibility reflective vests, or safety shoes	**Rs. 5,000/- per instance**	Operator warned; persistent non-compliance leads to removal of operator within 12 hours.
15	**Operator Intoxication or Misconduct on Duty**	Operator/driver reporting in an inebriated state, consuming alcohol/drugs, or engaging in abusive behavior	**Rs. 20,000/- per instance** and immediate replacement within 2 hours	Offending operator and the involved machine permanently barred and disqualified from BMC deployment.
16	**Tampering with Hour-Meter, Speedometer, or GPS Hardware**	Mechanical disconnection, seal breaking, electrical bypassing, or electronic manipulation of telematics	Rs. 25,000 for the first instance, and forfeiture of the hiring charge of that unit for the month if the tampering is established. A police complaint shall be filed only where fraud is established.	Departmental technical inquiry, recovery of excess fuel, and lodging of formal police complaint.
17	**Submission of Falsified Logbooks or Inflated Claims**	Fabricating trip records, forged officer signatures, or false machine-hour statements	**Rs. 2,00,000/- per instance**, along with recovery of any excess or incorrect amount claimed	Immediate contract termination, forfeiture of Performance Bank Guarantee, and blacklisting for 5 years.
18	**Failure to Maintain Standby Fleet / Maintenance Resources**	Non-deployment of mobile service mechanics or lack of required backup equipment	**Rs. 5,000/- per instance**	Operational deduction made from gross monthly invoice.

Specific Billing Modalities:

The bill for a month, with the logbook and the SVMS or GPS report, shall be submitted by the 7th of the next month. BMC shall scrutinise the bill, corroborate it with the SVMS, GPS record, and seek any clarification required. Payment shall be released within 53 days of receipt of the bill. Non-submission by the 7th shall attract a penalty of Rs. 500 (Rupees Five Hundred only) per vehicle or machine.

For each day on which an ordered vehicle or machine does not report for duty, a sum equal to three days' Daily Hiring Rate of that vehicle or machine shall be deducted from the next bill. The Daily Hiring Rate shall be the rate in clause 6.4.

Vehicle and machine shall have a minimum of 300 hours with a minimum 95% uptime (290 hours and 29 days) in a month and . A shortfall shall result in a show cause notice and may attarct cancellation of the agreement.

The Service Provider shall not stop, suspend or slow the service on the ground that a bill has not been paid. The Service Provider shall have the financial capacity to continue operations for at least three months without any disruption. In this regard, the agency shall give an undertaking.

Note: The decision of the Commissioner, BMC regarding the imposition of penalties, deductions, and contractual remedies shall be final and binding on the Service Provider.

SECTION 6: CONTRACT DURATION AND RATE INVARIANCE

6.1 Duration of Contract

The empanelment and rate contract shall remain valid for an initial period of **02 (two) years** from the date of execution of the formal Contract Agreement.

6.2 Contract Extension

BMC reserves the right to extend the contract for a further period of **01 (one) additional year** upon satisfactory service performance, continued requirement of BMC, and mutual written consent on the same rates, terms, and conditions. Extension shall not be automatic and shall remain subject to the written approval of the Commissioner, BMC.

6.3 Rate Invariance and Firmness

The accepted Monthly Hiring Rate shall remain firm, except for the quarterly fuel adjustment in clause 4.6 and a statutory change in GST. The following shall not be admissible for any escalation: fluctuation in the price of a machine, wages other than the three resources paid by BMC, spares, insurance, or any other cost.

- Fluctuations in machine market prices or finance costs.
- Revisions in minimum wages or statutory allowances of drivers, operators, or mechanics.
- Price changes in engine oils, gear oils, hydraulic lubricants, coolants, grease, tyres, tubes, batteries, or spare parts.

6.4 Statutory Transport Compliance

The Service Provider shall adhere to the guidelines, rules, and statutory notifications governing this engagement, including Commerce and Transport Department, Government of Odisha, Notification No. 10362/T dated 01/09/2023, on commercial vehicle hiring, fitness, and road safety.

SECTION 7: INSTRUCTIONS TO APPLICANTS (ITB)

7.1 Electronic Bidding Protocol

1. **Online Bidding:** Bids must be submitted online through the Government of Odisha e-Procurement Portal **https://tendersodisha.gov.in**. Proposals submitted through physical, manual, postal, courier, or email modes will not be accepted and will be summarily rejected.
2. **Digital Signature Certificate (DSC):** Bidders must possess a valid Class-II or Class-III Digital Signature Certificate (DSC) issued by an authorized Certifying Authority (CA) in India. The DSC must be registered in the name of the authorized signatory holding a valid Power of Attorney.
3. **Two-Cover System:** The bidding process follows a two-cover electronic submission format:
    - **Cover 1 (Technical Bid): Shall contain the documents required in Section 8 and Appendix VII.**
    - **Cover 2 (Financial Bid / Price Bid BOQ):** Shall contain the online financial quote filled in the standard MS-Excel Bill of Quantities (BOQ) file downloaded from the e-procurement portal.

7.2 Tender Document Cost and Bid Security (EMD)

1. **Tender Document Cost:** The bidder is required to pay a non-refundable tender document cost of **Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred only)**, inclusive of 18% GST, through the online payment gateway of the e-procurement portal **https://tendersodisha.gov.in**. Bids without online payment of tender cost shall be rejected as non-responsive.
2. **Earnest Money Deposit (EMD) / Bid Security:** An EMD of **Rs. 10,00,000/- (Rupees Ten Lakh only)** must be paid online through the e-procurement portal payment gateway. Bids submitted without the requisite EMD shall be treated as non-responsive and rejected.
3. **EMD Forfeiture:** The EMD shall be forfeited without prejudice to other contractual remedies if:
    - The bidder withdraws or amends its bid during the 180-day period of proposal validity.
    - The selected bidder fails or refuses to execute the Contract Agreement within 15 (fifteen) days of the Letter of Intent.
    - The selected bidder fails or refuses to furnish the Performance Security required in clause 7.3.

7.3 Performance Bank Guarantee (PBG)

Within 15 (fifteen) days of receiving the Letter of Intent, the selected Service Provider must furnish an unconditional and irrevocable Performance Bank Guarantee for an amount equal to 10 percent of the total evaluated annual contract value, drawn on any Scheduled Commercial Bank in favour of Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, in the format at Appendix IV.

The Performance Bank Guarantee must remain valid for a period of **26 months** (24 months contract tenure plus 60 days claim period). If the contract is extended for an additional year, the PBG shall be

renewed for 14 months for the extended contract value within 15 days of the extension order. No interest shall be payable on the Performance Security Deposit.

7.4 Proposal Validity Period

Bids shall remain firm, valid, and open for acceptance for a period of **not less than 180 (one hundred eighty) days** from the last date of online bid submission. A bid valid for a shorter period shall be rejected as non-responsive.

7.5 Site Inspection and Operational Due Diligence

Bidders are advised to visit Bhubaneswar and examine local working conditions, primary and secondary storm-water drain networks, transfer stations, biomining sites, sanitary landfill facilities, traffic regulations, and vehicle parking availability before submitting their bids. BMC shall not be liable for any financial misunderstanding or cost omission arising from failure to conduct due diligence.

7.6 Clarifications and Pre-Bid Meeting

Clarifications and corrigenda shall be published on **https://tendersodisha.gov.in and www.bmc.gov.in** and shall form part of this RFP.

SECTION 8: MINIMUM ELIGIBILITY CRITERIA

Bidders must fulfil all the mandatory eligibility criteria detailed below. Scanned copies of authentic documentary proof must be uploaded in Cover 1 (Technical Bid). Bids failing to satisfy any of these mandatory conditions shall be rejected during preliminary scrutiny without further evaluation:

Sl. No.	Qualification Parameter	Mandatory Minimum Requirement	Document Required for Verification
1	**Legal Constitution of Bidder**	The bidder must be an incorporated Company, Limited Liability Partnership (LLP), Registered Partnership Firm, Sole Proprietorship Firm, Original Equipment Manufacturer (OEM), Registered Transport Contractor, Fleet Owner, or Logistics Aggregator.	Certificate of Incorporation / Registration Certificate / Registered Partnership Deed / Trade License.
2	**Statutory Tax Credentials**	The bidder must have a valid PAN and an active GSTIN. An Odisha GSTIN shall be obtained within 30 days of the Letter of Intent, if not already held.	Legible copies of PAN Card, TAN Allotment Letter, and active Odisha GSTIN Registration Certificate.
3	**Financial Standing (Turnover)**	The bidder must have a minimum Average Annual Turnover of **Rs. 15.00 Crore (Rupees Fifteen Crore only)** and net worth of **Rs. 5.00 (five)** crores during the last three completed financial years, namely FY 2023-24, FY 2024-25 and FY 2025-26. The bidder shall also have the financial capacity	CA Turnover Certificate with valid UDIN, along with audited Balance Sheets and Profit & Loss Account statements for the three financial years.

		to continue the service for at least three months without payment of a bill.	
4	**Operating Commercial Experience**	The bidder must possess a minimum of **3 (three) completed years** of commercial operations in vehicle hiring, plant leasing, or heavy machinery fleet management services preceding the bid due date.	Work Orders, Agreements, or Client Completion Certificates establishing at least 3 completed operational years.
5	**Past Similar Execution Record**	The bidder must have successfully deployed at least 35 (thirty-five) commercial heavy vehicles or earth-moving machines for any Government Department, Municipal Corporation, Municipality, ULB, Central or State PSU, or public or private company, during the last 5 years. The 35 units may be under a single contract or under an aggregate of contracts in the same year. The minimum duration of the contract relied upon shall be 1 year. An agency which actually operated the vehicles under an agreement with the primary contractor may rely on that experience, if that agreement is uploaded. A lease for a vehicle not owned by the bidder is not required with the bid. It shall be submitted within 15 days of the Letter of Intent, for the vehicles ordered.	Work Orders, contract agreements, and completion or performance certificates showing the number of units and the period. Where the bidder was the operating agency and not the primary contractor, the agreement under which it operated shall also be uploaded.
6	Branch office in Odisha	The bidder must have an operational branch office in Odisha.	Proof of the Odisha branch office.
7	**Non-Blacklisting & Sole Entity Status**	The bidder must not have been debarred, blacklisted, or penalized by the Government of Odisha, Government of India, any ULB, or PSU. No sister concern, subsidiary, or common director firm shall participate.	Comprehensive Notarized Affidavit executed on Rs. 10/- or more Non-Judicial Stamp Paper in the format prescribed in Appendix III.
8	**Regulatory Vehicle Standards Compliance**	The bidder must undertake to comply with clause 6.5.	Signed declaration on the bidder's letterhead confirming compliance with clause 6.5.
9	**No Joint Ventures**	Bids submitted as a Joint Venture (JV), Consortium, or Association of Persons (AOP) are strictly prohibited and shall be rejected.	Signed Letter of Bid (Appendix I).

SECTION 9: TECHNICAL EVALUATION CRITERIA (100 MARKS MATRIX)

Bidders meeting all the mandatory eligibility criteria in Section 8 shall be evaluated on the documents uploaded in Cover 1. There shall be no technical presentation and no marks for a presentation. The

technical score shall be out of 100 marks. A bidder who secures 70 marks or more shall be technically qualified, and only the financial proposal of such a bidder shall be opened.

Sl. No.	Evaluation Parameter	Sub-Criteria and Scoring Breakdown	Maximum Marks	Document Required for Verification
1	**Financial Capability** (Average Annual Turnover for FY 2023-24, FY 2024-25, and FY 2025-26)	Rs. 15.00 Crore to Rs. 20.00 Crore: 25 Marks. More than Rs. 20.00 Crore up to Rs. 25.00 Crore: 30 Marks. More than Rs. 25.00 Crore: 35 Marks. A bidder below Rs. 15.00 Crore is not eligible.	35 Marks	CA Turnover Certificate with valid UDIN, Audited Balance Sheets, and Profit and Loss Statements.
2	**Years of Experience**	More than 3 years and up to 4 years: 25 marks. More than 4 years and up to 5 years: 30 marks. More than 5 years: 35 marks.	35 Marks	Copies of Work Orders, Service Agreements, and Client Completion Certificates establishing years.
3	**Relevant Heavy Fleet Deployment Experience** (Commercial heavy vehicles / machinery deployed to Govt / Municipalities / Municipal Corporations / PSUs within last 5 years)	35 to 40 commercial heavy units deployed: 20 Marks. 41 to 45 commercial heavy units deployed: 25 Marks. More than 45 commercial heavy units deployed: 30 Marks.	30 Marks	Work Orders and Client Completion / Satisfactory Performance Certificates indicating fleet numbers and categories.
Total	**Composite Technical Score**	**Evaluated out of 100 Marks (Minimum Cut-Off Benchmark: 70 Marks)**	**100 Marks**	

Evaluation Benchmarks and Selection Conditions:

SECTION 10: FINANCIAL BID EVALUATION AND EMPANELMENT

10.1 Financial Bid Opening

Financial bids (Cover 2) of only those bidders who qualify in the technical evaluation under Section 9 shall be opened online through the Government of Odisha e-Procurement Portal **(https://tendersodisha.gov.in).**

10.2 Category-wise lowest quotes

The Excel BOQ shall contain one lumpsum Monthly Hiring Rate for one unit of each category, inclusive of fuel and exclusive of GST. After opening, BMC shall prepare a matrix of the responsive quotes. The lowest quote i.e. L1 in each category shall be identified. The bidder who has quoted that lowest rate in the largest number of categories shall be the provisional L1. If two or more bidders have the lowest quote in the same number of categories, the bidder with the higher average annual turnover shall be the provisional L1.

10.3 Matching of the lowest quotes

For each category, the lowest responsive quoted rate would be identified from among the technically qualified bidders.

The draft RFP further provides that the bidder quoting the lowest rate in total would be identified as the **provisional L1 bidder**. In the event of a tie in the number of categories, the bidder having the higher score in technical evaluation would be identified as the provisional L1 bidder.

The rates for the three supervisory personnel specified in the draft RFP would be entered at the rates notified by BMC and would not be taken into consideration for determining the provisional L1 bidder.

All L1 rate for each category of vehicle and machinery shall be clubbed together to find out the least rate of the bid, which is termed as " L1 cost".

The proposed rate-matching mechanism is an important component of the financial evaluation process.

As provided in the draft RFP, the **provisional L1 bidder** has to match the lowest quoted rate in every category i.e. L1 cost for the selection. If agreed, then said bidder shall be the selected bidder with L1 cost.

If the provisional L1 bidder does not agree in writing to match the lowest quoted rates in all categories, the L2 bidder will be given an option to match the derived L1 cost.

This process will continue till the finalisation of the bidding process.

In case no eligible bidder agrees to match the arrived "L1 cost", then BMC reserves the right to empanel the bidders quoted L1 rate for each category of vehicles and machinery.

SECTION 11: LETTER OF AWARD, AGREEMENT, AND FRAUD PREVENTION

11.1 Letter of Award and Execution of Agreement

Within 15 (fifteen) days of the Letter of Intent, the selected bidder shall submit written acceptance, furnish the Performance Bank Guarantee required in clause 7.3, submit the fuel supply arrangement and the authorised service centre arrangement required in clause 4.6, and execute the contract. Failure to do so may result in cancellation of the selection and forfeiture of the EMD.

11.2 Ethics and Anti-Corruption Measures

Bidders must observe the highest standards of ethics during procurement and contract execution. Engaging in corrupt, fraudulent, collusive, or coercive practices will result in immediate bid rejection, forfeiture of EMD and Performance Security, and debarment for 05 (five) years under the Prevention of Corruption Act, 1988 and relevant provisions of the Odisha General Financial Rules

SECTION 12: GOVERNING LAW AND MISCELLANEOUS TERMS

12.1 Governing Law and Dispute Resolution

1. The contract shall be governed by the laws of India.
2. Any operational dispute shall first be discussed amicably with the Commissioner, BMC.
3. Any dispute shall be referred to arbitration. Each party shall nominate one independent arbitrator, and those two shall nominate the third. The arbitration shall be at Bhubaneswar and shall be governed by the Arbitration and Conciliation Act, 1996.
4. All legal disputes are subject to the exclusive jurisdiction of the competent civil courts at Bhubaneswar, Odisha.

APPENDIX I: LETTER FOR THE BID

(To be submitted on Bidder Official Letterhead)

To:

The Deputy Commissioner (Vehicle),

Bhubaneswar Municipal Corporation,

BMC-ICOMC Tower, Janpath, Unit-IX,

Bhubaneswar-751022, Odisha.

Subject: Submission of Proposal for SELECTION OF SERVICE PROVIDER/ AGENCY FOR SUPPLY AND OPERATION OF HEAVY VEHICLES, MACHINERIES AND LCVs ON HIRE BASIS FOR VARIOUS MUNICIPAL OPERATIONS OF BHUBANESWAR MUNICIPAL CORPORATION

Ref: Tender Reference No.

Sir,

1. Being duly authorized to represent and act for and on behalf of M/s. _____ (hereinafter called the "Bidder"), and having examined the complete RFP document, technical specifications, and general conditions, the undersigned hereby submits our technical and financial bid online through the Government of Odisha e-Procurement Portal (https://tendersodisha.gov.in).
2. We certify that all statements made and information provided in the completed application forms and supporting documents are complete, true, and correct in every detail.
3. The non-blacklisting declaration is made in Appendix III.
4. We acknowledge the right reserved in the notice inviting this RFP.
5. Our bid shall remain valid for the period stated in clause 7.4.
6. We confirm that we have read, understood and accepted all terms of this RFP. We declare that every vehicle which we do not own is covered by a lease of at least two years, copies of which are uploaded, and that we shall not stop the service on the ground of non-payment of a bill.

Parameter	**Details**
Authorized Signatory Signature	_____
Name and Designation of Signatory	_____
Name of Bidding Firm / Company	_____
Date and Place	Date: _____ | Place: _____
Official Corporate Seal	_____

APPENDIX I - ANNEX I: DETAILS OF BIDDER (PROFILE)

Sl. No.	Particulars	Details to be Furnished by Bidder
1	Name of the Bidder (in full)	
2	Legal Constitution (Company / LLP / Partnership / Proprietorship / OEM / Aggregator)	
3	Corporate Registered Office Address	
4	Operational Address in Odisha	
5	Authorized Contact Person Name and Mobile Number	
6	Official Communication Email ID	
7	Permanent Account Number (PAN)	
8	Tax Deduction Account Number (TAN)	
9	Odisha GSTIN Registration Number	
10	Tender Document Cost online transaction reference (clause 7.2)	Ref No.: _____ Date: _____
11	Earnest Money Deposit online transaction reference (clause 7.2)	Ref No.: _____ Date: _____
12	Beneficiary Bank Account Name, Account Number and IFSC	Account: _____ IFSC: _____

Parameter	Details
Authorized Signature with Seal	
Date and Place	Date: _____ | Place: _____

APPENDIX I - ANNEX II: TECHNICAL CAPACITY AND PAST WORK EXPERIENCE

(Experience in deploying commercial heavy vehicles and machinery in the last 5 years)

Sl. No.	Client / Department Name	Work Order No. and Date	Vehicle / Machine Categories Deployed	Quantity Deployed	Contract Period (From - To)	Executed Contract Value (Rs. Lakh)	Completion / Performance Certificate Attached
1							Yes / No
2							Yes / No
3							Yes / No
4							Yes / No
5							Yes / No

Note: Attach certified copies of original Work Orders and client Completion Certificates or Satisfactory Performance Certificates confirming machine categories, numbers, and duration.

Parameter	Details
Authorized Signature with Seal	
Date and Place	Date: _____ | Place: _____

APPENDIX I - ANNEX III: FINANCIAL CAPACITY CERTIFICATE

This is to certify that M/s. _____ has achieved the annual turnover detailed below for the last three completed financial years:

Sl. No.	Financial Year	Annual Gross Turnover (in INR Crores)	Net Worth as on 31st March (in INR Crores)
1	FY 2023-24	Rs.	Rs.
2	FY 2024-25	Rs.	Rs.
3	FY 2025-26	Rs.	Rs.
Average	**Average Annual Turnover**	**Rs.**	

This certificate is issued based on the audited financial statements, balance sheets, and profit and loss accounts of the bidder.

Parameter	Details
Chartered Accountant Signature and Seal	_____
Name of CA Partner and Membership Number	Name: _____ | Mem No.: _____
Firm Registration Number (FRN) and UDIN	FRN: _____ | UDIN: _____
Date and Place	Date: _____ | Place: _____

APPENDIX II: FINANCIAL PROPOSAL (BILL OF QUANTITIES - BOQ)

*(**To be filled and submitted online in Excel BOQ format** on https://tendersodisha.gov.in)*

Sl. No.	Type of vehicle	Quoted Monthly Hiring Rate per Vehicle in INR (inclusive of fuel and exclusive of GST)
1	Hydraulic excavator (chain-mounted)	
2	Tyre Mounted Excavator /Back hoe loader	
3	Dump truck/10 wheeler Heavy-duty Hydraulic tipper/ Heavy Tipper	
4	Dozer	
5	Tipper(6-Wheeler)/Standard truck	
6	Back hoe loader with hydraulic breaker	
7	Tractor with Trailer	
8	TATA Ace and equivalent LGV	
9	Truck mounted Water Tanker	
10.a	Mini truck with tipping body (Mahindra & Mahindra Pick up van/Bolero Camper/ Tata Yodha pick up and equivalent)	
10.b	Mini truck with tipping body (Tata 407, TATA 712 equivalent)	
11	Cranes 35 Tonnes	
12	Jack Hammer	
	Total	
13	Project Manager. Same for all bidders. Not included in vehicle rate.	Rs. 16,328.00
14	Accountant cum MIS person. Same for all bidders. Not included in vehicle rate.	Rs. 15,028.00
15	Field Supervisor. Same for all bidders. Not included in vehicle rate.	Rs. 15,028.00
	Grand Total	

APPENDIX III: COMPREHENSIVE AFFIDAVIT

(To be executed on Non-Judicial Stamp Paper of Rs. 10/- or more denomination before an Executive Magistrate or Notary Public)

BEFORE THE NOTARY PUBLIC / EXECUTIVE MAGISTRATE AT BHUBANESWAR, ODISHA

AFFIDAVIT

I, Sri _____, aged about _____ years, Son/Daughter of Sri _____, residing at _____, in my capacity as the Managing Director / Authorized Partner / Proprietor of M/s. _____, do hereby solemnly affirm and declare as follows:

1. I am duly authorized to swear this affidavit on behalf of the Bidding Entity.
2. The Bidding Entity has neither failed to perform on any municipal or government contract, nor had any contract rescinded or terminated for breach of contract during the last five (5) years.
3. The Bidding Entity has not been blacklisted, debarred, or suspended by the Government of Odisha, Government of India, any Municipal Corporation, ULB, or Public Sector Undertaking.
4. None of our sister companies, subsidiaries, parent companies, or entities with common directors/partners have submitted a bid for this RFP, and we are not acting in cartelization or anti-competitive concert.
5. The Bidding Entity undertakes to comply with clause 6.5.
6. All statements, credentials, and attachments uploaded in our proposal are true, authentic, and complete. If any information is found false or misrepresented, BMC reserves the right to reject the proposal, terminate the agreement, forfeit all security deposits, and initiate legal proceedings.

DEPONENT

// Sworn Before Me //

Notary Public / Executive Magistrate, Bhubaneswar

APPENDIX IV: FORMAT OF PERFORMANCE BANK GUARANTEE (PBG)

(To be issued by a Scheduled Commercial Bank on Non-Judicial Stamp Paper)

Guarantee Parameter	Particulars
Bank Guarantee No.	
Date of Issue	
Guarantee Amount	Amount required in clause 7.3
Validity Period	Period required in clause 7.3

To:

The Deputy Commissioner (Vehicle),

Bhubaneswar Municipal Corporation,

BMC-ICOMC Tower, Janpath, Unit-IX,

Bhubaneswar-751022, Odisha.

WHEREAS M/s. _____ (hereinafter called the "Service Provider") has been selected under Letter of Award No. _____ dated _____ for Supply of Commercial Heavy Vehicles and Machineries on Hire Basis under Tender Ref. No.

AND WHEREAS the Service Provider is required under the terms of the RFP to furnish an Unconditional and Irrevocable Performance Bank Guarantee for an amount of **Rs. _____ (Rupees _____ only)** for faithful performance of all contractual obligations;

NOW THEREFORE we, _____ Bank, having our registered office at _____ and an operating branch at Bhubaneswar, Odisha, hereby unconditionally and irrevocably guarantee and undertake to pay BMC an amount not exceeding **Rs. _____** immediately upon receipt of a first written demand from BMC stating that the Service Provider has defaulted under the terms of the Contract, without demur, dispute, contestation, or recourse.

This Guarantee shall remain in force for the period required in clause 7.3.

Parameter	Details
Authorized Signature of Bank	_____
Name and Designation of Official	Name: _____ | Designation: _____
Bank Branch Code and Address	Code: _____ | Address: _____
Official Bank Seal	_____

APPENDIX V: CONSENT TO MATCH THE LOWEST MONTHLY HIRING RATE

(On Bidder Official Letterhead)

To:

The Deputy Commissioner (Vehicle),

Bhubaneswar Municipal Corporation,

BMC-ICOMC Tower, Janpath, Unit-IX,

Bhubaneswar-751022, Odisha.

Subject: Consent to match the lowest Monthly Hiring Rate under the tender reference stated above.

Sir,

We unconditionally agree to match the lowest Monthly Hiring Rate, inclusive of fuel and exclusive of GST, for each category listed below. We understand that the accepted rate for a category is the lowest quote received for that category, and that this consent gives us no claim to any quantity.

1. Category Name: _____ | Matched L1 Monthly Rate: Rs. _____
2. Category Name: _____ | Matched L1 Monthly Rate: Rs. _____
3. Category Name: _____ | Matched L1 Monthly Rate: Rs. _____

We accept that deployment shall be made as provided in clause 10.3, and that the terms of this RFP shall be binding upon us.

Parameter	**Details**
Authorized Signatory Signature	_____
Name and Title of Signatory	_____
Name of Firm / Agency	_____
Date, Place and Corporate Seal	Date: _____ | Place: _____ | Seal: _____

APPENDIX VI: DAILY VEHICLE & MACHINERY LOGBOOK SHEET

(To be maintained daily in duplicate for each deployed unit)

Header Parameter	Record Details	Header Parameter	Record Details
Vehicle / Machine Regn. No.	_____	**Equipment Type & Model**	_____
Driver / Operator Name	_____	**Empanelled Agency Name**	_____
Assigned BMC Ward / Site	_____	**Month & Year**	_____

Date	Shift	Work Location / Drain ID	Open Hr	Close Hr	Net Hrs	Open Km	Close Km	Net Km	Trips / Silt	Fuel (L)	Sign Op.	Sign Off.
1												
...												
31												

Monthly Cumulative Parameter	Audit and Telematics Verification
Total Verified Machine Hours: _____ Hrs	GPS Tracking Match: Verified / Discrepancy Noted
Total Operational Distance: _____ Km	Digital Dashcam Review: Clear / Obstructed
Total Fuel Issued: _____ Litres	BMC Nodal Engineer Sign: _____

APPENDIX VII: BIDDER'S FINAL DOCUMENT CHECKLIST

Sl. No.	Document Description	Mandatory	Submitted (Yes / No)	Page Reference
1	Tender fee paid online, as required in clause 7.2	Yes	Yes / No	
2	EMD paid online, as required in clause 7.2	Yes	Yes / No	
3	Letter for the Bid (Appendix I) on bidder letterhead	Yes	Yes / No	
4	Bidder Profile and Registration Documents (Appendix I - Annex I)	Yes	Yes / No	
5	Comprehensive Affidavit for Non-Blacklisting and Sister Firms (Appendix III)	Yes	Yes / No	
6	CA Turnover Certificate with UDIN and Balance Sheets (Appendix I - Annex III)	Yes	Yes / No	
7	Past Experience Certificates and Work Orders (Appendix I - Annex II)	Yes	Yes / No	
8	Proof of operational branch office in Odisha with round-the-clock telecommunication	Yes	Yes / No	
9	Valid commercial RC, Fitness, Insurance, and PUC for proposed fleet	Yes	Yes / No	
10	Signed undertaking for compliance with clause 6.5	Yes	Yes / No	

11	Lease agreements for vehicles not owned by the bidder, to be submitted within 15 days of the Letter of Intent for the vehicles ordered	Yes	Yes / No	
12	Financial Proposal / BOQ in Excel format uploaded in Cover 2	Yes	Yes / No	

Parameter	**Details**
Authorized Signatory Signature	_____
Name and Title of Signatory	_____
Name of Firm / Agency	_____
Date, Place and Corporate Seal	Date: _____ | Place: _____ | Seal: _____

APPENDIX VIII:

PROCEDURE UNDER E-PROCUREMENT INSTRUCTIONS TO APPLICANTS

DEFINITIONS:

a) Tender portal: The e-Procurement Portal of Government of Odisha introduced for the process of e-Tendering which can be accessed on https://www.tendersodisha.gov.in.

b) Use of valid Digital Signature Certificate of appropriate class (Class II or class III) issued from registered certifying authorities (CA) as stipulated by Controller of Certifying Authorities (CCA), Government of India such as n- Code, Sify, TCS, MTNL, e-Mudhra is mandatory for all users.

c) For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.

Words in capital and not defined in this document shall have the same meaning as in the Request for Proposal ("BID").

1. PARTICIPATION IN BID:

1.1 PORTAL REGISTRATION:

The Bidder intending to participate in the bid is required to register in the portal using his/her active personal/official e-mail ID as his/her Login ID and attach his/her valid Digital signature certificate (DSC) to his/her unique Login ID. He / She has to submit the relevant information as asked for about the firm. The portal registration of the bidder/firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN and (ii) Registration Certificate (RC) / GST Certificate of the concerned bidder. The time period of validity in the portal is at par with validity of RC/GST Certificate. Any change of information by the bidder is to be re authenticated by the State Procurement Cell. After successful authentication bidder can participate in the online bidding process.

1.2 It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal. For participating in the tender, the authorized signatory holding Power of Attorney shall be the Digital Signatory. In case the authorized signatory holding Power of Attorney and Digital Signatory are not the same, the bid shall be considered non-responsive.

1.3 Any third party/company/person under a service contract for operation of e- Procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement process that are undertaken through the e-Procurement system irrespective of who operates the system.

2. LOGGING TO THE PORTAL:

The Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.

3. DOWNLOADING OF BID:

The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience before the closing date and time of submission.

4. CLARIFICATION ON BID:

The bidder may ask question related to tender online in the e-procurement portal within the period of seeking clarification. The Officer inviting the bid /Procurement Officer-Publisher will clarify queries related to the tender.

5. PREPARATION & SUBMISSION OF BID

5.1 Detailed BID may be downloaded from Tender Portal for detail study and preparation of his bid and the Application may be submitted online following the instructions appearing on the screen.

5.2 The following shall be the form of various documents in the Application:

A. Only Electronic Form (to be uploaded on the Tender Portal)

(a) Power of Attorney for signing the Application

(b) Technical proposal as per format prescribed in the RFP.

(c) Performance Security of 10 percent of the evaluated annual contract value only in the form of a 'Bank Guarantee' from a scheduled bank, to Bhubaneswar Municipal Corporation within 15 days of receiving of LOA/Purchase order.

(d) Price Bid as per BOQ.

(e) Other documents as per requirement of BID.

5.3 The Applicant shall upload scanned copies of the documents as specified in the RFP.

5.4 It may be noted that the scanned copies can be prepared in file format i.e. PDF and/or JEPG only. The Applicants can upload a single file of size of 5 MB only but can upload multiple files.

5.5 The bidder shall log on to the portal with his /her DSC and more to the desired tender for up loading the documents in appropriate place one by one simultaneously checking the documents.

5.6 Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid.

The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.

5.7 Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.

5.8 The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.

5.9 The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/tender

5.10 The bidder should check the system generated confirmation statement on the status of the submission.

5.11 The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

5.12 The tender inviting officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.

5.13 The Bidder is required to upload documents related to his eligibility criteria and qualification information and Price Bid(BOQ) duly filled in.

5.14 The Bidder will not be able to submit his bid after expire of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.

6. SIGNING OF BID:

The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness /authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false / fabricated / bogus, his EMD/ Bid Security shall stand forfeited & his name shall be recommended for blocking of portal registration and the bidder is liable to be blacklisted.

7. SECURITY OF BID SUBMISSION:

7.1 All bid uploaded by the Bidder to the portal will be encrypted.

7.2 The encrypted Bid can only be decrypted / opened by the authorized openers on or after the due date and time.

8. RESUBMISSION AND WITHDRAWAL OF BIDS:

8.1 Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

8.2 Resubmission of bid shall require uploading of all documents including price bid a fresh.

8.3 If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

8.4 The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

8.5 The Bidder can withdraw his bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Procurement Officer Publisher (Officer Inviting Tender) citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.

9 OPENING OF THE BID:

9.1 Bid opening date and time is specified during tender creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time.

9.2 All bid openers have to log-on to the portal to decrypt the bid submitted by the bidders.

9.3 The bidders & guest users can view the summary of opening of bids from any system. Bidders are not required to be present during the bid opening at the opening location if they so desire.

9.4 In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid, the bids will be opened at the appointed time on the next working day.

9.5 Combined bid security for more than one work is not acceptable.

10. EVALUATION OF BIDS:

10.1 All the opened bids shall be downloaded and printed for taking up evaluation.

The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that "the documents as available in the portal containing--- nos of pages".

10.2 The bidder may be asked in writing/ online to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents. The officer inviting tender may ask for any other document of historical nature during Technical evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the Bidder's price bid. Non submission of legible documents may render the bid non-responsive.

10.3 The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.

10.4 The Technical evaluation of all the bids shall be carried out as per information furnished by Bidders.

10.5 The Procurement Officer-Evaluators; will evaluate bid and finalize list of responsive bidders.

10.6 The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.

10.7 The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorized representative who wish to be present.

10.8 At the time of opening of "Price Bid (BOQ)", bidders whose technical bids were found responsive and qualified will be opened.

10.9 The responsive bidders' name, bid prices will be announced.

10.10 Procurement Officer-Openers shall sign on each page of the downloaded Price Bid (BOQ).

10.11 Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.

10.12 System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of Commissioner, BMC.

10.13 The L-1 bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal within 5 days of opening of price bid.

DISCLAIMER

The Applicant must read all the instructions in the BID and submit the same accordingly.

APPENDIX IX: PROCEDURE TO BE FOLLOWED TO FIND OUT CATEGORY-WISE LOWEST QUOTE

For each category, the lowest responsive quoted rate would be identified from among the technically qualified bidders.

The draft RFP further provides that the bidder quoting the lowest rate in total would be identified as the **provisional L1 bidder**. In the event of a tie in the number of categories, the bidder having the higher score in technical evaluation would be identified as the provisional L1 bidder.

The rates for the three supervisory personnel specified in the draft RFP would be entered at the rates notified by BMC and would not be taken into consideration for determining the provisional L1 bidder.

All L1 rate for each category of vehicle and machinery shall be clubbed together to find out the least rate of the bid, which is termed as " L1 cost".

The proposed rate-matching mechanism is an important component of the financial evaluation process.

As provided in the draft RFP, the **provisional L1 bidder** has to match the lowest quoted rate in every category i.e. L1 cost for the selection. If agreed, then said bidder shall be the selected bidder with L1 cost.

If the provisional L1 bidder does not agree in writing to match the lowest quoted rates in all categories, the L2 bidder will be given an option to match the derived L1 cost.

This process will continue till the finalisation of the bidding process.

In case no eligible bidder agrees to match the arrived "L1 cost", then BMC reserves the right to empanel the bidders quoted L1 rate for each category of vehicles and machinery.