



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

UDITNAGAR, ROURKELA, ODISHA-769012

E-mail ID: rourkelamunicipality@gmail.com

Letter No. 2737

Date: 20/02/2025

Tender Call Notice for O & M of Road Sweeping Machine

Rourkela Municipal Corporation (RMC), Rourkela invites bids from experienced Service Provider / Agencies under Two Bid System (Technical Bid & Commercial Bid) for **"Comprehensive Operation & Maintenance of 03 (Three) Single Engine Truck Mounted Road Sweeping Machine under Rourkela Municipal Corporation"**. The details of Tender document may be seen / download from www.rmc.in. Any Changes, corrigendum etc. will be updated at the mentioned portal only. For further queries / comments, please contact to E-mail ID of rourkelamunicipality@gmail.com.

Bids are to be submitted through sealed cover envelope containing two separate sealed envelopes for Technical and Financial Bids. The interested bidders should submit the complete tender in the sealed cover addressed to Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela – 769012 (Odisha) super scribing as **"Tender for Comprehensive Operation & Maintenance of 03 (Three) Single Engine Truck Mounted Road Sweeping Machine"** through Speed Post / Registered Post/ Courier or by Hand on or before 12/03/2025 up to **1.00 PM**. The Tender will be opened on the same day at **4.30 PM** 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 tenders without assigning any reason thereof.

Commissioner

Rourkela Municipal Corporation

Memo No. 2738 Date: 20/02/2025

Copy to Office Notice Board / MIS, RMC for general public information and uploading of the tender document in the RMC website

Commissioner

Rourkela Municipal Corporation

Memo No. 2739 Date: 20/02/2025

Copy to the Director, I & PR Dept., Govt. OF Odisha, Bhubaneswar for information and requested to publish the copy of above-mentioned notice in Two highly circulated Odia dailies (All Editions) and One highly circulated English daily on 25/02/2025. The font size should be 8 points and rate should be as per I & PR.

A. BID SCHEDULE

Sl. No	Particulars	Description
1	Available of Tender Document in Web portal www.rmc.nic.in	From <u>25/02/2025</u> onwards
2	Address of the Tender inviting Authority	The Commissioner Rourkela Municipal Corporation Uditnagar, Rourkela Dist.-Sundargarh State-Odisha PIN-769012
3	Tender Reference No.	Notice No. <u>2737</u> / dated <u>20/02/2025</u>
4	Last Date and Time for submission of queries technical and financial bids electronically	<u>28/02/2025</u> up to 5.00PM through e-mail : rourkelamunicipality@gmail.com
5	Last Date for submission of Bids	Up to 1.00 PM of <u>12/03/25</u> at the Address: Office of the Commissioner Rourkela Municipal Corporation Uditnagar, Rourkela Dist.-Sundargarh State-Odisha PIN-769012
6	Technical Bid Opening Date and Time	<u>12/03/2025</u> at 4.30PM
7	Financial Bid Opening Date and Time	Shall be notified later

Note: Corrigendum, addendums and subsequent clarification of bid terms, if any, can be downloaded from the above mentioned website.


 Commissioner
 Rourkela Municipal Corporation

B. ELIGIBILITY CRITERIA OF BIDDER

SL. No	Eligibility Criteria	Supporting Documents to be submitted along with Technical Bid
1	The Bidder must have an office in Odisha preferable at Rourkela.	Proof of Address or Consent Letter in the letter head with stamp.
2	Bidders must be original equipment manufacturer (OEM)/ authorized agency of OEM / Supplier cum Service Provider of truck mounted road sweeping machine along with Operation and Maintenance work.	Self-certified Photo copy for document of proof
3	Bidder must have credential of O & M of minimum 05 Nos. Truck Mounted Road Sweeping to any Govt. /Public Sector Undertaking/ Public Limited Company in India for minimum 2 years in last 5 years.	Self-certified Photo copy for document of proof
4	Bidder must have service center in Odisha to perform the O&M job.	Self-certified Photo copy for document of proof
5	The bidder should have average annual turnover of Rs. 30 Lakhs (Rupees Thirty Lakhs only) in last three financial years i.e. 2021-22, 2022-23 and 2023-24.	Self-certified copies of the audited balance sheet and profit & loss statement prepared by a Chartered Accountant for the last 3 years completed financial years with adequate sections duly marked.
6	The bidder should have never been blacklisted/ barred/ disqualified by any Government Department or any PSU.	Self-Certification/declaration
7	The vendor must have a valid GST registration Certificate and Pan Number.	Copies of the GST Registration Certification, PAN to be enclosed
8	Non-refundable Tender Document Processing Fee of Rs.11,200/- (Rupees Eleven Thousand Two Hundred)	In shape of Demand Draft from any Nationalize/ Scheduled bank in favour of The Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela
9	Refundable Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakhs only)	In shape of Demand Draft from any Nationalize/ Scheduled bank in favour of The Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela

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C. SCOPE OF WORK

1. Successful bidder shall execute the comprehensive operation and maintenance work of the machine (Single Engine Truck Mounted Mechanical Sweeper) as per the instruction of Rourkela Municipal Corporation. The bidder has to quote O & M charges for 12 months per machine in BOQ.
2. Scope of work includes deployment of required manpower such as One Experienced Driver/ Operator and at least one Helper, Safety Equipment, consumable item brush replacement, oil filter, greasing, minor/major repairs like tyre puncture removal and any other maintenance (All the Parts expect labor component) which arises due to operator's fault is not covered in one-year warranty of the vehicles.
3. All type of spare parts, lubes and other material for all major/ minor maintenance/repairing shall be borne by successful bidder.
4. During the operation if ROURKELA MUNICIPAL CORPORATION observes any deficiency in the machine, successful bidder has to rectify the same within a reasonable time allowed by the Asst. Commissioner In-charge. Bidder has to keep the machines clean & fit as per RTO norms throughout the contract period.
5. Within normal working hours limit, Successful bidder may be asked to carry out different works of different locations within Municipal limits.
6. The weekly operation plan (Route charts, time schedule) shall be fixed by Rourkela Municipal Corporation. The successful Bidder has to operate the machines as per approved route chart & time schedule.
7. In general working hour shall be 8 hours in a day, but the Successful bidder shall be bound for extra time working, if required.
8. Time of arrival and departure shall be mention by the concern assigned person of the Corporation in the logbook.
9. Diesel for the operation of the machine will be borne by Rourkela Municipal Corporation as per rule.
10. Diesel for maintenance and service of the machine will be given by the Successful Bidder.
11. Successful bidder shall ensure that machine is deployed on work at stipulated time.
12. Bidder has to ensure continuous working of the tracking system provided by Rourkela Municipal Corporation.
13. Monthly bill of O & M shall be submitted by the Successful bidder. For receiving the payment, the Successful bidder shall submit a Logbook duly verified by the Authorized person of RMC and certified by the Asst. Commissioner in charge, which would be cross checked by tracking system.
14. The Monthly bill is to be submitted by 7th day of next month.
15. The Successful bidder shall operate the machine for 26 days of the month. In case, fails to operate on any day or delay for a particular time for either reason; the proportionate amount will be deducted as penalty as per the penalty clause.
16. This contract shall be valid for 02 years from the date of Contract agreement and extendable another 01 (One) year period upon the satisfactory performance. Looking to the necessity, the contract may be reduced or suspended prior giving one-month notice period.
17. The Successful bidder has to begin the operation and maintenance immediately after receipt of order and agreement.
18. Rourkela Municipal Corporation shall not be responsible for any accident, mishap or damage caused by or in the machine or to the any human being at time of working. For this, Successful bidder is advised to make available all necessary means like Uniform, safety equipment's. Bidder is responsible to check all required documents like Insurance Registration etc. to claim the damages from insurance.
19. Successful bidder should obtain all necessary clearances' from concerning departments and vehicle should be fully insured with manpower.

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20. Successful bidder shall be responsible for all type of taxes, PF, ESI of staff etc. No extra payment for this will be given by Rourkela Municipal Corporation.
21. Rourkela Municipal Corporation shall provide 02 nos. of new vehicles and 01 no. of vehicles which is operational in running condition with proper handing over / taking over record.
22. Machine shall report specified Place as it completes assigned work whether it is before its normal working schedule. The space for parking shall be provided by Rourkela Municipal Corporation.
23. Operation plan, route chart, time schedule shall be provided weekly to successful bidder. Real time monitoring shall be ensured through GPS.
24. Weekly off is to be given by the successful bidder to their workers/ labour according to the labour law.
25. Tyre and battery will be in scope of Rourkela Municipal Corporation except daily maintenances of Tyre and battery like tyre puncture, tyre cut repair, battery water check & refilling. These regular maintenances works will be done by successful bidder at his own cost.
26. All consumables including brushes, rubber parts & other required parts in the bidder's scope.
27. After completion of contract period, the bidder will hand over the Road Sweeping Machine to Rourkela Municipal Corporation in running & good conditions. Bidder's performance security will be released after proper inspections of technical Committee of RMC.
28. Machine shall be parked at Rourkela Municipal Corporation garage or any specified place identified by RMC.
29. Time of arrival and departure shall be mention by the Successful Bidder on the logbook.
30. Apparently there is traffic conjunction in the city and access in narrow streets, especially in city's walled area is time consuming therefore any delay due to this reason shall not be treated as working hour.
31. Firm shall ensure that machine is deployed on work at stipulated time.
32. Monthly bill of the Operation shall be submitted by the firm. For receiving the payment. the contractor shall submit a logbook duly verified by the authorized official of RMC and it would be counter signed by Asst. Commissioner in charge, which would be cross checked VTS (Vehicle Tracking System) data.
33. RMC may however consider the waiver of the penalty for non operation of machine on a particular day/time for the incidents beyond control of the bidder. The other Penalties are as under:-

Sl. No	Reason for which penalty is proposed	Penalty in Rs.
1	If machine not found aesthetically clean/ fitness certificate	Rs. 5,000/- on notice + Rs. 200/- per day till measure taken
2	If Staff found not wear uniform and safety gear	Rs. 100/- per driver/ helper per shift
3	Noncompliance of operation plan, time schedule, route chart (if variation is Beyond 10% for that day)	Rs.1000/-per day
4	If VTS/GPS not working due to bidder fault	Rs.500/-per day
5	If Road Sweeper machine absent.	Rs.1000/-per day
6	If labour absent.	Rs.500/-per day

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34. If machine is not operated for any day for any reason like rainy season, natural digester payment will not be done for this day.
35. Bidder should obtain all necessary clearances from concerning departments.
36. After Completion of warranty period of the vehicle if any kinds of maintenance work whether preventive maintenance or maintenance arises in the vehicles then all spare parts & Labour for maintenance will be provided by the contractor.
37. Successful bidders have to submit 02-year experience certificate of the Driver/ Operator.
38. Bidder should keep and provide the before and after pictures of road/ area and garbage unloaded at dumpsite and maintain the record of number of trips dumped.

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D. TERMS & CONDITIONS OF BID

1. Bidder should follow all instructions/orders which is issued time to time by RMC through official website www.rmc.nic.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. 11,200/- (Rupees Eleven Thousand Two Hundred only) and refundable Earnest Money Deposit (EMD) of Rs.5,00,000/- (Rupees Five Lakhs only) should be submitted by the Bidder along with the Technical Bid in favour of The Commissioner, Rourkela Municipal Corporation, Rourkela payable at Rourkela. 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 RMC on submission of Performance Bank Guarantee or Performance Security Deposit @ 5% of total order value 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 Rourkela).
6. The rate to be quoted as per the Financial Bid Format.
7. Bidder shall be responsible for all duties/levies etc. or revisions imposed by the government time to time.
8. Bidder shall provide operating staff with legal driving license. Bidder shall be responsible for any accident, mishap, any damage etc., if caused by any operating staff with inappropriate license or with inefficient skill or any other reason. RMC shall not be held responsible for such any incidence.
9. Contractor shall be responsible for all type of challan due to violation of traffic rules.
10. ESI and PF should be deposited as per rules of all deployed manpower by the bidder. Bidder shall be liable for all kinds of PF and ESI related responsibilities (according to govt. rules), RMC shall not be responsible in any manner in this regard.
11. Bidder should provide all safety equipments to working staff. If any accident, mishap, any damage etc happens due to inefficient/improper safety equipments etc. RMC shall not be held responsible for such any incidence.
12. 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 RMC. The security deposit will also be forfeited.
13. Bidder should handed over the machine to RMC after completion contract period. Machine will be handed over in the same condition which was taken over by the bidder during engagement. If machine will not found in same condition (as above) then RMC may ask to the bidder for repairing of machines at Bidder's cost or penalty may be imposed on bidder. (penalty will be decided by RMC as per condition of machine) Decision taken by RMC will be final and the Bidder is bound to follow.
14. 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 RMC.
15. If any dispute/Discrimination arises between the Bidder and RMC, decision of RMC shall be final and bound to both.
16. The bidder should sign in each page of the bid document.
17. The bidder should follow all the labour act Rules.
18. Language of communication should be in English.
19. A illegal disputes shall be settled in Rourkela only.
20. Joint Venture will not be accepted.
21. If the Quoted Rate of Qualified bidders found same than Lottery System will be adopted.
22. Bidder must submit all the documents mentioned in Technical Bid Performa otherwise Bid will be rejected.
23. Finally, the decision of Tender cum Scrutiny Committee will be final.

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TECHNICAL BID FORM

Name of the Work: Comprehensive Operation & Maintenance of 03 (Three) Single Engine truck mounted road sweeping for 02 (Two) years.

Firm's Name: Authorized

Person's Name & Designation:

Address :

Contact No. :

Email ID :

Sl. No	Documents to be attached with technical bid	Details	If attached Yes/No	Attached Page No.
1	Tender Document Processing Fees @Rs.11,200/-	DD No. _____ Date: _____		
2	EMD @Rs.5,00,000/-	DD No. _____ Date: _____		
3	Pan Card Number			
4	GST Number			
5	Experience of Operation & Maintenance as per the Eligibility Criteria			
6	Bidder's existence in Odisha preferable at Rourkela			
7	Service center in Odisha to perform the O&M job			
8	Average annual turnover of in last three financial years i.e. 2021- 22,2022-23 and 2023-24.			
9	E.P.F. Registration Certificate No.			
10	ESI Registration Certificate No.			

Date:

Authorized Signature of the Bidder

Place:

Full Name:

FINANCIAL BID FORM

Name of the Work: Comprehensive Operation & Maintenance of 03 (Three) Single Engine truck mounted road sweeping for 02 (Two) years.

Firm's Name:

Sl. No	Item Description	Quantity	Quoted Rate Per Day in INR excluding of GST (per machine per day for 8 hours)	Total Rate for 624 days in INR excluding of GST (per machine per day for 8 hours)
1	Comprehensive Operation & Maintenance of 03 No. of Single Engine truck mounted road sweeping Machine for Two years	624days		
2	GST in..... %			
3	Total including of GST			

Note: The validity period of the bid shall be 60days from date of submission of bids.

Date:

Place:

Authorized Signature of the Bidder

Full Name: