



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION  
UDITNAGAR, ROURKELA, ODISHA-769012  
E-mail ID: [rourkelamunicipality@gmail.com](mailto:rourkelamunicipality@gmail.com)  
[www.rmc.nic.in](http://www.rmc.nic.in) || Phone: 0661-2500388

No. 3495

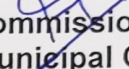
Date: 18/03/26

The Municipal Commissioner on behalf of Rourkela Municipal Corporation invites sealed applications in conformation with detailed Tender call notice from the reputed firms /Agencies for **"Hiring of Light Commercial Vehicle (LCV) of 1.5 CuM or above/ 700 to 850 Kg Loading Capacity"**.

Detail technical specifications, along with terms & conditions etc. may be seen from the Website of Rourkela Municipal Corporation i.e. [www.rmc.nic.in](http://www.rmc.nic.in). Date of issue of tender document 19.03.2026.


Memo No. 3496

Copy to Notice Board of RMC for wide publicity of advertisement through office notice board and MIS, RMC is directed for uploading of the tender document in the RMC website and Tender Odisha website.

  
Commissioner  
Rourkela Municipal Corporation  
Date: 18/03/26

Memo No: 3497

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information with a request to publish the copy of above mentioned notice in one highly circulated Odia daily newspapers & one highly circulated English daily newspaper on date 20.03.26.

  
Commissioner  
Rourkela Municipal Corporation  
Date: 18/03/26

  
Commissioner  
Rourkela Municipal Corporation



No. 3495

Date: 18.03.2026

**Terms of Reference**

**For**

**Invitation for Submission of Tender**

**for**

**Selection of Agency for Hiring of Light Commercial Vehicle (LCV) for  
Garbage Collections from BWGs (Express Service) under Rourkela  
Municipal Corporation**

**ROURKELA MUNICIPAL CORPORATION  
UDITNAGAR, ROURKELA, ODISHA-769012**

### Tender Notice


Rourkela Municipal Corporation (RMC) invites sealed tender from reputed agency/firms/individuals having experience in similar work; Light Commercial Vehicle (LCV) for sanitation purpose as per specifications given below:

Sl. No	Name of Item	Quantity in Nos.	EMD in INR	Tender Paper Cost INR including GST
1	Light Commercial Vehicle (LCV) of 1.5 CuM or above/ 700 to 850 Kg Loading Capacity	04 (Four)	Rs.1,00,000/-	Rs.7,080/-

### General Terms and Conditions

1. Tender/s will be received up to 01.00 PM on 06.04.2026 and opened on the same day at 04.30 P.M by the tender committee in the Office of the Commissioner, Rourkela Municipal Corporation, Rourkela.
2. The tender paper cost (non refundable) Rs.7,080/- (Rupees Seven Thousand Eighty Only) and an earnest money for Rs. 1,00,000/- (Rupees One Lakh only) should be submitted in shape of DD along with the tender document in favour of Commissioner, Rourkela Municipal Corporation payable at Rourkela.
3. Tenders will not be accepted without the tender paper cost and EMD.
4. The payment will be made on monthly basis to the successful bidder only after the proper and satisfactory work.
5. Tax, if any, will be paid as applicable from time to time.
6. Commissioner, Rourkela Municipal Corporation, Rourkela reserves the right to accept or reject any/ all tenders without specifying any reason and the decision of the tender inviting authority in the matter will be final.

For obtaining the tender form and for more details, the intending bidders may visit our website: <http://rmc.nic.in>. They can also contact through email: [rourkelamunicipality@gmail.com](mailto:rourkelamunicipality@gmail.com) for any further clarification.

  
Commissioner  
Rourkela Municipal Corporation

## TERMS OF REFERENCE

### **A. Objective**

In order to improve the primary activities of Solid Waste Collection & Transportation it is decided by RMC authority to engage an agency for deployment of Light Commercial Vehicle (LCV) for lifting of segregated waste to Micro Composting Centres from BWGs.

### **B. Eligibility**

#### **a) Technical eligibility criteria**

- I. A bidder may be Company/trust/society/NGO/government owned entity/ individual/ proprietary registered under relevant statute
- II. Bidders should have experience of managing fleet of minimum 5 vehicles for providing safe and destined transportation services/ Such type work for sanitation activities in the ULBs.
- III. The bidder should have valid labour license, EPF and ESI registration
- IV. The bidder should have a valid PAN and GST registration certificate

#### **b) Financial eligibility criteria**

- I. The bidder should have minimum average annual turnover of Rs. 25 lakhs (Rupees Twenty Five lakhs) during last two financial years. The bidder has to provide audited financial report and auditor's certificate in support of the turnover.

### **C. History of Litigation and Criminal Record:**

- I. If any criminal cases are pending against the bidder or member at the time of submitting the bid, then the bid shall be summarily rejected. The bidder shall submit an affidavit in negation of the above.
- II. In case it is detected at any stage that the affidavit is false, he/she will abide by the action taken by the Authority. He will however, be given suitable opportunity to offer his/her explanation before action is taken against him.

### **D. Other Requirements:**

- I. Even if the bidder qualifies in technical & financial criteria, his/her bid shall be summarily rejected if the bidder is found to have misled or made false representation in the form of any of the statements submitted in proof of the eligibility and qualification requirements.
- II. The bid shall also be summarily rejected if the bidder has been blacklisted / barred by an Authority in the past or has a record of non-performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion or financial failure.
- III. In addition to the above, even while executing the work, if it is found that the service provider produced false / fake certificates in his/her bid, he/she will be blacklisted and the contract may be terminated at the discretion of the Authority.

### **E. Submission of Tender**

The tender is to be submitted in two parts "Technical Bid" & "Financial Bid". The bids would have to be submitted in separate sealed cover super scribed respectively and both envelopes kept in single big envelop marked as "**Selection of Agency for Hiring of Light Commercial Vehicle (LCV) for Garbage Collections from BWGs (Express Service) under Rourkela Municipal Corporation**" and should be addressed to Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela-769012 (Odisha). The cover should clearly indicate the name of the firm along with full address including phone number and e-mail ID.

#### ***Content of the envelop super scribed as "TECHNICAL BID"***

- I. Bid cost and Earnest money deposit
- II. Work experience in managing fleet of minimum 5 vehicles for providing safe and destined transportation services/ Such type work for sanitation activities in the ULBs.
- III. PAN & GST registration certificate copy
- IV. Bidders legal status document
- V. Labour license, EPF & ESI registration copy
- VI. Bidder's net worth certificate from chartered accountant
- VII. Income Tax return for the last 3 years
- VIII. Power of attorney as per Annexure-II
- IX. Affidavit as per Annexure-III
- X. Bidders detail as per Annexure-IV

### **F. Certificates/Documents attestation & verification:**

All Certificates/Documents submitted in original shall be produced as and when required to verify the copies of statements and other information furnished along with bid. Failure to produce original documents in time will lead to disqualification.

#### ***Content of the envelop super scribed as "FINANCIAL BID"***

- Price Bid document as per **Annexure-V** duly signed and stamped, in separate envelope.
  - I. Price quoted must be firm and fixed for a period of at least one year. Variations and escalations will not be allowed.
  - II. The bidders are required to furnish their offers in the price proposal both in words and figures. Corrections if any shall be made by crossing out, initialling, dating and rewriting. (Any condition with regard to financial aspects, payments, terms of rebate etc. beyond the prescribed financial terms of RMC will make the bidder invalid. Therefore it is in the interest of the bidder not to write anything extra in the Price Proposal except the price)

### **G. General**

- I. Tender may be submitted in English language only. Incomplete/ telegraphic or conditional proposal (s) is not acceptable.
- II. All terms and conditions of the tender must be accepted in full and taken there of the bidder must sign at the bottom of each page of the document and submit the same along with the technical bid.
- III. The quantity of items required to be hired is subject to alteration without prior information. **The work order will be placed as per the requirement of the item.**

- IV. Letter of Award (LoA) will be given to the selected bidder and an agreement will be executed with the selected bidder within the 7 (seven) days of issuance of LOA.
- V. Commencement of work should be made within 15 (Fifteen) days from the date of issuance of the work order.
- VI. All taxes and duties as prescribed both under Central and State Government would be applicable.
- VII. Canvassing in any manner is strictly prohibited. The same will lead to rejection of the proposal.
- VIII. In case of any correction or over writing made by the bidder in the rates offered, it should be signed & sealed by the bidders; otherwise Proposals are liable for rejection.
- IX. Proposals received after due date and time will not be considered. If due to any reason if the due date is declared as a holiday; the tender will be opened on next working day at the same time.
- X. Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from RMC through the e-mail ID: tenderrmc@gmail.com.
- XI. Rourkela Municipal Corporation, Rourkela reserves the right to accept or reject any/ all tenders without specifying any reason and the decision in the matter will be final.

#### **H. Earnest Money Deposit (EMD)**

EMD along with tender paper cost as mentioned in the tender notice in shape of Demand Draft from a nationalized bank should have to be submitted in favour of Commissioner, Rourkela Municipal Corporation payable at Rourkela. The tender documents without accompanying EMD and tender paper cost shall not be accepted. No interest will be paid for the EMD amount under any circumstances. EMD will be refunded without any interest to the unsuccessful bidders after finalization of the bid. EMD would be forfeited in case of non compliance of the work order by the successful bidder. In case of successful bidder, the EMD should be refunded without any interest after execution of work and subject to submission of performance bank guarantee 10% of the project cost during signing of agreement.

## SCOPE OF WORK

### **A. Broad Scope**

The scope of work includes providing of the following items for a period of 2 (two) Year and extendable for another one year upon satisfactory performance of the bidder:

<b>Sl. No</b>	<b>Name of the Item</b>	<b>Quantity</b>
1	Light Commercial Vehicle (LCV)	04

The agency will also provide one (1) Driver and one (1) Helper cum Loader for each LCV. The requirement of Light Commercial Vehicle (LCV) may increase/decrease during the period of contract.

### **B. Specification of Light Commercial Vehicle (LCV)**

The vehicle shall be well manoeuvrable, diesel fuel, equipped with hopper (either manual or auto tipper) of capacity 1.5 cubic meter or above/ 700 to 850 kg, which can be adequate for transfer of waste at transit points to the transfer points/ tractor/ trolleys. For example, Tata Ace HT or any other similar vehicle. The detail of specifications are given below as equivalent or above

- Engine type should be BS-VI, 2 cylinders or more, 702 cc with 16 bhp@3200 rpm or more & wheel base of 2100MM or more.
- The vehicle shall have tarpaulin cover.
- The Vehicles shall meet with speed governor as per the existing RTO regulation.
- The vehicles should be enabled with GPS tagging system by the agency.
- The vehicles should have an inbuilt public address system to announce about different information.

### **C. Necessary documents & items required**

The following documents are necessary during signing of contract and must be submitted by the bidder:

- The Light Commercial Vehicle (LCV) must be in good working condition and must not be older than 3 years from the date of publication of advertisement in this regard by RMC.
- Registration Certificates of the Light Commercial Vehicle (LCV)
- Insurance of the Light Commercial Vehicle (LCV)
- Copies of Valid driving licenses of relevant category duly issued by a Government Authority, for all the drivers.
- Original Pollution Control Certificates, duly renewed from time to time, of the Light Commercial Vehicle (LCV)
- Copy of the PAN Card of the firm/ company
- Copy of the GST registration Certificate of the firm/ company
- Dustbins to be arranged by the bidder i.e. 04 Nos. of Green & 04 Nos. of Blue Dustbins in each vehicle.

### **D. Roles and Responsibility**

- The bidder shall provide at least 04 Vehicles during the period of the contract period subject to placing of work order as per the requirement of RMC. At the end of 2 years, the contract may be extended for further period

at the sole discretion of RMC. The maintenance and upkeep of the vehicles shall be the responsibility of the agency.

- The Driver and Helper cum Loaders for the Light Commercial Vehicle (LCV) will be provided by the contractor and the charges for the same must be included in the financial bid.
- The hire charges including manning (Driver and Helper cum Loaders) to be paid on monthly basis is final but does not include cost of diesel which is to be given separately through fuel coupons as per the quoted value of the bidder and to be adjusted in the final bill as per the actual running kilometre.
- All the expenditure of vehicles towards repair, replacement of spare parts, Gear box, Tyres & Tubes, Battery etc will be borne by the bidder.
- The bidder will be responsible for the safety and security of the Light Commercial Vehicle (LCV). RMC will not be liable for any damages occurring on this count in any circumstances.
- The Light Commercial Vehicle (LCV) along with the driver and labours deployed on these must be covered with insurance and RMC will not be responsible for any damages and subsequent happening/ mis-happening in any circumstances.
- In case of break-down of any Light Commercial Vehicle (LCV), the contractor shall have to provide the replacement immediately, any delay of more than one day will invite a penalty of double the payment made for that Light Commercial Vehicle (LCV) for each day.
- At any point of time, if the engaged driver/ labourers will stay on leave or otherwise remain absent on a particular day/s; then it is the responsibility of bidder to arrange alternate manpower for the desired work.
- The contractor will be responsible for any damages in the eventuality of any accident/mis-happening. RMC will not be responsible for any damages on this count.
- The Light Commercial Vehicle (LCV) must be painted with the slogan along with the logo, to be specified by RMC.

#### **E. Working Mechanism**

The Operator shall properly maintain the vehicles and other infrastructure including stocking adequate inventory & spares and shall replace immediately based on requirement for continuance of hassle free service in the most efficient manner.

- The Operator shall obtain adequate insurance for the vehicles.
- The Operator shall be responsible for any damage to vehicles etc. during the period of Contract and shall repair/ replace immediately during the period of Contract.
- The operator shall deploy one driver, one helper cum loaders per each vehicle and one supervisor for management of all the vehicles. The one helper cum loaders will move with the vehicle for waste loading and unloading purposes.
- Uniform for the workers should be inscribed with the logo of RMC. Operator may also inscribe his company name along with RMC. The design should be approved in consultation with the Authority. Workers shall wear clean uniforms during all periods of operations.

- The operator shall ensure wearing of uniform by deployed staff and Identity Card with photo during working hours. The driver appointed/engaged by the Operator shall have a valid driving licence as desired for the specific vehicle.
- The Operator shall comply with all the provisions of the laws regarding deployment of labor under the contract. It shall be the liability and responsibility of the Operator to implement the provisions of Acts; the Contract Labor Act, The Minimum Wages Act, the Workmen's Compensation Act and Provident Fund Act.
- At all times during continuance of the Contract, the Operator shall abide by all existing and future labour enactment and rules made there under, regulations, notifications and bye-laws of the Central, State or Local Government. The Operator shall keep the RMC indemnified in case any action is taken against the RMC by any one on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments.
- The Operator shall be responsible for health safety measures of his manpower engaged.
- The bidder shall have to lift and put the garbage from/at designated locations specified by the RMC. The garbage should be put at the designated locations only. No deviations shall be permitted in this regard.
- The services of collection and transportation of waste shall be provided on all 365 days in a year irrespective of any National Holidays or local holiday, Festivals and Sundays.
- The Operator shall ensure that the vehicles are properly covered with tarpaulin during transportation of waste so that there is no spillage of waste during transportation. In case, it is found that the garbage is taken without proper cover, penalty @Rs. 1000/- for that particular day shall be levied.
- The agency will take precautions to avoid inconvenience, damage, destruction or disturbance to any third party's right and properties.
- The agency will ensure to include a mobile phone communication system and Vehicle Tracking and Monitoring (VTM) System (using real time GPS (Global Positioning System) / GSM (Global System for Mobile Communication) / any other advanced technology) fitted in each vehicle to enable the tracking of the vehicle movement online.
- The Operator shall ensure that the VTM system is operational at all times. The reports related to the VTM system should be duly verified by the Authority.
- The VTM system would be accessible from the Authority's control room for day to day monitoring of work.
- All vehicles should comply with the fuel emission norms as per the applicable Laws.
- Washing/cleaning and disinfection of the transportation vehicles must be carried out on a daily basis as per the schedule, which would be available to the Authority for inspection and verification.
- The Engaged vehicles must work from 6.00 am to 2.00. PM. The Operator should ensure same timing as far as possible. However the timing can be modified with prior approval of RMC Authorities or may extended the working hours in the eventuality of any emergent situation, so specified by RMC.

**F. Security Deposit**

- 10% of Project cost in the form of bank guarantee must be submitted while signing of contract with RMC.
- This bank guarantee can be revoked by RMC in case of non- performance by the bidder.

**G. Penalty Clause**

- In case of breach of any of the provisions of the terms and conditions, penalty @ Rs. 1000/- (one thousand) per day shall be levied.

**H. Payment Terms**

- The Private Operator will submit monthly bill at the 1st Week of subsequent month along with Vehicle wise attendance report certified by designated officer authorised by RMC. After detail scrutiny of bills and other deliverable as mentioned above, payment will be made within 15 days of submission of bills.
- No advance payment will be made.

**I. Limitation of Liability**

RMC will, in no case will be responsible for any accident fatal or non-fatal, caused to any worker or outsider in course of transport of garbage. All the expenditure including treatment or compensation will be entirely borne by the bidder. The bidder shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations.

## CONDITIONS OF CONTRACT

### **A. Law Governing the Contract and the Jurisdiction of the Contract:**

The contract, its meaning and interpretation and the relation between the parties shall be governed by the applicable law and it shall be subjected to the jurisdiction of the courts of Rourkela.

### **B. Headings:**

The headings shall not limit, alter or affect the meaning of this contract.

### **C. Effectiveness of Contract:**

This contract shall come into force and effect on the date of execution of Contract i.e., signing of agreement and the date of commencement of operation shall be referred as **Effective Date**.

### **D. Commencement of Services:**

The Operator shall begin carrying out the services, within 15 days of signing of contract as per the requirement of authority (means numbers of vehicles to be engaged). The Authority shall assign the service area to the operator.

### **E. Service Period**

The Operator shall be appointed for the assigned service for period of 2 (two) years from the effective date. The service shall be provided for all the seven days of a week. The contract period of the operator may be further extended by another term of 1 year by RMC at its discretion based on the satisfactory performance of operator in the first year. The extension shall be granted to operator only after mutual agreement between RMC and Operator. An escalation of 5% shall be provided to operator in the fee quoted by operator per Vehicle per month for the extended year while retaining all other terms and conditions of this agreement remain unchanged.

### **F. Modification:**

Modification of the terms and conditions of this Contract including any modification of the scope of the services may only be made by written agreement between the parties.

### **G. Accessibility to Authority**

The Authority shall have access to all the records, instruments, control system, monitoring & tracking system set up by the Operator in respect of the service under reference in this contract.

### **H. Mobilisation Advance**

No mobilisation advance is payable to the Operator.

### **I. Sufficiency of Deployment**

The Operator shall ensure deployment of vehicle, accessories, tools & tackles, manpower, monitoring system for proper, timely and efficient delivery of service. The Operator should ensure quality and timely deployment of resources.

### **J. Subletting**

Subletting of work in part or full is not permitted without prior written approval of the Authority.

### **K. Deficiency in Service**

In case the Authority observes deficiency in service as per the scope or Failure of the Operator to act upon the instruction within an agreed/justified time frame shall also result in deficiency of service. In no case the instructions shall be beyond the scope of the contract or applicable rules.

Communication in form of e-mail, instruction note or telephonic/mobile (in case of emergency) shall be deemed to be adequate, just and sufficient in such cases.

In the event of intervention by the Authority, the same shall be properly communicated to the Operator.

## **L. Penalty**

Upon occurrence of a material breach of Scope of contract, Authority shall, without prejudice to and notwithstanding any other consequences, be entitled to levy a penalty as per the penalty fixed in the scope and shall have the powers to terminate the contract for repeated breach.

Penalty can be waived in part or full under situation of adverse conditions causing hindrance for service delivery, to be properly justified by the service provider to the best satisfaction of the Authority. In such an event the nodal officer shall place his report to the Municipal Commissioner for his decision. The quantum of waiver shall be at the sole discretion of the Municipal commissioner. In case of disagreement by the Operator on the penalty quantum, he will be provided an opportunity to place his representation with the Municipal Commissioner, RMC, whose decision shall be final and binding on the Operator.

## **M. Termination of Contract**

### **I. By the Authority:**

The Authority may give not less than Thirty (30) days written notice of termination to the Operator in the following conditions.

- a. If the Operator fails to remedy the failures in their performance as per the obligations within the time specified by the client or within such further period as the client may have subsequently approved in writing, for at least three times during a year, and a show cause notice has been issued to him to this effect.
- b. If the Operator becomes insolvent or bankrupt or enters into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c. If the Operator submits to the Authority a false statement which has a material effect on the rights, obligations or interests of the Authority and which the Operator knowingly raised.
- d. If, as a result of Force Majeure, the Operator is unable to perform a material portion of the services for a period of not less than sixty (60) days or;
- e. If the Authority, in its sole discretion and for any reason whatsoever, decided to terminate this contract.

### **II. By the Operator:**

The Operator may, by giving not less than thirty (30) days written notice to the Authority, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) hereunder, terminate this contract.

- a. if the Authority fails to make any payment for consecutive three certified bills.
- b. if, as a result of Force Majeure, the Operator are unable to perform a material portion of the services for a period of not less than sixty (60) days.

## **N. Forfeiture of Performance Security**

- a. The performance security may be forfeited, if the bidder does not start operations as per provisions of ToR within stipulated 15 days from the effective date or any such date allowed by the Authority.
- b. If during the term of this contract, the Operator is in default of the due and faithful performance of his obligations under this contract, the Authority shall, without prejudice to its other rights and remedies herein or as per the Applicable Law, be entitled to call in, retain and appropriate the performance Security.

#### **O. Refund of Performance Security**

The Performance Security will be returned to the Operator within three months of completion of the Contract period. The Performance Security shall not bear any interest.

#### **P. Contract Price & Payment**

- a. The hire charges including manning (Driver and Helper cum Loaders) to be paid on monthly basis is final but does not include cost of diesel and lubricants which is to be given separately through fuel coupons as per the quoted value of the bidder and to be adjusted in the final bill as per the actual running kilometre.
- b. All the expenditure of vehicles towards repair, replacement of spare parts, Gear box, Tyres & Tubes, Battery etc will be borne by the bidder.

#### **Q. Deductions**

All taxes, duties and cess required to be deducted at source as per applicable law at the time of payment shall be done by the Authority. The Operator shall provide documentary evidence of payment of all statutory taxes applicable as and when required by the Authority.

#### **R. Settlement of Disputes:**

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof. The dispute shall be referred to a committee for redressal consisting of Operator's chief executive, Dy. Commissioner of RMC and Municipal Commissioner, RMC. The decision of the committee should be honoured by all parties in good faith. District Collector cum Administrator of RMC shall act as the Arbitrator in case of any dispute arising between the two parties.

Disputes which cannot be settled amicably may be taken up by either party for settlement in accordance with the Applicable Law within jurisdiction of court of Rourkela.

#### **S. Force Majeure Event**

For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party, and which makes a party's performance of its obligations impossible or so impractical as reasonable to be considered impossible in the circumstances.

Any of the following events which is beyond the control of the party claiming to be overcome or prevent despite exercise of due care and diligence, and result in material adverse effect shall constitute Force Majeure Event:

- a. Earthquake, flood, inundation and landslide;
- b. Storm, tempest, hurricane, cyclone, lightning, thunder or other extreme atmospheric disturbances;
- c. Fire caused by reasons not attributable to the Operator or any of the employees, or agents of the Operator.
- d. Acts of terrorism
- e. Any judgment or order of a court of competent jurisdiction or statutory authority in India made against the Authority/Operator in respect of the contract in any proceeding, which is non-collusive and duly prosecuted.
- f. Early termination of this agreement for reason of national emergency or national security.
- g. War, hostilities (whether declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military actions, civil war, ionizing radiation, contamination by radioactivity from nuclear fuel, any nuclear waste, radioactive toxic explosion, volcanic eruptions.

Force Majeure shall not include:

- a. any event which is caused by the negligence or intentional action of a party or such party's agents or employees, nor
- b. any event which a diligent party could reasonably have been expected to both (a) take into account at the time of the conclusion of this contract and (b) avoid or overcome in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

**Technical Proposal**  
**Covering Letter**

[Bidders are required to submit the covering letter as given here on their letterhead]

**Date:**

**Reference No.:**

To

The Commissioner,  
Rourkela Municipal Corporation, Rourkela

**Sub: Selection of Agency for Hiring of Light Commercial Vehicle (LCV) for Garbage Collections from BWGs (Express Service) under Rourkela Municipal Corporation**

Dear Sir,

1. I/We, the undersigned, having carefully examined the referred tender, offer to propose for the selection as contractor, in full conformity with the said tender document.
2. I/We have read all the provisions of this tender document and confirm that these are acceptable to me/us.
3. I/We further declare that additional conditions, variations, deviations, if any, found in my/our proposal shall not be given effect to.
4. I/We agree to abide by this Proposal, consisting of this letter, and my/our financial Proposals, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the tender and modifications resulting from contract negotiations, and it shall remain binding upon me/us and may be accepted by you at any time before the expiration of that period.
5. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
6. I/We declare that I/we do not have any interest in downstream business, which may ensue from the tender prepared through this assignment.
7. I/We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to my/our disqualification.
8. I/We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by me/us in bidding.
9. Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on for Rs.1,00,000/- (Rupees One Lakh only) is enclosed towards EMD.
10. Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on for Rs. 7,080/- (Rupees Seven Thousand Eighty only) is enclosed towards tender paper cost.
11. Copy of PAN Card is enclosed.
12. Copy of the GST registration is attached.

**Signature.....**

**In the capacity of.....**

**Duly authorised to sign Proposal for and on behalf of.....**

**Date.....**

**Place.....**

**POWER OF ATTORNEY  
(On Non Judicial Stamp paper)**

Know all men by these presents, We.....  
(name and address of the bidder) do hereby constitute, appoint and authorize  
Mr./Ms .....(name and residential address) who is  
presently employed with us and holding the position of  
....., as our attorney, to do in our name and on our  
behalf,

1. All such acts, deeds and things necessary in connection with or incidental to our bid for Selection as agency for "Selèction of Agency for Hiring of Light Commercial Vehicle (LCV) for Garbage Collections from BWGs (Express Service) under Rourkela Municipal Corporation" including signing of bid documents, all supporting documents, letters and providing information/responses to RMC in all matters in connection with our bid for the said Assignment and signing of contract in the event of selection.
2. To apply for, obtain and renew all licenses, permits, registrations etc. that are necessary for carrying on the said business.
3. To submit all statements, returns, reports etc. to proper authorities as required by any law or rule in force and to verify the same by production of documents and papers.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the----- Day of----- 2026

Accepted

Name & signature of Attorney Holder

- 1.
- 2.

(Bidder / Members with name & designation)

Note:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. Copy of such document should be submitted along with the power of Attorney.
2. Also, wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

**AFFIDAVIT  
(In non-judicial Stamp Paper)**

I/We \_\_\_\_\_ (name & address of bidder(s)) do hereby certify, affirm and undertake as follows

1. That all information furnished is true and agree that my / our Bid shall be rejected if I / we am / are found to have misled or made false representation in the form of any of the documents, Schedules or Supplementary information and / or statements submitted in proof of the eligibility and qualification requirements or if I / We have a record of poor performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure and / or has / have participated in previous Bidding for the same work/s and had quoted unreasonable high tender premium. In addition I/we shall be blacklisted and the work be taken over invoking relevant clause of the conditions of contract and conditions of particular application.
2. That we will be disqualified for bidding further services with RMC if I/We withdraw my/our Bid without a valid reason (to be decided by the Authority competent to accept this Bid).
3. That no criminal cases are pending against me/us partners at the time of submitting the Bid.
4. That my / our Bid shall be rejected if any criminal cases are pending against me/us/partners of the firm at the time of submitting the Bid.
5. That if the history of litigation, criminal cases pending against me/us/Partners furnished by me/us is false, I / We will agree by the action taken by the Authority without approaching any court whatsoever for redress. However, I/We shall be given suitable opportunity to offer my/our explanation before action is taken against me/us.
6. That all the addenda issued by the Authority have been received by me/us and incorporated in my/ our Bid.
7. That no near relatives are working with the Authority.
8. That we will keep accurate and system of accounts, records and furnish the same (including that of associates) and agree to reimburse to Authority any excess amount claimed by me / us over and above my / our entitlement as per relevant clause of the contract.

Dated this ... .. day of ... .. 2020

Signature of ... .. in the capacity of ... .. duly authorized to sign the Bid for and on behalf of ... ..

(Signature)

Signature of Witness:

Name of Witness:

Address of Witness:

## Bidder's details

1. Name of the Agency \_\_\_\_\_
2. Details of Tender Paper Cost DD No. \_\_\_\_\_ Date \_\_\_\_\_
3. Details of Earnest Money Deposit (EMD): DD No \_\_\_\_\_ Date \_\_\_\_\_
4. Name of Proprietor/ Partner/ Director : \_\_\_\_\_  
\_\_\_\_\_
5. Full Address of Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone Number/ Mobile Number :
- Email ID :
6. Full Address of Operating/ Branch Officer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone Number/Mobile Number :
- Email ID :
7. Name & Telephone Number of Authorized Person to liaise with RMC : \_\_\_\_\_  
\_\_\_\_\_
8. PAN and GST Number : \_\_\_\_\_  
(Attach attested copy) \_\_\_\_\_
9. EPF Registration Number : \_\_\_\_\_  
(Attach attested copy)
10. ESI Registration Number : \_\_\_\_\_  
(Attach attested copy)
11. Labour Licence Number : \_\_\_\_\_  
(Attach attested copy)
12. Net worth of agency : \_\_\_\_\_  
(Proof of Document to be attached)

13. Financial turnover of the tendering Manpower Service Provider for the last 3 financial years.

Financial Year	Amount in Lakhs	Remarks if Any
2022-23		
2023-24		
2024-25		

(Attach IT return Copies and Turnover certificate certified by CA)

14. Give details of the major similar contracts handled by the agency during the last three years in the following format.(if the space provided is insufficient, a separate sheet may be attached) :

Sl. No.	Name of the Client, address, telephone & Fax No.	Type Service Provided	Amount of contract (Rs. in Lacs)	Duration of contract	
				From	To

15. Additional Information if Any :

(Attach separate sheet if space is insufficient)

Date:

Place:

Signature of Authorized Person

Name:

Seal:

## Financial Proposal

Annexure-V

[To be submitted by the bidder as per the format given below on their letterhead  
in a separate sealed cover]

**Date:**

**Reference No. :**

To,  
Commissioner  
Rourkela Municipal Corporation  
Uditnagar, Rourkela.

Sub: Financial Proposal for Selection of Agency for Hiring of Light Commercial Vehicle (LCV) for Garbage Collections from BWGs (Express Service) under Rourkela Municipal Corporation.

### Per Month Charges:

Sl. No	Name of the Item	No. of Unit Required	Hiring Charges per Unit in INR Excluding of GST	Total Hiring Charges for 4 Nos. of Unit in INR Excluding of GST	GST in %	Total Charges in INR including of GST
1	Hiring Charges of Light Commercial Vehicle (LCV) of 1.5 CuM or above/ 700 to 850 Kg Loading Capacity including all as per Scope	04				

*(The rate must be quoted both in figure & words)*

**\*The charges shall be inclusive all other taxes/ duties.**

### Fuel Consumption:

Sl. No	Name of the Item	Per Litre Consumption in KM
1	Rate of Fuel Consumption/ Mileage per Litre	10 KM/Ltr

**Signature & seal  
of the Authorized  
Signatory**