



OFFICE OF THE NOTIFIED AREA COUNCIL,  
NILGIRI, DIST-BALASORE



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Letter No. 62 /

Date. 8.1.26 /

**QUOTATION CALL NOTICE**

Sealed quotations are invited in double cover (Form A: Technical Bid, Form B: Financial Bid) from reputed Registered Transport Agency/ Private Agency & Individual for "Providing 5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC" on monthly rent basis. Tender paper can be obtained from cashier section of Nilgiri NAC in payment of Rs-10,000.00 (non-refundable). Bidder should be submitted EMD of Rs.34,703/- (Refundable) in shape of BD/BC in favor of Executive Officer, Nilgiri NAC. All quotations will be received in specific Quotation Box kept in the Office of the undersigned from date- 09/01/2026 at 11:00 AM up to date-21/01/2026 at 11 am and will be opened on date-- 21/01/2026 at 03.00 P.M in presence of quotation committee in the Chamber of Executive Officer, Nilgiri NAC.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle should be brand new.
3. The monthly rate of hire charge be quoted separately.
4. The quotationer should quote their rate of price both in figure and words.
5. The quotation completed in all respect should reach the undersigned on or before 21/01/2026 at 11 a.m and shall be opened on the same day at 3 p.m, in presence of the bidders or their authorized representatives.
6. The financial bid will be opened on/y for technical bid qualifier.
7. Supply order will be given to the successful bidder with an agreement of undersigned.
8. The successful bidder must be provided the 5no.s of BOVs within 15 days after getting work order. Otherwise the agreement and work order will be cancelled with that agency and new work order will be given to L2 bidder.
9. Any corrigendum shall be seen from website of Nilgiri NAC i.e. [www.nilgirinac.in](http://www.nilgirinac.in)
10. The authority shall have the right to accept or reject all the quotations without assigning any reason thereof.

  
8/1/26  
Executive Officer  
Nilgiri NAC



Memo No. 63 / Date. 8.1.26 /

Copy submitted to Deputy Director, I&PR Deptt., Govt. of Odisha, Bhubaneswar  
For kind information with a request to publish the above content in one Odia Daily newspaper  
For one day only and submit two copies press cutting along with submit the bill as per the Govt.  
rate for making necessary payment at this end.

  
Executive Officer,  
Nilgiri, NAC

Memo No. 64 / Date. 8.1.26 /

Copy submitted to the Office Notice board of Sub-Collector, Nilgiri/ Tahasildar ,  
Nilgiri/B.D.O , Nilgiri for wide publication.

  
Executive Officer,  
Nilgiri, NAC

Memo No. 65 / Date. 8.1.26 /

Copy forwarded to Collector-CUM- District Magistrate, Balasore/P.D. DUDA, Balasore for  
favour of kind information and necessary action

  
Executive Officer,  
Nilgiri, NAC

Memo No. 66 / Date. 8.1.26 /

Copy forwarded to office notice board and office website for wide publication.

  
Executive Officer,  
Nilgiri, NAC

**Details estimate for 5 nos Battery operated vehicles for collection of garbages from each house hold of ward no-1 to ward no-13 & Disposal at Wealth center of Nilgiri NAC**

1	Population as per 2011 census	17264
2	Current Population(Approx)	24000
3	Total house hold(Approx)	4016
4	No of comercial units and private institution(Approx)	650
5	Total no of Driver and loader	10

Sl no	Details	Total no	Rate per day (in Rs)	Monthly hiring cost per vechicle	Total hiring cost	no of days	Total Cost
1	Driver and loader required for Collection of Garbages from each household of 13 no. ward and deposit at wealth center	10	462				4620
2	EPF(13%)						600.6
3	ESI(3.25%)						150.15
5	Grand total per day						5370.75
6	Annual labor cost					365	1960323.8
	miscellaneous expenditure for (Mike set and Stickers) which is given one time only						10000
7	Hiring cost of vechicle(5 nos)	5		25000	125000		1500000
9	<b>Total annual Cost</b>						<b>3470323.8</b>

*[Signature]*  
Sanitation Expert  
Nilgiri NAC

*[Signature]*  
Junior Engineer  
Nilgiri NAC

*[Signature]*  
Municipal Engineer  
Nilgiri NAC

*[Signature]*  
Executive Officer  
Nilgiri NAC

*[Signature]*  
Chairperson  
Nilgiri NAC

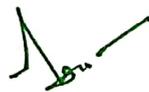
*[Signature]*  
ACCOUNTANT  
N.A.C, NILAGIRI

**SCOPE OF WORK:**

**Terms and Conditions for Supply of Light Commercial Vehicles.**

- i. The bid is meant for carrying out the work for a period of Three years. The working period may be extended to further such period (maximum 2 years) subject to satisfactory performance of the Bidder.
- ii. There shall be yearly agreement between parties.
- iii. Any type of maintenance cost shall be bearing by the agency.
- iv. **The bidder shall provide 5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC on daily basis.**
- v. **All vehicles must be integrated with sound system and GPS system.**
- vi. The bidder shall ensure supply of Battery Operated Vehicle with adequate capacity as per technical specification provided.
- vii. The bidder shall ensure that vehicle deployed shall arrive at designated location on time before the authority assigned by the NAC Nilgiri.
- viii. The bidder shall ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours. In any circumstances the vehicle has to duty in official time prescribed by NAC Nilgiri
- ix. In case of break down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicles for which agreement is entered into in that same day. Failure to do so will evoke penalty or terminate of the contract as per the penalty clause in an immediate effect.
- x. Police verifications for deployed driver shall be ensured by the Agency any deviation the service provider will be personally liable.
- xi. The bidder shall maintain log book on daily basis duly signed by Sanitation expert and duly signed by Executive Officer. Failure to do so shall be penalized. At the time of termination of contract, the service provider shall hand over the log book(s) to Nilgiri NAC.
- xii. The bidder must have to install sound system and GPS module system in all BOVs and take proper care of the same. Any damage to it shall invoke penalty clause as per penalty clause.
- xiii. The bidder shall ensure cleaning of all vehicles on daily basis to avoid any damage to the vehicles and minimize the incidence of generation of foul smell from the vehicle.
- xiv. The bidder shall ensure that the vehicle should be parked at the place as advised by the Nilgiri NAC and should be available, when not in duty. If the vehicle needs to be away for some reasons It should be with the knowledge of the Sanitation Expert /Executive Officer or any controlling officer of Nilgiri NAC . Moving away without the knowledge of above personnel will be considered as non-available and will be liable for penalty.
- xv. The bidder shall keep back up vehicles and loaders at the time of urgency against break down vehicles and also keep extra man power against the absence of drivers and loaders.

- xvi. The bidder shall bear all maintenance expenses of vehicles and provide PPE Kit , Uniform to the drivers and loaders for their safety and health measures.
- xvii. The bidder shall ensure that the drivers & loaders of the vehicles are must be paid as per minimum wages declared by Labor Commissioner from time to time and the payment must be ensured within 1st week of each month to avoid any interruption in providing services. The monthly payment to drivers shall be made as per the above time line, without depending on release of payment by the 1 party. Any violation of above shall be viewed seriously.
- xviii. The bidder shall be responsible for ensuring compliance with the provisions related to Labor Law and especially Minimum Wages Act, Payment of Wages Act, EPF, ESI Act, Payment of Bonus Act, Contract Labor (R & A) Act, Workmen Compensation Act etc, as applicable from time to time.
- xix. The bidder shall be solely responsible for any claim by any third party and or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle weather by accident or otherwise.
- xx. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
- xxi. The vehicle cannot be put to any private /commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver /service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/defective brakes.
- xxii. The vehicles to be engaged in door-to-door household waste collection from morning 6.00 AM to 01.00P.M as per the route defined by Nilgiri NAC and deposit the waste in assigned MCC/MRF.
- xxiii. The Vehicle must be must be run in everyday. The agency ensures that there is no leave in any circumstances. So Agency must be kept extra driver or loader to function everyday.
- xxiv. The vehicle must have GPS enable.



**Penalty Clauses and Amount: -**

Sl no	Clause of Penalty	Amount of Penalty
1	Not wearing uniform/PPE during duty hour	Rs 100 Per day/Per Driver/loaders
2	Delay in reporting in duty on the field	Rs 500 Per day/Per Vehicle
3	Disobeying or Misbehaving of the driver/loaders during the duty hours	Rs 200 Per day/Per driver/loaders
4	Maintenance of the vehicle	Rs 100 Per day/Per Vehicle
5	Using mobile phone during driving	Rs 500 Per day/Per driver/loaders
6	Consuming alcohol during duty hours	Rs 1000 Per day/Per driver/loaders
7	Maintain sound system	Rs 100 Per Vehicle

**Performance Security:**

The Selected bidder, for due and faithful performance of its obligations under the Management Contract, shall require to provide a "Performance Security" of the value equivalent to 3% of the annual contract value in shape of a 'Bank Guarantee' or Bank FDR from as scheduled bank, to NAC Nilgiri within 07 days of receiving of LOA. In case of MSME firms' exemption of EMD will be allowed, but no exemption will be allowed on Tender Paper Fee. The Unsuccessful bidder's EMD will be discharged / returned within 30 days from the date of execution of the agreement between the Authority and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be adjusted in the performance security deposit. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid.
- b) In case of a successful bidder, if the bidder fails to execute the work assigned

**Cost of the tender document**

- a. The bidders are required to submit INR 10,000/- (Rupees ten Thousand only) (non-refundable) to be pay able in shape of Demand Draft from any scheduled commercial bank in favor of "Executive Officer, NAC Nilgiri".
- b. The acknowledgement receipt of Bid Document Fees and EMD shall be submitted as Part of Technical Bid.

**Disputes:**

All legal disputes are subject to the jurisdiction of Courts in Balasore only.

**Preparation and Submission of Proposal:**

The Technical Proposal- Part A(with prescribed format of annexure I,II,III) and Financial Proposal -Part B((with prescribed format of annexure IV) must be inserted in separate sealed envelopes, along with applicant's name and address in the left-hand corner of the envelope.

**Part-A:**

**Technical proposal for:**

“Supplying of 5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC”

**Part-B**

**Financial Proposal for:**

“Supplying of 5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC”

**Award of Assignment:**

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.

**Execution of Agreement:**

After acknowledgement of the LOA as aforesaid by the selected Agency, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

**Commencement of Assignment:**

The selected Agency shall commence the assignment within 15 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

**Check List of Submissions:**

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
1	Tender Document fee of Rs. 10,000/-	
2	EMD (1%) of Rs-34,703/-	
3	Annexure –I	
4	Annexure –II	
5	Annexure –III	
6	Annexure –IV	

**Termination:**

Nilgiri NAC may terminate this Contract due-to any of the following events default by the Agency(herein after called the "AGENCY" Even to Default"):

1. The AGENCY has failed to perform or discharge any of its obligations in accordance with the provisions of this Contract.
2. Any representation made or warranties given by the AGENCY under this Contract is found to be false or misleading.
3. The AGENCY has been adjudged as bankrupt or become insolvent.
4. The AGENCY has created any encumbrance, charges or lien in favor of any person or agency, over the facility, save and except as otherwise expressly permitted under this Contract.
5. A resolution for voluntary winding up has been passed by the share holders/partners of the AGENCY.
6. It has been proved beyond reasonable doubt that consultant has been party to or has allowed any unlawful activity during the Contract Period;
7. If the Grievance redressal is being repeatedly failed by the Agency.

**The AGENCY has abandoned the Project:-NAC Nilgiri reserves the right to terminate the Contract with a prior notice period of 1Month to the AGENCY.**

**(Minimum Technical Specification)**

**BOV vehicle:**

<b>PARAMETER</b>	<b>SPECIFICATION</b>
Name of Vehicle Brand	Mahindra
Container Volume (Cubic Meter)	2 CuM
Tipper body Pivot Length	1546 MM
Tipper body Length	2165 MM
Tipper body Height	670MM
<b>Material of the body</b>	GI IS:2062
Overall Height of Tipper from Ground	1489MM
Body Plate Thickness	1.6MM IS:2062
Main Frame Thickness	3MM
Hydraulic System	yes
Hydraulic System Driven by	Main Engine
<b>Battery type</b>	Lithium-ion 48 V
Minimum payload capacity	550KG
Compartments	Have two compartments for wet and dry waste collection of 40:60 ratio i.e., compartments to be divided in 40 % for wet and 60 % for dry having fully partition in between.
Branding	Both the compartments to be colored i.e., green for wet side and blue for dry side with written as wet and dry with logos of NAC Nilgiri and other branding as suggested by NAC Nilgiri.
Extra compartment	Two rings of metal to carry 20 liters of bucket to be installed in the back side of two compartments for additional waste collection.

*[Handwritten signature]*

**Annexure- I**

**Covering Letter**

(To be submitted on Bidder's letter head and signed by the bidder's Authorized Signatory)

To,

The Executive Officer,  
NAC Nilgiri,

Subject: **"Supplying of 5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC".**

Dear Sir/Madam,

1. Being duly authorized to represent and act for and on behalf of (herein the applicant), and having studied and fully understood all the information provided in the bid document, the undersigned hereby apply as a bidder for **"5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC"**.
2. Our Technical and Financial Proposals are as per the requisite formats along with the supporting documents, duly filled are submitted.
3. NAC Nilgiri and its authorized representatives are here by authorized to conduct any inquiries/investigation to verify the statements, documents and information submitted in connection with the Proposal and to seek clarification from our banker regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to the supporting information, to provide such information deemed necessary as requested by yourselves to verify statements and information provided in the application or with regard to the resources, experience and competence of the applicant.
4. This proposal is made with full understanding that:
  - (a) NAC Nilgiri reserves the right to reject or accept any Bid/ Proposal, cancel the bidding process, and/or reject all Bids.
  - (b) NAC Nilgiri shall not be liable for any of the above actions and shall be under no obligation to inform the applicant to the same.
5. We, the undersigned declare the statements made and the information provided in the duly completed application forms submitted, as complete, true and correct in every detail.
6. We hereby confirm that we have read, understood and accepted all the detailed terms and conditions of this tender document and Project related Information as required for the Proposal.
7. We agree to keep our Proposal valid for 90 (ninety) days from the Proposal Due Date and not to make any modifications in its terms and conditions not acceptable to NAC Nilgiri .Should this Proposal be accepted, we hereby agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.
8. This application is made with the full understanding that the validity of Proposal submitted by us will be subject to verification of all information, terms and conditions submitted at the time of bidding and its final acceptance by NAC Nilgiri. We agree that, without prejudice to any other right or remedy, NAC Nilgiri shall be at liberty to for said Security.

Yours sincerely,

Authorized signatory

Name and seal of Bidder

Date:

Place:

*Ngir*



**Annexure-II**  
**General Information of the Bidder**

Sl.No	Details of Applicant on official letter pad			
1	Name of the Agency			
2	Details of the Demand Draft			
3	Tender paper Cost-Rs.10,000	Name of the Bank	date of issue	DD.No
4	EMD-Rs 34,703/-	Name of the Bank	date of issue	DD.No
5	Name of the contact Person			
6	Designation			
7	Address	Present address		
		Permanent address		
8	E-mail ID			
9	Fax Number			
10	Registration Number of the Company/Society etc			
11	If the Agency has a registered office in India(Yes/No):			
12	Full address of Registered Office in India			
13	If the agency has a corporate or Branch Office in Nilgiri or any other in Odisha			
14	Full address of Registered Office			
15	Mobile Number of the contact person at Registered Office in India			
16	Mobile Number of the contact person at Registered Office in Nilgiri or any other in Odisha			
17	EPF REGISTRATION No. With attached copy			
18	ESI REGISTRATION No. With attached copy			
19	PAN Card No			
20	GST No			

*(Handwritten signature)*

**Annexure-III**

**Anti-blacklisting and authenticity of bid documents Certificate(Notarized Affidavit on Stamp Paper)**

[Format of self-certificate stating that the entity / promoter(s) / Director(s) of Entity are not black-listed and authenticity of bid documents].

M/s ..... (name of the Bidder), (the names and address of the registered office) here by certify and confirm that we or any of our promoter(s) /director(s) are not barred by any State Government / any other government entity or blacklisted by any state government or central government/ department/ Local Government / agency in India from participating in Project(s),either individually or as member of a consortium as on the ..... (last date of submission of Bid).

We also confirm that all the bid/RFP documents submitted to NAC Nilgiri in connection with Bid Identification No..... of .....are authentic and bonafide document in the eyes of the law of the land.

We further confirm that we are aware that our application for the captioned project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of the RFP/tender document at any stage of the bidding process or there after during the agreement period. Dated this..... Days of.....2026.

**Name of the Bidder**

**Signature of the Authorized person**

**Name of the Authorized person**

*[Handwritten signature]*

**Annexure-IV**

**FINANCIAL PROPOSAL**

To,

Executive Officer,  
Nilgiri NAC.

Ref: "5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC"

We, the undersigned, offer to provide the agency services for the Selection of an agency for management of the sanitation work and supply of the sanitation worker at Nilgiri NAC in accordance with your Request for Proposal dated [Insert Date] and our Financial Proposal (For One season of Service) as per details mentioned below:

SI No	Name of Work	Amount Excluding Taxes (Rate to be quoted Per vehicle including loader per month)
1	5 Nos. Battery operated three wheeler garbage tipper Vehicle (BOV) including Driver and loader for collection of dry waste & wet waste separately in special Bins from door to door of 13 Nos. of Wards of Nilgiri NAC  Any type of maintenance cost will be borne by the Agency.	1.Hiring charges per vehicles..... 2. Wages of one Driver & one loader @ current labor rate..... Including EPF&ESI 3.PPE KIT.....  Total.....

Yours faithfully,

Signature, name and designation of the Authorized Signatory  
with name and seal of Bidder