



QUOTATION CALL NOTICE

FOR

**ENGAGEMENT AND MAINTENANCE OF BATTERY OPERATED VEHICLES
(BOVs) USED FOR DOOR-TO-DOOR SOLID WASTE COLLECTION**

RAJGANGPUR MUNICIPALITY

RAJGANGPUR- 770017

DIST.- SUNDARGARH

Email Id: rajgangpurm.hud@od.gov.in



ରାଜଗଞ୍ଜପୁର ପୌରପାଳିକା କାର୍ଯ୍ୟାଳୟ, ରାଜଗଞ୍ଜପୁର

OFFICE OF THE RAJGANGPUR MUNICIPALITY,
RAJGANGPUR

DIST.- SUNDARGARH, PIN -770017, Tel-06624-221611



RajgangpurMunicipality



rajgangpurm.hud@od.gov.in

Letter No: ୫୫୭୭,

Date: 23/12/25

QUOTATION CALL NOTICE

Rajgangpur Municipality invites sealed quotations from eligible and experienced agencies / firms / Self Help Groups (SHGs) / service providers for engagement and maintenance of Battery Operated Vehicles (BoVs) used for Door-to-Door Solid Waste Collection within Rajgangpur Municipality area.

Scope of Work

1. Engagement of Battery Operated Vehicles (BoVs) in good working condition along with Driver and Helper for Door-to-Door Solid Waste Collection within Rajgangpur Municipality area.
2. Ensuring vehicles are road-worthy, mechanically sound and suitable for daily sanitation operations.
3. Deployment of BoVs with Driver and Helper as per routes and schedules decided by the Municipality.
4. Regular upkeep, servicing and maintenance of BoVs by the agency / SHG at its own cost during the engagement period.

Eligibility Criteria

- The bidder may be an agency / firm / Self Help Group (SHG) having access to Battery Operated Vehicles suitable for door-to-door waste collection.
- Each Battery Operated Vehicle must possess valid Registration Certificate (RC) and Vehicle Insurance.
- The bidder should have valid GST, PAN and trade license (as applicable).

Terms & Conditions

1. Only well-fitted, fully functional and road-worthy Battery Operated Vehicles shall be engaged for the purpose.

P.T.O.

2. Only vehicles fitted with new batteries or batteries replaced within the last six (06) months from the date of this quotation shall be eligible for engagement. Proof of battery replacement may be demanded by the Municipality.
3. The agency / SHG shall supply BoVs along with Driver and Helper for door-to-door waste collection.
4. Payment of wages/salaries to the Driver and Helper shall be the sole responsibility of the agency / SHG, and no claim in this regard shall be entertained by the Municipality.
5. All servicing, repairs, replacement of batteries/parts and routine maintenance during the contract period shall be the sole responsibility of the agency / SHG.
6. Each BoV must have a valid Fitness Certificate and shall be subject to inspection and technical certification of fitness by the Junior Engineer (JE) and Assistant Engineer (AE) of Rajgangpur Municipality prior to engagement.
7. Vehicles must comply with safety norms and shall be made available for inspection by the Municipality as and when required.
8. No additional claim towards maintenance, battery replacement, manpower cost or breakdown shall be entertained by the Municipality.
9. The Municipality reserves the right to reject or disengage any vehicle found unfit during inspection or operation.
10. All vehicles deployed must have valid Registration Certificate (RC) and Insurance during the entire period of engagement. Vehicles without valid documents shall not be allowed to operate and shall be treated as non-operational.
11. In case of absence of the Driver, the agency / SHG shall arrange a suitable replacement Driver immediately so as to ensure uninterrupted service.
12. If due to absence of Driver or Helper or due to vehicle breakdown, the vehicle is not engaged / not operated in the assigned area on any day, no payment shall be made for that day, which shall be treated as absent / non-operational day.
13. If the vehicle remains non-operational, the agency / SHG shall arrange a replacement vehicle of similar capacity and specification immediately at its own cost.
14. Failure to provide a replacement vehicle shall result in no payment for the entire period of non-operation, and repeated occurrences may lead to termination of engagement at the discretion of the Municipality.

15. Engagement shall be initially for a period as decided by the Municipality and may be extended based on satisfactory performance.

Selection Criteria

- The quotation shall be evaluated based on compliance with eligibility conditions, technical fitness of vehicles and quoted rates.
- The Lowest Quotationer (L1) fulfilling all eligibility criteria and technical requirements shall be considered for approval.

Submission of Quotation

Interested agencies / firms / Self Help Groups (SHGs) / service providers may submit their sealed quotations containing rate details per vehicle, proof of vehicle ownership/authorization, battery specifications, and relevant required documents as mentioned in the quotation to the addressed to the Executive Officer, Rajgangpur Municipality before 01.00 P.M. of dt.09.01.2026 through Speed Post/ Registered Post/ Courier/ By hand. The quotations so received shall be opened on the same day at 04:00 P.M. in the chamber of the undersigned.

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

For further details, interested bidders may contact the Municipality Office during working hours.


Executive Officer
Rajgangpur Municipality

Memo No: 5500 // Date: 23/12/25
Copy to office Notice Board/ Municipality Website for wide publication of general public.


Executive Officer
Rajgangpur Municipality

Memo No: 5501 // Date: 23/12/25
Copy submitted to the B.D.O., Rajgangpur / Tahasildar, Rajgangpur for information with a request to publish through Notice board for wide publication.


Executive Officer
Rajgangpur Municipality

Memo No 5502 /Dt 23/12/25
Copy submitted to the PD, DUDA, Sundargarh for kind information.


Executive Officer
Rajgangpur Municipality

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ANNEXURE - I

COVERING LETTER FOR SUBMISSION OF QUOTATION

To

The Executive Officer
Rajgangpur Municipality
Rajgangpur

Sub: Submission of Quotation for Engagement of Battery Operated Vehicles (BoVs) for Door-to-Door Solid Waste Collection.

Sir,

With reference to the Quotation Call Notice issued by Rajgangpur Municipality, I/We hereby submit our sealed quotation for engagement of Battery Operated Vehicles (BoVs) for Door-to-Door Solid Waste Collection within Rajgangpur Municipality area.

I/We have carefully read and understood the terms & conditions, eligibility criteria and scope of work mentioned in the notice and hereby agree to abide by the same.

Details of required documents and quotation are enclosed herewith for your kind consideration.

Thanking you.

Yours faithfully,

Signature of the Bidder

Name of Agency / Firm / SHG:

Address:

Contact No:

Email ID:

Date:

Seal:

QUOTATION (FINANCIAL BID FORMAT)

Sl. No.	Description	Rate Quoted (₹)
1	Monthly rate per Battery Operated Vehicle (BoV) including Driver & Helper (inclusive of all costs)	₹ _____
2	Total number of BoVs proposed	_____
3	Total monthly quotation amount (in words & figures)	₹ _____

Note:

- The quoted rate shall be inclusive of all costs towards vehicle operation, manpower, maintenance, battery replacement, servicing, etc.
- No additional claim shall be entertained by the Municipality.

Signature of the Bidder**Seal & Date**

DETAILS OF BATTERY OPERATED VEHICLES PROPOSED

- ☐ Vehicle Registration No. :**
- ☐ Model / Make:**
- ☐ Battery Type & Capacity:**
- ☐ Date of Battery Installation / Replacement:**
- ☐ RC Valid Upto :**
- ☐ Insurance Valid Upto :**

Certified that all the above vehicles are road-worthy, fully functional and suitable for Door-to-Door Solid Waste Collection.

Signature of the Bidder
Seal & Date

DECLARATION & UNDERTAKING

I/We, _____ (Name of Agency / Firm / SHG), hereby declare that:

1. All information furnished by us is true and correct.
2. The Battery Operated Vehicles proposed are in good working condition and comply with all terms & conditions of the quotation notice.
3. Driver and Helper shall be provided by us, and their wages shall be our sole responsibility.
4. All maintenance, repairs, servicing and battery replacement shall be carried out by us at our own cost.
5. We agree that no payment shall be claimed for non-operational days due to absence of Driver/Helper or vehicle breakdown.
6. We agree to arrange replacement Driver/Vehicle immediately in case of absence or breakdown.
7. We agree that the Municipality reserves the right to reject or terminate engagement in case of non-compliance.

Signature of the Bidder

Name & Seal

Date:

Checklist of Documents to be Enclosed

- Copy of Registration Certificate (RC) of BoV
- Copy of Valid Insurance
- Copy of Fitness Certificate
- Proof of New Battery Installation
- Proof of Battery Replacement (within last 6 months)
- GST Registration Certificate (if applicable)
- PAN Card
- Trade License (if applicable)
- Authorization Letter (if vehicle not owned by bidder)
- Quotation (Annexure-II) duly signed
- Details of Battery Operated Vehicles Proposed (Annexure-III)
- Declaration & Undertaking (Annexure-IV)

Signature of the Bidder

Seal & Date