

RFP For Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of Driver-cum-Operator and Skilled ITI Electrician, on Monthly Hire Basis.



**Sambalpur Municipal Corporation Durgapali,
Sambalpur- 768006.**



SAMBALPUR MUNICIPAL CORPORATION

E-mail: sambalpurm.hud@od.gov.in

Notice No. 11215/SMC

Date 06.08.2026

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

RFP For Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of Driver-cum-Operator and Skilled ITI Electrician, on Monthly Hire Basis.

On behalf of the Commissioner, Sambalpur Municipal Corporation, the Executive Engineer (Electrical), SMC, invites sealed proposals for the engagement of a Truck-Mounted Hydraulic Aerial Work Platform (AWP) / Aerial Work Platform (AWP) with an articulated boom configuration, ensuring a Minimum 16 meters Working Height, mounted on a BS-VI compliant commercial truck chassis, on a monthly hiring basis under the Electrical Section of SMC. The Proposal shall be submitted in a Three-Cover System as prescribed in this RFP.

The engagement is proposed to ensure efficient operation, preventive and corrective maintenance, and prompt restoration of the street lighting network and associated electrical infrastructure within the jurisdiction of Sambalpur Municipal Corporation, thereby ensuring continuity of essential civic services and enhancing public safety. The detailed RFP document can be downloaded from the official website of SMC i.e. <https://www.smcsambalpur.nic.in/>. For queries, interested parties may contact the office of Executive Engineer (Electrical), Sambalpur Municipal Corporation at SMC Office, Durgapali, Sambalpur- 768006, Odisha, India.

By Order of Commissioner, SMC

Executive Engineer (Electrical)
Sambalpur Municipal Corporation, SMC

Copy forwarded to:

Memo No. 11238 /SMC Date 06.08.2026

- Director, Information & Public Relations Department, Odisha, Bhubaneswar with a request to arrange publication of the above Quotation Call Notice in one English daily and one Odia daily having wide circulation.
- DC (IGRMS), Sambalpur Municipal Corporation for website uploading.
- Commissioner, SMC for kind information.

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1. Schedule of Events:

Event	Date / Details
Availability of RFP document	From 05:30 PM on 11.08.2026 up to 02:00 PM on 20.08.2026 (Downloadable from website: http://smcsambalpur.nic.in)
Last date & time for receipt of Proposal from intending bidders	20.08.2026 up to 05:30 PM (Through Speed Post/Registered Post/Courier)
Address/Place of submission of RFP in hard Copy	Office of the Executive Engineer (Electrical) SMC, Durgapali Sambalpur- 768006, Odisha, India.
Date and Time of opening of RFP by SMC tender committee	21.08.2026 at 11.00 AM at OSWAN Hall, SMC, Durgapali, Sambalpur
For further enquiries, please email at:	sambalpurm.hud@od.gov.in

2. All amendments, Clarifications, time extensions, etc. will be uploaded to the website; only interested parties should regularly visit the above website to keep themselves updated.

Terms of Reference for RFP

2. Background

Sambalpur Municipal Corporation (SMC) is responsible for the operation, maintenance, monitoring, and upkeep of the city's street lighting network, high mast lighting systems, electrical installations, and other associated urban infrastructure. In addition to the maintenance of electrical infrastructure, SMC is also entrusted with carrying out periodic tree pruning and branch trimming activities to prevent obstruction of streetlights, safeguard electrical installations, enhance road visibility, and ensure public safety.

For effective execution of maintenance works related to LED streetlights, high mast lighting systems, electrical installations located at elevated heights, as well as tree pruning activities along roads and public spaces, the Aerial Work Platform (AWP) with an articulated boom configuration, ensuring a Minimum 16 meters Working Height, mounted on a BS-VI compliant commercial truck chassis is an essential operational equipment. To ensure timely maintenance, prompt redressal of public grievances, uninterrupted functioning of the street lighting system, and efficient execution of tree pruning operations, SMC intends to engage the Aerial Work Platform (AWP) on a monthly hiring basis from competent and experienced agencies.

3. Objective

The objective of this assignment is to provide a single Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of Driver-cum-Operator and Skilled Electrician, on Monthly Hire Basis for a **period of 1 year (extendable for a further 1 year)** to Sambalpur Municipal Corporation (SMC) for carrying out maintenance and repair of LED streetlights, high mast lighting systems, and tree pruning activities. The engagement aims to support both Electrical and Horticulture maintenance to improve road safety, visibility, and the uninterrupted functioning of municipal services across the city.

4. Scope of Work

A. Vehicle Requirement

The selected agency shall provide the following vehicle-mounted Aerial Work Platform (AWP) with an articulated boom configuration, ensuring a Minimum 16 meters Working Height, mounted on a BS-VI compliant commercial truck chassis on a monthly hiring basis for deployment by Sambalpur Municipal Corporation (SMC):

Sl. No.	Description	Quantity	User Section	Manpower Requirement
1	Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of Driver-cum-Operator and Skilled ITI Electrician, on Monthly Hire Basis.	1 No.	Electrical & Horticulture Section	Driver-cum-Operator and 01 no. Skilled Electrician (ITI-certified in Electrician Trade) having experience in operation and maintenance (O&M) of overhead electrical distribution lines, street lighting systems, and safe working at height using aerial work platforms.
Total		1 No.		

B. Technical Requirements

Sl. No.	Parameter	Minimum Requirement
1	Working Height	Minimum 16 m
2	Platform Height	Minimum 14 m
3	Horizontal Outreach	Minimum 5 m
4	Safe Working Load	Minimum 200 kg
5	Boom Type	Articulated
6	Base Rotation	As per OEM design
7	Hydraulic Outriggers	Four with safety interlock
8	Emergency Lowering	Mandatory
9	Emergency Stop	Mandatory
10	Proportional Controls	Mandatory
11	GPS	Mandatory
12	Basket Capacity	Minimum two persons
13	Reverse Alarm	Mandatory
14	Amber Beacon	Mandatory
15	Controls	Dual control from basket and base of the boomlift

1. Stability Requirement: The AWP shall be equipped with **four hydraulic outriggers** capable of providing stable operation under full load at maximum working height.
2. Hydraulic Safety: The hydraulic system shall include: Pressure relief valve, Hose burst protection valve, Emergency manual lowering, Emergency stop switch, Boom interlock, and Outrigger interlock.
3. Basket Requirement: The working platform shall: Accommodate minimum two persons, Have anti-slip flooring, Be fitted with self-closing access gate, and Provide certified safety harness anchor points.
4. Operational Requirement: The boom shall be capable of crossing over obstacles such as trees, utility poles and building projections while maintaining safe working position.
5. Documentation: Agency shall provide: OEM Brochure, OEM Technical Data Sheet, Load Chart, Operating Manual, and Preventive Maintenance Schedule.
6. Inspection Clause: SMC may verify all technical specifications with the OEM catalogue and physically inspect the offered AWP before award of contract.

C. Scope of Deployment

- i. Installation, maintenance, repair and replacement of LED streetlights, streetlight poles, decorative lighting systems and associated electrical infrastructure.
- ii. Maintenance, inspection and repair of high mast lighting systems and other elevated electrical installations.
- iii. Attending public grievances and complaints related to malfunctioning streetlights and electrical infrastructure.
- iv. Emergency restoration of street lighting and electrical systems affected by accidents, storms, natural calamities, electrical faults or any other unforeseen incidents.
- v. Tree pruning shall be undertaken only under supervision of authorized SMC officials. Tree cutting permissions, wherever required under law, shall be obtained by SMC. Electrical shutdown shall be coordinated by SMC.
- vi. Maintenance and inspection of illumination systems installed at roads, parks, public spaces, municipal buildings and other assets under the jurisdiction of SMC.
- vii. The AWP may be deployed on any day, including weekends and holidays, depending upon maintenance schedules, emergency situations, public grievances, tree pruning requirements, special drives, disaster response activities, or any other municipal exigencies.
- viii. The agency shall ensure prompt deployment of the Aerial Work Platform (AWP) upon receipt of instructions from SMC and shall maintain adequate operational readiness at all times.
- ix. Lubricants, operators, routine/major maintenance, repairs, consumables and all other operating expenses shall be borne by the agency and shall be deemed to be included in the quoted monthly hiring charges.
- x. In the event of breakdown, accident, major repair, or any other reason rendering a vehicle unavailable, the agency shall provide a replacement Aerial Work Platform (AWP) of equivalent or higher capacity within 24 hours at no additional cost to SMC.
- xi. SMC shall have the right to deploy the vehicles at any location within its jurisdiction and assign any activity falling within the scope of the contract based on operational requirements.
- xii. The agency shall maintain the vehicle in roadworthy and operational condition throughout the contract period and shall ensure compliance with all applicable statutory and safety requirements.
- xiii. The Aerial Work Platform (AWP) shall be dedicated exclusively for Sambalpur Municipal Corporation during the period of deployment and shall not be simultaneously deployed for any other Government Department, private agency or organization without prior written approval of SMC.
- xiv. The vehicle shall be available for 8 hours per day (excluding fueling and routine servicing), with a provision for emergency deployment beyond normal duty hours as directed by SMC. The vehicle shall report within 30 minutes of a call during emergency duties.

D. Personnel Requirement

- The agency shall deploy each Aerial Work Platform (AWP) along with one trained and experienced driver-cum-operator possessing a valid driving licence appropriate for the class of vehicle being deployed and adequate experience in operating hydraulic lifting equipment.
- The agency shall deploy 01 no. Skilled Electrician (ITI-certified in Electrician Trade) having experience in operation and maintenance (O&M) of overhead electrical distribution lines, street

lighting systems, and safe working at height using aerial work platforms. This personnel shall assist in electrical maintenance, repairs, and other related technical duties as directed by SMC.

- The driver-cum-operator shall have received training from the OEM or an equivalent recognized training agency in the safe operation of hydraulic aerial work platforms.
- The deployed driver-cum-operator shall be well-versed in the safe operation of hydraulic aerial work platforms, emergency procedures, traffic regulations, and occupational safety requirements.
- The agency shall ensure that the driver-cum-operator remains available with the vehicle during deployment and performs the assigned duties diligently and safely.
- In addition to the Driver-cum-Operator, the agency shall deploy Helpers and/or Skilled Labourers as required herein this RFP for assisting in ladder operation, traffic management, barricading, handling tools and materials, tree pruning activities, electrical maintenance support, and other related field operations.
- The agency shall ensure that all deployed personnel are equipped with the following minimum Personal Protective Equipment (PPE): Helmet, Full body harness, Double lanyard, Reflective jacket, Gloves, Eye protection, Safety shoes, Rain protection, and a First Aid Kit.
- The agency shall be solely responsible for payment of wages, allowances, insurance, statutory benefits and compliance with all applicable labour laws and regulations in respect of all deployed personnel.
- In case of absence, leave, resignation or any other reason leading to non-availability of any deployed personnel, the agency shall provide a suitably qualified replacement immediately to ensure uninterrupted service.
- SMC may require replacement of any deployed personnel in case of misconduct, negligence, indiscipline, unsafe operation, lack of competence or unsatisfactory performance, and the agency shall arrange a suitable replacement within the time stipulated by SMC.

E. Supervision and Administrative Control:

The Aerial Work Platform (AWP) deployed under this engagement shall operate under the overall administrative control, supervision and direction of Sambalpur Municipal Corporation (SMC).

The vehicle deployed for electrical and horticulture maintenance activities shall function under the technical supervision of the Executive Engineer (Electrical), SMC or any officer authorized by the competent authority.

The agency shall comply with all deployment instructions issued by SMC regarding reporting location, duty schedule, emergency deployment, maintenance activities and operational requirements. The agency shall ensure that the deployed vehicle and manpower remain available during duty hours and attend emergency calls as and when directed by SMC. The decision of the authorized officer of SMC regarding deployment, utilization and performance of the vehicle shall be final and binding on the agency.

F. Statutory Compliance:

The agency shall ensure that all Aerial Work Platform (AWP) deployed under this engagement possess valid and up-to-date statutory documents throughout the contract period, including but not limited to:

- Registration Certificate (RC);
- Valid Fitness Certificate;
- Comprehensive Motor Vehicle Insurance Policy;
- Pollution Under Control (PUC) Certificate;
- Valid Permit, wherever applicable;

- Road Tax Clearance;
- Any other statutory approvals, licenses or certificates required under applicable laws, rules and regulations.
- The agency should have registered with the Employees Provident Fund Organisation (EPFO) and Employees State Insurance Corporation (ESIC).

The agency shall be solely responsible for renewal and maintenance of all statutory documents during the contract period. Any penalty, liability or consequence arising out of non-compliance with statutory requirements shall be borne exclusively by the agency. The hydraulic lifting mechanism, boom assembly, stabilizers, outriggers and all associated equipment shall comply with applicable safety standards, operational guidelines and manufacturer specifications governing hydraulic access equipment. The agency shall ensure periodic inspection, testing and preventive maintenance of the hydraulic system and related safety components to maintain safe operating conditions at all times. SMC shall have the right to inspect the vehicle and statutory documents at any time during the contract period and may reject or suspend deployment of any vehicle found to be non-compliant or unsafe for operation.

G. Pre-award Inspection:

Before the issue of Work Order, SMC reserves the right to physically inspect Vehicle, Hydraulic system, Basket, GPS, Operator, RC, Fitness, and Insurance. Any non-conformity shall lead to rejection.

H. Pre-deployment Inspection

Prior to deployment, a joint inspection shall be conducted. The inspection shall include hydraulic testing, emergency controls, outriggers, boom movement, safety devices, warning lights, documentation, GPS functionality, and operator competency. An inspection certificate shall be issued upon successful completion.

I. Insurance:

The Agency shall maintain Comprehensive Vehicle Insurance, Third Party Liability Insurance, Operator Insurance, and Workmen Compensation Insurance. Sambalpur Municipal Corporation (SMC) shall not bear any liability arising from accident or injury.

J. Indemnity:

The Agency shall indemnify and keep indemnified Sambalpur Municipal Corporation (SMC) against any death, injury, property damage, labour claims, or third-party claims arising during the execution of this contract.

K. GPS Tracking and Monitoring:

- The agency shall ensure that the Aerial Work Platform (AWP) deployed under this engagement is equipped with a functional GPS Tracking System throughout the contract period. The GPS tracking system shall provide real-time location tracking, route monitoring and movement history of the deployed vehicle. The system shall remain operational at all times during vehicle deployment.
- The agency shall provide access to GPS tracking data, reports and monitoring facilities to Sambalpur Municipal Corporation (SMC) whenever required for verification, monitoring and operational purposes.
- The agency shall ensure that the GPS device is properly installed, maintained and functioning without

interruption. Any malfunction, damage or failure of the GPS tracking system shall be rectified immediately by the agency at its own cost.

- SMC reserves the right to verify vehicle deployment, attendance, route movement, operational hours and utilization of the vehicle through GPS-based monitoring systems.
- Any deliberate tampering, disabling or manipulation of the GPS tracking system shall be treated as a serious breach of contract and may attract penalties, deduction of payments or termination of the agreement as deemed appropriate by SMC.
- In case SMC introduces or integrates any centralized vehicle monitoring platform during the contract period, the agency shall cooperate and facilitate integration of the deployed Aerial Work Platform (AWP) with such system without any additional financial implication to SMC.

L. Breakdown Replacement Clause:

The agency shall ensure uninterrupted availability of the deployed Aerial Work Platform (AWP) throughout the contract period.

In the event of breakdown, accident, mechanical failure, major repair, preventive maintenance or any other circumstance that renders a deployed vehicle unavailable for service, the agency shall provide an equivalent or higher-capacity replacement Aerial Work Platform (AWP), along with the required manpower, within 24 (Twenty-Four) hours from the time of reporting of such incident by SMC. The replacement vehicle shall possess all valid statutory documents, including Registration Certificate (RC), Fitness Certificate, Insurance, Pollution Under Control (PUC) Certificate, Permit and other approvals as required under applicable laws.

The agency shall immediately inform the concerned officer of SMC regarding any breakdown or operational issue affecting the deployment of the vehicle and shall take all necessary measures for prompt restoration of services. Failure to provide a replacement vehicle within the stipulated period shall attract proportionate deduction of hiring charges for the period of non-deployment and may also attract penalties as determined by SMC in accordance with the terms and conditions of the engagement. Repeated breakdowns, prolonged non-availability of vehicles or failure to maintain the vehicles in serviceable condition may be treated as unsatisfactory performance and may lead to termination of the engagement after due notice.

M. Logbook and Reporting Requirement:

The agency shall maintain a separate Daily Logbook for each deployed Aerial Work Platform (AWP) in the format prescribed by SMC. The logbook shall contain, at a minimum, the following details:

- Date of deployment;
- Vehicle registration number;
- Name of Driver-cum-Operator and supporting staff;
- Reporting time and relieving time;
- Place/location of deployment;
- Nature of work performed;
- Details of duty assigned by SMC;
- Operational hours of the hydraulic ladder equipment;
- Opening and closing odometer readings;
- Remarks regarding vehicle condition and work completion;
- Signature of the authorized representative of SMC.

The Driver-cum-Operator shall ensure that the logbook is updated on a daily basis and submitted for verification to the concerned officer of SMC. The logbook shall be duly certified by the authorized officer of

the User Section and verified by the Vehicle Section, SMC. The certified logbook shall form the basis for verification of deployment and processing of monthly bills. The agency shall submit monthly deployment reports along with the certified logbooks, attendance records of deployed manpower, GPS tracking reports (where applicable) and any other documents required by SMC for verification and release of payment. Non-maintenance, non-submission or submission of incomplete or incorrect logbooks may result in withholding of payment, deduction of charges or other actions deemed appropriate by SMC.

N. Fuel Responsibility:

Fuel required for operation of the deployed Aerial Work Platform (AWP) during official duty shall be provided by Sambalpur Municipal Corporation (SMC) as per following table:

Sl. No.	Description	Quantity	Running Fuel Consumption in Ltrs per km	Operating Fuel in Ltrs per hour
1	Request for Proposal (RFP) for Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of Driver-cum-Operator and Skilled ITI Electrician, on Monthly Hire Basis.	1 No.	1 Litre per 10 Kms	Up to 7 litres of diesel per operating hour, including PTO operation, under normal working conditions.

The agency shall be responsible for ensuring that the vehicle is maintained in proper running condition and is available for deployment as per the directions of SMC. All expenses related to routine maintenance, servicing, repairs, replacement of spare parts, lubricants, hydraulic oil, tyres, batteries, insurance, permits, road tax and other operational requirements of the vehicle shall be borne by the agency.

The agency shall ensure that the deployed Aerial Work Platform (AWP) reports for duty with adequate fuel capacity and remains available for uninterrupted operation during the assigned duty period. Fuel issued by SMC shall be utilized strictly for official purposes and for operation of the deployed Aerial Work Platform (AWP) only. The agency shall maintain proper records of vehicle operation, fuel consumption and deployment details as may be required by SMC from time to time. Any misuse, pilferage or unauthorized utilization of fuel provided by SMC shall be treated as a breach of contract and shall attract appropriate action, including recovery of cost, imposition of penalty and/or termination of the engagement, as deemed fit by SMC.

O. Conduct and Behaviour of Deployed Personnel:

- Maintain proper conduct, discipline and decorum while performing duties under SMC.
- Be polite, cooperative and respectful towards officers, employees and members of the public.

- Wear proper uniform, identity card and prescribed safety gear while on duty.
- Possess adequate knowledge and experience in operation of Aerial Work Platform (AWP) and associated equipment.
- Follow all safety instructions, operational guidelines and directions issued by SMC from time to time.
- Refrain from any act of misconduct, negligence, insubordination, intoxication, unauthorized absence or behaviour prejudicial to the interests of SMC.
- Maintain cleanliness of the vehicle and worksite during execution of assigned duties.

The agency shall be solely responsible for the conduct and behaviour of the personnel deployed under this engagement. If any deployed personnel is found to be negligent, incompetent, in disciplined, involved in misconduct or behaving in an objectionable manner, SMC shall have the right to direct the agency to replace such personnel immediately. The agency shall arrange a suitable replacement within 24 hours without any additional financial implication to SMC.

P. Penalty:

The agency shall ensure uninterrupted deployment of the Aerial Ladder Platform (ALP) and associated manpower as per the terms and conditions of this RFP. Failure to provide the required services shall attract penalties as detailed below:

Sl. No.	Nature of Default	Penalty
1	Non-deployment of vehicle on scheduled duty without prior approval of SMC	Proportionate deduction of hiring charges for the period of non-deployment plus penalty of ₹2,000 per day per vehicle
2	Failure to provide replacement vehicle within 24 hours in case of breakdown	₹2,000 per day per vehicle in addition to proportionate deduction of hiring charges
3	Non-availability of Driver-cum-Operator or required supporting manpower	₹1,000 per day per person and proportionate deduction of hiring charges
4	Deployment of vehicle without valid statutory documents (RC, Fitness, Insurance PUC, Permit, etc.)	Immediate withdrawal of vehicle from service and penalty of ₹5,000 per occurrence
5	Failure to maintain logbook, GPS records or submission of incorrect information	₹1,000 per occurrence
6	Failure to comply with safety requirements or deployment of unsafe equipment	₹5,000 per occurrence and suspension of deployment until compliance
7	Unauthorized absence, indiscipline or misconduct of deployed personnel	₹1,000 per occurrence and immediate replacement of

Sl. No.	Nature of Default	Penalty
		personnel
8	Delay in reporting for duty beyond the scheduled reporting time without valid reason	₹500 per hour, subject to a maximum of ₹2,000 per day
9	Repeated breakdowns due to poor maintenance of vehicle	₹2,000 per occurrence and direction for replacement of vehicle

5. Eligibility Criteria

Sl. No.	Criteria	Requirement	Supporting documents
1	Legal Status	Registered Company, Partnership Firm, LLP, or Proprietorship	Copies of: a. Company Certificate of Incorporation, Board resolution b. Registered partnership firm Deed of Partnership c. LLP firm Certificate of Incorporation, Deed of Partnership d. Proprietorship Copy of GST registration certificate-REG 06
2	The bidder should have successfully executed at least one work involving hiring, deployment, operation or supply of Truck-Mounted Hydraulic Aerial Work Platform (AWP) for any Government Department, PSU, Urban Local Body or reputed private organization during the last five years.	The bidder should have successfully executed at least one work involving hiring, deployment, operation or supply of Truck Mounted Hydraulic Aerial Platform for any Government Department, PSU, Urban Local Body or reputed private organization during the last five years.	a. Work order/ Completion Certificate/ Performance Certificate from client

Sl. No.	Criteria	Requirement	Supporting documents
3	Ownership	The bidder shall own at least one Truck-Mounted Hydraulic Aerial Work Platform (AWP) having: Working Height ≥ 16 m, Horizontal Outreach ≥ 5 m, Safe Working Load ≥ 200 kg.	Copy of Registration Certificate with ownership details
4	Average Annual Turnover	Minimum ₹20 lakh during the last 3 Financial Years (2022-23, 2023-24, and 2024-25).	CA Certificate / Audited Accounts
5	Statutory Requirements	Valid GST, PAN, EPF and ESI registration certificates	Copy of the original document
6	Other requirement	Must not have been blacklisted or debarred by any Government body/PSU within India	Notarized Affidavit submitted as per prescribed format in the Tender document.

6. Payment Terms

- i. The Agency shall be paid the monthly hiring charges for the Aerial Work Platform (AWP) as quoted in the Financial Bid and accepted by Sambalpur Municipal Corporation (SMC).
- ii. The monthly hiring charges shall remain firm and fixed throughout the contract period and no escalation shall be admissible on any account whatsoever.
- iii. The Agency shall submit its monthly bill/invoice on or before the 7th day of the succeeding month along with deployment records, logbooks, attendance records of deployed personnel and any other documents as may be required by SMC for verification.
- iv. The Executive Engineer (Electrical), SMC or any officer authorized by SMC shall verify and certify the satisfactory deployment, availability and performance of the Aerial Work Platform (AWP) and associated manpower during the billing period.
- v. Payment shall be released within 30 days after receipt of complete bill and certification by the User Section.
- vi. Payment shall be released on a monthly basis upon certification by the competent authority and subject to satisfactory performance of the Agency.
- vii. In case of non-availability of any vehicle, non-deployment of required manpower, prolonged

breakdown of vehicle, failure to provide replacement vehicle, or any other deficiency attributable to the Agency, SMC may impose proportionate deductions from the monthly hiring charges as deemed appropriate.

- viii. If any vehicle remains unavailable due to breakdown, accident, repair or any other reason attributable to the Agency for a continuous period exceeding 24 hours and no suitable replacement vehicle is provided, proportionate deductions shall be made for the period of non-availability.
- ix. No advance payment shall be made to the Agency under any circumstances.
- x. Fuel required for operation of the Aerial Work Platform (AWP) shall be provided by SMC and the cost of fuel shall not form part of the financial quote submitted by the Agency.
- xi. The quoted monthly hiring charges shall be inclusive of all costs and expenses required for deployment and operation of the vehicles, including Driver-cum-Operator, Skilled Electrician (ITI-certified in Electrician Trade) having experience in operation and maintenance (O&M) of overhead electrical distribution lines, street lighting systems, and safe working at height using aerial work platforms., wages, EPF, ESI, insurance, permits, road tax, maintenance, repairs, spare parts, lubricants, statutory compliances, administrative overheads, profit and all other incidental expenses, except fuel to be provided by SMC.
- xii. TDS, GST-TDS and other statutory deductions as applicable under prevailing Government rules shall be deducted from the bills at source.
- xiii. Release of payment shall be subject to submission of complete supporting documents and certification of satisfactory performance by the competent authority of SMC.
- xiv. The quoted monthly hiring charges shall be exclusive of GST. Applicable GST shall be paid extra at the prevailing rates upon submission of valid tax invoices.

7. Earnest Money Deposit (EMD)

Each bidder shall furnish an Earnest Money Deposit (**EMD**) of **₹50,000/-** (Rupees Fifty Thousand only) in the form of a Demand Draft (DD) drawn in favour of the **Commissioner, Sambalpur Municipal Corporation**, payable at Sambalpur. The Demand Draft shall be submitted along with the Technical Bid, failing which the bid shall be summarily rejected as non-responsive. The EMD of unsuccessful bidders shall be refunded without interest after finalization of the tender process. The EMD of the successful bidder shall be refunded without interest after submission and acceptance of the Performance Security by Sambalpur Municipal Corporation. No interest shall be payable on the Earnest Money Deposit under any circumstances. The EMD shall be liable to be forfeited if the bidder:

The original Demand Draft towards Earnest Money Deposit (EMD) shall be enclosed in Cover-1 (Technical Proposal).

- 1. Withdraws or modifies the bid during the period of bid validity;
- 2. Furnishes false, misleading or forged information/documents;
- 3. Fails to accept the Letter of Award (LoA);
- 4. Fails to execute the Agreement within the stipulated time; or
- 5. Fails to furnish the required Performance Security within the prescribed time.

8. Performance Security

The successful bidder shall furnish a Performance Security equal to 5% of the total contract value in the form of Bank Guarantee/FDR pledged in favour of Commissioner, Sambalpur Municipal Corporation, within 15 days of the issue of the Letter of Award. The Performance Security shall remain valid up to sixty days beyond completion of the contract. Failure to furnish Performance Security shall result in cancellation of

award.

9. Validity of Proposal

The RFP shall remain valid for 180 days from the date of submission.

11. Contract Duration: The contract shall remain valid for an **initial period of one (01) year** from the date of commencement of services. Based on satisfactory performance, continued operational requirement, and mutual agreement, **SMC may extend the contract for a further period of one (01) year on the same terms and conditions**, subject to approval of the competent authority.

12. Termination:

SMC may terminate the contract immediately in the event of fraud, forgery, blacklisting, provision of false information, repeated penalties, failure to deploy, or persistent poor performance. Alternatively, SMC may terminate the contract for convenience by providing 15 days' notice.

13. Force Majeure

Neither party shall be liable for failure arising due to Flood, Cyclone, Earthquake, War, Government restrictions, Pandemic, or Civil unrest. The affected party shall notify the other party within seven days.

14. Arbitration

Any dispute arising shall first be resolved amicably. Failing which, the matter shall be referred to Sole Arbitrator appointed by Commissioner, SMC. Venue: Sambalpur. Jurisdiction: Courts at Sambalpur.

15. **Conflict of Interest:** The bidder shall disclose any conflict of interest. Failure shall render bid liable for rejection.

16. **Confidentiality:** The bidder shall maintain confidentiality of all municipal information obtained during execution. No information shall be disclosed without written approval of SMC.

17. Change of Terms:

- 17.1 Any changes or modifications to the terms and conditions of the contract shall be made in writing and require mutual agreement between Sambalpur Municipal Corporation and the supplier.
- 17.2 Changes may include alterations in quantity, delivery schedule, pricing, or any other relevant provisions.
- 17.3 Both parties shall document any changes to the contract through an amendment or a formal agreement.

17. Submission of Proposal

The Proposal shall be submitted under a Three-Cover System as detailed below:

Cover-1: Technical Proposal

The Technical Proposal shall contain:

1. Covering Letter (Annexure-I)
2. Company Profile (Annexure-II)
3. Affidavit for Non-Blacklisting (Annexure-III)

4. Technical Capacity/Experience (Annexure-IV)
5. Original Earnest Money Deposit (EMD) Demand Draft
6. Technical details of the offered Aerial Work Platform (AWP)
7. Copy of Registration Certificate (RC)
8. Valid Fitness Certificate
9. Insurance Certificate
10. Pollution Under Control (PUC) Certificate
11. GST Registration
12. PAN
13. EPF and ESI registration certificates
14. Turnover Certificate
15. OEM Authorization Certificate/Manufacturer Certificate (where applicable)
16. All other documents required under the Eligibility Criteria
17. Signed copy of the complete RFP document.

Cover-2: Financial Proposal

Cover-2 shall contain only the Financial Bid in the prescribed format (Annexure-V). No technical documents or conditions shall be enclosed in this cover.

Cover-3: Outer Cover

Cover-1 and Cover-2 shall be sealed separately and enclosed in one outer sealed cover superscribed: *'Request for Proposal (RFP) for Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of Driver-cum-Operator and Skilled ITI Electrician, on Monthly Hire Basis.'*

The outer cover shall be addressed to: The Executive Engineer (Electrical), Sambalpur Municipal Corporation, Durgapali, Sambalpur – 768006.

18. Evaluation Methodology

Only Cover-1 (Technical Proposal) of all bidders shall be opened initially. Cover-2 (Financial Proposal) shall be opened only in respect of those bidders who are found technically responsive and qualified.

19. Right to Accept/Reject

SMC reserves the right to accept or reject any bid, and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for SMC's action.

The evaluation shall be carried out in two stages:

18.1 Technical Evaluation

SMC shall verify:

- Eligibility
- Statutory documents
- Ownership
- Experience
- Technical specifications

Only technically responsive bidders shall qualify.

18.2 Financial Evaluation

Financial Bids of technically qualified bidders shall be opened. The lowest evaluated bidder (L1) shall be considered for award. SMC reserves the right to negotiate with L1 only in accordance with Government rules. In the event of a tie in the lowest quoted price (L1), a lottery system shall be conducted to select the successful bidder, in accordance with the Odisha Procurement Rules.

20. ANNEXURES

ANNEXURE I - REQUEST FOR PROPOSAL

(On the letterhead of the interested party submitting the RFP for empanelment)

To

The Commissioner

Sambalpur Municipal Corporation, Durgapali, Sambalpur - 768006, Odisha

Sub: Request for Proposal for "Deployment of Aerial Work Platform (AWP) on Monthly hire basis under Sambalpur Municipal Corporation"

Sir,

With reference to the Invitation for **RFP no** _____ dated _____ for Deployment of Aerial Work Platform (AWP) on Monthly hire basis under Sambalpur Municipal Corporation, we have understood and hereby acknowledge, agree to and accept all the terms and conditions specified in the Invitation for Request for Proposal and wish to participate in the selection process.

Our firm, duly registered under the applicable laws, possesses the requisite experience, technical expertise and financial capability to carry out the scope of work set out in the Invitation for Request for Proposal.

Yours truly,

<Name of authorized signatory>,

Date: _____

<Designation>

ANNEXURE II: DETAILS OF AGENCY

[On the letterhead of the Agency]

Sl. No.	Particulars	Details/Description
1. General Details		
1.1	Name of the Agency	
1.2	Registered Office Address	
1.3	Address of Corporate HQ / Branch Office(s) in India	
1.4	Date of Incorporation / Commencement of Business (Provide copy of Certificate/MOA/AOA)	
1.5	GST Registration No.	
1.6	PAN No.	

Sl. No.	Particulars	Details/Description
1.7	Corporate Identification Number (CIN)	
2. Bidder Description		
2.1	Brief Description of the Bidder and Main Lines of Business	
3. Contact Person Details		
3.1	Name & Designation	
3.2	Company / Address	
3.3	Telephone / E-mail	
4. Authorized Signatory Details		
4.1	Name & Designation	
4.2	Address	
4.3	Telephone	

ANNEXURE III: AFFIDAVIT FOR NON-BLACKLISTING

(Not below denomination of Rs.50/- in Non Judicial Stamp Paper)

AFFIDAVIT

I, Sri. _____ Son/daughter of _____, Aged _____, Address: _____, power of Attorney Holder of M/s (Firm/Company name) hereby declare that I/We have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority. I/We also declare that we are not barred by the Government of Odisha, any other State Government in India or the Government of India, or any public agencies from participating in similar projects as on _____ **(Bid Submission Deadline)**.

This Affidavit is required to be produced before the concerned Authority, Commissioner, Sambalpur Municipal Corporation for necessary information and action.

The facts stated above are true to the best of my knowledge.

Date _____.

Deponent

Identified by Me
Advocate

ANNEXURE IV: FORMAT FOR PAST EXPERIENCE

Item	Particulars
Name of the Bidder	
Project title	
Project location	
Name of the ULB/ Government Authority/Private organisation	
Name, address and reference contact of the client	
Email id of Designated person of Client	
Contact No of Designated Person	
Date of commencement of the project	
Date of completion/ ongoing project	
Role of the Bidder in the project	
Short description of the project	
Nature of the services provided	

Yours faithfully,

Date: _____

(Signature of the authorized signatory with seal)

ANNEXURE V: FINANCIAL BID

To,
The Commissioner,
Sambalpur Municipal Corporation,
Durgapali, Sambalpur- 768006.

Sub: Financial Bid for Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of 01 nos. Driver-cum-Operator and 01 nos. Skilled ITI Electrician, on Monthly Hire Basis

Sir,

1. With reference to your **RFP No.** _____ **dated** _____, I/we, having examined the Bidding document and understood its contents, hereby submit my/our Bid for the aforesaid project. The Bid is unconditional and unqualified.
2. I/We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Agency for the aforesaid Project, and we certify that all information provided therein is true and correct.
3. I/We certify that in the last three years, we have neither failed to perform on any contract, nor been expelled from any project or contract by any public authority.
4. I/We hereby submit our Bid as follows:

Note: Quoted rates shall be exclusive of GST. GST, if applicable, shall be paid extra as per actuals.

Sl. No.	Description of Vehicle	Quantity	Monthly Hiring Charges per Vehicle (Excl. GST) (₹)
1	Hiring of One Truck-Mounted Hydraulic Aerial Work Platform (AWP) with Articulated Boom Configuration, having a Minimum Working Height of 16 Meters, mounted on a BS-VI Compliant Commercial Truck Chassis, together with Deployment of 01 nos. Driver-cum-Operator and 01 nos. Skilled ITI Electrician, on Monthly Hire Basis.	1 No.	
Total Monthly Hiring Charges			
Add, GST ____ % of Total			
Grand Total Monthly Hiring Charges			

Yours faithfully,

Date: _____

Place: _____

(Signature, Name and Designation of the Authorised Signatory)
Name & Seal of the Applicant