



Phone No.: 06756 253091

Email id: ulbnac.banpur@gmail.com

OFFICE OF THE NOTIFIED AREA COUNCIL, BANPUR

No. 1186 / Dt. 2/09/2026

E-RFP

Sealed quotations are invited from the intending Agencies/Individuals having valid GST,PAN for providing Annual Maintenance Contract (AMC) for the machines installed/operated under the Notified Area Council, Banpur. The quotation shall be submitted in sealed cover to the undersigned office on or before 18.09.2026 by 01 P.M. in the office or via speed post. The quotation will be opened on the same day at 03 P.M. in the presence of the intending applicants or their authorized representatives. The authority reserve the right to reject any or all quotations without assigning any reason thereof.

A. Scope of Work

Sl. No.	Name of Machine	Quantity	AMC Period
1	Baling Machine	01	12 Months
2	Shredder Machine	01	12 Months
3	Screening Machine	01	12 Months
4	Weigh Bridge	01	12 Months

B. Minimum eligibility Criteria-

1. Agency should have Local service center in Odisha with handing minimum 06 service staff.
(Regarding this need to submit authorization letter from the Company.
2. The Agency should have past experience regarding services of Solid waste management machines.
Need to submit performance report regarding this.
3. The agency should have empaneled under Central Public Health and Environmental Engineering Organisation (CPHEEO) or State Pollution Control Board, Odisha or State Environment Impact Assessment Authority (SEIAA), Odisha or any National/ State Government Level Environmental Body or Organisation may be considered for engagement for execution.

C. AMC Terms & Conditions-

1. During the AMC period, the selected agency shall carry out at least one preventive maintenance visit every month for preventive maintenance of the machines.
2. During each preventive maintenance visit, the agency shall inspect the machine condition, identify potential faults, check mechanical/electrical components, carry out necessary lubrication, tightening, cleaning and routine servicing, wherever required.
3. In case of any breakdown or malfunction, the agency shall attend the complaint within 24 hours from the time of submission/receipt of the complaint by the ULB.
4. The agency shall make reasonable efforts to diagnose and rectify the breakdown at the earliest and restore the machine to working condition.
5. The replacement cost of spare parts, components and consumable items required due to normal wear and tear or breakdown shall be borne separately by the ULB/NAC. Replacement shall be made with prior approval of the competent authority wherever required.
6. The agency shall submit the original bill/invoice for spare parts along with details of the parts replaced and supporting documents (GPS tag photo). The approved spare parts bill shall be cleared



by the ULB within 7 (seven) working days from submission of the complete bill/invoice and required documents.

7. The AMC bill shall be submitted by the selected agency once every 6 (six) months along with preventive maintenance/service reports and other required supporting documents.

8. Routine preventive maintenance and labour/service charges for activities covered under the AMC shall be included in the quoted AMC rate. No separate labour/service charge shall be payable for routine AMC activities.

9. Major spare parts and components requiring replacement shall be paid separately by the ULB against approved quotation/invoice, unless specifically included in the quoted AMC rate.

10. The agency shall use genuine and suitable quality spare parts compatible with the respective machines. Details of replaced parts shall be recorded in the service report.

11. After every preventive maintenance visit or breakdown attendance, the agency shall submit a service report mentioning the date, machine condition, work carried out, parts replaced, observations and recommendations.

12. The ULB shall provide reasonable access to the machines and necessary cooperation to the service personnel for carrying out maintenance and repair work.

13. The agency's technicians shall follow all applicable safety precautions while carrying out maintenance, servicing and repair work at site.

14. Damage arising from fire, flood, natural calamity, accident, mishandling, unauthorized modification, improper operation, negligence, abnormal voltage fluctuation or other external causes shall be treated separately and shall not form part of routine AMC coverage unless specifically approved.

15. The AMC shall be valid for 12 (twelve) months from the date of commencement specified in the work order.

16. The selected agency shall maintain adequate communication/complaint support during the AMC period and acknowledge complaints received from the ULB.

17. The selected agency shall maintain adequate communication/complaint support during the AMC period and acknowledge complaints received from the ULB.

18. The selected agency shall comply with all applicable statutory requirements, including GST and other applicable taxes and regulations.

19. The quotationer shall clearly mention whether GST and all applicable taxes are included in or excluded from the quoted AMC amount.

20. Any matter not specifically covered in these terms and conditions shall be decided by the competent authority of the ULB.

D. Quotation Submission

- Quotationers shall submit their quoted AMC rate clearly in figures and words.

✓ Quotationers shall submit 1% of Quoted Rate as EMD in shape of DD Executive Officer, NAC, Banpur.

- The quotation shall mention the applicable GST/taxes separately or clearly state that the quoted rate is inclusive of all applicable taxes.

- The quotation shall be submitted in a sealed cover super scribed with: "QUOTATION FOR AMC OF MACHINES – Banpur NAC".

- The quotationer shall submit valid GST/PAN details and other documents as required by the ULB.

E. Quotation Rate Format

Sl. No.	Particular	Amount (₹)	Remarks
1	Annual AMC Charges		
2	GST @ ____%		
3	Total Quoted Amount		

Amount in Words: Rupees _____ only.

Sunanda
02-09-26
Executive Officer
Banpur NAC

Memo No.: 1187 Date: 2/09/2026

Copy to the Office Notice Board, Banpur NAC, Sub-Treasury office, Tahasil Office, Block Office and www.banpurnac.in for wide publication/information.

Sunanda
02-09-26
Executive Officer
Banpur NAC

Memo No.: 1188 Date: 2/09/2026

Copy submitted to Project Director, DUDA, Khordha for kind information and necessary action.

Sunanda
02-09-26
Executive Officer
Banpur NAC

Memo No 1189, Dt 2/09/2026.

Copy to the E-Gov. Khordha office web site for publication widely.

Sunanda
02-09-26
Executive Officer
Banpur NAC

Memo No 1190, Dt 2/09/2026.

Copy to the Director I & PR Deptt Odisha Bhubaneswar for kind information with a request to Publish the matter in all odisha Edition of Odiya (Suryaprava) on or before dt-05.09.2026 and submit the bill in duplicate along with the Published newspaper for payment.

Sunanda
02-09-26
Executive Officer
Banpur NAC