

KOTPAD N.A.C.

DETAILED TENDER CALL NOTICE

KOTPAD

N.A.C.

TENDER PAPER

FOR

**PRIVATIZATION OF
SANITATION**

Date of Opening of
Technical Bid &
Financial Bid

5.00 PM of 06.03.2024

KOTPAD N.A.C.

DETAILED TENDER CALL NOTICE

Name of the Work	:	PRIVATIZATION OF SANITATION UNDER KOTPADN.A.C.
Performance Security	:	15,00,000/- in shape of Bank Draft/TDR/Bank Guarantee to be submitted after award of work order
Agency	:	As per eligibility criteria.
Period of Tender	:	One year
Cost of Bid Documents	:	Rs.10,000/-
Sale of documents	:	From 20.02.2024 up to 3.00 PM of 06.03.2024 (On Working Days)
Last date of Receipt of filled up bid documents	:	Up to 4.30 PM of 06.03.2024 Through Speed Post/Registered post only
Date of Opening of Technical Bid & Financial BID	:	5.00 PM of 06.03.2024

Disclaimer

The information contained in this Notice inviting Tender ("NIT") document provided to the Bidder(s), by or on behalf of N.A.C., KOTPAD or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this NIT document and all other terms and conditions subject to which such information is provided. The purpose of this NIT document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This NIT document does not purport to contain all the information each Bidder may require. This NIT document may not be appropriate for all persons, and it is not possible for KOTPAD Municipal Administration, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this NIT document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this NIT document and where necessary obtain independent advice from appropriate sources. KOTPAD N.A.C., their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the NIT document. Executive Officer on behalf of N.A.C., KOTPAD may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT document.

KOTPAD N.A.C.

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT KOTPADN.A.C..

- A. Cost of the Tender Document: Rs.10, 000/-(Rupees Ten Thousand only)
- B. Last date & time for submission of Bid: up to **20.02.2024**(on working days & hour)
- C. Tender (Technical & Financial Bids) to be opened: **06.03.2024**at 05.00 PM
- D. Tender to remain open for acceptance up to 90 days from the date of opening.
- E. The details of this tender can be seen at website - www.koraput.nic.in&www.kotpad.nic.in

NOTE:

1. The Executive Officer, N.A.C.,KOTPAD may at his/her discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
2. If the date fixed for opening of tender is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but, there will be no change in the time for opening indicated above.
3. The intending Tenders may survey the designated areas to know the scope of work before responding to the Tender
4. Bids will be received through Speed Post/Registered Post only.
5. Bids will not be received through courier service and hand to hand.

CRUCIAL DETAILS OF TENDER CALL NOTICE

Name of the Work	:	Privatization of sanitation work (CONTRACTOR FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT KOTPAD N.A.C.)
Performance Security	:	15,00,000/- in shape of Bank Draft/TDR/Bank Guarantee to be submitted after award of work order
Agency	:	As per eligibility criteria.
Period of Tender	:	One Year
Cost of Tender Document	:	Rs.10,000/-
Period of Sale of Tender document	:	From 20.02.2024 up to 3.00 PM of 06.03.2024(On Working Days)
Last date of Receipt of filled up of Tender document	:	Up to 4.30 PM of 06.03.2024
Place & Date of Opening of Technical Bid & Financial BID	:	Office of the Executive Officer, KOTPAD N.A.C. 06.03.2024 at 5.00 PM
Officer invited the Tender		Executive Officer on behalf of KOTPAD N.A.C. KOTPAD
Likely date for commencement of deployment of required manpower		Dt. 10/03/2024

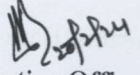
KOTPAD N.A.C.

No.

Date:

Notice Inviting Tender

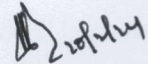
Sealed tenders, in conformity with the detailed tender call notice are invited from the intending Registered Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur satisfying the eligibility criteria as per NIT for execution of providing, cleaning & sanitation work of KOTPAD N.A.C. so as to reach the Executive Officer, KOTPAD N.A.C. through registered post/ speed post only **up to 4.30 PM on Dt. 06.03.2024**. And tender will be opened at KOTPAD N.A.C. on 06/03/2024, at 05.00 P.M. The details of works, purchase of Tender documents, scope of work, eligibility criteria & submission of tender can be obtained from office of the undersigned from **Dt. 20/02/2024 to Dt. 06/03/2024 up to 3.00 PM on working days**. Details can be had from the office of the undersigned during working hours on working days. As well as download from online - www.koraput.nic.in, www.kotpad.nic.in and submitting with Paper cost.


Executive Officer,
Kotpad N.A.C.

Memo No :

Date:

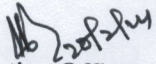
Copy forwarded to the Joint Director, Advt information and public relation Dep't, Odisha, Bhubaneswar for favor of kind information and necessary action with request to publish the tender on two daily odia and English news paper for one day


Executive Officer,
Kotpad N.A.C.

Memo No:

Date:

Copy forwarded to the Officer in charge, NIC, Koraput for information and necessary action with a request to hoist the tender in the official website of Koraput District


Executive Officer,
Kotpad N.A.C.

CRUCIAL DETAILS OF TENDER NOTICE

KOTPADN.A.C.

TENDER PAPER

DOCUMENT

NAME OF WORK: - Privatization of Sanitation work

Issued against Bank Draft No. _____ Dt. _____ drawn on _____

For Rs. _____

Cashier

Signature of the Tenderer/Agency

KOTPADN.A.C.

No.

Date:

Notice Inviting Tender

Sealed tenders, in conformity with the detailed tender call notice in two tender system are invited from the intending Registered Man Power Service Providers/Registered Firms Registered NGO/ Entrepreneur having eligibility criteria as mentioned in NIT for execution of work as noted below so as to reach the Executive Officer, KOTPAD N.A.C. through registered post/ speed post only **up to 4.30 PM on dt.06.03.2024. Courier service documents will not be accepted.**

The tender documents are to be obtained from KOTPAD N.A.C., on deposit of the non-refundable cost of the tender document Rs. 10,000/- (Rupees ten thousand) only, in shape of Bank Draft drawn in favor of the Executive Officer, KOTPAD N.A.C. payable at KOTPAD from Dt. 20/02/2024 to Dt.06/03/2024 during Office hours.

Both Technical & Financial Tender will be opened at 5.00 PM on Dt.06/03/2024 in presence of bidder or their authorized representatives, who may be present at the time of opening of the tenders KOTPAD N.A.C. will in no way, be responsible for postal delay (if any), in receipt of the tender document & non-receipt of the same in time. The Financial Tender of those, who have qualified in Technical Tenders, shall be opened on same date & time.

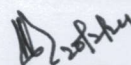
Sl.No	Name of the Work	Period of Contract	Cost of Bid document in Rs.
01	Privatization of sanitation work	One year	Rs.10,000/-

The tender must be accompanied with all the attested photo copies of qualifying documents as mentioned in eligible criteria the cost of the tender document (non-refundable) in shape of Bank Draft from any Nationalized/Scheduled Bank drawn in favor of the Executive Officer, KOTPAD N.A.C. separately failing which the tender shall be rejected outrightly. Details can be had from the office of the undersigned during office hour on working days from 20/02/2024 to 06/03/2024.

Signature of the Tender/Agency

1. Mere procurement of tender document does not guarantee for fulfillment of the eligibility criteria
2. Name of the purchaser at the time of procurement of Tender Document should not be disclosed. No KOTPAD N.A.C. money receipt shall be given indicating the name of the purchaser at the time of purchase of Tender Documents.
3. Only ink/dot pen signed copy of the Tender paper issued by the office shall be entertained

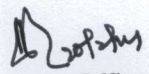
Notwithstanding anything contained in this NIT, KOTPAD N.A.C. reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.


Executive Officer
NAC, Kotpad

Memo No:

Date:

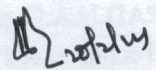
Copy forwarded to the Chairman, KOTPAD N.A.C./Municipal Engineer, KOTPAD N.A.C. for information & necessary action.


Executive Officer,
Kotpad N.A.C.

Date:

Memo No:

Copy to Notice Board of KOTPAD N.A.C. for wide circulation.

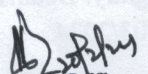

Executive Officer,
Kotpad N.A.C.

Signature of the Tender/Agency

Date:

Memo No:

Copy forwarded to the Additional District Magistrate, Koraput / Sub Collector, Jeypore Project Director, DRDA, Koraput / PA, ITDA, Jeypore /Block Development Officer KOTPAD/ Asst. Executive Engineer, P.H Division, KOTPAD/ Executive Engineer, R & B Division KOTPAD/ Tahasildar, KOTPAD/ DIPRO, KOTPAD for favor of kind information with a request to publish the notice on their office Notice Board for wide publicity,

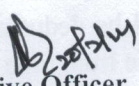

Executive Officer,
Kotpad N.A.C.

Signature of the Tenderer/Agency

GENERAL TERMS AND CONDITIONS

1. The bidders are required to inspect and assess the entire geographical area as per annexure-I and quote their rates of the Labor charges for sweeping, bush cutting, drain cleaning, collection, Segregate wastes from door to door collection including lifting of MSW and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by KOTPAD N.A.C. and other miscellaneous expenditure as may be required such as T & P charges as mentioned detail in scope of work. The cost of documentation like taking of photograph etc. will be borne by the agency.
2. The Bidders are expected to examine all the instruction, terms and specification in the bid documents, Failure to furnish all information as per the bid document & submission of bids not substantially responsive to bid document in every respect will be at bidder's risk and shall result in rejection of the bid.
3. The bidder must have his establishment at KOTPAD, appropriate resources, necessary expertise, requisite manpower and supervisory ability to undertake the work.
4. The bidder should have 3 years experience in similar nature of work.
5. The bid is meant for carrying out the work for a period of Two year, KOTPAD N.A.C. shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.
6. KOTPAD N.A.C. shall have the right to terminate the contract on the ground of improper performance and violation of the terms of the contract without assigning any reason by giving 30 days prior notice.
7. Conditions and incomplete bid is liable for rejection.
8. Letter of authorization for representing the manpower service providers/ registered firm/ registered NGO/Entrepreneur/Private company/ and to sign the bid document should be enclosed along with the bid document.
9. Bids containing overwriting, additions, alternations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
10. The bidders shall sign every page of the tender documents and submit all of them.
11. The Bidders should quote rates both in figures and in words, wherever there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
12. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found, steps shall be taken for black listing of the bidder.
13. KOTPAD N.A.C. has tentative requirement of 70 Sanitation Workers, 05 no's of Driver. The total requirement may increase or decrease.
14. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical bid for executing Sanitation Work under KOTPAD N.A.C." & "Financial Bid for executing Sanitation Work under KOTPAD N.A.C." Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under KOTPAD N.A.C."
15. The tender is liable to be rejected if complete information as required is not given therein or if the particular asked for in the schedules to the tender is not fully filled in along with all essential documents required for Technical Bid.
16. TDS will be deducted at source from monthly bill of the successful tenderer, as per rules/instructions made applicable from time to time by Government.
17. Any bribe, commission, or advantage offered or promised by or on behalf of the tenderer to any officer or servant of the ULB shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered. Canvassing on the part or on behalf of the tenderer will also make the tenderer liable to rejection.
18. Service is required on all working days. However the agency will have to work on holidays also. No extra remuneration would be paid for such holiday works.

19. Before deployment of workers in the Sanitation work, the contractor shall ascertain their age. He/she shall also ensure that no worker should be minor.
20. The revised minimum rates & wages will be applicable to the tender as notified by Labor & ESI Department, Government of Odisha from time to time.
21. Each Bidder shall submit a maximum of one (1) bidding for the Project, in response to this NIT. Any Bidder who submits more than one Proposal for the Project will be disqualified. The Bidder shall neither transfer the bidding document to another interested party nor submit Proposals for a Package other than the one for which the bidding document has been purchased from KOTPAD N.A.C.
22. The Bidder shall also be responsible and shall pay for all of the costs associated with the preparation of its Proposal and its participation in the bidding process.
23. At any time prior to the Proposal Due Date, KOTPAD N.A.C. may, for any reason, at its own initiative, modify the NIT document by the issuance of Addenda.
24. If the tenders are called for interview, then the tenders will come at their own expense and without any obligation, if called upon to do so, to interview with The Executive Officer, KOTPAD N.A.C. (or an officer authorized to act on his behalf), as the case may be at their own expense.
25. Notwithstanding anything contained in this NIT, KOTPAD N.A.C. reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.
26. Quoting abnormally low rate/high rate, tender will be rejected (the rate of estimation will be done by authority taking factors into account of estimation & the authority is not liable to explain the tenderer the details of the rate so estimated).
27. The payment of monthly bill to the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur has to be made through Cheque/RTGS/NEFT only. No cash payment can be made to them.
28. For all intents & purposes, the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur shall be "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed for sanitation work. The persons so deployed by the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/Entrepreneur shall not have any claim whatsoever like Employer & Employee relationship against the Executive Officer, Municipal Administration, KOTPAD.
29. The annual turnover of the agency should be more than 3 cr. Indian Rupees.
30. The payment shall be made only to the contractor on a monthly lump sum basis as per the provisions of minimum wages act for all working days provided the manpower is available for work in the office for all working days of that month.
31. The basic rates include factor for payment of weekly off also. The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by this office for whatever reason.
32. The claims in bills regarding Employees State Insurance, Provident Fund, should be necessarily accompanied with documentary proof pertaining to the previous month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.


Executive Officer
Kotpad N.A.C.

Signature of the Tenderer/Agency

SCOPE OF WORK

A. (1) Sweeping & Door to door Collection:

(A) Sweeping of all the roads, lanes, by lanes of entire ward is to be made daily; domestic refuses shall have to be collected daily from all households, shops, kiosks and vending zones. The MSW generated from road sweeping and door to door collection is/are to be collected by N.A.C. vehicle's accumulated in/identified by KOTPAD N.A.C. as per the scope of work mentioned in item-3.

(B) Night Cleaning should be made in the marketable area & Bus Stand area which is a mandatory condition in the sanitation work.

(2) Cutting of bushes & Cleaning of drains:

The bushes & shrubs and conservancy lanes are to be cleaned by the agency, the road side drains are also to be cleaned i.e. removal of polythene, paper, foreign material and other floating materials to avoid chocking of the drains and the MSW generated are to be accumulated in the dustbins/garbage bins placed on the road side and temporary collection points identified by KOTPADN.A.C. from which daily lifting is to be made to the temporary transfer stations identifies by KOTPADN.A.C. as per the scope of work mentioned in item.

(3) Collection & Transportation of Solid Wastes:

The municipal solid wastes which is generated from various sources and accumulated as mentioned in item-1 and item-2 above is required to be collected and lifted from door to door collection ward/lanes and transported to the designated place/in MCC & MRF at transfer station as decided by the KOTPAD N.A.C.. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be supplied by KOTPAD N.A.C. as per direction of the Officer-in-Charge, KOTPADN.A.C..

The Municipal Solid Waste includes the following.

1. Garbage arising from street sweeping and cleaning of drains.
2. Domestic refuses.
3. Garbage from roadside dustbins
4. Garbage accumulated at temporary collection points identified by KOTPADN.A.C..
5. Door to Door collection is mandatory.
6. Garbage generated from bush and grass cutting from road berms and conservancy lanes.
7. Drain Cleaning – All street drains should be cleaned every fortnightly and the drain waste should be transported forthwith.

Signature of the Tenderer/Agency

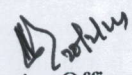
19. Before deployment of workers in the Sanitation work, the contractor shall ascertain their age. He/she shall also ensure that no worker should be minor.
20. The revised minimum rates & wages will be applicable to the tender as notified by Labor & ESI Department, Government of Odisha from time to time.
21. Each bidder shall submit a maximum of one (1) bidding for the Project. Any Bidder who submits more than one Proposal for the Project will be disqualified. The bidder shall neither transfer the bidding document to another interested party nor submit Proposals for a package other than the one for which the bidding document has been procured.

(4) Service Delivery Schedule:

The service provider in close consultation with the employers show out a detail time schedule and should adhere to the same timing. A tentative time schedule/work schedule is indicated below.

SI No.	Activities	Time Schedule
1	Road Sweeping & Drain Cleaning	5.00 AM TO 10.00 AM 3.00 PM TO 6.00 PM & 11.00 PM TO 5.00 AM
2	Collection of MSW from various Collection points & transportation to transfer station.	8.00 AM TO 2.00 PM & 11.00 PM TO 5.00 AM

- The Agency shall ensure the presence of his personnel every day at specified time.
- The Agency should ensure same timing as far as possible. However the timing can be modify with prior approval of Municipal Authorities and adequate communication to the affected customers.
- The Agency shall ensure operations on all seven days of the week


Executive Officer
Kotpad N.A.C.

Signature of the Tenderer/Agency


Executive Officer
Kotpad N.A.C.

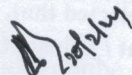
Signature of the Tenderer/Agency

SPECIAL CONDITIONS:

(B) Submission & Opening of tender.

The Tenders shall be prepared and submitted separately in sealed envelopes in two parts. Viz, Part-I Part-II clearly indicating on the covers **PART-I (Technical bid should contain all relevant documents/papers of tender including cost of Tender Paper, EMD, Solvency Certificate, Experience Certificate, PAN Card, GST Clearance, Labor License, Valid EPF Challan) & Part-II (Financial bid)**. The cover shall be super scribed "Tender for the work "Cleaning and sanitation work in Kotpad NAC and addressed to the Executive Officer, KOTPAD N.A.C... The envelope containing the technical bid and financial bid should also super scribed accordingly. The full name, postal address, e-mail address and telephone number / cell number of the tenders shall be written on the bottom left corner of the sealed envelope. The financial bid of those will be opened who will qualify in the technical bid.

- The Tenderers are required to produce original documents for verification at the time of Opening of Technical Bid, if required.


Executive Officer
Kotpad N.A.C.

Eligibility criteria and General Instruction to Tenders

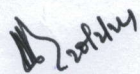
The tendering Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur are required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily out rightly rejected and will not be considered any further.

- (a) Registration Certificate of the applicant's organization.
- (b) The agency should be registered under appropriate authority of the State/Central Govt. and must possess valid licenses for providing Manpower Services.
- (c) The registered office or one of the branch offices of the Manpower Service Providers should be located within the jurisdiction of the user KORAPUT duly registered under appropriate authorities i.e. Urban Local Body/DIC/GST/DLO.
- (d) Banker's name, Telephone Number.
- (e) Copy of PAN/GIR (General Index Register (India income taxes) Card.
- (f) Copy of Aadhar Card.
- (g) Copy of IT return filed for the last three assessment year.
- (h) Copy of GST registration certificate (Up to date).
- (i) Copies of EPF & ESI Registration Certificate.
- (j) Copies of EPF Electronic Challan Return (ECR) for 100 Labour (one Hundreds) & remittance confirmation slip for the month of last three months.
- (k) Copy of up to date ESI registration certificate.
- (l) Copy of valid contract Labor License (REGULATION AND ABOLITION) Act, 1970 for 100 Labour (one Hundred).
- (m) Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for last three financial years.
- (n) An affidavit mentioning that he/she/firm/Company etc is not black listed by any Govt. Organization/ undertaking or that no Criminal or Vigilance Case is pending.
- (o) Covering letter on the letter head of the bidder).
- (p) Anti-collusion certificate (on the letter head of the bidder).
- (q) All Annexure of this NIT.
- (r) Organization Agency, Firm having their ISO registration certificate.
- (s) Organization / Agency/ FIRM must having their registration is the level of NSIC/MSME.
- (t) If it is detected that, a Bidder is having any negative or unsatisfactory record in providing services to any Government / Private Organization, then the Bidders shall be disqualified on that ground.

THE BIDDERS WHO MEETS THE QUALITATIVE REQUIREMENTS SPECIFIED IN THE TECHNICAL BID WILL ONLY BE CONSIDERED FOR PARTICIPATING IN THE FINANCIAL BID. FINANCIAL BID OF THE TECHNICALLY DISQUALIFIED BIDDERS WILL NOT BE OPENED.

Note:-

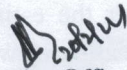
- (i) Submit photocopy of all the documents stated above.
- (ii) Non submission of any document as required in the tender will lead to rejection of the tender.


Executive Officer
Kotpad N.A.C.

SPECIAL CONDITIONS:

1. The Vehicles to be engaged for transportation of solid wastes will be provided by KOTPAD N.A.C. in Good running condition. The drivers of the vehicles must have valid driving license.
2. The Man Power Service Provider/agency shall bear.
 - The salary and other expenses of the driver and other staff attached to the vehicles.
3. Comprehensive insurance policy, appropriate driving license etc. and complying with the entire statutory requirement including labor laws that may be necessary in this respect, KOTPAD N.A.C. will not be responsible for any consequence out of any violation of Rules or Act by the agency.
4. The agency shall indemnify the KOTPAD N.A.C. against any claim, losses, damages concerning to workers/employees during the contract period.
5. Payment shall be made by the agency to his employees/ workers as for their category and nature of work which shall not less than the declared from time to time under minimum wages Act by Govt. of Odisha.
6. The successful bidders shall execute an agreement with the KOTPAD N.A.C. within 7 days from the date of receipt of letter of acceptance from KOTPAD N.A.C... The EMD shall be retained as security deposit till closure of the contract without any interest. The EMD of the unsuccessful tenderers shall be refunded back on application only after finalization of the bid and drawl of agreement with the successful bidder. In case of failure to execute agreement in time, the EMD will be forfeited to KOTPAD N.A.C. fund. The different clauses of tender call notice mentioned herein including DTCN shall form a part of the agreement.
7. Details of Terms & Conditions will be incorporated in the agreement.
8. The sweepers, labors engaged for door to door collection of wastes, drain cleaners, bush cutters etc. engaged for loading and unloading will perform their duty in uniform. This shall be complied by the Executing Agency so as to ensure better identification by the public as well as officers of KOTPAD N.A.C..
9. KOTPAD N.A.C. will identify temporary transit points within the ward and placedustbins/ container from where the Municipal Solid Waste MSW) is to be lifted to the temporary transfer station identified by KOTPAD N.A.C... The agency will submit the Bill along with statutory demand like ESI,EPF etc. at the end of each month for payment.
10. KOTPAD N.A.C. shall have the right to add or delete any condition (s) to and from the agreement as and when necessary for smooth management of sanitation work.
11. The transportation of MSW will be done with due care and transporting vehicles shall be covered as per norms specified by the Pollution Control Board.
12. If the Agency will not performed the sanitation work to the satisfaction of KOTPAD N.A.C. authorities in any particular day or will not respond to any complaint received from general public regarding sanitation work within four hours receiving complaint at the N.A.C. Office, then the KOTPAD N.A.C. is at liberty to either engage and substitute manpower for sweeping, bush cutting, drain cleaning engage own vehicle, hired vehicles for lifting the pending MSW, etc. & recover the expenditure incurred therein as per the estimated cost by KOTPAD N.A.C. or may impose penalty up to **0.5% of monthly agreement value**, in which the decision of the Executive Officer will be final and binding, which shall be recovered from the monthly bill of the Agency. However no penalty shall be applicable during extraordinary circumstances i.e. riot, disaster & bandh for the affected localities.
13. The waste collectors engaged by the agency shall collect solid waste from various households on daily basis in particular fixed timing area wise as may be finalized by the agency in consultations with the Officer-in-charge of KOTPAD N.A.C..

14. The agency shall start the work by 5.00 AM and deploy required vehicles for transfer of the solid waste generated from different sources, arrange means for loading and smooth lifting of MSW so generated.
 15. Executive Officer, KOTPAD N.A.C. reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the council, for any justifiable reasons, not mandatory to be communicated to the tenderer.
 16. The contract will be 02 (Two years) subject to satisfactory performance of the contractor. KOTPAD N.A.C. shall have the liberty to float any comprehensive contract during the currency of the contract period and no party will have right to challenge it.
 17. The agency is advised to submit their tender after **physical inspection of the site**, a very detailed assessment/requirement machine/manpower for providing the above services in all wards. However, the tenderer should quote only the **lump sum amount** in respect of all the services covered under this contract and that the rates should not be proposed on the basis of manpower deployed under this contract. No request for alteration in the rates, once quoted will be entertained within the period of contract. Decision of the Executive Officer will be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level and will not be referred to arbitration.
 18. Acceptance by the Council will be communicated by FAX/ email or any other form of communication. Formal letter of acceptance and work order of the tender will be forwarded as soon as possible, but the earlier instructions in the FAX/email etc. should be acted upon immediately.
 19. The contract would be decided as per the rates quoted for Item No.-1 of the financial bid.
 20. The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.
 21. Failure of the Successful Bidder to comply with the requirements of Clause mentioned in the NIT shall constitute sufficient grounds for the annulment of the Bid, and forfeiture of the EMD. In such an event, KOTPAD N.A.C. reserves the right to
 - a. either invite the next lowest Bidder for negotiations.
- Or**
- b. take any such measures as may be deemed fit in the sole discretion of KOTPAD N.A.C., including annulment of the bidding process.
 22. The payment will be made on presentation of pre-receipted bill (in duplicate) complete in all respects on monthly basis after completion of the month for having rendered the services satisfactorily. For this purpose the Contractor/Agency should obtain certificate from the authorized Officer regarding satisfactory completion of the work.
 23. In case, labor rate is hiked by Govt. of Odisha, payment will be made accordingly considering the engagement of labor in the work duly certified by the Officer-In-Charge of the work.
 24. The agency should maintain a public complain & suggestion register showing daily record of cleaning with remark of inhabitants which may be checked by the Officer-In-Charge of KOTPAD N.A.C. to assess the performance of the agency awarded to execute the work.
 25. All disputes shall be under the jurisdiction of the court at the place where the headquarter of the authority who has executed the agreement is located.
 26. Lifting and disposal of carcasses of animals, Waste Handling of slaughter house and fish market, collection and disposal of Bio-medical waste.


Executive Officer
Kotpad N.A.C.

ANNEXURE

**SCHEDULE OF PAYMENT TO BE MADE BY THE
CONTRACTOR AND BENEFITS TO BE PROVIDED
BY THE CONTRACTOR TO THEIR WORKER**

- (I) The Contractor/Agency shall pay not less than the minimum wages to the Sweeping Cleaning workers & other workers engaged by him as notified by the Govt. of Odisha from time to time.
- (II) The Contractor shall be liable for making the contribution, in accordance with the provision of EPF Act, 1952 and the Scheme framed there under in respect of the personnel employed by him.
- (III) The contractor will be responsible for covering his worker under the ESI Act, 1948 and payment as per Act to be made by the contractor as applicable..
- (IV) The contractor will be personally responsible for compliance of all relevant Acts, Rules & Regulations as applicable from time to time under labor Act. Further, he/she has ensure all requirements/formalities/submission of returns required under Contract Labor (R & A) Act, 1970, EPF Act, 1952, ESI Act, 1948, Minimum Wage Act, 1948 and etc.
- (V) In case of non-compliance, the contract will be terminated without assigning any reason by giving 30 days' notice in writing.

Seal:

Date:

Seal:

Date:

FINANCIAL BID

(On the Letter-head of the Agency/ Bidders)

To

**The Executive Officer,
KOTPAD N.A.C.,
PO/PS/Dist.-KOTPAD,
Odisha, 764058.**

Dear Sir

I/We, submit the sealed Price Bid for appointment as Sweeping and Cleaning Contractor at KOTPAD N.A.C...

I/We thoroughly examined and understood instructions to tenders, terms and condition of contract, given in the NIT and those contained in the different conditions of contract and its annexure and agree to abide by them.

I/We hereby offer to work at our quoted rate for the works mentioned in Annexure-I.

I/We undertake to take responsibility of statutory liability such as EPF/ESI /GST etc.

I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the Municipal Administration, KOTPAD, the offer will remain open for acceptance till the next working day.

As required no documents are being enclosed with Price Bid. All documents have been enclosed with the technical bid. I/We agree to abide by Conditions to be imposed by KOTPAD N.A.C...

Yours faithfully

Signature of the Tenderer/Agency

Seal:

Date:

SCHEDULE-I

FINANCIAL BID

Sl. No.	Particular	Estimated cost (monthly)
1	70nos. of laborer's	
2	5nos. of drivers	749467.00
3	Fuel	67221.00
4	T & P	50000.00
	Total Cost	17333.00
5	Agency Supervision & Maintenance Charge(to be quoted by agency ,amount the amount should nt be below 3.85% of the total cost)	8,84,021.00
	Total Amount	34034.00
		918055.00

Job Description	Quantity	Monthly lump sum
1 Door-to-door collection of municipal solidwaste (MSW) in the ULB and its transportation to designated locations. Collection of MSW from designated locations and transportation to the compost facility and / or landfill. Sweeping of streets, footpath and pavements, cleaning of road side drains, uprooting of vegetation, collection of construction debris from its source and transportation of the same to One item as per designated locations. Collection of MSW scope of work A (1) from the bulk generators of MSW in the (2), (3) & (4) ULB wards and its transportation to designated locations As per detail & as per conditions description of scope of work mentioned in clause A-1, 2, 3 & 4 for entire ward. Including of NIT loading and unloading, supply of all labor, T&P required for the work to the designated transfer stations as per the direction of the Officer-in-charge including cost of Driver, & DEO & taxes viz GST, income tax, and other taxes & fees as applicable from time to time with highest standard of services.	One item as per scope of work A (1), (2), (3), (4) & (5) & as per conditions of NIT.	
Rate in words :-		
Rate in figures :-		

(One item of work only)

The rate should not be changed from SI no 1-4, The rate of serial no 5 should not be less then 3.85% as per NIT condition

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the NIT form

I/We have carefully read the terms and conditions of the NIT and are agreed to abide by these in letter and spirit.

NB: The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.

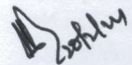
No. of correction:-

No. of interpolation:

No. of overwriting Signature of the Tenderer/Agency

Seal:

Date:


Executive Officer
Kotpad N.A.C.

CHECK LIST FOR OFFICE USE

Sl No	List of documents	Details of document	should be left blank for office use only
1	2	3	4
1	Valid Registration Certificate of applicants organization		
2	Registered under appropriate authority of the State/Central Govt. and must possess valid licenses for providing Manpower Services.		
3	The registered office or one of the branch offices of the Manpower Service Provider should be located within the jurisdiction of the user KOTPAD duly registered under appropriate authorities i.e. Urban Local Body/DIC/Service Tax/DLO(In case of no office available in kotpad ULB area ,undertaking should be given in plan paper for opening of a local office after award of work order)		
4	Cost of Tender Paper Rs.10,000/- Furnished		
5	Valid PAN/GIR Card. / Adhar Card		
6	Valid GST Regd. Certificate.		
7	Copy of last GST Return file		
8	EPF Electronic Challan Return(ECR) for 100 Nos.& remittance confirmation slip for the last three months		
9	Valid labor license for 100 No's under contract labor (Regulation and abolition) Act, 1970.		
10	Valid ESI Regn. Certificate.		
11	IT return filed for last three assessment years		
12	Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the last three financial years		
13	Anti Collision certificate furnished		
14	Covering letter of Technical Bid		
15	Affidavit mentioning that he/she/firm/Company etc. is not black listed by any Govt. Organization/undertaking or that no Criminal or Vigilance Case is pending		
16	Copy of ISO regd. Certificate.		
17	Copy of NSIC/MSME regd. Certificate.		
18	Experience certificates for Three years		

To be filled up by the tendering agency

Total no of corrections:-

Total no of Over writing:-

Total no of Interpolation:-

Name of Agency:-

Correspondence Address of the Agency:-

Tel./ Fax No:-

Mobile No:-

E-mail id:-

(Signature of the bidder)

[Signature]
Executive Office
Kotpad N.A.C.

**TENDER OR SERVICE CONTRACT FOR CLEANING SANITATION AND WASTE
DISPOSAL SERVICE AT KOTPADN.A.C.,KOTPAD,**

**Full Name & Address of the Tenderer in
Telephone No.
Fax/Cellular No.
E-mail address**

To

**The Executive Officer
KOTPAD N.A.C.**

Sir

I/We have read all the particulars regarding the information's and other terms and conditions of the contract (NIT) for cleaning Sanitation and waste disposal services at KOTPAD N.A.C. and agree to Provide the services as detailed in the schedule here or to such portion thereof as you may specify in the acceptance of the tender at the rates given Schedule-I to this tender and I/we agree to bind this offer
I/We shall be bound by a communication acceptance dispatched within the prescribed time

I/we have understood these terms and conditions for the contract and shall provide the best services
Strictly in accordance with these requirements
All pages have been added to and form a part of this tender

Every page so attached with this tender bears my signature and the office seal .

- Cost of Tender Paper & EMD drawn in favor of Executive Officer, KOTPADN.A.C. Payable at KOTPAD are enclosed vide No. _____ Dt. _____ & No. _____ Dt. _____ respectively as required.

Yours faithfully

Signature & Seal of the Tenderer

Dated:

Witness _____

Telephone No Office _____

Address _____

Resi _____

Occupation _____

Mobile _____

State of witness to contractor's signature

Name, Address Signature of Witness: