



UMERKOTE MUNICIPALITY

**HOUSING & URBAN DEVELOPMENT DEPARTMENT
Govt. of Odisha**

DTCN


**CONTRACT FOR CLEANING OF DRAIN, SWEEPING OF
STREET, GARBAGE LIFTING, SANITATION AND WASTE
DISPOSAL SERVICES AT UMERKOTE MUNICIPALITY
(Ward No. 1 to 14)**

SOLID WASTE MANAGEMENT 2022-23

Contact Details: EXECUTIVE OFFICER,
MUNICIPAL COUNCIL, UMERKOTE,
PO/PS- UMERKOTE
DIST.-NABARANGPUR, ODISHA,
PIN-764073.

Website.... <http://www.nabarangpur.nic.in>
& <http://www.tenderodisha.gov.in>

Signature of the Tenderer/Agency


**Executive Officer
Umerkote Municipality**

Disclaimer

The information contained in this Notice Inviting Tender ("NIT") document provided to the Bidder(s), by or on behalf of Municipal Council, Umerkote 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 Umerkote Municipal Council, 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. Umerkote Municipality, 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 Municipal Council, Umerkote may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT document.


Executive Officer
Umerkote Municipality

Signature of the Tenderer/Agency

OFFICE OF THE UMERKOTE MUNICIPALITY
NABARANGPUR (ODISHA), PIN- 764073

E-mail- nac_umerkote@rediffmail.com

"e" PROCUREMENT NOTICE.

Bid Identification No.: UKT-MUN-07/2022-23

Bid Documents consisting of Service Work, Estimated Cost, Cost of Tender Paper, EMD, and time of completion and the set of terms and conditions of contract and other necessary documents can be seen in Govt. website i.e. www.tendersorissa.gov.in

- INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT UMERKOTE MUNICIPALITY (Ward No. 1 to 14).

Name of the Service	:-	Sanitation work of Umerkote Municipality in Ward No. 01 to 14
E.M.D.	:-	No EMD is required as per office memorandum no 4710 Dt.12.04.2022 of Works Department.
Agency	:-	As per eligibility criteria mentioned in DTCN.
Period of contract	:-	01 (One) Year (As per DTCN criteria)
Cost of bid document	:-	Rs.10,000/- + 18% GST (Non-refundable)
Download of bid document	:-	From 21.12.2022, 10.00 AM to 31.12.2022 up to 5.00 PM
Last date of receipt through online	:-	31.12.2022 up to 5.00 PM
Date of Tender Opening	:-	02.01.2023 at 11.00 AM
Place of Opening of Tender	:-	Municipality Office Umerkote.

The details of this tender is also available at web site – www.tenderodisha.gov.in


 Executive Officer
 Umerkote Municipality
 Umerkote Municipality

NOTE:

1. The Executive Officer, Municipal Council, Umerkote 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 wards & areas to know the scope of work before responding to the Tender.
4. Bids will be received through online only.

Signature of the Tenderer/Agency

Crucial Details of Tender Call Notice

Name of the Service	:	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT UMERKOTE MUNICIPALITY Ward No. 1 to 14
Performance Guarantee (A.P.S.D)	:	1% of the total quoted value for One year in shape of Bank Draft/ Pay order/ Banker's Cheque after qualifying the tender as L1 bidder.
AGENCY	:	As per eligibility criteria in DTCN
Period of contract	:	One Year
Cost of Tender document	:	Rs. 10,000.00 + GST 18%
Period of Down load the Tender document	:	Dt.21.12.2022 10.00 A.M to Dt.31.12.2022 5.00 P.M.
Last Date for receipt of Filled Tender document through online	:	Dt 31.12.2022 up to 5.00 P.M.
Place & Date of Opening of Technical & Financial bid	:	Office of the Executive Officer, Umerkote Municipality Dt.02.01.2023 at 11.00 A.M.
Officer invited the Tender	:	Executive Officer, on behalf of Umerkote Municipal Council
Likely date for commencement of deployment of required manpower	:	Dt. 09.01.2023


 Executive Officer,
 Umerkote Municipality,
 Umerkote Municipality

Signature of the Tenderer/Agency



**OFFICE OF THE
MUNICIPALITY, UMERKOTE**
NABARANGPUR (ODISHA), PIN- 764073
E-mail-nac_umerkote@rediffmail.com



Letter No 4318 UKT-MUN-2022

Date: 20/12/2022

Notice Inviting Tender

The Online tender shall be in conformity with the DTCN 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 from Ward No. 1 to 14 of Umerkote Municipality so as to reach the Executive Officer, Umerkote Municipality through online mode up to 5.00 PM on Dt.31.12.2022 and tender will be opened at Umerkote Municipality on 02.01.2023 at 11.00 A.M. The details of Service Tender documents, scope of work, eligibility criteria & online submission of tender can be availed online from Dt. 21.12.2022 to Dt. 31.12.2022.

Sl. No	Name of the Work	Period of Contract	Cost of Bid document in Rs.
01	CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT UMERKOTE MUNICIPALITY Ward No. 1 to 14	One year	Rs.10,000/-+18% GST

Details of Tender can also be downloaded from websites: www.nabarangpur.nic.in & www.tenderodisha.gov.in but it should be accompanied with cost of tender paper of Rs.10,000/- (Rupees Ten Thousand only)+GST@18% should be paid in online mode. An Additional Performance Security Deposit (APSD) @1% of the bidding value must be deposited by L1 bidder after qualifying above tender. Details can be had from above websites during official working days.

Memo No. 4319

Copy submitted to the Collector, Nabarangpur/ Project Director, DRDA-cum-DUDA, Nabarangpur / Sub-Collector, Nabarangpur/ Executive Engineer R&B Division, Nabarangpur for kind information with request to display the tender notice in their respective notice board for wide publication. Copy to the Director, I & PR, Bhubaneswar for information and necessary action with a request to publish it in the newspaper in the local edition minimum price for one day with 10 (CM) X 11 (CM) as per Rule 9 (c) of Appendix-IX, OPWD Code Vol-II as early as possible and send the credit bill for payment.

Memo No. 4320

Copy forwarded to District Informatics Officer, NIC Nabarangpur for information with a request of hoist the tender in the District Portal for wide publicity. A copy submitted to this Office for necessary information for record and evidence.

Signature of the Tenderer/Agency

Executive Officer,
Umerkote Municipality
Date: 20/12/2022

Executive Officer,
Umerkote Municipality
Date: 20/12/2022

Executive Officer,
Umerkote Municipality

GENERAL TERMS AND CONDITIONS

1. The bidders are required to inspect and assess the entire geographical area as per annexure-I & ward wise public/commercial area etc. as per annexure-II and quote their rates of the Labour charges for sweeping, bush cutting, drain cleaning, collection of wastes from door to door including lifting of MSW and disinfecting collection points and spreading disinfectants like bleaching powder etc. which will be supplied by Umerkote Municipality and other miscellaneous expenditure as may be required such as T & P charges, OH charges as mentioned detail in scope of work. The cost of documentation like taking photograph whenever necessary will be borne by the tenderer as per direction of officer-in-charge.
2. The bidders are expected to examine all the instruction, terms and specifications in the bid document. 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 in Odisha, appropriate resources, necessary expertise, requisite manpower and supervisory ability to undertake the work.
4. The contract will be for a period of three year subject to satisfactory performance of the contractor. Umerkote Municipality shall have the liberty to float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.
5. Umerkote Municipality 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.
6. Conditional and incomplete bid is liable of rejection.
7. Letter of authorization for representing Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur and to sign the bid document should be enclosed along with the bid document.
8. Bids containing overwriting, additions, alternations, erasures, obliteration and other discrepancies should be properly attested all corrections made by them.
9. The bidders shall sign every page of the tender documents and submit all of them.
10. The bidders should quote rates both in figures and in words, wherever if there is a difference between the rate quoted in figures and words, the rate quoted in words will be taken as correct.
11. All the documents furnished by the bidders are subject to verification from the issuing authority. In case any manipulation is found the bidding then steps shall be taken for black listing of the bidder.

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

12. The tender has been invited under One packet online bid system i.e Technical Bid and Financial Bid separately. The interested agencies are advised to submit separate bids through online for Umerkote Municipality.

13. The tenderer is being permitted to give tender in consideration of the stipulations on his part that after submitting his tender, he will not withdraw from his offer or modify the terms and conditions thereof. In the event of the offer made by the tenderer not being accepted, the amount of Performance Guarantee deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Council.

14. 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.

15. No interest shall be payable on the amount of Performance guarantee in any case.

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 his tender 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 tenderer as notified by Labour & ESI Department, Government of Odisha from time to time.

21. In addition to the above, regular Cleaning of Office & its premises shall be done & the Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deed done by its workers in Office.

22. 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 Umerkote Municipality.

23. 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.

24. At any time prior to the Proposal Due Date, Umerkote Municipality may, for any reason, at its own initiative, modify the NIT document by the issuance of Addenda.

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

25. If the tenderers are called for interview, then the tenderers will come at their own expense and without any obligation, if called upon to do so, to interview with The Executive Officer, Umerkote Municipality (or an officer authorized to act on his behalf), as the case may be at their own expense.

26. Notwithstanding anything contained in this NIT, Umerkote Municipality 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.

27. 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).

28. The payment of monthly bill to the Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur has to be made through A/C payee cheque/RTGS/NEFT only. No cash payment can be made to them.

29. 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 Council, Umerkote.


Executive Officer,
Umerkote Municipality

Signature of the Tenderer/Agency

ANNEXTURE-I

SI No	Ward No	Name of the Umerkote Municipal Area	Commercial/ Public area
1	1	Dargaguda Main Road	Commercial area
2		Dargaguda UV-04, Mali para, Buchia Para, Jail Colony	Public Area
3	2	Gotiguda, Dhepguda	Public Area
4	3	Gandhi Chowk	Commercial Area
5		Bhitargarh, Dhoba Sahi, Old Court Road, Panka Sahi,	Public Area
6	4	Kondagam Road	Commercial Area
7		JenaSahi, Gandhi Nagar, TikiraSahi	Public Area
8	5	Raighar Road, Dashrapada,	Commercial Area
9		Hatapada, Brahmin Sahi,	Public Area
10	6	Nuaguda, Nuaguda A/C	Public area
11	7	Nabarangpur main Road	Commercial Area
12		Kusumguda, Ganjamia sahi, Club Line	Public area
13	8	Kondagam Road,	Commercial Area
14		Dongri Sahi, Kenal Sahi	Public area
15	9	Nabarangpur Main Road, Old SBI Road	Commercial Area
16		Old SBI road, Sibaji Nagar	Public area
17	10	Nabarangpur Main Road (Left side of Gulipatna Electric Office)	Commercial Area
18		Gulipatna, Sirasahi	Public area
19	11	UV-52	Commercial Area
20		Chadeiguda, Bhaluguda,	Public area
21	12	Right & Left side of Nabarangpur Road	Commercial Area
22		DP Colony, UV No 03 Truck Centre,	Public area
23	13	Nabarangpur Main Road	Commercial Area
24		DNK Colony, Ektaguda, A/C Colony	Public area
25	14	Nabarangpur road left side	Commercial Area
26		Block Colony, Medical Colony, R.E.O road	Public area


 Executive Officer
 Umerkote Municipality

Signature of the Tenderer/Agency

Details of Ward Wise Population of Umerkote Municipality as per 2011 census.

Ward No.	Households	Population as per 2011 census	Tentative population as on date	No. of commercial units	Total	Solid Waste to be generated (in MT)
1	555	2511	3186	122	3308	0.99
2	300	1500	1903	04	1907	0.57
3	435	1816	2305	60	2365	0.70
4	294	1365	1732	72	1804	0.54
5	427	1998	2535	56	2591	0.78
6	318	1515	1923	05	1928	0.57
7	462	2082	2642	44	2686	0.80
8	699	3109	3945	28	3973	1.19
9	425	1917	2433	79	2512	0.75
10	638	2688	3411	06	3417	1.02
11	516	2388	3030	16	3046	0.91
12	748	3072	3898	13	3911	1.17
13	414	1627	2065	102	2167	0.65
14	325	1405	1783	63	1846	0.55
Total	6556	28993	36792	670	37461	11.19

DETAIL REPORT

Name of the Work :- Sweeping of Street, Cleaning of drain and lifting of garbage for Ward No.01 to 14 of Umerkote Municipality.


Estimated Cost :- 17,74,830.00 for 14 numbers of wards per month.

The Estimate has been prepared to meet the probable cost of expenditure for the above-mentioned work. The Council vide Council Resolution No.14 Dt. 19-01-2018 has administratively approved for (Rs. 17,74,830/-) for the said purpose on monthly basis. As per the decision of the Council and for smooth maintenance of sanitation work in Umerkote Municipality are 119 (One hundred Nineteen) numbers of Labour including Supervisors and Sweepers will be engaged for the said purpose for a period of one years as per council resolution. Details information regarding sanitation work given in the table as follows.

In this estimate provision has been made as follows.

- | | | |
|--|----|--------------------|
| 01. Sweeper/sweeperess including supervisors & Drivers | :- | 119 Nos |
| 02. Over Head Charges | :- | 15% |
| 03. E.S.I. | :- | 3.25 % |
| 04. E.P.F. | :- | 12% |
| 05. Transportation | :- | @ Rs.1000/- per MT |
| 06. Labour Cess | :- | 1% (Extra) |

Signature of the Tenderer/Agency


 Executive Officer
 Umerkote Municipality

SCOPE OF WORK

A. (1) Sweeping, Collection of Solid Waste & Door to door Collection:

Sweeping of all the roads, lanes, by lanes of entire ward are to be made daily. Domestic refuses shall have to be collected daily from all households, shops, kiosks and vending zones by tricycles. The MSW generated from road sweeping and door to door collection by tricycles is to be accumulated in the dustbins/ garbage bins placed on the road side and temporary collection points identified by Umerkote Municipality from which daily lifting is to be made to the temporary transfer stations identified by Umerkote Municipality as per the scope of work mentioned in item-3 Cleaning of Burial ground Area on regular basis. Night Cleaning should be made in the Market Area & Bus-Stand.

(2) Cutting of bushes & cleaning of drains:

The bushes & shrubs from roadside berms & 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 Umerkote Municipality from which daily lifting is to be made to the temporary transfer stations identified by Umerkote Municipality as per the scope of work mentioned in item-3.

(3) Collection & Transportation of Solid Wastes:

The municipal solid wastes which are generated from various sources and accumulated as mentioned in item-1 and item-2 above is required to be collected and lifted from different collection points/dustbins of that particular ward and transported to the designated dumping place/temporary transfer station as decided by the Umerkote Municipality. The collection points are to be disinfected by spreading of disinfectants like bleaching powder etc. which will be supplied by Umerkote Municipality as per direction of the Officer-In-Charge, Umerkote Municipality. The cost of transportation should include the cost of Labours

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/vulnerable points identified by Umerkote Municipality.
5. Garbage generated from Bush and grass cutting from road side berms and conservancy lanes.

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

(B) Submission & opening of tender:

The tender has been invited under One packet bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit their bids through online mode for Umerkote Municipality. The tender should be submitted on or before Dt.31.12.2022 till 5:00 PM within the time scheduled prescribed.

Name of Firm/Agency etc. Complete postal address, e-mail address and telephone number of the tenderer shall be written on the bottom left corner of the Application form.

*** The Tenderers are required to produce original Documents for verification at the time of Opening of Technical Bid, is mandatory.**


Executive Officer,
Umerkote Municipality.
Executive Officer,
Umerkote Municipality

Signature of the Tenderer/Agency

Eligibility Criteria & General Instructions to Bidders

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) Credibility and experience certificate issued from the concerned Authority /Employer of a Govt./ULB/PSU of repute at least for 1 (one) year under whom the work is done for performing the similar nature of work i.e., Sweeping of streets, cleaning of drains, transporting of MSW.
- (b) Valid up to date Registration Certificate of the applicant's organization.
- (c) The agency should be registered under appropriate authority of the State/Central Govt and must possess valid licenses for providing Manpower Services.
- (d) The registered office or one of the branch offices of the Manpower Service Provider should be located within the jurisdiction of the user Odisha duly registered under appropriate authorities i.e., Urban Local Body/DIC/Service Tax/DLO.
- (e) Covering letter (on the letter head of the bidder) with Banker's name, Telephone Number.
- (f) Copy of Valid up to date PAN/GIR (General Index Register (India income taxes) Card.
- (g) Copy of Valid up to date IT return filed for the assessment year 2019-20, 2020-21 & 2021-22.
- (h) Copy of Valid up to date Service Tax registration certificate (ST-2) & ST-3 return as on 31.03.2022.
- (i) Copies of Valid up to date EPF & ESI Registration Certificate
- (j) Copies valid up to date of EPF Electronic Challan Return (ECR) for 100 Labour (One Hundreds) & remittance confirmation slip for the month of January, 2022, February, 2022 & March, 2022.
- (k) Copy of valid up to date ESI return 100 Labour (One Hundred) as on March, 2021 & e-challan of ESI for the month of January, 2022, February, 2022 & March, 2022.
- (l) Copy of valid up to date contract Labour License (REGULATION AND ABOLITION) Act, 1970 for 100 Labour (One Hundred).
- (m) Copy of valid up to date audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2019-20, 2020-21 & 2021-22.
- (n) Cost of Tender Paper should be submitted through online as per mentioned in DTCN.
- (o) Complaint office should be opened in the Municipal area for 24 X 7 hours helpdesk number to be provided for public under Umerkote Municipality.

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

- (p) Average financial turnover to the tune of Rs. 3 Crore (Rupees Three Crore) only of work during last three financial years and submit Audit Report audited by C.A.
- (q) The bidders quoting less rate of Labour wages, EPF, ESI, Transportation & Labour ces as per NIT shall be disqualified. Payment shall be made by the agency to his employees/workers as for their category and nature of work i.e., Un-Skilled/Semi-Skilled/ Skilled/ High Skilled which shall not be less than the declared from time to time under minimum wages Act by Govt of Odisha schedule rate.
- (r) When the agency at the time of submission bill and vouchers against the sanitation workers the details will be submitted to the Umerkote Municipality for release of wages as per the work done. The details document to attached i.e., as given,
- Ward wise Muster Roll will be issued by the authority every starting of the month.
 - Vehicle log book will be maintained regularly.
 - All the engaged sanitation workers attendance will be maintained in the Biometric system in daily basis.
 - Employment Provident Fund (EPF) & Employee's State Insurance Corporation (ESIC) will offend against all sanitation workers under the agency of Umerkote Municipality as per the EPF guideline and Act. 19 of 1952.

Note: i to iv all the above-mentioned documents are mandatory and submit to the Umerkote, Municipality every end of the month with bill and vouchers accordingly for released of payment to the agency.

- (s) The successful bidders shall execute an agreement with the Umerkote Municipality within 7 days from the date of receipt of letter or acceptance from Umerkote Municipality. The performance guarantee shall be retained as security deposit till closure of the contract without any interest. The performance guarantee which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. The performance Guarantee of the unsuccessful tenders 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 performance guarantee will be forfeited to Umerkote Municipality fund. The tender call notice shall form a part of the agreement.
- (t) The bidder must have enclosed the documents relating to ownership of vehicles/ agreement with the owners in case of hiring vehicles. An undertaking to provide the extra vehicles as per requirement by Umerkote Municipality to carry out the work smoothly.
- (u) Undertaking to provide Small JCB Vehicle by the service provider whenever required. The payment for the same shall be made to the agency as per Govt Fixed Price. 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.
- (v) In case of any dispute arising out of the contract, the matter shall be referred to the Collector Nabarangpur, whose decision shall be final and binding to the parties.
- (w) If the agency will not perform the sanitation work to the sanitation of Umerkote Municipality authorities in any particular day when the Umerkote Municipality is at liberty to engage the substitute man power for sweeping, bush cutting, drain cleaning, engage own vehicles, hired vehicles for lifting the pending MSW and may impose penalty up to 10% of agreement value in which the decision of the Executive Officer will be final and binding which be recovered from the monthly bill of the agency.
- (x) An affidavit mentioning that he/she/firm/Company etc. is not black listed by any

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

Govt. Organization/ undertaking or that no Criminal or Vigilance Case is pending.

- (y) Anti-collusion certificate (on the letter head of the bidder).
- (z) Performance Guarantee @ 1% of the quoted value for one year in shape of Bank Draft/ Pay order/ Banker's Cheque separately after qualifying the tender as L1 bidder at the time of agreement. And Solvency certificate to a tune of Rs.30.00 Lakh (Twenty lakh) obtained from Revenue Department in favour of Man Power Service Providers / Regd. Firms / Regd. NGO / Regd. Private Companies/ Entrepreneur.
- (aa) Details of Terms & Conditions will be incorporated in the agreement. Umerkote Municipality 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.
- (bb) If it is detected that, a Bidder is having any negative or unsatisfactory record in providing services to any Government/ Private Organization, then the Bidder shall be disqualified on that ground.

Note: -

THE BIDDERS WHO MEET 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 ENTERTAINED.

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


Executive Officer,
Umerkote Municipality.

Signature of the Tenderer/Agency

SPECIAL CONDITIONS

1. The Vehicles to be engaged for transportation of solid wastes must be in good running condition. The drivers of the vehicles must have valid driving license.
2. The Man Power Service Provider/agency shall bear.
 - i) The salary and other expenses of the driver and other staff attached to the vehicles.
 - ii) Cost of fuel and other lubricants (POL)
3. The vehicles offered shall be in good condition.
4. Comprehensive insurance policy, appropriate driving license etc. and complying with the entire statutory requirement including Labour laws that may be necessary in this respect, Umerkote Municipality will not be responsible for any consequence out of any violation of Rules or Act by the agency.
5. The agency shall indemnify the Umerkote Municipality against any claim, losses, damages concerning to workers/ employees during the contract period.
6. The agency shall pay all the statutory and other taxes of vehicle and keep the fitness certificate during the contract period.
7. Payment shall be made by the agency to his employees/ workers as for their category and nature of work which shall not be less than the declared from time to time under minimum wages Act by Govt. of Odisha.
8. The successful bidders shall execute an agreement with the Umerkote Municipality within 15 days from the date of receipt of letter of acceptance from Umerkote Municipality. The APSD shall be retained as security deposit till closure of the contract without any interest. The APSD which will be kept as security deposit can be replaced by submitting Bank Guarantee of equal amount. In case of failure to execute agreement in time, the work order will be canceled to the L1 bidder at any moment without any notification in jurisdiction of Umerkote Municipality. The different clauses of tender call notice mentioned herein including DTCN shall form a part of the agreement.
9. Details of Terms & Conditions will be incorporated in the agreement.
10. The sweepers, Labours 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 Umerkote Municipality.
11. Umerkote Municipality will identify temporary transit points within the ward and place dustbins/ container from where the Municipal Solid Waste (MSW) is to be lifted to the temporary transfer station identified by Umerkote Municipality. The agency will submit the Bill along with statutory demand like ESI, EPF etc at the end of each month for payment.
12. Umerkote Municipality 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.
13. 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.
14. If the Agency will not performed the sanitation work to the satisfaction of Umerkote

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

Municipality 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 Municipality Office, then the Umerkote Municipality 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 Umerkote Municipality 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 extra ordinary circumstances i.e. riot, disaster & bandh for the affected localities.


15. 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 Umerkote Municipality.
16. The agency shall start the work by 5.30AM 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.
17. Executive Officer, Umerkote Municipality 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.
18. The contract will be for a period of 1 (One) year subject to satisfactory performance of the contractor. Umerkote Municipality 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.
19. The agency is advised to submit their tender after a very detailed assessment/requirement machine/manpower for providing the above services for the 14 (fourteen) wards. However, the tenderer should quote **only the percentage value (+/-) shown in online financial bid** 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.
20. Acceptance by the Council will be communicated by 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 email etc. should be acted upon immediately.
21. The contract would be decided as per the rates quoted for Item No.-1 of the financial bid.
22. The Bidder making the lowest Financial Offer would be declared as the Preferred Bidder.
23. 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, Umerkote Municipality reserves the right to
 - a. either invite the next lowest Bidder for negotiations.

or

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

- b. take any such measures as may be deemed fit in the sole discretion of Umerkote Municipality, including annulment of the bidding process.
24. 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.
25. In case, Labour rate is hiked by Govt. of Odisha, payment will be made accordingly considering the engagement of Labour in the work duly certified by the Officer-In-Charge of the work.
26. Night cleaning is mandatory in Umerkote Municipality area.
27. 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 Umerkote Municipality to assess the performance of the agency awarded to execute the work.
28. 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.


Executive Officer,
Umerkote Municipality.
Umerkote Municipality

Signature of the Tenderer/Agency

**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 responsible for providing uniform to their workers.
- (V) The contractor will be personally responsible for compliance of all relevant Act, Rules & Regulations as applicable from time to time under Labour Act. Further, he/she has to ensure all requirements/formalities/submission of returns required under Contract Labour (R & A) Act, 1970, EPF Act, 1952, ESI Act, 1948, Minimum Wage Act, 1948 and etc.
- (VI) In case of non-compliance, the contract will be terminated without assigning any reason by giving 30 days' notice in writing.

Seal:

Date:


**Executive Officer
Umerkote Municipality**

Signature of the Tenderer/Agency

Covering Letter (For Technical Bid)
(On the Letter-head of the Agency/ Bidders)

Date:

To

Executive Officer,
Municipal Council, Umerkote.

Sub: Contract for cleaning, sanitation and waste disposal services at Umerkote Municipality ward no. 1 to 14.

Ref: Your NIT No. _____ dated _____.

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 Umerkote Municipality and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in Schedule-I to this tender and I/we agree to hold 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 & Performance Guarantee drawn in favour of Executive Officer, Umerkote Municipality payable at Umerkote are enclosed vide No. _____ Dt. _____ & No. _____ Dt. _____ & No. _____

Dt. _____ respectively as required.

Yours faithfully,

Signature of the Bidder/Agency

Seal:

Date:

Signature of the Tenderer/Agency


 Executive Officer
 Umerkote Municipality

Anti-Collusion Certificate

I /We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, I / we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I / We hereby certify and confirm that in the preparation and submission of our Proposal (NIT), I / we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti- competitive.

I / We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant Proposal (NIT).

Dated thisDay of , 2016

.....
(Name of the Bidder)

.....
(Signature of the Bidders / Authorized Person)

.....
(Name of the Authorized Person)

NB: -This should be submitted on the letter head of the Agency.


Executive Officer
Umerkote Municipality

Signature of the Tenderer/Agency

APPLICATION DATA SHEET-TECHNICAL BID

CONTRACT FOR CLEANING, SANITATION AND WASTE DISPOSAL SERVICES AT UMERKOTE MUNICIPALITY

1	Name of the Tendering Agency:
2	Details of Online Paper Cost No _____ Date _____ for Rs. _____
3	Details of Performance Guarantee No. _____ Date _____ drawn on Bank _____.
4	Name of Proprietor/Partner/Director:
5	Full Address of Registered Office: Telephone No. _____ E-mail address. _____
6	Full Address of Operating/Branch Office: Telephone No. _____ E-mail address _____.
7	Name & Telephone No. of Authorized Person to liaise with office:
8	Banker of the Agency: _____ Telephone No. of the Banker: _____
9	PAN/GIR No (Attach self-attested copy).
10	Service Tax Registration No (Attach self-attested copy).
11	EPF Registration No (Attach self-attested copy).
12	ESI Registration No (Attach self-attested copy).
13	Copy of IT return filed for the assessment year 2019-20, 2020-21 & 2021-22 (Attach self-attested copy).
14	Service Tax registration certificate ST-2 & ST-3 return as on 31.03.2022 (Attach self-attested copy).
15	Copy of ESI return (100 nos) as on March, 2021 & e-challan of ESI for the month of January, 2022, February, 2022 & March, 2022 (Attach self-attested copy).
16	Copies of EPF Electronic Challan Return (ECR) for (100 nos) & remittance confirmation slip for the month of January, 2022, February, 2022 & March, 2022 (Attach self-attested copy):
17	Valid Labour License under Contract Labour (R & A) Act, 1970 for 100 nos (Attach self-attested copy):
18	Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2019-20, 2020-21 & 2021-22 (Attach self-attested copy).
19	Financial Turnover of the agency for the last three year should not be less than 6 Crore (Six Crore) in the field of Sanitation work. 2019-20 supporting self-attested copy attached. 2020-21 supporting self-attested copy attached. 2021-22 supporting self-attested copy attached.
20	Anti-collusion Certificate (Attach Letter head copy).
21	Solvency Certificate of Rs.30,00,000/- in favour of the Man Power Service Providers/Registered Firms/Registered NGO/ Entrepreneur issued by Revenue Department, Govt. of Odisha (Attach self-attested copy)
22	Give details of the major similar contracts handled by the tendering agency.
23	Additional information, if any (Attach separate sheet if space provided is insufficient)

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

Sl. No	Name of Client, Address, Telephone & Fax No.	Man Power Service provided		Amount of contract (Rs in lakhs)	Duration of contract	
		Type of manpower provided	No		From	To

Signature of the Tenderer/Agency

Seal:

Date:

20/01/22
Executive Officer
Umerkote Municipality

Signature of the Tenderer/Agency

FINANCIAL BID

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

To

Executive Officer,
Municipal Council, Umerkote.

Dear Sir,

I/We, submit the sealed Price Bid for appointment as Sweeping and Cleaning Contractor at UMERKOTE MUNICIPALITY.

(a) 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.

(b) I/We hereby offer to work at our quoted rate through online for the Service work mentioned in BoQ.

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

(d) 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 Council, Umerkote, the offer will remain open for acceptance till the next working day.

(e) As required no documents are being enclosed & online Price Bid (BoQ). All documents have been enclosed with the technical bid along with Additional Performance Security guarantee/We agree to abide by conditions to be imposed by Umerkote Municipality.

Yours faithfully,

Signature of the Tenderer/Agency Seal

Date

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

DOCUMENT VERIFICATION CHECK LIST FOR OFFICE USE

Sl. No	List of documents	Details of document submitted Yes/No	Remarks
1	2	3	4
1	Valid Registration Certificate of applicant's 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 Odisha duly registered under appropriate authorities i.e., Urban Local Body/DIC/Service Tax/DLO.		
4	Cost of Tender Paper Furnished.		
4	Valid PAN/GIR Card.		
5	Valid Service Tax Registration. Certificate.		
6	Valid Return of ST-2 & ST-3 as on 31.03.2022.		
7	Valid and up to date EPF Registration Certificate.		
8	Valid EPF Electronic Challan Return (ECR) for 100 Nos. & remittance confirmation slips for the month of January, 2022, February, 2022 & March, 2022.		
9	Valid Labour license for 100 Nos. under contract Labour (Regulation and abolition) Act, 1970.		
10	Valid ESI Registration Certificate.		
11	Valid ESI return as on March, 2021 for 100 Nos. & e-challan of ESI for the month of January-2022, February-2022 & March-2022.		
12	Valid IT return filed for the assessment year 2019-20, 2020-21, 2021-22.		
13	Valid Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2019-20, 2020-21, 2021-22.		
14	Valid Ownership documents of tractors/ Mini trucks/ Trucks or agreement of hire vehicles.		

Signature of the Tenderer/Agency


Executive Officer
Umerkote Municipality

15	Undertaking to provide the extra vehicles as per requirement by Umerkote Municipality to carry out the work smoothly.		
16	Valid Performance Guarantee Furnished after qualifying the tender.		
17	Valid Solvency certificate of Rs. 30,00,000/- furnished.		
18	Valid Anti-Collision certificate furnished.		
19	Covering letter of Technical Bid/Financial Bid.		
20	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		

To be filled up by the tendering agency

Total no of corrections: -

Total no of Over writing: -

Total no of Interpolation: -

Name of the Agency: -

Correspondence address of the Agency: -

Tel. No: -

Mobile No: -

e-mail ID: -

(Signature of the bidder)


Executive Officer
Umerkote Municipality

Signature of the Tenderer/Agency