

UMERKOTE MUNICIPALITY



GOVERNMENT OF ODISHA
(HOUSING & URBAN DEVELOPMENT DEPARTMENT)

DETAILED TENDER CALL NOTICE (DTCN)
FOR
SANITATION WORK (WARD NO-01 TO 14)
OF
UMERKOTE MUNICIPALITY

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 purpose 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, amender supplement the information in this NIT document.

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

**UMERKOTE, MUNICIPAL COUNCIL, UMERKOTE
NABARANGPUR (ODISHA), PIN-764073**

E-mail -nac_umerkote@rediffmail.com

"e" PROCUREMENT NOTICE

Bid Identification No. UKT-MUN- 3/2023-24

Bid Documents consisting of Service Work, Estimated Cost, Cost of Tender Paper, EMD and Time of completion and the set of term and condition of contract and other necessary documents can be seen in Govt. web site i.e. www.tenderorissa.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	:- EMD is required as per office memorandum No.8475/F and No.8484/F dtd.05.04.2022 of Finance Department as well as No.4710/W and No.4719 dtd 12.04.2022 of Works Department
Agency	:- As per eligible criteria mentioned in DTCN.
Period of Contract	:- 01 (One) Year (As per DTCN criteria)
Cost of bid documents	:- Rs.10,000/- (Non refundable).
Download of bid documents	:- From 20/05/2023, 10 AM to 29/05/2023 at 5.00 PM.
Last date of receipt through online	:- 29/05/2023 at 5.00 PM.
Date of Tender to be opened	:- 30/05/2023 at 10.00 AM.
Date of Financial bid to be opened	:- 31/05/2023 at 10.00 AM.
Place of Opening of Tender	:- Municipality Office Umerkote.

The details of this tenders also available at website-www.nabarangpur.nic.in and www.tenderodisha.gov.in

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.

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

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.
5. Bids will not be received through courier service and hand to hand.

Signature of the Tenderer / Agency

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

Crucial Details of Tender Call Notice

Name of the work	:	Contract for Cleaning of drain, Sweeping of street & main road, garbage lifting, Bush Cutting, Sanitation and Waste Disposal, Services At Umerkote Municipality Ward No.1 To 14
Performance Guarantee	:	1% of the total quoted value for one year in shape of Bank Draft.
AGENCY	:	As per eligibility criteria
Period of contract	:	One Year
Cost of Tender document	:	Rs.10,000.00
Period of Sale/Download of Tender document	:	Date 20.05.2023 to Dt.29.05.2023 up to 5.00 P.M.
Last Date for receipt of Filled in Tender document	:	Date 29.05.2023 up to 5.00 P.M.
Place & Date of Opening of Technical bid	:	Office of the Executive Officer, Umerkote Municipality Date 30.05.2023 at 10.00 A.M.
Place & date of opening Financial Bid of eligible Tenders	:	Umerkote Municipality Date 31.05.2023 at 10.00 A.M.
Officer invited the Tender	:	Executive Officer Umerkote Municipality
Likely date for commencement of deployment of required manpower	:	Date 01.06.2023

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

UMERKOTE MUNICIPALITY

No. 1848 /2023

Date: 18 / 05 /2023

TENDER CALL NOTICE

Sealed tenders, are hereby invited from intending Firms / Outsourcing Agencies for sanitation Work of Umerkote Municipality for a period of 01 (one) years i.e. from 1st June 2023 to 31st May 2024.

Sl. No	Name of the work	Estimated cost (Rs)per month	Paper cost (in Rs.)	EMD (in Rs.)
01	Contract for cleaning of drain, sweeping of street & main road, garbage lifting, bush cutting, sanitation and waste disposal, services at Umerkote Municipality (ward no.1 to 14)	18,88,528/-	10,000/- (Non-Refundable)	18,885/-

The Tender papers along with DTCN will be available in the official web site i.e. www.nabarangpur.nic.in from dated 20.05.2023 to 29.05.2023 at 5.00 P.M. The tender paper should reach to the undersigned on or before 5.00 P.M of dated 29.05.2023. The paper cost Performance Guarantee and other documents must be reached through online on or before 5.00 P.M of dated 29.05.2023. The cost of tender paper is Non – refundable. Any tender received after the specified date shall be rejected. The Technical tender paper will be opened in the presence of the tenderers or their authorized representative on dated 30.05.2023 at 10.00 A.M and Financial bid will be opened on 31.05.2023 at 10.00 AM of the bidder who have qualified in the technical bid in the office of the undersigned.

1. More procurement of tender document does not guarantee fulfillment of the eligibility criteria.
2. Name of the purchaser at the time of procurement of Tender Document should not be disclosed. No money receipt shall be given by the office indicating the name of the purchaser at the time of purchase of Tender document.
3. Only ink / dot pen signed copy of the Tender Notice issued by the office shall be entertained. Notwithstanding anything contained in this NIT, Umerkote Municipality reserves the right to accept or reject any proposal, or to annul the bidding process of reject all Proposal, at time without or any obligation for such rejection or annulment, without assigning any reasons thereof.



Executive Officer,
Umerkote Municipality

Executive Officer
Umerkote Municipality

Signature of the Tenderer/ Agency

Memo No. 1849 / Date: 18-05-2023

Copy forwarded to the Sanitary Expert, Umerkote Municipality for information and necessary action.


Executive Officer,
Umerkote Municipality

Memo No. 1850 / Date: 18-05-2023

Copy to Notice Board of Umerkote Municipality for wide circulation.


Executive Officer,
Umerkote Municipality

Memo No. 1851 / Date: 18-05-2023

Copy submitted to Additional District Magistrate, Nabarangpur / Sub-Collector, Nabarangpur/ Block Development Officer, Umerkote / Assistant Engineer P.H. Section, Umerkote/ Executive Engineer, R & B Division Nabarangpur / Tahasildar, Umerkote for favour of information with a request to publish the notice in their Notice Board for wide publicity.


Executive Officer,
Umerkote Municipality

Memo No. 1852 / Date: 18-05-2023

Copy submitted to the Project Director DUDA, Nabarangpur / Deputy Director DPMU, Nabarangpur/ All Tender committee members for kind information & necessary action.


Executive Officer,
Umerkote Municipality

Memo No. 1853 / Date: 18-05-2023

Copy forwarded to the email:ipradvi@gmail.com with copy iprenews@gmail.com for information & necessary action with a request to publish the tender two daily Odia & one English widely circulated News papers for one day.


Executive Officer,
Umerkote Municipality

Memo No. 1854 / Date: 18-05-2023

Copy to District Informatic Officer, NIC, Nabarangpur for information and necessary action with a request to publish this notice in NIC portal for wide publication.


Executive Officer,
Umerkote Municipality.

Executive Officer
Umerkote Municipality

Signature of the Tenderer/ Agency

UMERKOTE MUNICIPALITY

TENDERPAPER

DOCUMENT

NAME OF WORK: - Contract for Cleaning of Drain, Sweeping of Street & Main road, Garbage Lifting, Bush Cutting, Sanitation and Waste Disposal, Services At Umerkote Municipality (Ward No.1 To 14)

Issued against Bank Draft No. _____ Dt. _____

Drawn on _____

For Rs. _____

Cashier/Junior Assistant

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

GENERAL TERMS AND CONDITIONS

1. The total Sanitation will be guided by NGT guideline/SPCB guidelines & SWM Rules.
2. The bidders are required to inspect and assess the entire geographical area as per annexure-I 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.
3. 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.
4. The bidder must have his establishment at Umerkote, appropriate resources, infrastructures, necessary expertise, requisite manpower and supervisory ability to undertake the work.
5. The contract will be for a period of one year subject to satisfactory performance of the contractor. Umerkote Municipality shall have the liberty to extend the contract period as per decision of the Council and float any comprehensive contract during the currency of the contract period & no party will have right to challenge it.
6. 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.
7. Conditional and incomplete bids liable for rejection.
8. 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.
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 performance guarantee will be forfeited and steps shall be taken for black listing of the bidder.
12. The tenderer will have to provide 3 nos. Supervisor, 93 no. of unskilled labour & 04 no. of tractor driver, 01 no. of JCB driver, 01 no. of road sweeping machine driver 10 nos. of auto tipper along with vehicles as required.
13. 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 Umerkote Municipality" & "Financial Bid for executing Sanitation Work under Umerkote Municipality". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Umerkote Municipality".


Executive Officer
Umerkote Municipality

Signature of the Tenderer/ Agency

14. 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. If the tenderer fail to observe and comply with the stipulation of NIT the aforesaid amount of performance guarantee will be forfeited by the Council. In the event of the offer made by the tenderer not being accepted, the amount of earnest money/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.
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. No interest shall be payable on the amount of Performance guarantee and EMD in any case.
17. 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.
18. 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 form being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
19. 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.
20. 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.
21. The revised minimum rates & wages will be applicable to the tenderer as notified by Labour Department, Government of Odisha from time to time.
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. 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.
25. 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.
26. Quoting abnormally low rate/high rate, i.e. quotation less than the basic wages and transportation/ excess 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).


Executive Officer
Umerkote Municipality

Signature of the Tenderer/ Agency

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 /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 Council, Umerkote.


Executive Officer,
Umerkote Municipality

Signature of the Tenderer / Agency

Signature of the Tenderer/ Agency

Executive Officer
Umerkote Municipality

ANNEXTURE-I

Sl.No	Ward No.	UMERKOTEMUNICIPALITY AREA
1	1	Dargaguda Main Road, Dargaguda UV-04, Mali para, Buchia Para, Jail Colony
2	2	Gotiguda, Dhepguda
3	3	Gandhi Chowk, Bhitargarh, Dhoba Sahi, Old Court Road, Panka Sahi, Gandhi Chowk Daily Market
4	4	Kondagaon Road, Jena Sahi, Gandhi Nagar, Tikira Sahi, Old Bust Stand, Daily Market
5	5	Raighar Road, Dashrapada, Hatapada, Brahmin Sahi, Weekly Marker
6	6	Nuaguda, Nuaguda A/C, Rajamunda, UV-07
7	7	Umerkote main Road, Kusumguda, Ganjamia sahi, Club Line
8	8	Kondagaon Road, Dongri Sahi, Kenal Sahi
9	9	Umerkote Main road, Old SBI road, Sibaji Nagar, Santoshi Nagar
10	10	Umerkote road (Left side of Gulipatna Electric Office) Gulipatna, Sira sahi
11	11	UV-52, Chadeiguda, Bhaluguda,
12	12	Right & Left side of Umerkote Main Road, DP Colony, UV No 03 Truck Centre, Auditorium, Biju Pattnaik Stadium
13	13	Umerkote Main Road, DNK Colony, Ektaguda, A/C Colony, Tahasil IB, Gopabandhu Chowk, Daily Market
14	14	Umerkote Main road left side, Block Colony, Medical Colony, R.E.O road, New Bus Stand, CHC Medical, Childrens park

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 Tata Ace. The MSW generated from road sweeping and door to door collection by Tata Ace/Tractor 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. Night sweeping to be done in all commercial areas identified by the Municipality.

(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 dustpans/ garbage bins placed on the road side and temporary collection point 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-1.

(3) Collection & Transportation of Solid Wastes:

The Municipal Solid Waste includes the following.

1. 100% Door to door collection (In segregation Manner).
2. LCV to be provided by the agency with preinstalled waste bins for segregated collection from households.
3. All waste collected should be micro segregated
4. All segregated dry waste to be transported to MRF designated.
5. Only debris & silt and inert from drain to be transported to landfill areas.
6. Separate vehicle to carry inert & silt to be designated.
7. In no case no segregated waste to be dumped in the municipality area.
8. Specific manpower to be assigned for segregation of dry waste collected from road and drains.
9. Designated LCVs to carry general dry waste from the municipality area to the MRF.

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

(B). Submission & opening of tender:

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 Umerkote Municipality" & "Financial Bid for executing Sanitation Work under Umerkote Municipality". Both the envelopes should be kept in another sealed envelope super scribing "Tender for executing sanitation work under Umerkote Municipality-Ward No. 1 to 14". The tender should be addressed to the Executive Officer, Umerkote Municipality, PO/PS- Umerkote District-Nabarangpur, Odisha, PIN-764073.

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 sealed envelope.

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


Executive Officer,
Umerkote Municipality

Executive Officer
Umerkote Municipality

Signature of the Tenderer/ Agency

Eligibility Criteria & General Instructions to Tenderers

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/outrightly 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 Provider should be located within the jurisdiction of the user Umerkote 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 IT return filed for the assessment year 2020-21,2021-22 & 2022-23
- g. Copy of GST registration certificate a son 31.03.2023.
- h. Copies of EPF registration Certificate
- i. Copy of ESI registration Certificate
- j. Copies of EPF Electronic Challan Return (ECR) for 200 Labour (two Hundreds) & remittance confirmation slip for the month of Jan 2023, Feb-2023 & March-2023.
Copy of valid contract labour license (REGULATION AND ABOLITION) Act, 1970 for 200 labour (two hundred)
- (i) Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2020-21, 2021-22 & 2022-23.
- (ii) Cost of Tender Paper of Rs.10,000.00 Bank Draft separately.
- (iii) The bidder must have enclosed the documents relating to ownership of vehicles/ agreement with the owners in case of hiring vehicles.
- (iv) 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.
- (v) Covering letter (on the letter head of the bidder).
- (vi) Turn over for the last three year should not be less than 3,00,00,000/- (three crore).
- (vii) The bidders have to furnish performance guarantee to the tune of Rs.30,00,000/- (Thirty lakhs) only obtained from any schedule bank.
- (viii) All Annexures of this NIT.
- (ix) Organization, Agency, Firm having their ISO registration certificate.
- (x) Organization/Agency/ FIRM must having their registration are the level of NSIC/MSME.

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

- (xi) Experience certificate issued at least 03 years in similar nature of work that means sweeping/cleaning of road, drain/door to door collection and disposal of collected to designated site.
- (xii) 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 OPENED. In the financial bid if two or more bidders have quoted the least rate then the winner of the bid shall be selected in the criteria mentioned below: -

1. The bidder with the highest experience (in years) shall be considered.
2. If two or more bidders have same experience (in years) then the bidder with highest turnover in the last 3 years i.e (2020-21, 2021-22 & 2022-23) as per audited reports shall be considered.
3. If two or more bidders have same experience & turnover then winner shall be decided on the basis of lottery system.

NOTE-

- (ii) Submit photo copy of all the documents stated above.
- (iii) Non submission of any document as required in the tender will be liable for rejection of the tender.

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

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, pollution free card, appropriate driving license etc. (motor vehicle act) 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 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. In case of failure to execute agreement in time, the performance guarantee will be forfeited to Umerkote Municipality fund. 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, segregation the sates drain cleaner, bush cutters etc. engaged for loading and unloading will perform their duty in uniform with Umerkote Municipality LOGO. 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 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.
12. If the Agency will not performed the sanitation work to the satisfaction of Umerkote Municipality authorities in any particular day or will not respond to any

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Executive Officer
Umerkote Municipality

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 upto 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, 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 house holds 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.
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, 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.
16. 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.
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 at the 14 wards. However, the tenderer should quote only the **estimate amount (Schedule-I)** in respect of all the services covered under this contract and that the rates should not be proposed on the basis of man power 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.

Signature of the Tenderer/ Agency


Executive Officer
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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 Performance guarantee.
22. In such an event, Umerkote Municipality 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 Umerkote Municipality including annulment of the bidding process.
23. The payment will be made -receipted bill(induplicate) 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.
24. 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.
25. 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.
26. 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.
27. The successful bidder will have to provide 10 auto tippers with bins each (three green three blue) for door-to-door collection the auto should access to all lanes of Umerkote municipality. Four tractors will be provided by the successful Bidder.
28. The driver and maintenance of vehicle is not the responsible of the municipality
29. Security will be provided by the Bidder to all the worker work under the agency.
30. All the deployed labour and staff should be performing the duties in uniform having logo of Umerkote Municipality.
31. The agents should be lifted moving cows and dogs on the municipality by the cow catcher /dog catcher vehicles.
32. Night sweeping is to be done regularly in the identify areas of the municipality.
33. The agency has to train the staff for well behavior to public / office.
34. The service required in early with care like VIP visit, flood situation Government programs and parab.

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

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 providing uniform to their workers.
- (IV) 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.
- (V) In case of non-compliance, the contract will be terminated without assigning any reason by giving 30 days' notice in writing.

Seal:

Date:

Signature of the Tenderer / Agency

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

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

To

The Executive Officer,
Umerkote Municipality

Sub: - Contract for Cleaning of drain, Sweeping of street & main road, garbage lifting, Bush Cutting, 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 favor 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 Tenderer /
Agency,

Seal:

Date:

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality

APPLICATION-TECHNICAL BID

Contract for Cleaning of drain, sweeping of street & main road, garbage lifting,
Bush Cutting, Sanitation and Waste Disposal, Services At Umerkote Municipality
Ward No.1 To 14

1	Name of the Tendering Agency:
	Details of Performance Guarantee No. _____ Date drawn on Bank _____.
	Name of Proprietor/Partner/Director:
	Full Address of Registered Office: Telephone No. _____ Fax No. _____ E-mail address _____
	Full Address of Operating/Branch Office: Telephone No. _____ Fax No. _____ E-mail address _____
	Name & Telephone No. of Authorized Person to liaise with office:
	Banker of the Agency: Telephone No. of the Banker:
	PAN/GIR No (Attach self-attested copy).
	GST Registration No (Attach self-attested copy).
	EPF Registration No (Attach self-attested copy).
	Copy of IT return filed for the assessment year 2020-21, 2021-22, 2022-23(Attach self-attested copy).
	GST registration certificate return a son ____ .03.2023 (Attach self-attested copy).
	Copies of EPF Electronic Challan Return (ECR) for (200 Nos.) & remittance confirmation slip for the month of Jan-2023, Feb-2023, Mar-2023(Attach self-attested copy).
	Valid Labour License under Contract Labour (R&A) Act,1970 for 200 nos. (Attach self-Attested copy):
	Copy of audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2020-21, 2021-22, 2022-23(Attach self-attested copy).
	Financial Turnover of the agency for the last three year should not be less than Three Crore in the field of Sanitation work. 2020-21 supporting self-attested copy attached. 2021-22 supporting self-attested copy attached. 2022-23 supporting self-attested copy attached.
	The bidder has to furnish Bank guarantee to the tune of Rs 30,00,000/- (twenty Lakhs) only obtained from any schedule bank.
	Give details of the major similar contracts handled by the tendering agency.
	Additional information, if any (Attach separate sheet if space provided is insufficient)
	ESI Registration No (attach self-attested copy)

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 :

Signature of the Tenderer/ Agency


 Executive Officer
 Umerkote Municipality

FINANCIAL BID

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

To

The Executive Officer,
Umerkote Municipality
PO / PS: Umerkote,
Dist. Nabarangpur, Odisha, 764073.

Dear Sir,

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

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 / 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 Council, Umerkote, the offer will remain open for acceptance till the next working day.

I/ As required no documents are being enclosed with Price Bid. All documents have been enclosed with the technical bid along with earnest money & performance guarantee. I / 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

CHECK LIST FOR OFFIC EUSE

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 Umerkote duly registered under appropriate authorities i.e. Urban Local Body/DIC/Service Tax /DLO.		
4	Cost of Tender Paper Rs.10,000/-Furnished.		
5	Valid PAN/ GIR Card.		
6	Return of GSTason30.09.2022		
7	Valid and up to date EPF Reg. Certificate.		
8	EPF Electronic Challan Return (ECR) for 200 Nos.& remittance confirmation slip for the month of Jan-2023, Feb-2023, March-2023		
9	Valid labour license for 200 Nos. under contract labour (Regulation and abolition) Act, 1970.		
10	IT return filed for the assessment year 2020-21, 2021-22, 2022-23		
11	Audited statement of accounts (Balance Sheet, Profit & Loss Account) for the financial year 2020-21, 2021-22, 2022-23		
12	Ownership document so tractors/Minitrucks/Trucks or agreement of hire vehicles.		
13	Undertaking to provide the extra vehicles as per requirement by Umerkote Municipality to carry out the work smoothly.		
14	Performance guarantee furnished		
15	The Bidder have to furnish Bank Guarantee to the tune of Rs.30,00,000/- (Thirty lakhs) only		

Signature of the Tenderer/ Agency


 Executive Officer
 Umerkote Municipality

	obtained from any schedule bank.		
1	2	3	4
16	Covering letter of Technical Bid.		
17	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		
18	Copy of ISO regd. Certificate.		
19	Copy of NSIC/MSME Regd Certificate.		
20	Copy of ESI regd. Certificate.		

To be filled up by the tendering agency

Total no of corrections: -

Total no of Overwriting: -

Total no of Interpolation: -

Name of the Agency: -

Correspondence address of the Agency: -

Tel./Fax No: -

Mobile No:-

e-mail id: -

(Signature of the bidder)

Signature of the Tenderer/ Agency


 Executive Officer
 Umerkote Municipality

TENDER FOR SERVICE CONTRACT FOR CLEANING, SANTATION AND WASTE DISPOSAL SERVICES AT UMERKOTE MUNICIPAL COUNCIL, UMERKOTE

From

Full name & Address of the Tenderer in
Telephone No.
FAX Cellular No.
E - Mail address

To

The Executive Officer,
Umerkote Municipality

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 part of this tender.

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

Cost of Tender Paper and performance guarantee drawn in favor of Executive Officer, Umerkote Municipality payable at Umerkote are enclosed vide No..... dtd..... and No..... dtd..... respectively as required.

Yours faithfully,

Signature & Seal of the Tenderer

Dated:

Witness

Telephone No. Office

Address.....

Resi

Occupation.....

Mobile

Signature of witness to contractor's signature

Name, Address & Signature of Witness:

Signature of the Tenderer/ Agency


Executive Officer
Umerkote Municipality